



# 2024 Summer Youth Camp Season Provider Informational Overview

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## Hosted By:

Department of Health (DOH), Youth Camp Safety Project

Department of Children and Families (DCF), Office of Licensing (OOL)

Department of Human Services (DHS), Division of Family Development (DFD), Office of Child Care

## State Representatives:

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Judith Williams, DCF/OLA

# State Agency Coordination

In New Jersey, multiple state agencies and child care stakeholders work together to ensure the health and well-being of children and support child care programs, such as summer youth camps.

**Department of Health (DOH) – Youth Camp Safety Project**

**Department of Children and Families (DCF)**

**Office of Licensing (OOL)**– Licensing and Regulatory for Child Care Centers and Registered Family Child Care Providers

**Office of Legal Affairs (OLA)**– Criminal Background Checks (Child Abuse Records Information - CARI)

**Department of Human Services (DHS)**

**Division of Family Development (DFD), Office of Child Care – Child Care Assistance Program (CCAP), Quality and Grants**

**Department of Human Services, Employment Controls and Compliance Unit (DHS/ECCU) – Criminal Background Checks (Criminal History Records Inquiry-CHRI)**

**Child Care Resource and Referral (CCR&Rs) agencies – County-Based Referrals**





# Department of Health, Youth Camp Safety Project

Please watch the [webinar recording](#) or visit [www.nj.gov/health/ceohs/phfpp/youthcamps](http://www.nj.gov/health/ceohs/phfpp/youthcamps) for more information.

C. Danielle Clemons | Youth Camps/Public Rec. Bathing Project Coordinator



**NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES**

## **2024 Youth Camp Information Session**

**Office of Licensing, Child Care Licensing**

Anna Smith, Assistant Director

Theresa Roessner, Supervisor, Child Care Quality Assurance Inspections

Tuesday, March 26, 2024

## DCF/OOL, CCL LICENSE DOH CERTIFICATE OF APPROVAL GUIDANCE

Programs that are issued a child care license through DCF/Office of Licensing (OOL) need to contact OOL if they plan to make program changes during the summer.



# DCF/OOL LICENSE

## DOH CERTIFICATE OF APPROVAL GUIDANCE

Programs that provide high risk activities or do not operate in a building need to obtain a Certificate of Approval through the Department of Health.

High Risk Activities - i.e. archery, \*swimming and other aquatic activities, horseback riding, riflery, rope courses, motorized vehicles, and rock climbing.

- If the only difference between a licensed child care program operating during the school year and a summer camp operating during the summer is the addition of swimming in an **on site pool**, there is **no need** for the center to obtain a Certificate of Approval through the Department of Health. The local health department will inspect the pool as usual to ensure compliance with applicable provisions of N.J.A.C. 8:26 Public Recreational Bathing rules, Building Subcode and Barrier-free Subcode of the NJ Uniform Construction Code.

However, DOH staff will conduct an additional inspection to ensure that the center is in compliance with and ensure that the children using swimming pools are supervised in accordance with N.J.A.C. 8:25 Youth Camp Safety Standards.



# DCF/OOL, CCL LICENSE DOH CERTIFICATE OF APPROVAL GUIDANCE

**Youth Camp Programs that serve  
children under age 2 ½ must have a Child**

**Care Center License from DCF/OOL in order to qualify for payments through the  
New Jersey Child Care Subsidy Program.**

**The license must include the appropriate use group classification that authorizes the care of  
children under the age of 2 ½ before subsidy payment is authorized.**





**Department of Health/Youth Camps and Public Recreation**

[youth.camps@doh.nj.gov](mailto:youth.camps@doh.nj.gov)

<https://www.nj.gov/health/ceohs/phfpp/youthcamps/>

**Department of Human Services/Division of Family Development  
Office of Child Care**

[DFD-YouthCamps@dhs.nj.gov](mailto:DFD-YouthCamps@dhs.nj.gov)

