

# **NJ Child Care Subsidy Summer Youth Camp**

## **Pre-Service Health and Safety Requirements Policy and Procedures for**

### **New and Renewing Youth Camp Operators**

#### **Policy**

Pursuant to the Code of Federal Regulations 45 CFR Parts 98 and 99, all summer youth camps receiving child care subsidy funding from the Department of Human Services' Division of Family Development (DHS/DFD) must meet certain health and safety requirements.

The Youth Camp Operators and all staff that are responsible for the supervision of children receiving a subsidy, including staff counted in the child/staff ratio, must complete the following:

- Pre-Service Health and Safety Training
  - 8 hours of "NJ Health and Safety Basics" (Summer Camp)
  - 2 hours of "Identifying Child Abuse and Neglect - Mandated Reporting"
  - First Aid and CPR Training
- Criminal History Record Information (CHRI) background check
- Child Abuse Record Information (CARI) background check.

The Youth Camp Provider must ensure required staff supervising children receiving a subsidy complete the required pre-service health and safety requirements before or within two (2) weeks of starting camp. Failure to complete these training will result in ineligibility of provider payment through the Child Care Subsidy program.

The Youth Camp Provider and Staff supervising children receiving subsidy must register with New Jersey's Child Care Information System (NJCCIS) by visiting: [www.njccis.com](http://www.njccis.com). Youth Camp Operators must ensure all staff is associated to their provider records. **Note: All Staff that completed training online or through the CCR&R and registered in NJCCIS are not required to repeat the pre-service trainings.**

#### **Procedures**

1. Providers and staff visit <https://www.njccis.com> to register with the New Jersey Child Care Information System (NJCCIS). Once an NJCCIS account has been established, begin to associate staff to provider record (visit the Help Page on NJCCIS <https://njccis.com/njccis/help>) for How-To Videos on staff association and approving association requests.
2. Staff can register for free online mandated CCDBG Health and Safety trainings through NJCCIS. Trainings are at no cost with the exception of CPR and First Aid, which must be met through your local recognized health organization.
3. Youth Camp Operators must access the Youth Camp Identigo CHRI-Criminal History Records Inquiry Fingerprint Forms found on the NJCCIS Home Page. Camp Operators must follow all instructions for processing the Identigo.
4. Youth Camp Operators must ensure all applicable staff complete the CARI- Child Abuse Records Information Check by logging into <https://www.njportal.com/dcf/cari>.
5. Youth Camp Operators will indicate employees/volunteers CHRI/CARI completion status through NJCCIS on their NJCCIS Youth Camp record.

**If you have questions after reading this notice, you may contact the DHS/DFD Office of Child Care at [DFD-Youthcamps@dhs.nj.gov](mailto:DFD-Youthcamps@dhs.nj.gov) or call (609) 588-7500**



State of New Jersey

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Governor

SHEILA Y. OLIVER  
Lt. Governor

SARAH ADELMAN  
Acting Commissioner

NATASHA JOHNSON  
Assistant Commissioner

## IDENTOGO FINGERPRINT SERVICE CODE FORM INSTRUCTION

**IdentoGo Fingerprint Service Code Form** - is the required form to schedule background check appointments. This form must be completed by each applicant, including the Youth Camp Director and/or Operator who are mandated to comply with the child care subsidy program's fingerprint requirements.

**Applicant:** is defined as the person required to comply with the subsidy program fingerprint background check. Ages 18 and older supervising children or compensated to care for children or have unsupervised access to children.

**Service Codes:** (top of the form): there are two service codes that to use to identify the staff or employee, from volunteers.

