



New Jersey Child Care Information System

www.NJCCIS.com

Preparing for the \$1,000 Hiring and Retention Bonus Grants for Child Care Center Staff

First, you should make sure your employer knows about this grant as your employer will need to apply for this grant on your behalf.

Then, you will need to make sure the information in your NJCCIS (New Jersey Child Care Information System) profile is correct and up-to-date.

Staff must associate themselves with their employer under “Work Experience” panel – you will not be able to update your profile (start date, salary and title) until your employment is confirmed. If you are already associated with your current employer, you will be able to skip this step and go directly into your “Work Experience” and confirm/update your position details.

In order for your employer to apply for the grant on your behalf, the following information must be current:

- Your work start date (under "Position Details" panel)
- Your salary (under "Position Details" panel)
- Your title (under "Position Details" panel)

The following pages contain step-by-step instructions with screenshots or you can visit www.njccis.com/njccis/help.

How to Associate with Your Employer.....2

How to Add your Work Experience and Position Details.....7

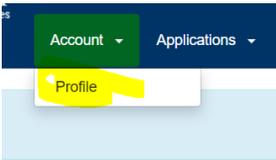
How staff associate to a center

The purpose of this guidance document is to assist staff with associating themselves to the center that they work for in NJCCIS.

If after going through the instruction below, if you are having an issue please send an email to DCF.OOLNJCCIS@dcf.nj.gov and include the following information: Center Name, License number and issue that you are having.

Log in to www.NJCCIS.com.

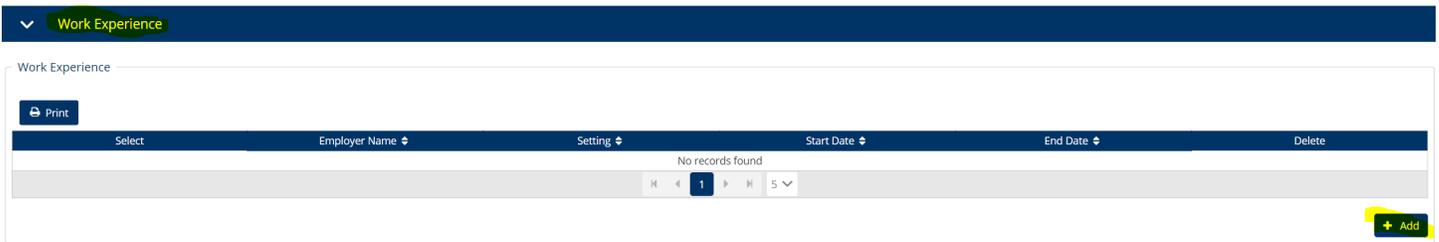
Click "Account" and then select "Profile".



Click "Professional Profile" and then "Work Experience".



Once in "Work Experience" click "Add"



You will now search for the center you want to add for work experience, the easiest way is to search by license number. Once entered it will bring up a list of centers that match your search criteria. Select the correct center and the click on "Select Provider". Then Select Save at the bottom right.

Add Provider(s)

Enter Provider Search Criteria

Search Instructions

*** Select Field to Search**
License Number

*** Type Term for Search**
05CHI0004

+ Add Search Criteria ✕ Reset Search ✕ Cancel Search 🔍 Search

Provider Results: 2

🖨️ Print

License #	Facility Name	Facility Type	Address	City	Zip Code	County
05CHI0004	The Children's Place of Mu...	Child Care Center	145-147 Haven Avenue	Ocean City	07000	Atlantic
05CHI0004	Lisa Sprint 24 Test CofS	Child Care Center	145-147 Haven Ave	Ocean City	08826	Cape May

✕ Cancel Provider Search 👤 Select Provider

It will now display the Work Experience Detail and you will click "Save"

Work Experience Detail

Add Provider(s)

Provider Type: Child Care Center
ID: 802562
Provider Status:

Provider Name: Lisa Sprint 24 Test CofS
License Number: 05CHI0004
County: Cape May

Address: 145-147 Haven Ave
City: Ocean City
Zip: 08826

🔗 Change Facility

Description:

Upload Work Experience Documents

+ Add Mail-In Document

+ Browse

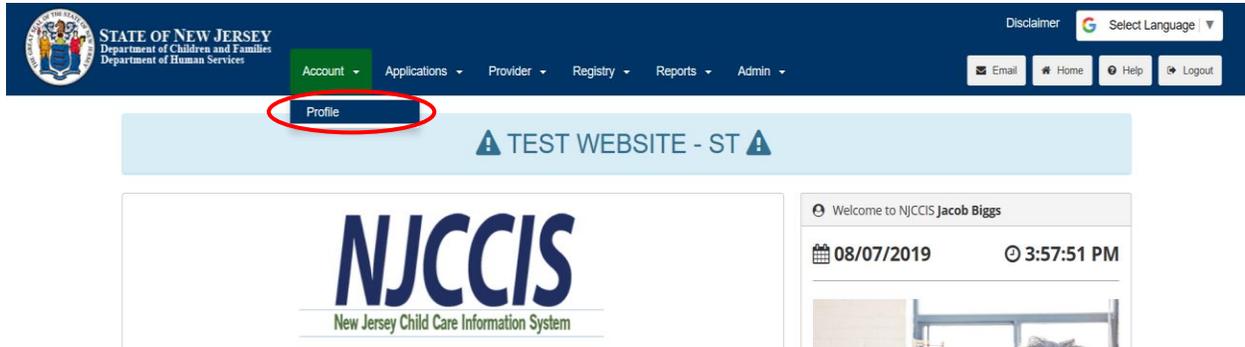
Click Browse to select multiple files or Drag & Drop multiples here

🗑️ Close 💾 Save

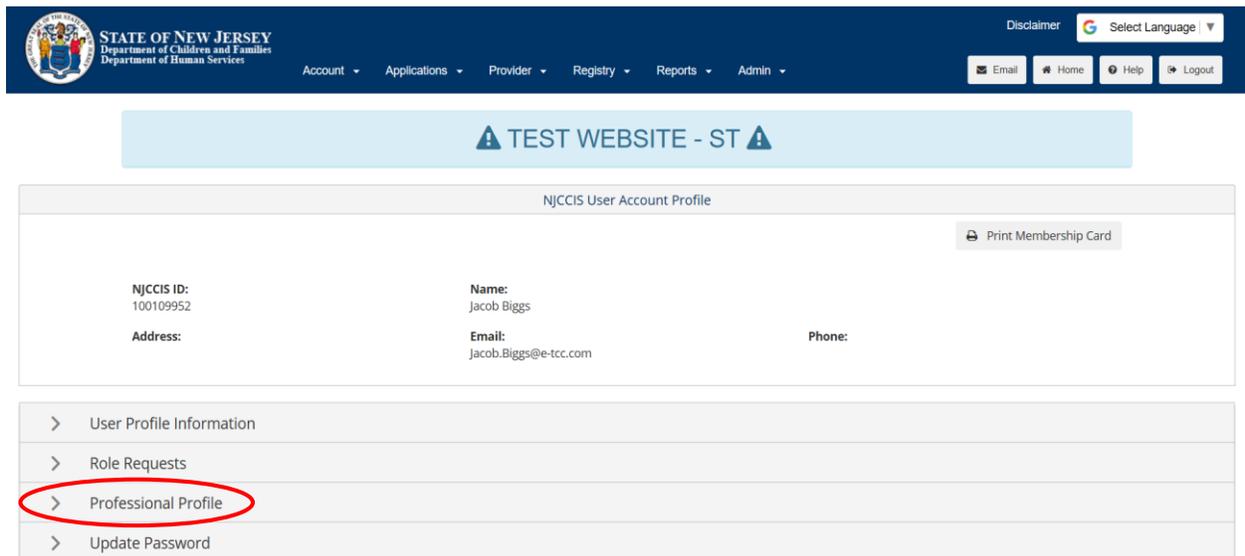
Once you click "Save" your association request will be "Pending" until approved by your employer. After your association is approved - you can add positions within your work experience for that specific employer.