DFD Youth Camp Provider Helpline (609) 588-7500 or main: 1-800-332-9227

<https://www.childcarenj.gov/>

**Department of Children and Families/Office of Licensing**

[DCF.ChildCareLicensing@dcf.nj.gov](mailto:DCF.ChildCareLicensing@dcf.nj.gov)

1-877-667-9845 or (609) 248-3458

<https://www.nj.gov/dcf/about/divisions/ol/>

**Department of Human Services/Office of Program Integrity & Accountability  
Employment Controls and Compliance Unit**

Helpdesk: [ECCU.FARA@dhs.nj.gov](mailto:ECCU.FARA@dhs.nj.gov)





# Child Care Assistance Program and Child Care and Development Block Grant (CCDBG)

# DFD and Child Care and Development Block Grant (CCDBG) Requirements

To be eligible to receive public funding (financial assistance or grants) you must meet CCDBG federal law requirements:

- Be licensed, regulated or registered
- Comply with local and state building, fire and health codes
- Complete pre-service basic health and safety training requirements
- Complete and satisfy comprehensive criminal background checks
- Have an annual unannounced inspection

# CCDBG Health and Safety Training Requirements

## *New Staff*

- Health, Safety, and Child Growth and Development and Mandated Child Abuse and Neglect Reporting: Basic Requirements for Licensing (10-hour module – overview of the required CCDBG health and safety topics)
- Pediatric First Aid and Pediatric CPR Training

**Note: Staff/providers also must comply with all Department of Health requirements and regulations.**

**More information: [www.ChildCareNJ.gov/Providers/Training](http://www.ChildCareNJ.gov/Providers/Training)**

*Trainings are available free online through the New Jersey Child Care Information System (NJCCIS) at [www.NJCCIS.com](http://www.NJCCIS.com)*



# CCDBG Health and Safety Training Requirements

## *Existing Staff*

Starting with the 2024 season all returning staff members must complete 4 hours of annual in-service training, consisting of:

- Mandatory Health, Safety, and Child Growth and Development Refresher training – 2 hours; *and*
- Pre-Service Orientation Training offered by the Camp Director – 2 hours *or*
- A combination of Professional Development Trainings through the NJ Workforce Registry equivalent to 2 hours

**Note:** Staff/providers also must comply with all Department of Health requirements and regulations.

**More information:** [www.ChildCareNJ.gov/Providers/Training](http://www.ChildCareNJ.gov/Providers/Training)

Trainings are available free online through the New Jersey Child Care Information System (NJCCIS) at [www.NJCCIS.com](http://www.NJCCIS.com)

# Professional Development Training

## Available now:

- Supporting Dual Language Learners and Building Cultural Responsiveness – 6 hours

## Launching April 2024:

- The School Age Child Development Part 1 and Part 2 – 3 hours each (English Only)
- Child Abuse and Neglect and Mandated Reporting Refresher – 1 hour

**Courses are offered through the NJ Workforce Registry in NJCCIS through the Learning Management System (LMS).**

**All completed training certificates must be uploaded to your Professional Development and Certifications profile in NJCCIS for NJ Workforce Registry verification.**

# Registration in NJCCIS for CCDBG

- Associate the Youth Camp Director with the facility's profile in NJCCIS.
- Complete the Youth Camp Acknowledgement Form.
- Upload your most recent W-9 to your profile's File Cabinet.
- Complete all required CCDBG Health and Safety requirements.

# Comprehensive Criminal Background Checks

## Department of Human Services (DHS)

- Criminal History and Sex Offender Checks through fingerprint process – managed and coordinated through the **Employment Controls and Compliance Unit (ECCU)**.
- Required for all current and prospective employees ages 18 and older, including volunteers, and individuals who have unsupervised access of children in care.