1. **Camp Operator/Director or Staff:** 2F1329
2. **Volunteer Code:** 2F135R

**Contributor Case Number:** is the unique code that identifies the Youth Camp *This unique code cannot be shared or used for any other purpose.*

### Youth Camp Director/Operator Responsibility

1. Complete top section of the Form:
  - CAMP ID Number
  - Name of Youth Camp
  - Staff/Volunteer Name
2. Provide form to all applicants employed or volunteer 18 and older to complete bottom section of the form
3. Obtain copy of fingerprint receipt of applicants to demonstrate compliance

### Applicant Responsibility

1. Complete bottom section of the form add the - UE ID and TCN numbers
2. TCN Number – confirmation fingerprint was scheduled
3. UE ID Number – confirmation fingerprint was completed

### Provider Record Keeping

- Youth Camp Director/Operator must keep copies of all applicant forms as part of their records to demonstrate compliance, including fingerprint receipt.

### IMPORTANT REMINDER

- Please be sure to have staff review each form to ensure that the appropriate forms are disseminated to the correct individual.
- Please be sure the provider submits a copy of the receipt or email confirmation to your agency to verify that fingerprint was completed.

# CHRI Process for Youth Camp Director

New Jersey Department of Health  
CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE  
CERTIFICATE OF APPROVAL - YOUTH CAMP SAFETY ACT  
Fiona and Tyler Day Camp

Certificate No.  
123456  
2021 Season

June 9, 2021 (DATE ISSUED) **Camp ID: 7777** (CAMP ID NUMBER) Day (CAMP TYPE)

A certificate of approval is hereby granted pursuant to Chapter 375, P.L. 73, to the individual, partnership, or corporation listed below:

**Camp Location:**  
26 Cynthia Lane  
Trenton, NJ  
Mercer County

Fiona and Tyler Day  
Camp  
26 Cynthia Lane,  
Trenton, NJ 08619

**SAMPLE**

(1) Youth Camp Director fills in the IdentoGo Form - inserting CAMP ID # after CM3384 (see camp ID above)

**IdentoGO** DHS/DFD

**Finger Print Service Code Form- Youth Camp Staff**  
Service Code is unique to Child Care Development Block Grant Act (CCDBGGA) Requirements.  
**Do not** use this code or form for another purpose.

Service Name: CCDBGGA YOUTH CAMP EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code  
**2F1329**

Please add your CAMP ID Number *after* the Contributor Case Number Youth  
Youth Camp Staff – Contributor Case Number: CM3384 **7777**

Name of Camp Program:

Employee Name:

(2) Youth Camp Director prints IdentoGo form for Employee.

(3) Employee schedules appointment, receives TCN and UEID number in confirmation email, and forwards confirmation email to Youth Camp Director with TCN and UEID number included.

(4) Youth Camp Director retrieves clearance letter from FARA using TCN, Contributor Case Number, and Fingerprint Date

<https://www.nj.gov/humanservices/staff/opia/cfu/fara.html>

(5) Youth Camp Director checks CHRI box and uploads clearance letter in NJCCIS

### Finger Print Service Code Form- Youth Camp Staff

Service Code is unique to Child Care Development Block Grant Act (CCDBG) Requirements.

Do not use this code or form for another purpose.

**Service Name: CCDBG YOUTH CAMP EMPLOYMENT**

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

**2F1329**

**Please add your CAMP ID Number *after* the Contributor Case Number Youth  
Youth Camp Staff – Contributor Case Number: CM3384**

Name of Camp Program:

Employee Name:

**Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.**

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- Driver’s License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Commercial Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver’s License
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Don’t have access to the Internet? You can still schedule an appointment by calling **877.503.5981. IMPORTANT!**

**IMPORTANT** - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp Director/Operator to demonstrate compliance.

TCN ID

UE ID Number

### Fingerprint Service Code Form – Youth Camp Volunteer

Service Code is unique to Child Care Development Block Grant Act (CCDBG) Requirements.

