



2025 Summer Youth Camp Season Provider Informational Overview

We will begin shortly

2025 Summer Youth Camp Season Overview

Hosted By:

Department of Health (DOH), Youth Camp Safety Project

Department of Children and Families (DCF), Office of Licensing (OOL)

Department of Human Services (DHS), Division of Family Development (DFD), Office of Child Care

State Representatives:

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State Agency Coordination

In New Jersey, multiple state agencies and child care stakeholders work together to ensure the health and well-being of children and support child care programs, such as summer youth camps.

Department of Health (DOH) – Youth Camp Safety Project

Department of Children and Families (DCF)

Office of Licensing (OOL)– Licensing and Regulatory for Child Care Centers and Registered Family Child Care Providers

Office of Legal Affairs (OLA)– Criminal Background Checks (Child Abuse Records Information - CARI)

Department of Human Services (DHS)

Division of Family Development (DFD), Office of Child Care – Child Care Assistance Program (CCAP), Quality and Grants

Department of Human Services, Employment Controls and Compliance Unit (DHS/ECCU) – Criminal Background Checks (Criminal History Records Inquiry-CHRI)

Child Care Resource and Referral (CCR&Rs) agencies – County-Based Referrals



Department of Health Youth Camp Safety Project

C. Danielle Clemons | Youth Camps/Public Rec. Bathing Project Coordinator

Youth Camp Safety Project

Goals and Objectives

Ensure the health and safety of children attending youth camps

- Education and Awareness
- Inspection and Enforcement



Requirements of Licensure

The Youth Camp must:

- Provide care for at least 5 or more children who are under the age of 18 years old.
- Operate, in person, for a period of 2 or more consecutive days during the week for at least 3 hours per day.
- Operate ONLY during out of school times (Example: summer and spring break, school holidays and vacations).
- Campers participate in at least one activity which is considered **high risk**.
- Renewal Camps must have submitted their Annual Accident Report Form(CB-15)





High Risk Activity



Definition of a **High-Risk Activity**

- Any recreational activity which exposes a camper to a serious injury/illness and that increases the risk of injury/illness due to the inherent danger of the activity.

Examples include but are not limited to horseback riding, rock climbing, zip lining, riflery, intense sports and aquatic activities like swimming, boating

High Risk Activity Specialist

High-Risk Activity Specialist role and documentation requirements

- Must be overseen by an adult activity specialist
 - Person trained or having experience on the proper techniques of engagement of an activity, so as to reduce the potential of injury to participants
 - Knowledgeable of the rules of the activity
 - CV; credentials





Staff/ Roles in the Youth Camp Setting

- Camp Director
- Health Director
- Adult Camp Counselor (18+)
- Minor Camp Counselor (16+)
- Lifeguard Supervisor
- Lifeguard
- High Risk Activity Specialist



Staff Hiring Requirements

- Criminal History Background Name Check
 - Staff 18+
- Sex Offender Registry Check
 - Staff 16+
- Health Director
 - Day camp
 - Resident Camp
- Other Role Credentials
 - Lifeguards, Trained Pool Operator, Activity Specialist

Staff Orientation Training



Youth Camp Inspection and Enforcement

Pre-Operational Inspections- Local Health Authority

- Conducted prior to hosting youth campers for the season
- Camp Operator responsible for contacting the LHA at minimum three weeks prior to opening for operation
- Inspection conducted by the LHA in the jurisdiction where the camp will operate for the summer
- Desk Audit of Policies and Procedures as well as camp site if available



Youth Camp Inspection and Enforcement

Operational Inspection- New Jersey Department of Health- Youth Camp Safety Project

- Unannounced/Unscheduled
- Complaint Investigations
- Conducted during the season while campers are on site
- Verification that N.J.A.C. 8:25 Youth Camp Safety Standards are implemented at the camp site

Youth Camp Inspection and Enforcement

Operational Inspection- New Jersey Department of Health- Youth Camp Safety Project

- Verification that N.J.A.C. 8:25 Youth Camp Safety Standards are implemented at the camp site
 - Staff: camper ratios are adequate
 - Background check and sex offender registry check for all staff
 - Policies and Procedures implemented
 - Health center records including documentation that the Health director is credentialed and on site
 - Illness log, immunization records, storage and administration of medication,
 - Food service and storage
 - Site location and conditions
 - On-site Waterfront activities and documentation
 - Transportation vehicle documentation

Youth Camp Inspection and Enforcement

Operational Inspection- New Jersey Department of Health- Youth Camp Safety Project

- Verification that Child-Care Subsidy Requirements are implemented at the camp site



Youth Camp Safety Inspection and Enforcement

Youth camp operators in violation of any provision of the Act or this chapter may have their certificate of approval revoked and may assess a civil administrative penalties assessed.

