



**COUNTY OF BERGEN**  
**DEPARTMENT OF HUMAN SERVICES**  
**OFFICE FOR CHILDREN**  
*Providing Child Care Resources and Referrals Since 1980*  
One Bergen County Plaza • 2nd Floor • Hackensack, NJ 07601-7076  
(201) 336-7150 • FAX (201) 336-7155 • e-mail ofc@co.bergen.nj.us

**Parent and Designee ECC Card Order Form**

Parent/Applicant may order ECC cards for other people who have your permission to transport your child and check your child in or out of child care. Cards **must** be ordered by parent/applicant only. Parent/Applicant may order up to two designee cards.

Please submit, email or fax form to the Office for Children.

**Please write clearly:**

Client Name: \_\_\_\_\_

Initial Issue: \_\_\_\_\_ Replacement: \_\_\_\_\_

Reason for New Card: \_\_\_\_\_

1. Designee Name: \_\_\_\_\_ Designee Date of Birth: \_\_\_\_\_

2. Designee Name: \_\_\_\_\_ Designee Date of Birth: \_\_\_\_\_

**ECC Reminders:**

1. All designee cards will be mailed to the applicant's address.
2. It is usually delivered with 10 business days.
3. It will come in a white envelope from the following address: P.O. Box 81129  
Austin, TX 78708 – 1129
4. Designees must activate their own cards (PIN them – add Personal Identification Number) before use at child care.
5. If you have trouble activating or using your ECC/EBT Card, please contact Office for Children's ECC Specialist for further assistance.
6. Parent must swipe "**absent**" and "**sick**" days from home if possible. If not possible, enter through swiping and child care facility as this may affect payment to provider.
7. Failure to use your ECC Card and follow the ECC Parent Policies and Procedures may result in **underpayment, non-payment or termination** or child care services.