Do not use this code or form for another purpose

**Service Name: CCDBG Youth Camp Volunteer**

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

**2F135R**

**Please add your CAMP ID Number *after* the Contributor Case Number Youth**

**Camp Staff – Contributor Case Number: CM3384**

Name of Camp:

Volunteer Name:

**Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.**

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- Driver’s License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Commercial Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver’s License
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Don’t have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

**IMPORTANT** - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp demonstrate compliance.

TCN ID

UE ID Number

# DHS/DFD – Office of Child Care Youth Camp Comprehensive Background Checks NJCCIS (<https://njccis.com>) Process

**Background:** Summer Youth Camps interested in receiving funds through the Department of Human Service, Division of Family Development (DHS/DFD) Child Care Subsidy Program are required to comply with all federal Child Care Development Block Grant (CCDBG) Health and Safety requirements. These requirements include pre-service trainings, comprehensive criminal background checks, written policies and procedures, and inspections and monitoring. These requirements apply to current and prospective staff including volunteers, and individuals who have unsupervised access to children.

As part of the eligibility requirements to serve subsidy children, Youth Camp Operators and staff are required to complete the Criminal History Record Information (CHRI) fingerprint background check and the Child Abuse Record Information (CARI) background check required for staff.

Youth Camp Administrators/Directors are responsible for all administrative tasks related to criminal background compliance. Additionally, Youth Camp Operators must update staff CHRI and CARI statuses on the New Jersey Child Care Information System (<https://njccis.com>)

**Important Note:** All applicable staff must be associated (tied) to their provider’s record in NJCCIS. Associating staff to provider records will enable Youth Camp Admin/Directors to track trainings and criminal background statuses. **As long as all other CCDBG-Health and Safety Subsidy Requirements are met and the camp is approved for Subsidy participation, staff can work supervised pending the results of the CHRI and CARI background checks.**

## **1. CHRI – Criminal History Record Information Check (18 years and older)**

### **Youth Camp IndentoGo Fingerprint Form**

- Required for staff/volunteers 18 years and older
- The Youth Camp IndentoGo Service Code Form can be found on the Home Page of NJCCIS in the Section.
- The Youth Camp Director must include the correct Contributor Case Number on the IndentoGo form for its staff, which is its Camp ID.



#### Finger Print Service Code Form- Youth Camp Staff

Service Code is unique to Child Care Development Block Grant Act (CCDBG) Requirements.

Do not use this code or form for another purpose.

Service Name: CCDBGA YOUTH CAMP EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit  
<https://uenroll.indentogo.com> and enter the following Service Code

2F1329

Please add your CAMP ID Number *after* the Contributor Case Number Youth  
Youth Camp Staff – Contributor Case Number: CM3384

Name of Camp Program:

New Jersey Department of Health  
CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE  
CERTIFICATE OF APPROVAL - YOUTH CAMP SAFETY ACT  
Fiona and Tyler Day Camp

Certificate No.  
123456  
2021 Season

June 9, 2021  
(DATE ISSUED)

Camp ID: 7777  
(CAMP ID NUMBER)

Day  
(CAMP TYPE)

A certificate of approval is hereby granted pursuant to Chapter 375, P.L. 73, to the individual, partnership, or corporation listed below:

Camp Location:  
26 Cynthia Lane

Fiona and Tyler Day  
Camp  
26 Cynthia Lane,  
Trenton, NJ 08619

Trenton, NJ  
Morris County

SAMPLE

In the above example, the Contributor Case Number for this Camp is **CM33847777**

- Completed IndentoGo Forms must be kept as a confidential document by the Youth Camp Operator
- **Retrieving CHRI Results** – Youth Camp Directors will need to go to the Fingerprint Approval Retrieval Application (FARA) website (<https://fara.dhs.state.nj.us/>) and enter the employee's TCN, Contributor's Case Number, and Fingerprint Date.

State of New Jersey Department of Human Services Fingerprint Approval Retrieval Application(FARA)

Administrators Only. Please enter the following information:

TCN	496600000000
Contributor's Case #	CM33847777
Fingerprint Date	01/01/2021

Submit Clear

- If a Results Letter can be retrieved, the below message will appear:

State of New Jersey Department of Human Services Fingerprint Approval Retrieval Application(FARA)

TCN	4966
Contributor's Case #	CM3384
Fingerprint Date	05/21/2021

Submit Clear

Search Results

Name:	
TCN:	4966
License Number:	
Result Date:	5/24/2021

Print Letter

- Click Print Letter, and a printable/savable PDF version of the Results letter will appear.

