

# Child Care Facilities Improvement Program

## Monthly Grantee Updates

### PHASE 2

## New Jersey Registered Family Child Care homes (FCCs)

### Welcome!

We know you're juggling quotes, receipts, email and still running a successful child care program. We want to make things easier for you.

This month's newsletter spotlights **five quick** reminders that can prevent the most common reimbursement delays we see in our queue. A two-minute read today could save you weeks of back-and-forth later.

Below, you'll find bite-sized tips on handyman, TCC renewals, receipts & photos, timely submissions, and writing rock-solid justifications.

Let's dive in and keep your funds flowing smoothly.

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#### □ Handyman Debarment Checks

If you plan to hire a handyman and the total project cost exceeds \$500, please remember:

- A **federal debarment check** is required **before** work begins.
- Your handyman must provide documentation confirming they are **not on the SAM.gov exclusion list**.
- See below for the list of documents you will need to get from your handyman. Handyman are required to be *licensed with the Division of Consumer Affairs* and required to provide evidence of *Commercial General Liability Insurance* with coverage of at least 500K per occurrence. We will also need a copy of the

## NJ Business Registration.

- Keep the clearance letter on file and be ready to upload it with your reimbursement packet.

Copy of Business Registration Certificate

Certificate of Liability Insurance

Division of Consumer Affairs

## ☐ TCC Renewal Reminders

Tax Clearance Certificate (TCC) letters expire 180 days after they're issued.

- Expect a follow-up email from the GPS team about 30 days before your TCC lapses.
- Examples of TCC is below.

## ☐ Receipt & Photo Submissions

The quicker you submit receipts & photos the quicker we can approve disbursements

### Receipts

- Packing slips are NOT receipts. We need itemized vendor or e-commerce receipts showing price, date, and payment method.

## Photos

- Submit **clear, unstacked** photos that show items **fully assembled or installed** in their final location.
- For security cameras and similar tech, include at least one wide shot that proves installation (e.g., camera mounted on wall) and one close-up of the device.

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## ☐ Timely Submission Matters

The quicker you submit receipts & photos, the quicker we can approve reimbursement.

1. Materials enter our **internal compliance review** queue.
2. Reviews are processed in the order received.
3. Early submissions prevent bottlenecks and funding delays.



## Why is EDA asking so many questions about my FFE items?

The EDA has the responsibility to ensure the state funds approved are aligned with the purpose of the program. We have noted that many of the explanations in applications do not give us enough information about the need or problem you are trying to solve. Therefore, your GPS may send questions from themselves or the Director, Child Care to gather more information on the appropriateness of the request.

## ☐ Write Detailed Justifications

When listing each purchase, briefly answer **"Why is this item necessary?"**

- A clear, one-sentence justification cuts down on follow-up emails.
- Example: *"A new oven is needed because the current oven takes twice as long to preheat which means more time is spent cooking lunch for the children instead of interacting with them"*

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# Grantee Resources

These resources are all available in direct communication from the EDA Childcare team. To help you work smarter, not harder, we have included the most used documents below. Click the links below for more information.

## [Grantee Resources](#)



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