- \$1,000 per day, upon notice and a hearing.

Youth Camp Safety Project Licensing

Applications accepted starting **March 17, 2025**



How to Submit a License Application

- Download CB-11 Youth Camp Operation Application Form
- Complete all form fields including the payment section of the Application Form
- Make Payment
- Email the payment receipt and application form to youth.camps@doh.nj.gov



Contact Us

(609) 913-5115

<https://www.nj.gov/health/ceohs/phfpp/youthcamps/>

Email: youth.camps@doh.nj.gov
prb@doh.nj.gov





Department of Children and Families Office of Licensing, Child Care Licensing

Theresa Roessner, Supervisor, Child Care Quality Assurance Inspections

New Jersey Department of Children and Families

Child Care Centers licensed through the Department of Children and Families (DCF), Office of Licensing (OOL), Child Care Licensing (CCL) need to contact their inspector prior to making any program changes during the summer.



New Jersey Department of Children and Families

- Youth Camp Programs that serve children under age 2 ½ must have a Child Care Center License from DCF, Office of Licensing in order to qualify for payments through the New Jersey Child Care Subsidy Program.
- This license must include the appropriate use group classification that authorizes the care of children under the age of 2 ½ before subsidy payment is authorized.



New Jersey Department of Children and Families

- Programs that provide high risk activities or do not operate in a building need to obtain a Certificate of Approval through the Department of Health (DOH).
- High Risk means any recreational component, sport or activity which exposes a camper to a serious injury due to the inherent nature of the recreation component, sport or activity.
- High Risk activities include archery, ***swimming and other aquatic activities***, horseback riding, riflery, rope courses, motorized vehicles and rock climbing.



New Jersey Department of Children and Families

- Licensed Child Care Centers with on site pools must apply for the Youth Camp Operator permit and must comply with applicable provisions of N.J.A.C. 8:26 Public Recreational Bathing rules.
- The local health department will inspect the pool to ensure compliance with applicable provisions of N.J.A.C 8:26 Public Recreational Bathing rules, Building Subcode and Barrier-free Subcode of the NJ Uniform Construction Code.
- Inspection by DOH will ensure that children using swimming pools and natural bathing facilities are in compliance with N.J.A.C 8:25 Youth Camp Safety Standards.



New Jersey Department of Children and Families

Office of Licensing, Child Care Licensing

<https://www.nj.gov/dcf/about/divisions/ol>

OOL Toll Free Number 1(877) 667-9845

DCF.ChildCareLicensing@dcf.nj.gov

Manual of Requirements for Child Care Centers:

<https://nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf>





Child Care Assistance Program and Child Care and Development Block Grant (CCDBG)

DFD and Child Care and Development Block Grant (CCDBG) Requirements

To be eligible to receive public funding (financial assistance or grants) you must meet CCDBG federal law requirements:

- Be licensed, regulated or registered
- Comply with local and state building, fire and health codes
- Complete pre-service basic health and safety training requirements
- Complete and satisfy comprehensive criminal background checks
- Undergo an annual unannounced inspection

CCDBG Health and Safety Training Requirements

New Staff

- Health, Safety, and Child Growth and Development and Mandated Child Abuse and Neglect Reporting: Basic Requirements for Licensing (10-hour module – overview of the required CCDBG health and safety topics)
- Pediatric First Aid and Pediatric CPR Training

Note: Staff/providers also must comply with all Department of Health requirements and regulations.

More information: www.ChildCareNJ.gov/Providers/Training

Trainings are available free online through the New Jersey Child Care Information System (NJCCIS) at www.NJCCIS.com

CCDBG Health and Safety Training Requirements

Existing Staff

The 2025 season all returning staff members must complete 4 hours of annual in-service training, consisting of:

- Mandatory Health, Safety, and Child Growth and Development Refresher training – 2 hours; *and*
- Pre-Service Orientation Training offered by the Camp Director – 2 hours *or*
- A combination of Professional Development Trainings through the NJ Workforce Registry equivalent to 2 hours

Note: Staff/providers also must comply with all Department of Health requirements and regulations.

More information: www.ChildCareNJ.gov/Providers/Training

Trainings are available free online through the New Jersey Child Care Information System (NJCCIS) at www.NJCCIS.com

Professional Development Training

Available in NJCCIS:

- The School Age Child Development Part 1 and Part 2 – 3 hours each (English Only)
- Child Abuse and Neglect and Mandated Reporting Refresher – 1 hour

Courses are offered through the NJ Workforce Registry in NJCCIS through the Learning Management System (LMS).

All completed training certificates must be uploaded to your Professional Development and Certifications profile in NJCCIS for NJ Workforce Registry verification.

