

### **Child Care Development Block Grant Reauthorization (CCDBG) Compliance Reminder**

Pursuant to the Code of Federal Regulations 45 CFR Part 98, all child care and early learning programs that accept, or wish to accept, child care assistance payments through the New Jersey Child Care Assistance Program must comply with the requirements set forth by the Child Care Development Block Grant Reauthorization (CCDBG) Act of 2014. These requirements include:

#### **Comprehensive Criminal Background Checks**

Under CCDBG requirements for child care providers (45 CFR 98.43), all staff, including volunteers, must undergo a comprehensive criminal background check before they can begin working with children.

- Staff members of child care centers and home-based providers must complete fingerprinting for criminal background checks that include:
  - Search of the New Jersey criminal registry and for each state where the staff member has resided for the past five years, with the use of fingerprints being required in New Jersey and optional for other states;
  - Search of the New Jersey sex offender registry and for each state where the staff member has resided for the past five years;
  - Search of the National Crime Information Center's National Sex Offender Registry; and
  - Federal Bureau of Investigation (FBI) fingerprint check using the Next Generation Identification (which replaced the former Integrated Automated Fingerprint Identification System)
- Staff members of child care centers and home-based providers must complete a Child Abuse Record Information (CARI) check that includes:
  - Search of the New Jersey-based child abuse and neglect registry and database and for each state where the staff member has resided for the past five years.

**IMPORTANT:** For home-based providers, household members 18 years and older are also required to complete criminal background checks, and household members 14 years and older are required to complete the CARI checks.

#### **Health and Safety Trainings**

All staff, providers, caregivers and individuals responsible for the direct care and supervision of children must complete the following pre-service CCDBG health and safety trainings:

- Health, Safety, and Child Growth and Development/Mandated Reporting: Basic Requirement for Licensing training (10 hours) which covers the following topics:
  - Prevention and control of infectious diseases (including immunization);
  - Prevention of sudden infant death syndrome and use of safe sleeping practices;
  - Administration of medication, consistent with standards for parental consent;
  - Prevention of and response to emergencies due to food and allergic reactions;
  - Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;

- Prevention of shaken baby syndrome, abusive trauma, and child maltreatment;
- Emergency preparedness and response for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of terms under section 602(a) (1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1));
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- Precautions in transporting children (if applicable);
- Recognition and reporting of child abuse and neglect; and
- Child development
- First Aid and Pediatric Cardiopulmonary Resuscitation (CPR) training (staff/providers may be required to maintain certification to meet state requirements and regulations)

**IMPORTANT:** New hires must complete training within two weeks of hire.

#### **BEST PRACTICE TIP**

Required trainings must be documented and on file in the New Jersey Child Care Information System (NJCCIS) at [www.njccis.com](http://www.njccis.com). Remind your staff to upload all completed trainings, such as First Aid and Pediatric CPR, in their NJCCIS personnel records as a way of keeping their personal profiles up-to-date.

### **Other CCDBG Requirements**

In addition to the above requirements, child care providers must comply with the following CCDBG requirements:

- Ratio and grouping requirements (45 CFR 98.41) for number of staff per number of children, as stated in N.J.A.C 10:122 – Subchapter 4 – 4.3 and 4.4
- Current health, safety, building, and state and local laws, as indicated by:
  - Life/Safety Inspection with Department of Children and Families, Office of Licensing (DCF/OOL);
  - Current Fire Safety Inspection Certificate; and
  - Certificate of Occupancy (CO) issued by the town where building is located
- Unannounced annual inspection (45 CFR 98.42) to ensure compliance with CCDBG requirements as well as state health, safety and fire standards
- Mandatory reporting of any serious injuries or deaths of children occurring in child care (45 CFR 98.42)
- Equal access to services (45 CFR 98.45)
- Nondiscrimination in admissions on the basis of religion (45 CFR 98.48)
- Nondiscrimination in employment on the basis of religion (45 CFR 98.49)
- Health requirements around infectious diseases as specified in N.J.A.C 10:122 – Subchapter 7 for prevention and control of infectious diseases (including immunizations)

For more information on CCDBG Requirements and the NJ Child Care Assistance Program, visit [www.ChildCareNJ.gov/Providers/CCDBG](http://www.ChildCareNJ.gov/Providers/CCDBG)