## Department of Children and Families (DCF)

- Child Abuse Record Information Check (CARI) in-state and out-of-state checks are managed and coordinated through the **Office of Legal Affairs (OLA)**.
- Required for all current and prospective employees ages 14 and older, including volunteers, and individuals who have unsupervised access of children in care.

**These checks are completed on a NJ state, out-of-state and federal level.**





# Employment Controls and Compliance Unit (ECCU)

Connie Jeremias | Director

[Connie.Jeremias@dhs.nj.gov](mailto:Connie.Jeremias@dhs.nj.gov) | 609-984-5531



# Criminal Background Check Requirements for Subsidy Programs

- Must have an approved form of identification (see Idemia form for list of approved documents)
- Must be printed for the specific camp program the applicant is working in.
  - Results are not transferrable between camp programs.
- Camp volunteers must be fingerprinted every year.
- Camp employees must be re-fingerprinted every five years or if there is more than a one-season break in employment.

# How to Schedule Fingerprints

- Fingerprint appointments may be scheduled through Identogo at [www.uenroll.identogo.com](http://www.uenroll.identogo.com)
- Fingerprinting locations are available throughout the state
- There is no fee for fingerprinting
- Applicants must retain their receipt of fingerprinting and return to the Camp Operator/Director

### 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.



**Youth Camp Staff – Contributor Case Number: CM33841185**

Name of Camp Program: **DFD Camp**

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.



# Retrieving Results

- Fingerprint Approval Retrieval Application (**FARA**) allows approved users to retrieve notifications for applicants fingerprinted for certain programs by the Department of Children and Families (DCF), the Department of Health (DOH) and the Department of Human Services(DHS).
- FARA can be accessed via <https://fara.dhs.state.nj.us>
- FARA provides the following notification letters
  - Cleared;
  - Disqualified Not Cleared (Rehabilitation);
  - Not Cleared (Pending Final Disposition);
  - Conditionally Cleared (Pending Background Check Clearance).

# Retrieving Results

A step by step guide on obtaining applicant results can be provided by ECCU upon request by emailing: [DHS.ECCU@dhs.nj.gov](mailto:DHS.ECCU@dhs.nj.gov)

# CHILD ABUSE RECORD INFORMATION (CARI) UNIT

## BACKGROUND CHECK

Presenter:

Judith Williams: [Judith.Williams@dcf.nj.gov](mailto:Judith.Williams@dcf.nj.gov)

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# INTRODUCTION

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- The Function - Purpose of the CARI Unit
- Who is Subject to a CARI Background Check
- New Jersey Central Registry / NJ SPIRIT
- Access to the Online CARI Application / System
- Completing the CARI Application

## THE FUNCTION - PURPOSE OF THE CARI UNIT

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- The CARI Unit conducts background checks for the New Jersey Department of Children and Families (DCF);
- CARI background checks are used to determine if an individual has been substantiated for an incident of child abuse or neglect;
- The CARI Unit takes appropriate action when an applicant is found to have a substantiation of child abuse/neglect.



# WHO IS SUBJECT TO A CARI BACKGROUND CHECK?

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To be eligible for a CARI background check an applicant must be affiliated with one of the following entities

- Licensed Childcare Program
- Approved Home
- Family Childcare (FCC)
- Juvenile Justice Commission (JJC)
- CP&P New Hire & Job Fest
- Kinship Legal Guardianship (KLG) - Domestic Violence
- Addiction Services & Youth Developmental Disabilities
- DCF Community Partners
- Out-of-State
- Department of Defense's Respite Care Program
- Youth Residential & Treatment Centers
- Court Appointed Special Advocate (CASA)
- Licensed Adoption Agencies
- Refugee Resettlement Program
- Department of Human Services – DDD
- DOH/DFD – Youth Camps

# NEW JERSEY CENTRAL REGISTRY/NJ SPIRIT

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- The NJ Child Abuse Registry contains the names and identifying information of substantiated perpetrators of child abuse and neglect.
- The information contained in the Child Abuse Registry is maintained in the NJ SPIRIT (NJS) application.
- A “CARI check” is an inquiry into NJS to determine if an individual has abused or neglected a child in the State of New Jersey.
- CARI staff spend most of their day in NJ SPIRIT conducting background checks.
- The information contained in NJ SPIRIT is confidential, and access is restricted to selected government entities. NJS is not accessible to the public.