Registration in NJCCIS for CCDBG

- Associate the Youth Camp Director with the facility's profile in NJCCIS.
- Complete the Youth Camp Acknowledgement Form.
- Upload your most recent W-9 to your profile's File Cabinet.
- Complete all required CCDBG Health and Safety requirements.

NJ CCAP Attendance Calendar

- Providers participating in NJ CCAP are required to complete the NJ CCAP Attendance Calendar in EPPIC every month
- Providers enter two types of time and attendance information:
 - **Closure Days** (Holidays, Emergency Closures, Weekends, etc.)
 - **Child/Children Absences** (Sick, Absent, not scheduled, no longer enrolled etc.)
- Youth camp providers can access the Calendar by logging in to EPPIC and clicking on the blue banner at the top “NJ CCAP Attendance Calendar”
- Failure to complete NJ CCAP Attendance Calendar may impact the provider’s NJ CCAP funding.



Employment Controls and Compliance Unit (ECCU)

Connie Jeremias | Director

Connie.Jeremias@dhs.nj.gov | 609-984-5531

Comprehensive Criminal Background Checks

Department of Human Services (DHS)

- Criminal History and Sex Offender Checks through fingerprint process – managed and coordinated through the **Employment Controls and Compliance Unit (ECCU)**.
- Required for all current and prospective employees (**regardless of age**), including volunteers, and individuals who have unsupervised access of children in care.

Department of Children and Families (DCF)

- Child Abuse Record Information Check (CARI) in-state and out-of-state checks are managed and coordinated through the **Office of Legal Affairs (OLA)**.
- Required for all current and prospective employees ages 14 and older, including volunteers, and individuals who have unsupervised access of children in care.

These checks are completed on a NJ state, out-of-state and federal level.

Criminal Background Check Requirements for Subsidy Programs

- Must have an approved form of identification (see Idemia form for list of approved documents)
- Must be printed for the specific camp program the applicant is working in.
 - Results are not transferrable between camp programs.
- Camp volunteers must be fingerprinted every year.
- Camp employees must be re-fingerprinted every five years or if there is more than a one-season break in employment.

How to Schedule Fingerprints

- Fingerprint appointments may be scheduled through Identogo at www.uenroll.identogo.com
- Fingerprinting locations are available throughout the state
- There is no fee for fingerprinting
- Applicants must retain their receipt of fingerprinting and return to the Camp Operator/Director



IdentoGo Fingerprint Service Code Form - Youth Camp Staff/Volunteer
 Service Code is unique to Child Care Development Block Grant Act (CCDBG) Requirements.
 Do not use this code or form for another purpose.

Service Name: CCDBG Youth Camp Employee/Volunteer
 To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code
2F1329

Contributor Case Number: CM3384

Name of Camp Program: _____ NJCCIS ID# | _____

Staff Member/Volunteer Name: _____

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- ▶ Driver's License issued by a State or outlying possession of the U.S.
- ▶ Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ▶ Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- ▶ Enhanced Driver's License (EDL)
- ▶ Commercial Driver's License issued by a State or outlying possession of the U.S.
- ▶ Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ▶ ID card issued by a federal, state, or local government agency or by a Territory of the United States
- ▶ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- ▶ U.S. Coastguard Merchant Mariner Card
- ▶ U.S. Passport
- ▶ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ▶ Employment Authorization Card/Document (I-766) that contains a photograph
- ▶ Canadian Driver's License
- ▶ Foreign Driver's License (Mexico and Canada Only)
- ▶ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles under age 18

- Approved Document list as shown above, or,
- Photo ID Waiver for Minors (only needed in special circumstances) and required secondary a certified birth certificate or a social security card.

Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

IMPORTANT! - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp to demonstrate compliance.

TCN ID

UE ID Number

New – beginning 2025 season



Retrieving Results

- Fingerprint Approval Retrieval Application (**FARA**) allows approved users to retrieve notifications for applicants fingerprinted for certain programs by the Department of Children and Families (DCF), the Department of Health (DOH) and the Department of Human Services(DHS).
- FARA can be accessed via <https://fara.dhs.state.nj.us>
- FARA provides the following notification letters
 - Cleared;
 - Disqualified Not Cleared (Rehabilitation);
 - Not Cleared (Pending Final Disposition);
 - Conditionally Cleared (Pending Background Check Clearance).