How to Add your Work Experience and Position Details Employee Association Request to a Provider Record

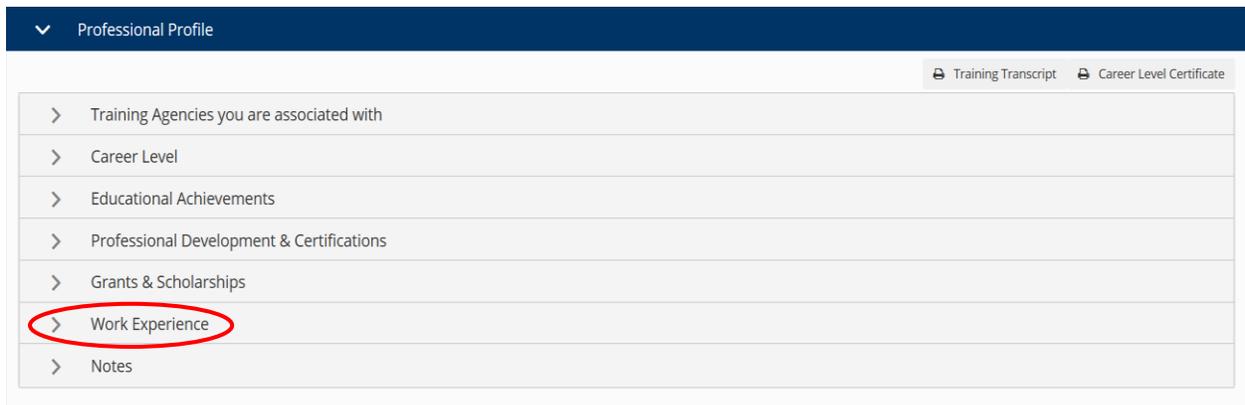
Once you have logged into your NJCCIS account, click on the Account tab, and select "Profile".



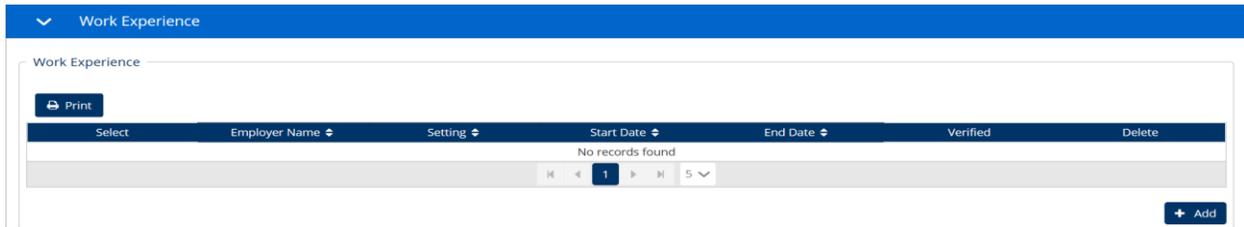
On the Profile screen, click on the Professional Profile section to expand it.



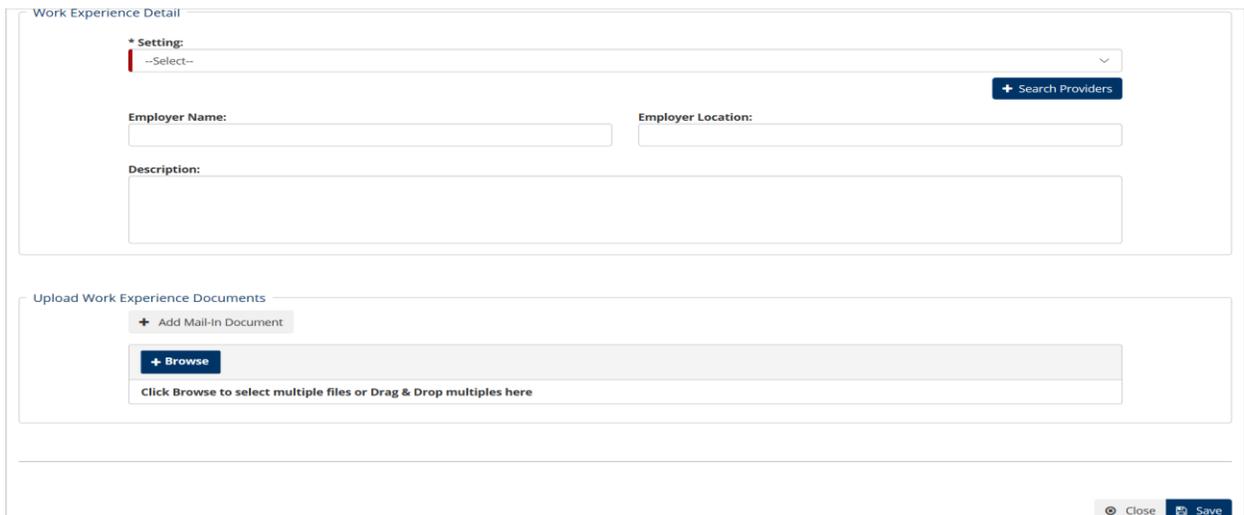
In the Professional Profile section, click on the Work Experience section to expand it.



