



State of New Jersey


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DIVISION OF FAMILY DEVELOPMENT
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		DIVISION OF FAMILY DEVELOPMENT	
PROGRAM INSTRUCTION			
SUBJECT: Health and Safety Training Requirements			
ISSUE DATE: March 12, 2024		DFDI No.: 24-03-03	
IMPACTED PROGRAMS: Child Care			
HISTORY: Rescinds DFDI No.: 23-05-05			

I. PURPOSE

The purpose of this Instruction is to provide updated guidance on the health and safety training policies and procedures for all child care providers that receive funds from the Child Care Assistance Program (CCAP).

This Instruction rescinds and replaces DFDI No.: 23-05-05 to require that staff of all child care providers receiving CCAP funds complete an annual health, safety, and child development refresher training, and to require that staff of youth camps receiving CCAP funds complete four (4) hours of in-service training on an annual basis.

II. AUTHORITY

The “Child Care and Development Block Grant Act of 1990” (CCDBG Act), 42 U.S.C. §§ 9857 et seq.; Public Law 113-186; 45 C.F.R. 98.41; 45 C.F.R. 98.44; N.J.A.C. 3A:52-4.8; N.J.A.C. 3A:54-5.7; N.J.A.C. 8:25-3.2.

III. OVERVIEW

The CCDBG Act authorizes the Child Care and Development Fund (CCDF) program, which provides the primary funding for CCAP. The 2014 reauthorization of the CCDBG Act established new requirements to increase the health, safety, and quality of CCDF-funded child care. The implementing CCDF rules mandate states to have training requirements in place for the caregivers, teachers, and directors of child care providers receiving CCDF assistance. The rules require these staff members to complete pre-service or orientation training covering health, safety, and child development topics, and annual in-service professional development trainings.

This Instruction provides updated guidance on the training policies and procedures for caregivers, teachers, and directors of providers receiving CCAP funds consistent with the requirements of the CCDF rules.

IV. **DEFINITIONS**

- **Provider** – any child care provider, including a licensed child care center, family child care (FCC) provider, approved home, or youth camp, which receives CCAP funds.
- **Staff** – any caregivers, teachers, directors, and any individuals responsible for the direct care and supervision of children for a provider. The term “staff” includes FCC and approved home providers, FCC alternate and substitute providers, and any FCC assistants or volunteers.

V. **POLICY**

A. Universal Orientation. All new staff shall complete the following orientation trainings:

- 1) Health, Safety, and Child Growth and Development and Mandated Reporting: Basic Requirements for Licensing; and
- 2) Pediatric First Aid and Pediatric CPR Training.

B. Additional FCC and Approved Home Provider Orientation. All new FCC and approved home staff shall also complete additional home-based provider orientation training.

C. Ongoing In-Service Training.

- 1) All returning staff shall annually complete the Health, Safety, and Child Growth and Development Refresher and additional professional development trainings to meet their required minimum hours of annual training.
- 2) All FCC and approved home staff shall annually complete a minimum of six (6) hours of in-service training.
 - **Note:** FCC providers and alternate providers are still required to complete twenty (20) hours of in-service training for each three (3) year registration period as required by regulation of the Department of Children and Families (DCF). The annual minimum of six (6) hours of in-service training shall count towards the twenty (20) hours required training for each registration recertification period.
- 3) All staff of youth camps that receive CCAP funds shall annually complete a minimum of four (4) hours of in-service training.

- 4) All licensed child care center staff shall complete the ongoing in-service trainings required by DCF regulation.

VI. PROCEDURES

A. Provider Notices. CCR&Rs shall immediately distribute the CC-232: Updated Health and Safety Training Requirements Provider Notice or the CC-232s (Spanish version), as appropriate, to all providers receiving CCAP funds, and to all prospective CCAP providers.