- Please visit <https://www.nj.gov/humanservices/staff/opia/cfu/fara.html> for additional information regarding FARA.
- For assistance with FARA, please email [ECCU.FARA@dhs.nj.gov](mailto:ECCU.FARA@dhs.nj.gov) or call 609-292-0207.
- For questions regarding fingerprint results please call 609-292-0207.

## **2. CARI – Child Abuse Records Inquiry (14 years and older)**

### **Youth Camps Directors/Operators**

The summer youth camp director/operator must identify an account administrator to create and maintain the facility account. This administrator will:

- be responsible for submitting and receiving CARI applications and results,
- register staff/volunteers to complete the online CARI,
- check the status of submitted applications; and
- receive and review all completed CARI checks from the online CARI application system. The results will be emailed directly to the facility account administrator.

You must know your New Jersey Child Care Information System (NJCCIS) six-digit Provider ID. You can visit [www.njccis.com](http://www.njccis.com) to get your NJCCIS Provider ID.

- **Administrator Access to the Online CARI System**

Administrators must set up an account at [www.njportal.com/dcf/cari](http://www.njportal.com/dcf/cari)

1. Create a new CARI account and the complete tutorial on setting up the facility account.
2. Select from the Program/Application Types dropdown - “Department of Health / Division of Family Development (DOH/DFD) Youth Camps”
3. Enter your six-digit NJCCIS Provider ID.

- **Register Your Staff**

After completing the steps above, the account administrator is able to invite camp staff 14 years and older to complete an online CARI form. Staff/volunteers will receive an email with a link inviting them to complete the online CARI application.

- **Completing the CARI**

- Staff/Individuals will receive an email with a link inviting them to complete the CARI.
- Staff/Individuals can complete the CARI using their personal computer or smart phone.
- The email invitation link expires two weeks after being sent.
- There is a \$15 fee for the CARI background check.
- The online CARI system only accepts debit or credit cards.

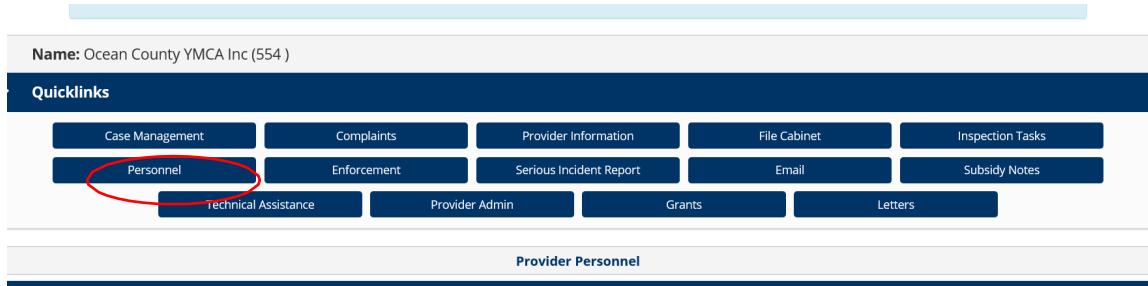
- **Retrieving CARI Results** – CARI results will be emailed to the Youth Camp Director from the CARI unit.



