



Department of Human Services • Division of Family Development  
**New Jersey Child Care Assistance Program**  
**FCC and Approved Home Provider Background Check Renewal Notice**

Dear Child Care Provider:

The federal Child Care Development Block Grant (CCDBG) Act (42 U.S.C. § 9857 et seq.) requires child care staff members, including family child care and approved home providers, to complete and clear a comprehensive set of backgrounds checks. This requirement also applies to family child care and approved home household members ages 18 years and older as well as volunteers who have unsupervised access to the children in care. Under State law, household members ages 14-17 years old are required to complete and clear only the New Jersey Child Abuse Record Information check.

A family child care or approved home provider may not be registered, approved, or eligible for New Jersey Child Care Assistance Program (CCAP) funds unless all the above listed individuals associated with the provider has cleared the comprehensive background checks. After initially clearing these background checks, the family child care or approved home provider and any staff or any covered household members (ages 18 years and older) are required to undergo a recheck of all the applicable background checks as follows:

- **Child Abuse and Neglect Checks.** The child abuse and neglect background checks will be conducted at the time of the renewal of your registration or approval. These checks must be cleared for New Jersey and any other state the applicant resided in within the prior five (5) years. These checks will be initiated and completed in the same manner as they were previously.
- **Criminal History and Sex Offender Checks.** The criminal history and sex offender background checks will be conducted in the month of the five (5) year anniversary of the prior clearance of those checks. These checks must be cleared using federal and national databases as well as for New Jersey and any other state the applicant resided in within the prior five (5) years. These checks will be automatically conducted by the Department of Human Services utilizing an archiving process.

In order to ensure that all required criminal history and sex offender rechecks are completed, it is very important that you provide complete, up-to-date information about yourself, your staff, and your household members. This includes ensuring your contact information on file with your Child Care Resource and Referral (CCR&R) is up-to-date, and submitting the following documentation to your CCR&R:

- Whenever applicable, you must submit a CC-219: Change in Staff or Household Member Form to report whether an individual previously listed as a staff or household member is no longer one.
- When requested by your CCR&R in advance of a criminal history and sex offender background check renewal, you must submit a CC-254: Out of State Background Check Disclosure Form for yourself, each staff member, and each household member (ages 18 years and older) to report whether or not any of those individuals resided in a state other than New Jersey within the prior five (5) years.

All family child care and approved home providers, staff, and covered household members must comply with all the background check renewal requirements in order to continue to be eligible to operate as a provider, or be a staff or household member. Providers who fail to comply with the comprehensive criminal background check renewal process will be deemed ineligible to operate and will not receive further payment through CCAP.

For more information on the comprehensive background check and CCAP, please visit [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov) or contact your CCR&R by calling 1-800-332-9227 or through the contact information provided below.

**If you have questions, contact your Child Care Resource and Referral (CCR&R) agency:**