



**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  
PHONE (201) 336-7150 • FAX (201) 336-7155

**Provider Closure Dates for October 1, 2018 to September 30, 2019**

The New Jersey Department of Human Services Division of Family Development will allow for **22 closure days per contract year** (October 1st through September 30th) and **no more than 5 paid closures per month**. All closure days must be added by Office for Children **prior to the actual closure date** with the exception of emergency closures. If the provider submits over 22 closure days, Office for Children will enter the **first 22 closure days** on the list provided. Please review your closure dates in EPPIC once they have been entered for accuracy and completeness.

Child Care Provider: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ EPPIC ID: \_\_\_\_\_

\_\_\_\_\_

Please (✓) any dates you will be closed:

- ( ) 10/08/2018 Columbus Day
- ( ) 11/06/2018 Election Day
- ( ) 11/12/2018 Veterans Day
- ( ) 11/22/2018 Thanksgiving Day
- ( ) 11/23/2018 Day After Thanksgiving
- ( ) 12/24/2018
- ( ) 12/25/2018 Christmas Day
- ( ) 12/26/2018
- ( ) 12/27/2018
- ( ) 12/28/2018
- ( ) 12/31/2018
- ( ) 01/01/2019 New Year's Day
- ( ) 01/21/2019 Dr. Martin Luther King, Jr. Day
- ( ) 02/18/2019 President's Day
- ( ) 04/19/2019 Good Friday
- ( ) 05/27/2019 Memorial Day
- ( ) 07/04/2019 Independence Day
- ( ) 09/02/2019 Labor Day

Please (✓) and complete for any additional dates you will be closed:

- ( ) \_\_\_\_\_
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Total number of schedule closing dates: \_\_\_\_\_

Please submit your list of closure dates to our office at:

County of Bergen  
Department of Human Services  
Office For Children  
One Bergen County Plaza, 2<sup>nd</sup> Floor  
Hackensack, NJ 07601  
**Attention: Fiscal Unit**

Please fax completed list of closure dates: (201) 336 – 7452

Please e-mail completed list of closure dates: OFCfiscal@co.bergen.nj.us

Reminder: **Make sure you allow for snow and emergency closures.**

**Submit snow and emergency closures within 24 – 48 hours of closure date.**