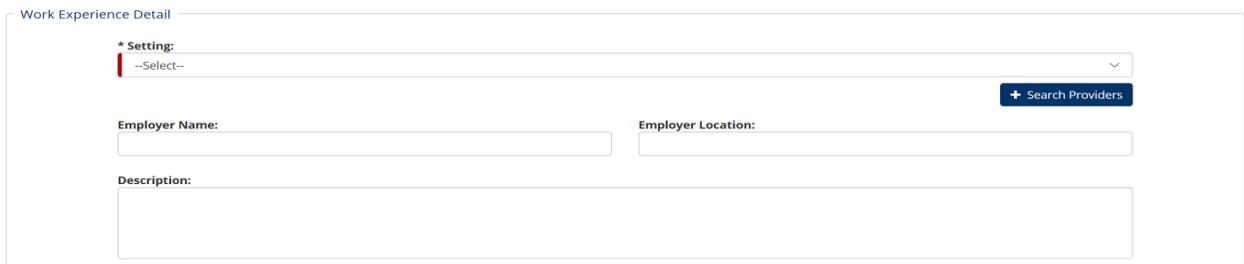
In the Work Experience section, you have the ability to add a work experience record to your Profile.



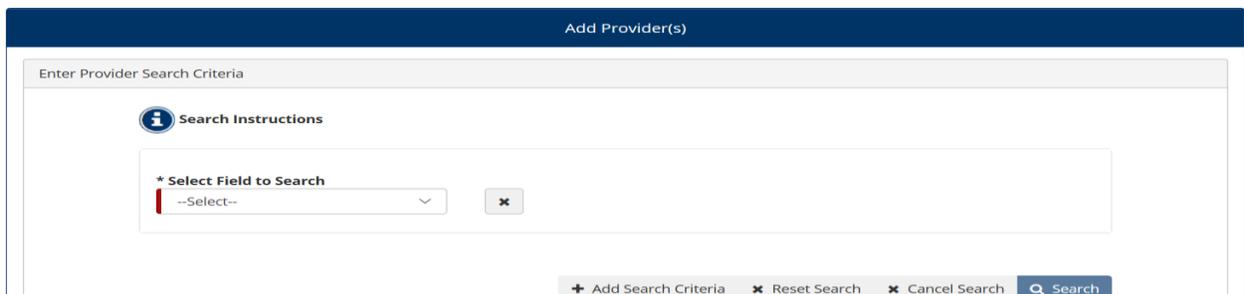
To add a new work experience record, click on the **+ Add** button. Two new sections will appear below: Work Experience Detail and Upload Work Experience Documents.



In the Work Experience Detail section, select a Provider type from the Setting dropdown list.



To search for a Provider, click on the **+ Search Providers** button. The Add Provider(s) section appears below.



Click on the Select Field to Search pulldown menu to select a field to search within, and then fill out any fields that appear.

Enter Provider Search Criteria

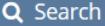
i Search Instructions

* Select Field to Search
County

* Select which State
New Jersey

* Select which County
--Select--

+ Add Search Criteria x Reset Search x Cancel Search Search

Click on the  Search button to search for Providers that meet the selected criteria.