B. Mandatory Universal Orientation. All new staff must complete the following orientation health and safety trainings:

1) **Health, Safety, and Child Growth and Development and Mandated Reporting: Basic Requirements for Licensing Training (10 hours).** This training is available through the NJ Workforce Registry in the New Jersey Child Care Information System (NJCCIS) or through the local Child Care Resource and Referral Agency (CCR&R) and covers the following subjects:

- Prevention and control of infectious diseases (including immunizations);
- 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 planning for emergencies resulting from a natural disaster, or a man-caused event that includes procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions;
- 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.

- 2) **Pediatric First Aid and Pediatric CPR Training.** This training is offered by the CCR&Rs and State-approved vendors.

C. Additional FCC and Approved Home Provider Orientation. All new FCC and approved home staff must also complete an additional home-based provider orientation training that includes:

- 1) Office of Licensing (OOL) policy review;
- 2) Business Practices; and
- 3) Program Management

D. FCC and Approved Home Pre-Service Requirement. Prospective FCC and approved home providers, and FCC alternate and substitute providers, must complete the health and safety and home-based provider trainings in B. and C. above prior to the prospective provider being registered or approved.

E. Ongoing In-Service Training Requirements.

- 1) **Mandatory Universal In-Service Training.** All returning staff shall annually complete the following in-service trainings:

- **Health, Safety, and Child Growth and Development Refresher (2 Hours).** This training must be completed by all returning staff each year. The training covers various health, safety, and child development topics. It is available through the NJ Workforce Registry in NJCCIS; and
- **Professional Development.** Returning staff must complete enough hours of professional development each year to meet their required number of hours of annual in-service training (which varies by provider type) in addition to the refresher training. A wide range of professional development trainings are available through the NJ Workforce Registry in NJCCIS.

- 2) **FCC and Approved Home Annual Training.** All returning FCC and approved home staff must annually complete at least six (6) hours of in-service training. The annual two (2) hour Health, Safety, and Child Growth and Development Refresher training shall count towards the annual minimum of six (6) hours of in-service training.

- 3) **Youth Camp Annual Training.** All returning staff of youth camps that receive CCAP funds must annually complete at least four (4) hours of in-service training. The annual two (2) hour Health, Safety, and Child Growth and Development Refresher training shall count towards the annual minimum of four (4) hours of in-service training.

4) Licensed Center Annual Training. All returning licensed child care center staff must complete the ongoing in-service training required by DCF regulation.

F. Training Availability. Trainings that meet the requirements of this Instruction will be available through the NJCCIS. CCR&Rs must offer FCC assistants and approved home providers the same in-service trainings offered to FCC providers.

G. Documenting Trainings. Required trainings must be documented and on file in NJCCIS. Providers and/or staff must upload all completed trainings in their NJCCIS personnel records in order to maintain up-to-date profiles.

H. Monitoring. CCR&Rs shall monitor the NJCCIS to ensure that FCC and approved home staff are completing their annual in-service trainings.

I. Penalties. Failure to complete the annual in-service trainings required by this Instruction may result in a loss of eligibility for CCAP funding.

J. Coordination with Authorizing Agencies. The Department of Human Services, Division of Family Development will coordinate with the licensing and monitoring agencies (DCF, DOH, and the CCR&Rs) to ensure that the policies and procedures required by this Instruction are enforced.

K. Outreach. CCR&Rs shall conduct ongoing outreach to ensure providers and staff are fully informed about the policies and procedures required by this Instruction.

VII. FISCAL

N/A

VIII. SYSTEMS

N/A

IX. FORMS AND ATTACHMENTS

- Updated Health and Safety Training Requirements Provider Notice (CC-232) (English)
- Updated Health and Safety Training Requirements Provider Notice (CC-232s) (Spanish)

Please bring this information to the attention of appropriate staff at your agency. If you need additional guidance, please contact your Child Care Supervisor assigned to your county.

Sincerely,

Natasha Johnson

Natasha Johnson
Assistant Commissioner