



Important Information

Helpful Tips & Reminders

**Subject: Registered Home Based
Provider Cleaning/Sanitizing
Reimbursement Grant**

Issue Date: March 16, 2020

Registered Home-Based Provider FCC Cleaning & Sanitizing Grant Guidance

The Department of Human Services, Division of Family Development (DHS/DFD) has made a cleaning and sanitizing reimbursement grant available to support programs who receive payment on behalf of children that receive a subsidy through the NJ Child Care Subsidy Program.

CCR&R Agencies: Please administer the attached grant as outlined on the announcement page of the application packet. This grant is available for registered home based provider who provide a child care subsidy **and** have completed their CCDBG required trainings. Registered child care providers must apply for the grant in order to be considered for reimbursement.

CCR&R RESPONSIBILITIES:

- Inform FCC Providers of available grant funds
- Process applications and required DFD paperwork
- Conduct verification of documentation, compliance with CCDBG Trainings and documentation of services rendered.
- Issue payment reimbursement to eligible FCC Providers
- Track all providers that receive funding (approved) and providers denied (FCC Grant Reporting Tracker)
- Keep all grant required forms and receipts in provider folder
- Document communication and action notes in provider folder
- Submit tracking report to DFD every Friday – email to: DFD.Childcare@dhs.nj.us

Attachments