Enter Provider Search Criteria

i Search Instructions

* Select Field to Search
County

* Select which State
New Jersey

* Select which County
Essex

+ Add Search Criteria x Reset Search x Cancel Search Search

Provider Results: 2307

Print

	License #	Facility Name	Facility Type	Address	City	Zip Code	County
<input checked="" type="radio"/>	07PAM0001	The Pampered C...	Child Care Center	182 EAGLE ROC...	ROSELAND	07068	Essex
<input type="radio"/>	21KID0004	Bright Horizons...	Child Care Center	424 ROUTE 57	LOPATCONG	08865	Essex
<input type="radio"/>	07KID0019	Kids Foundation...	Child Care Center	382 CENTRAL AVE	EAST ORANGE	07018	Essex
<input type="radio"/>	07PAG0001	Page Academy, I...	Child Care Center	530-532 CENTR...	NEWARK	07107	Essex
<input type="radio"/>	R07-5335	LEWIS, ALICE	Family Child Care	889 HUNTERDO...	NEWARK	07112	Essex

x Cancel Provider Search Select Provider

Click on the check icon in the leftmost column of the Provider Results to select that Provider. You may only select one Provider per search.

Click on the  Select Provider button to directly add that Provider's information to the Employer Name and Location fields in the Work Experience Detail section.

Work Experience Detail

* Setting:
--Select-- Search Providers

Employer Name:
Bright Horizons at Lopatcong

Employer Location:
424 ROUTE 57 LOPATCONG 08865

Description:

In the Upload Work Experience Documents section, you can upload documents that are relevant to your past work experience.

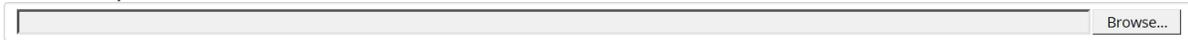


Click on the **+ Browse** button to open the File Explorer for your computer. Select a file to upload and click on the Open button to generate additional fields below. Alternatively, you can click on the

+ Add Mail-In Document button to generate those fields without selecting a file.

* Mailing Documents

Select a file to upload:



Description:



The Mailing Documents check box is checked by default when you click on the **+ Add Mail-In Document** button, and unchecked by default when you click on the **+ Browse** button. Leave it checked if you are planning to mail in the document that you are adding, or unchecked if you are not.

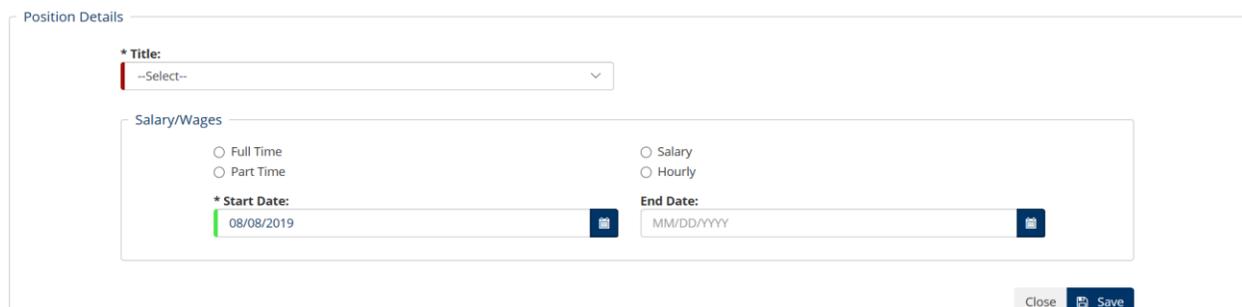
If you did not already select a document to upload, click on the **Browse...** button to open the File Explorer for your computer. Select a file to upload and click on the Open button.

Add a description into the Description field if necessary.

Click on the **Save** button to save the new Work Experience into the Work Experience table. The Positions section appears at the bottom of the Work Experience section.



Click on the **+ Add a Position** button to generate the Position Details section.



Click on the Title dropdown menu to select a position title. If you select 'Other', then the Title Other field will appear where you can enter the name of your title.

Position Details

* Title:

* Title Other:

In the Salary/Wages section, click on the Full Time or Part Time radio button, as well as the Salary or Hourly radio button, to select the correct payment type. Additional fields are generated below, depending on your selection of the Salary or Hourly buttons.

Salary/Wages

Full Time Part Time

Salary Hourly

* Start Date:

End Date:

Salary:

Months Worked Per Year:

Use the Start Date and End Date dropdown calendars to select the beginning and ending dates for your previous position, and enter your Salary/Hourly Rate and Months Worked Per Year/Hours Per Week into the fields.

Click on the button to save the position to your profile.