# ACCESS TO THE ONLINE CARI SYSTEM: “How to Create an Online CARI”

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- Youth Camps Directors/Operators are responsible for:
  - Identifying an account administrator.
  - The account administrator is responsible for submitting, receiving CARI applications and the results. The CARI result(s) is emailed directly to the facility’s account administrator.
- Administrator’s Access to the Online CARI System:
  - Create an online CARI account by using the CARI portal : [www.njportal.com/dcf/cari](http://www.njportal.com/dcf/cari).
  - **Complete the tutorial on setting up the facility account.**
  - Select from “Program/Application Type” dropdown – “Department of Health / Division of Family Development (DOH/DFD) Youth Camps.”
  - NJCCIS six-digit Provider’s ID Number: [www.nj.njccis.com](http://www.nj.njccis.com)
  - After creating an online CARI account – Administrator(s) can invite camp staff / applicant to complete an online CARI form by sending an email link to the applicant.

# COMPLETING THE CARI APPLICATION

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- Camp staff / applicant can use their personal computer or smart phone to complete an online CARI application.
- The CARI email invitation link expires two weeks after being sent.
- \$15 application fee, and;
- The online CARI system only accepts debit or credit cards.

# FUN-FACTS!

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- **As of June 1, 2021**, Facility user(s) can create a facility account and begin inviting employees to submit their CARI applications.
- **Facility User** would have administrative access to the organization's facility account, which would allow them to invite staff from their individual program/site to complete a CARI application.
- **Youth Camp Directors/Operators** with multiple programs or sites that are subject to a CARI background check, can "Invite a Facility User" from each program/site.
- **YEAR - Total = (DOH/DFD CARI applications received/processed):**
  - **2021 - 608**
  - **2022 - 859**
  - **2023 - 1098**



# Q&A

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Thank you for having us!

# Youth Camp Guidance Tools

Youth Camps can visit <https://njccis.com/njccis/help> and select the section CCDBG Youth Camps in the Additional Help section. To view how-to videos and documents.

Contact your local Child Care Resource and Referral (CCR&R) agency ([ChildCareNJ.gov/CCRR](http://ChildCareNJ.gov/CCRR)) for questions regarding Summer Youth Camp CCDBG Registration.

# Important Websites /Contacts

**Department of Health**

**Youth Camps and Public Recreation**

[Youth.camps@doh.nj.gov](mailto:Youth.camps@doh.nj.gov)

[www.nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml](http://www.nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml)

**Department of Human Services, Division of Family Development**

**Office of Child Care, Summer Youth Camp Provider Helpline**

[DFD-YouthCamps@dhs.nj.gov](mailto:DFD-YouthCamps@dhs.nj.gov)

1-609-588-7500 | 1-800-332-9227

[www.ChildCareNJ.gov](http://www.ChildCareNJ.gov)

**Department of Children and Families, Office of Licensing**

[DCF.ChildCareLicensing@dcf.nj.gov](mailto:DCF.ChildCareLicensing@dcf.nj.gov)

1-877-667-9845 | 1-609-248-3458

[www.nj.gov/dcf/about/divisions/ol/](http://www.nj.gov/dcf/about/divisions/ol/)

**Department of Human Services, Office of Program Integrity & Accountability**

**Employment Controls and Compliance Unit**

System Helpdesk: [ECCU.FARA@dhs.nj.gov](mailto:ECCU.FARA@dhs.nj.gov) | General questions: [DHS.ECCU@dhs.nj.gov](mailto:DHS.ECCU@dhs.nj.gov)