

— Ocean County Services —

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1433 Hooper Avenue, Suite 340 ♥ Toms River, New Jersey 08753 ♥ Phone: 732-557-9633 ♥ Fax: 732-557-0588 ♥ [www.chsofnj.org](http://www.chsofnj.org)

**To: Parents receiving subsidized child care**  
**From: CHSofNJ Director and staff**

The following will remain in place until further notice.

- The office at 1433 Hooper Ave, Suite 340, has staff available and working. There is a mail slot at the front door and our telephone system, and email are fully operational.
- For general information or assistance with completing an application contact: Virginia 732-557-9633 ext. 143. Applications are reviewed in the date order they are received. You will be notified via US Mail with the results of the review when it has been completed. Be advised, processing time may increase during times of high volume. If you have an application in progress and your last name begins with the letters A-L, contact: Alexis 732-557-9633 ext. 110. Letters M-Z contact: Francine 732-557-9633 ext. 166.
- Applications must be submitted via email, mail or in person via the mail slot in the front door. All applications are reviewed in date order.
- Incomplete applications will not be accepted.
- If eligible a family is assigned to a case worker alphabetically by last name. CHSofNJ requests that only the assigned staff person be called with questions or concerns. Additionally, CHSofNJ asks that only one call be made per day. CHSofNJ sincerely appreciates your cooperation in this matter.

These requests are made on behalf of staff who are working their best to accommodate all eligible families. CHSofNJ recognizes that serving more families is excellent for the Ocean County community. The consequence of serving more families is a higher volume of work, telephone calls received, and agreements to write, mail and enter. CHSofNJ is trying to better serve Ocean County's families and allow our staff to be more productive.

Thank you for your understanding.

*CHSofNJ provides services regardless of physical handicap, disability, or any other characteristic protected by law.*

# CHILD SUPPORT PRINTOUT DIRECTIONS

## THE NJ CHILD SUPPORT WEBSITE: <http://njchildsupport.org>

THE STATE OF NJ REQUIRES THE FOLLOWING FOR FAMILIES WHO RECEIVE CHILD SUPPORT PAYMENTS:

- A PRINTOUT FROM THE OBLIGATIONS SCREEN.
- AFTER ENTERING [njchildsupport.org](http://njchildsupport.org).
  1. SELECT VIEW YOUR CASE,
  2. ENTER YOUR MEMBER I.D. AND PIN.
  3. SELECT YOUR CASE.
  4. THE OBLIGATIONS SCREEN IS THE FIRST SCREEN YOU WILL SEE AFTER SELECTING YOUR CASE.
  5. CLICK ON THE “PRINT” ICON TO PRINT WHAT IS NEEDED
- ON THE SAME PAGE, GO TO “DISBURSEMENT TO CP.” THIS IS FOUND IN THE BLUE “DETAIL SECTIONS” BOX, ON THE LEFT SIDE OF THE PAGE. IT IS THE, 7<sup>TH</sup> ITEM DOWN.
- PRINT YOUR PAYMENT HISTORY
- A PRINTOUT FOR EACH CHILD SUPPORT CASE IS REQUIRED, WHETHER OR NOT YOU RECEIVE PAYMENTS

IF YOU HAVE A CASE AND DO NOT SUPPLY A PAYMENT HISTORY PRINTOUT, YOUR APPLICATION/REDETERMINATION WILL NOT BE COMPLETE. YOUR NEW JERSEY CARES FOR KIDS APPLICATION/REDETERMINATION WILL NOT BE PROCESSED WITHOUT THIS VERIFICATION.

IF YOU DO NOT HAVE ACCESS TO A COMPUTER/PRINTER, YOU CAN VISIT OUR OFFICE TO PRINT THE PAYMENT HISTORY FOR YOUR CASE(S).



The  
Children's  
Home Society

O F N E W J E R S E Y®



Ocean County Services

...saving children's lives and building healthy families since 1894.

