

NJ Child Care Assistance Program Enrollment-Based Payment Attendance Reporting Attendance Calendar Readiness Checklist

To help you prepare for the mandatory use of the NJ CCAP Attendance Calendar, review the below:

- Make sure you have your EPPIC User ID and password (www.echildcarenj.org)**
 - You will need your EPPIC User ID and password to access the NJ CCAP Attendance Calendar in order to record child absences and facility closures.
 - If you have not logged in your account in 90 days, your account will be set to inactive and you will need to reset your password in order to log in.
 - If you need help resetting your password, review the “**e-Child Care Provider Web Portal (EPPIC) Password Reset Instructions**” which is available on visit the ChildCareNJ.gov [Attendance Reporting page](#).

- Become familiar with the NJ CCAP Attendance Calendar NOW**
 - You should log in now and practice recording child absences and facility closures. Take this opportunity to review the calendar in preparation for when recording become mandatory.
 - The NJ CCAP Attendance Calendar records data for the previous month. For example, if you log in anytime between September 19 and October 18, you will see August enrollment.

- Have your program’s October attendance records ready**
 - Mandatory use of the NJ CCAP Attendance Calendar for all providers participating in the NJ Child Care Assistance Program will begin on or about November 17, with the recording of October child absences and facility closures.
 - You will have approximately one month to records your October child absences and facility closures.

DFD is hosting webinars on October 17 and 18 to explain the enrollment-based attendance reporting policy and how the attendance collection process works using the NJ CCAP Attendance Calendar.

Providers are required to attend the session for their provider type and must register in advance.

To register, click on the link for your provider type or the Spanish session if needed:

- [Licensed Child Care Centers: Tuesday, October 17, 12:00 – 1:00 p.m.](#)
- [Home-Based Child Care Providers: Tuesday, October 17 6:00 – 7:00 p.m.](#)
- [Sesión en español: miércoles 18 de octubre, 12:00 – 1:00 p.m.](#)

Office hours and technical assistance will be available.

If you have any questions, contact DFD.ChildCare-NJCCIS@dhs.nj.gov or visit the ChildCareNJ.gov [Attendance Reporting page](#).