



Burlington Community Action Partnership  
718 Route 130 South, Burlington, NJ 08016  
(609) 835-4329 www.bccap.org  
Dr. Ruben A. Johnson, Executive Director

## ECC Card Order Form

**This form may be submitted with attached paperwork or emailed to: [bccapeclogs@bccap.org](mailto:bccapeclogs@bccap.org) directly. All other subsidy questions should be directed to [childcaresubsidy@bccap.org](mailto:childcaresubsidy@bccap.org)**

Is this a replacement card? YES NO If yes, approximate date card last used: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Case #/Family ID# \_\_\_\_\_

Contact Phone and/or email: \_\_\_\_\_

**16 digit EBT Card # to be linked : \_\_\_\_\_ \*Each EBT Card may only be linked once. If you get a replacement EBT card, you must contact us to have your new card linked.\***

**Complete this section to add an additional card holder or request a replacement card for a designee/alternate:**

The parent/guardian may order up to two additional ECC Cards for people over the age of 18 who have permission to transport the child(ren) and check the child(ren) in/out of child care. Only the parent/guardian may request additional cards. By requesting a designee/alternate card it is understood that the parent/guardian gives the designee/alternate authorization to record attendance for the child(ren). Whether the designee/alternate or parent/guardian picks up/drops off the child(ren) it is still the parent/guardian's responsibility to ensure that attendance is recorded accurately as stated in the ECC Addendum.

Designee/Alternate Name: \_\_\_\_\_ DOB: \_\_\_\_\_ New \_\_\_\_ Replacement \_\_\_\_

Designee/Alternate Name: \_\_\_\_\_ DOB: \_\_\_\_\_ New \_\_\_\_ Replacement \_\_\_\_

My signature (original or electronic) indicates I have read, understand and agree to adhere to the responsibilities above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ECC Reminders**

Cards are mailed in a plain white envelope from P.O. Box 81129 Austin, TX 78708. If you do not receive your card within 10 to 14 days please notify us immediately.

ECC/EBT cards must be activated upon receipt and have a PIN number chosen before being used for child care. **Whether or not you are currently checking your child in daily or not you must still activate your ECC/EBT card as soon as it is received.** Failure to activate your ECC/EBT card and/or report attendance daily may result in underpayment, non-payment or termination of your child care subsidy.

**Stop here - For ECC Processor Use Only**

Date received by ECC: \_\_\_\_\_ NACC # \_\_\_\_\_ Date: \_\_\_\_\_

Primary card mailed Activated In use Alternate card mailed

Notes:



United Way  
of Greater Philadelphia  
and Southern New Jersey