



## State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
PO BOX 716  
TRENTON, NJ 08625-0716

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

SARAH ADELMAN  
*Commissioner*

NATASHA JOHNSON  
*Assistant Commissioner*

### Provider Notice

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

#### Attendance and Enrollment Data Collection Study

In April 2022, the Department of Human Services, Division of Family Development (DHS/DFD) will launch the Child Care Enrollment Study Form to collect attendance data for a mandatory study comparing the costs of enrollment vs. attendance-based assistance payments. Providers will utilize the existing provider payment portal (EPPIC) and record absences of children receiving funds through the Child Care Assistance Program.

Your participation is required to ensure collection of sufficient attendance information. We will be asking you for attendance data, beginning with the month of March 2022 and continuing through October 2022. While the data collection system is not yet operational, please keep track of the following absent/closure reasons for the month of March until the system is up and running in mid-April, and then record this data for each month through October 2022:

**Very Important:** March attendance data will not be included as part of the study. Child-populated data for the month of March, recorded in April, will allow providers the opportunity to verify that their child enrollment information is accurate. Additionally, we strongly recommend that providers begin completing the Child Care Enrollment Study Form in April to help become familiar recording child attendance through this process, in preparation for the required data collection for the study beginning in May (with April's data).

#### Absences of Children (with Reason for Absence):

- **Sick/Excused:** family reported child/family illness/sickness, including COVID-related OR child welfare, protection or court-related matters.
- **Absent/Unexcused:** absence not reported, absence other than excused absences or reason is unknown.
- **Not Scheduled:** should be used only for children who are not scheduled to attend child care, such as - in care fewer than five (5) days per week.
- **Not Started/Enrolled:** for the days the child is on the schedule, but they were not yet enrolled.

#### Center/Program Closures with Reason:

- Regular closure (weekend).
- State/local declared emergency/disaster.
- Facility/program emergency/disaster closure.
- COVID-related.
- In-service/professional development.

- Temporary closure by OOL/public health.
- Scheduled closure day (holiday/religious observance).
- Closed for other reasons not listed above.

Additionally, a webinar providing details and a demonstration on how to use the Child Care Enrollment Study Form to record attendance is scheduled for Thursday, April 7, 2022. An invite will be emailed to providers with details on how to register. We will share with you the exact date that the data collection system will be available to you at that time.