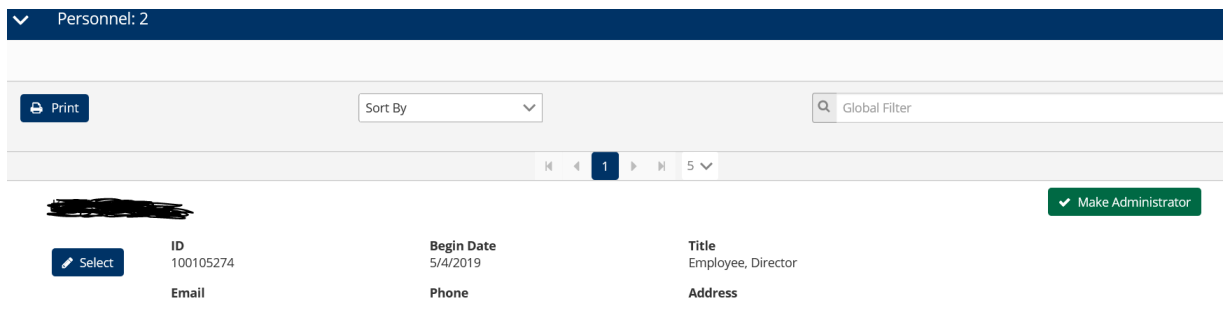
### 3. Updating CHRI and CARI Results in NJCCIS

All CHRI and CARI results must be updated on the individual staff NJCCIS – Personnel Record.

- The Youth Camp Operator must log into NJCCIS account and click the Personnel tab in the Quicklinks section



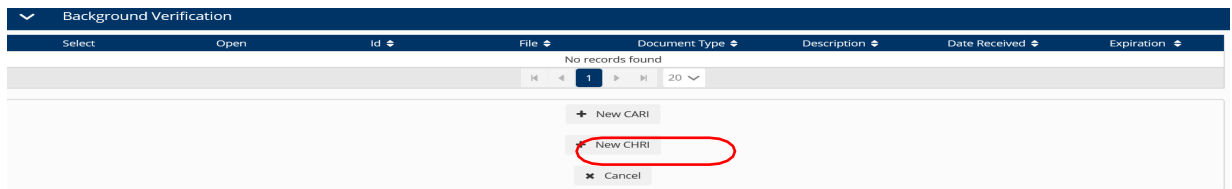
- Select the employee you wish to update



- Select the Background Verification waterfall



- Select New CARI



- Record the results of the CARI Background Check

- o Youth Camp CARI Clearance for Staff is the only Document Type for selection
- o CARI Clearance Expiration Date, must be completed for **Cleared** staff only. The expiration date will be 3 years from the date of the Clearance Letter result.
- o Place a brief description such as **B. Smith CARI Clearance document.**
- o Instructions on How-to Upload documents in NJCCIS included with the NJCCIS Youth Camp Acknowledgement form instructions.
- o **Important Note: Do not upload documents that contain sensitive or personal information.**

- CARI Background Check Cleared

- o Staff with **Cleared** results, select **Yes** and add a CARI Clearance Expiration Date
- o Staff with not **Cleared** results, select **No** (no expiration date is required)

### Record the results of CHRI/CARI Background Check

- Select New CHRI or New CARI

- Youth Camp CHRI Clearance for Staff is the only Document Type for selection
  - CHRI Clearance Expiration Date, must be completed for **Cleared** staff only. The expiration date will be 5 years from the date of clearance letter.
  - Place a brief description such as **B. Smith CARI Clearance document**.
  - Instructions on How-to Upload documents in NJCCIS included with the NJCCIS Youth Camp Acknowledgement form instructions.
  - **Important Note: Do not upload documents that contain sensitive or personal information.**
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- CHRI/CARI Background Check Cleared
    - Staff with **Cleared** results, select **Yes** and add a CHRI Clearance Expiration Date
    - Staff with not **Cleared** results, select **No** (no expiration date is required)

*If you have any questions or need further information about CCDBG – Comprehensive Background Checks for the 2021 Summer Season, please contact DFD-Child Care at: [DFD-YouthCamps@dhs.nj.gov](mailto:DFD-YouthCamps@dhs.nj.gov) phone: 609-588-7500 or please refer to the DHS/DFD- Office of Childcare website: <https://www.childcarenj.gov>.*