

Child Care Facilities Improvement Program

Monthly Grantee Updates

Enrolling in Grow NJ Kids is a vital part of YOUR grant agreement

If you are receiving this communication then EDA does not have confirmation you are enrolled in Grow NJ Kids (GNJK) as required for this program.

Enrollment means completing the application **as well as** the 3-hour ONLINE orientation. Once BOTH the application and orientation have been completed you will then be considered enrolled. As a reminder EDA confirms enrollment directly with DHS.

DON'T Wait. ENROLL TODAY, to avoid default.

Below you will find a step by step guide to this process. If you have any questions regarding the enrollment process, please reach out to DFD.GrowNJKids@dhs.nj.gov as soon as possible.

Inscribirse en Grow NJ Kids es una parte fundamental de SU acuerdo de subvención

Si está recibiendo esta comunicación, significa que EDA no tiene la confirmación de que esté inscrito en Grow NJ Kids (GNJK) como se requiere para este programa.

Inscribirse significa completar la solicitud y la orientación EN LÍNEA de 3 horas. Una vez que AMBOS, la solicitud y la orientación, se hayan completado, se le considerará inscrito. Como recordatorio, EDA confirma la inscripción directamente con DHS.

NO espere. INSCRÍBASE HOY, para evitar el incumplimiento.

A continuación, encontrará una guía paso a paso de este proceso. Si tiene alguna pregunta sobre el proceso de inscripción, comuníquese con DFD.GrowNJKids@dhs.nj.gov lo antes posible.

Submitting an Enrollment Request

1. Log into your NJCCIS account.
2. In the Toolbar at the top of the screen, click on Provider>My Providers. This opens the Provider Facilities page, where you can view your GNJK eligible providers within the NJCCIS database and change their information.

STATE OF NEW JERSEY

Account Applications Provider Registry Admin

My Providers

Provider Facilities: 7

Print Sort By Global Filter

Select	Provider Type: Family Child Care ID: 000118 Provider Status: Pending	Provider Name: Amalia Jack License Number: FCC166712 County: Mercer	Address: 234 Main St City: Jersey City Zip: 07310
Select	Provider Type: Approved Home ID: 000124 Provider Status: Pending	Provider Name: Amalia Jack License Number: AFH166718 County: Somerset	Address: 123 Main St City: Jersey Zip: 08527
Select	Provider Type: Child Care Center ID: 000128 Provider Status: Pending	Provider Name: Dog Run Child Care License Number: CCC166722 County: Morris	Address: 123 Main St City: Jersey Zip: 08524
Select	Provider Type: Child Care Center ID: 000180 Provider Status: Pending	Provider Name: Ocean Ridge Child Care License Number: CCC166775 County: Ocean	Address: 123 Main St City: Jersey Zip: 08452

3. Click on the [Select](#) button next to one of the results to open the Provider Information page for that provider.

Name: Happy Days Preschool (15HAP0001)

QuickLinks

Case Management	Complaints	Provider Information	File Cabinet	Inspection Tasks
Personnel	Enforcement	Serious Incident Report	Email	Licensing Notes
Subsidy Notes	Technical Assistance	Provider Admin	Health and Safety Grants	Grow NJ Kids
Letters				

Provider Information

4. Click on the [Grow NJ Kids](#) button in the Quicklinks dropdown section to open the Grow NJ Kids section.

Quicklinks

Case Management

Complaints

Provider Information

File Cabinet

Inspection Tasks

Personnel

Enforcement

Serious Incident Report

Email

Licensing Notes

Subsidy Notes

Technical Assistance

Provider Admin

Health and Safety Grants

Grow NJ Kids

Letters

Grow NJ Kids

Dashboard

Portfolio

Dashboard

> Enrollment - **Not Started**

> Orientation - Not Started

> QIS - Not Started

> Technical Assistance - Not Started

> Rating - Not Started

> Post-Rating - Not Started

> Disengagement - **Not Started**

5. Click on the Enrollment heading to open the Enrollment dropdown section.

Enrollment - **Not Started**

Select

ID

Description

Status

Created By

Update Date

Has Violations

No records found

1

20

+ New

Email Notification History

ID

Email Address

Subject

Sent Date

Status

No records found

1

20

6. Click on the  Select button to view the enrollment information for an existing request, or click on the  New button to create a new request.

Enrollment Grow New Jersey Kids Child Care Centers

Required Fields Completed: 44%

Disclaimer

Wizard View

Flat View

* If any of the information that is pre-populated is incorrect, please contact your Licensing office to have the information updated appropriately before submitting your application.

Required Fields Remaining - 5

Next

Last

Save Draft

Email Notification History

ID

Email Address

Subject

Sent Date

Status

No records found

1

20

7. Complete the enrollment request wizard, and then click on the Submit button to submit the enrollment request.

Enrollment: Received						
Select	id	Description	Status	Created By	Update Date	Has Violations
☒	1136	QRIS-Enrollment-GNJK-FCC	Submitted	Sindhuja.doc	12/17/2018	No

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