

# 2021 SUMMER YOUTH CAMPS

## NJ Child Care Subsidy Program Requirements

### Introduction

The federal Child Care Development Block Grant (CCDBG) Reauthorization Act increases the health and safety requirements for all child care and early learning settings that accept child care subsidies, including youth camps. These provisions include pre-service trainings, comprehensive criminal background checks, written policies and procedures, and inspections and monitoring.

**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 the requirements below.** These requirements apply to current and prospective staff including volunteers and individuals who have unsupervised access to children.

### How to Register

To register as a summer youth camp, you must have a New Jersey Child Care Information System (NJCCIS) account. If you already have an account, you can login to [www.NJCCIS.com](http://www.NJCCIS.com) and complete the **2021 DFD Youth Camp Acknowledgment Form**.

If you do not have an NJCCIS Account – STOP! You must email [DFD.YouthCamps@dhs.nj.gov](mailto:DFD.YouthCamps@dhs.nj.gov), for information on how to register your program.

In addition to a completed **Acknowledgment Form**, all summer youth camps must:

- Comply with the Youth Camp Safety Standards (N.J.A.C. 8:25) and have a 2021 Youth Camp Certificate of Approval on file;
- Comply with New Jersey COVID-19 Youth Summer Camp Standards Guidelines;
- Comply with CCDBG Health and Safety Requirements (45 CFR 98) detailed below.
- Complete the pre-service trainings and comprehensive criminal background check for all Youth Camp Directors/Operators, eligible staff and any volunteers supervising children.

### Required Documentation

- NJ Department of Health Youth Camp Certificate of Approval for 2021
- Signed DFD Youth Camp Acknowledgment Form for 2021
- INDENTOGO Criminal Background Check Forms
- Child Abuse Record Information (CARI) Form

These forms can be accessed and uploaded through [www.NJCCIS.com](http://www.NJCCIS.com).

### Comprehensive Criminal Background Checks

All current and prospective employees ages 18 and older, including volunteers, and any individuals who have unsupervised access of children must complete a **Criminal History Record Information Check (CHRI)**. This check includes searches of the FBI fingerprint database, and state and National Crime Information Center's (NCIC) National Sex Offender Registry (NSOR).

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## NJ Child Care Subsidy Program Requirements Continued

A **Child Abuse Record Information Check (CARI)** must also be completed for all current and prospective employees ages 14 and older, including volunteers, and any individuals who have unsupervised access of children. This child abuse and neglect background check determines whether a person has any substantiated incidents of child abuse or neglect.

**Please Note** – All Youth Camp Directors/Operators will be informed about how to schedule criminal background checks for themselves and their staff. All information on these requirements, including the disqualifying crime list, is available at [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov).

### Pre-Service Health and Safety Trainings

All youth camps staff must complete the following pre-service health and safety trainings. Trainings are free and offered online through the NJ Workforce Registry at [www.NJCCIS.com](http://www.NJCCIS.com).

Required trainings include:

- Health, Safety and Child Growth and Development: Basic Requirements for Licensing (eight hour module – overview of the nine required health and safety topics)
- Identifying Child Abuse and Neglect – Mandated Reporting
- First Aid and CPR Training

### Unannounced Inspections and Monitoring

Summer Youth Camps receiving funds through the NJ Child Care Subsidy Program will be inspected by the New Jersey Department of Health to ensure compliance with the state and federal requirements.

For more information on these requirements, visit [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov) or email: [DFD.YouthCamps@dhs.nj.gov](mailto:DFD.YouthCamps@dhs.nj.gov)