1433 HOOPER AVENUE, SUITE 340 / TOMS RIVER, NJ 08753 / PHONE: 732-557-9633 / FAX: 732-557-0588 / WWW.CHSOFNJ.ORG

**VERIFICATION OF EMPLOYMENT**

**Applicant/Co-Applicant Name:** \_\_\_\_\_

In order to determine the eligibility for child care services for the above applicant, please assist by answering the following questions.

**THIS SECTION TO BE COMPLETED BY THE EMPLOYER**

**EMPLOYMENT**

Name of Company/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Presently Employed Yes  No

Number of Work Hours per Week: \_\_\_\_\_

Date Employment Started: \_\_\_\_\_

Number of Months Worked Annually: \_\_\_\_\_

Date Employment Ended: \_\_\_\_\_

If Seasonal - Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Receives Paid Time Off (i.e. vacation/sick/snow days):  Yes  No Receives: W2: \_\_\_\_\_ 1099: \_\_\_\_\_

Employee Paid:  Daily/Per Diem  Weekly  Bi-Weekly  Bi-Monthly  Monthly

Rate of Pay \$ \_\_\_\_\_ per \_\_\_\_\_ or Annual Salary \$ \_\_\_\_\_  
Hour/Diem/Daily/Bi-weekly/Bi-Monthly/Monthly

Commissions, bonuses, other \$ \_\_\_\_\_  
(Check one)  Daily  Weekly  Bi-Weekly  Bi-Monthly  Monthly  Quarterly  Yearly

**The above information was provided by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title of Individual Completing the Form

\_\_\_\_\_  
Date

I understand that a failure to provide or a deliberate misrepresentation of required information will result in the denial of my application or termination of my child care benefits.

I understand that in order to verify my employment, income and service need, an agency representative will contact my employer. I hereby authorize my employer to release information regarding my income, pay scale, employment hours and schedule of work to the agency to which I am applying.

**Applicant/Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Verification of Self-Employment

Self-employment must be verified by submitting the following documentation:

Applicants/Co-applicants **are required** to submit their current IRS Income Tax Return Transcript as confirmed by the Internal Revenue Service (IRS) and IRS Form 1040 Schedule C, Profit or Loss from Business to determine if the self-employment activity is acceptable.

You can request a free IRS Income Tax Return Transcript from the Internal Revenue Service (IRS) in one of the following ways:

1. Online Request (preferred and the quickest method): Available on the IRS website at: <https://www.irs.gov/individuals/get-transcript>.
2. Telephone Request: Available from the IRS by calling 1-800-908-9946
3. Paper Request by Mail (submit Form 4506-T "Request of Transcript of Tax Return"). Download the form at: <https://www.irs.gov/uac/about-form-4506t>.

**There are extreme variations between the gross and the net income for different business structures and types of services provided, the IRS FORM 1040 Schedule C, Profit or Loss from Business will be the ONLY form accepted for eligibility consideration.**

If you no longer have your own business, please submit an original letter stating: the name of your business and the start and end dates. This letter must be notarized.

Grow NJ Kids is New Jersey's program to raise the quality of child care and early learning across the state. It offers child care and early learning providers access to training, professional development, grants for equipment and materials, and staff scholarships for continuing education. Professional raters visit the program to review quality standards and then programs receive ratings — up to five stars — by meeting an extensive list of quality benchmarks. Go to [GrowNJKids.com](http://GrowNJKids.com) to find a participating provider near you.

### **Social Service Programs with Child Care Components**

There are certain social service programs that include child care. To receive child care through one of the programs listed below, you must be participating in that program/service.

- Child Protective Services (CPS)
- Kinship Child Care
- Work First New Jersey (WFNJ) - welfare
- Transitional Child Care (for former WFNJ recipients)
- Post Adoption Child Care

If you are participating in one of these programs and need child care, contact your CCR&R.