Retrieving Results

A step by step guide on obtaining applicant results can be provided by ECCU upon request by emailing: DHS.ECCU@dhs.nj.gov



NJ Department of Children and Families, Child Abuse Record Information (CARI Unit), Background Check

Judith Williams: Judith.Williams@dcf.nj.gov

INTRODUCTION

- The Function - Purpose of the CARI Unit
- Who is Subject to a CARI Background Check
- New Jersey Central Registry / NJ SPIRIT
- Access to the Online CARI Application / System
- Completing the CARI Application

THE FUNCTION - PURPOSE OF THE CARI UNIT

- The CARI Unit conducts background checks for the New Jersey Department of Children and Families (DCF);
- CARI background checks are used to determine if an individual has been substantiated for an incident of child abuse or neglect;
- The CARI Unit takes appropriate action when an applicant is found to have a substantiation of child abuse/neglect.

WHO IS SUBJECT TO A CARI BACKGROUND CHECK?

To be eligible for a CARI background check an applicant must be affiliated with one of the following entities

- Licensed Childcare Program
- Approved Home
- Family Childcare (FCC)
- Juvenile Justice Commission (JJC)
- CP&P New Hire & Job Fest
- Kinship Legal Guardianship (KLG) - Domestic Violence
- Addiction Services & Youth Developmental Disabilities
- DCF Community Partners
- Out-of-State
- Department of Defense's Respite Care Program
- Youth Residential & Treatment Centers
- Court Appointed Special Advocate (CASA)
- Licensed Adoption Agencies
- Refugee Resettlement Program
- Department of Human Services – DDD
- DOH/DFD – Youth Camps

NEW JERSEY CENTRAL REGISTRY/NJ SPIRIT

- The NJ Child Abuse Registry contains the names and identifying information of substantiated perpetrators of child abuse and neglect.
- The information contained in the Child Abuse Registry is maintained in the NJ SPIRIT (NJS) application.
- A “CARI check” is an inquiry into NJS to determine if an individual has abused or neglected a child in the State of New Jersey.
- CARI staff spend most of their day in NJ SPIRIT conducting background checks.
- The information contained in NJ SPIRIT is confidential, and access is restricted to selected government entities. NJS is not accessible to the public.

ACCESS TO THE ONLINE CARI SYSTEM: “How to Create an Online CARI”

- Youth Camps Directors/Operators are responsible for:
 - Identifying an account administrator.
 - The account administrator is responsible for submitting, receiving CARI applications and the results. The CARI result(s) is emailed directly to the facility’s account administrator.
- Administrator’s Access to the Online CARI System:
 - Create an online CARI account by using the CARI portal : www.njportal.com/dcf/cari.
 - **Complete the tutorial on setting up the facility account.**
 - Select from “Program/Application Type” dropdown – “Department of Health / Division of Family Development (DOH/DFD) Youth Camps.”
 - NJCCIS six-digit Provider’s ID Number: www.nj.njccis.com
 - After creating an online CARI account – Administrator(s) can invite camp staff / applicant to complete an online CARI form by sending an email link to the applicant.

COMPLETING THE CARI APPLICATION

- Camp staff / applicant can use their personal computer or smart phone to complete an online CARI application.
- The CARI email invitation link expires two weeks after being sent.
- \$15 application fee, and;
- The online CARI system only accepts debit or credit cards.

FUN-FACTS!

- **As of June 1, 2021**, Facility user(s) can create a facility account and begin inviting employees to submit their CARI applications.
- **Facility User** would have administrative access to the organization's facility account, which would allow them to invite staff from their individual program/site to complete a CARI application.
- **Youth Camp Directors/Operators** with multiple programs or sites that are subject to a CARI background check, can "Invite a Facility User" from each program/site.
- **YEAR - Total = (DOH/DFD CARI applications received/processed):**
 - **2021 - 608**
 - **2022 - 859**
 - **2023 - 1098**

Youth Camp Guidance Tools

Youth Camps can visit <https://njccis.com/njccis/help> and select the section CCDBG Youth Camps in the Additional Help section. To view how-to videos and documents.

Contact your local Child Care Resource and Referral (CCR&R) agency (ChildCareNJ.gov/CCRR) for questions regarding Summer Youth Camp CCDBG Registration.

Important Websites /Contacts

Department of Health

Youth Camps and Public Recreation

Youth.camps@doh.nj.gov

www.nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml

Department of Human Services, Division of Family Development

Office of Child Care, Summer Youth Camp Provider Helpline

DFD-YouthCamps@dhs.nj.gov

1-609-588-7500 | 1-800-332-9227

www.ChildCareNJ.gov

Department of Children and Families, Office of Licensing

DCF.ChildCareLicensing@dcf.nj.gov

1-877-667-9845 | 1-609-248-3458

www.nj.gov/dcf/about/divisions/ol/

Department of Human Services, Office of Program Integrity & Accountability

Employment Controls and Compliance Unit

System Helpdesk: ECCU.FARA@dhs.nj.gov | General questions: DHS.ECCU@dhs.nj.gov