### **Important Information and Community Resources**

The New Jersey Department of Human Services, Division of Family Development (DHS/DFD) works in partnership with service providers and other state and municipal agencies throughout the state to help families access quality programs and services that meet their needs. You can find more information by visiting [www.ChildCareNJ.com](http://www.ChildCareNJ.com) or at [www.NJ.gov/humanservices](http://www.NJ.gov/humanservices).

# How to Apply for a NJ Child Care Subsidy



There is so much to think about when choosing child care. Balancing location, cost, quality and just feeling good about the child care provider can make this important decision challenging. New Jersey's child care program under the Department of Human Services, Division of Family Development can provide you with valuable information to help you make that selection. The state's child care program can support you with information about applying for child care assistance, where to find child care, licensing and complaint data and what makes a quality program.

As so many families know, child care costs can take up a lot of the monthly budget. The Child Care Subsidy Program can help lower-income families who are working, in training or in school, or a combination of these activities to pay a portion of their child care.

If you are thinking about or are applying for a child care subsidy, here's what you need to know.

## Applying for a Child Care Subsidy

As an applicant/parent seeking a child care subsidy, you will be required to provide proof of income, training/school hours and household size to help determine eligibility. All required documents must be submitted to be considered for a subsidy.

### Applicant(s)/Parents Eligibility Requirements

- Must be a New Jersey resident;
- Must meet income requirements and not have assets that exceed \$1 million;
- Must be working full time (30 hours or more a week), attending school full time (12 credits or more), or in job training (at least 20 hours a week); and
- Depending on family size and income, may have to contribute to the cost of care (co-pay).

### Child Eligibility Requirements

- Up to the age of 13, or less than age 19, if under the NJ Division of Child Protection and Permanency's protective supervision or mentally or physically incapable of self-care;
- Must be a US Citizen or qualified non-citizen; and
- Must reside with parent(s), or individual(s) acting as parent(s) (in loco parentis).

### Provider Eligibility Requirements

- Providers must be either a licensed child care provider, a registered family child care provider, or a home or summer camp that is approved by the state; and
- All providers must complete numerous health and safety trainings and required criminal background checks.

### Completing and Submitting an Application

To get started, you must first complete, sign and submit an application with the required documents to the Child Care Resource and Referral (CCR&R) agency in your county.

For a complete list of required documents, contact your CCR&R or visit [www.ChildCareNJ.com](http://www.ChildCareNJ.com)



The CCR&R will review applications within 10 business days of receiving them and a final determination of eligibility will be made within 45 calendar days. You will receive a letter from the CCR&R telling you if you are eligible, not eligible, or if additional information is needed.

You can request an application by visiting or contacting your local CCR&R or printing one at [www.ChildCareNJ.com](http://www.ChildCareNJ.com).

### Payment

Before payment for your child care can start, both you and your provider must sign the Parent/Applicant and Provider Agreement (PAPA) and the e-Child Care Agreement (ECC).

### Parent Co-Payment and Additional Provider Fees

Families eligible to receive a subsidy are required to share the cost of child care; known as a co-pay. The co-payment is based on your family size, gross annual income, hours of care needed and the number of children in care. Co-pays are paid for the first two children only. The co-pay for any child thereafter will be zero.

### Selecting a Child Care Program

Once your family has been determined eligible to receive child care assistance, you must choose a provider. To make the process move quickly, it is recommended that you find an eligible, quality provider prior to being approved. That means the provider must be licensed, registered or approved by the state.

If you need help finding a child care provider, the CCR&R can provide a list of providers that meet your family's needs. For a list of CCR&Rs, visit [www.ChildCareNJ.com](http://www.ChildCareNJ.com) or call the NJ Child Care Hotline 1-800-332-9227.

### Finding Quality Child Care

Look for a Grow NJ Kids participating program.

Research shows that children who are in quality child care and early learning programs when they are young are better prepared for kindergarten with better reading skills, more math skills and larger vocabularies.

