

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 <u>www.njccis.com/njccis/help</u>.

How to Associate with Your Employer......2 How to Add your Work Experience and Position Details......7



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".

\sim	Professional Profile
>	Training Agencies you are associated with
>	Career Level
>	Educational Achievements
>	Professional Development & Certifications
>	Grants & Scholarships
>	Work Experience

Once in "Work Experience" click "Add"

V Work Experience					
Work Experience					
🕀 Print					
Select	Employer Name 🗢	Setting 🗢	Start Date ≑	End Date 🗢	Delete
		No reco	rds found		
		H 4 1	▶ ₩ 5∨		

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)							
er Provider	Search Criteria						
	Search In:	structions					
	* Select Field	to Search mber	Type Term for OSCHI0004	Search			×
					+ Add Search Criteria	★ Reset Search ★ Cancel Search	Q Search
→ Print	ts: 2						
	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

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

Work Experience De	tail			
		Add Provider(s)		
		Add Homer(s)		
	Provider Type: Child Care Center ID: 802562 Provider Status:	Provider Name: Lisa Sprint 24 Test CofS License Number: 05CH10004 County: Cape May	Address: 145-147 Haven Ave City: Ocean City Zip: 08826	
	Description:			
				<i>h</i>
Upload Work Experier	Add Mail-In Document			
	+ Browse			
	Click Browse to select multiple files or Drag & Drop multiples here			

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".

STATE OF NEW JERSEY Department of Children and Families Department of Human Services	Account - Applications - Provider - Registry - Reports - Adm	in - S	Disclaimer G Select Language V Email W Home O Help (& Logout
	TEST WEBSITE - ST	2	
		O Welcome to NJCCIS Jacob Bigg	23
	New Jersey Child Care Information System	₩ 08/07/2019	© 3:57:51 PM

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

STATE OF NEW JERSEY			Disclaimer G Select Language 🔻
Department of Children and Families Department of Human Services	Account - Applications - Provider - Registry - Reports -	Admin 👻	🗷 Email 🐗 Home 🛛 Help 🕞 Logout
	A TEST WEBSITE - S	T A	
	NJCCIS User Account Profile		
			🖨 Print Membership Card
NJCCIS ID: 100109952 Address:	Name: Jacob Biggs Email: Jacob.Biggs@e-tcc.com	Phone:	
> User Profile Information			
> Role Requests			
> Professional Profile			
> Update Password			

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

~	Professional Profile		
		Training Transcript	Career Level Certificate
>	Training Agencies you are associated with		
>	Career Level		
>	Educational Achievements		
>	Professional Development & Certifications		
>	Grants & Scholarships		
\langle	Work Experience		
>	Notes		

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

	 Work Experience 						
N	Vork Experience						
	😝 Print						
	Select	Employer Name 🗢	Setting 🗢	Start Date 🗢	End Date 🗢	Verified	Delete
	Select	Employer Name 🗢	Setting 🗢	Start Date 🗢 No records found	End Date 🗢	Verified	Delete
	Select	Employer Name 🗢	Setting 🗢	Start Date No records found	End Date 🗢	Verified	Delete

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.

	* Setting:				
	Select			~	
				+ Search Providers	
	Employer Name:	Employer Loc	ation:		
	Description:				
oad Work	Experience Documents				
oad Work	Experience Documents				
oad Work	Experience Documents				
oad Work	Experience Documents Add Mail-In Document Browse				
oad Work	Experience Documents Add Mail-In Document Browse Click Browse to select multiple files or Drag & Drop multiples h	ere			
oad Work	Experience Documents Add Mail-In Document Browse Click Browse to select multiple files or Drag & Drop multiples fi	ere			
oad Work	Experience Documents + Add Mail-In Document Browse Click Browse to select multiple files or Drag & Drop multiples h	ere			
oad Work	Experience Documents Add Mail-In Document Browse Click Browse to select multiple files or Drag & Drop multiples h	ere			

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

* Setting:		
Select		~
		+ Search Providers
Employer Name:	Employer Location:	
Description:		

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

	Add Provider(s)				
Enter Provider Search Criteria					
Search Instructions					
* Select Field to Search Select V					
	+ Add Search Criteria	🗙 Reset Search	× Cancel Search	Q Search	

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

Add Provider(s)						
Enter Provider Search Criteria						
Search Instructions						
* Select Field to Search County ~	* Select which State * Select which County New Jersey ~ -Select × X					
	+ Add Search Criteria X Reset Search X Cancel Search Q Search					

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

	Search Instructions						
	* Select Field to Search		* Select which State	* Sole	ct which County		
	County	~	New Jersey		iex ~	×	
wider Per	ulter 2207		+ Add	Search Criteria 🛛 🗙	Reset Search 🗙 C	ancel Search Q	Search
vider Resi	ults: 2307 License # ♀	Facility Name 🗢	+ Add : Facility Type \$	Search Criteria 🗙	Reset Search ★ C	ancel Search Q	Search County 🗢
vider Resi	ults: 2307 License # \$ 07PAM0001	Facility Name 🗢 The Pampered C	+ Add : Facility Type ¢ Child Care Center	Search Criteria 🗙 Address 🗢 182 EAGLE ROC	Reset Search 🗴 C	ancel Search Q : Zip Code 🗢 07068	Search County ¢ Essex
vider Resi Print)	License # ◆ 07PAM0001 21KiD0004	Facility Name The Pampered C Bright Horizons	+ Add : Facility Type ¢ Child Care Center Child Care Center	Address \$ 182 EAGLE ROC 424 ROUTE 57	Reset Search 🗴 C	ancel Search Q S Zip Code ¢ 07068 08865	Search County \$ Essex Essex
vider Resi Print))	License # ♦ 07PAM0001 21KID0004 07KID0019	Facility Name 🗢 The Pampered C Bright Horizons Kids Foundation	+ Add : Facility Type Child Care Center Child Care Center Child Care Center Child Care Center	Address 🗢 182 EAGLE ROC 424 ROUTE 57 382 CENTRAL AVE	Reset Search × C City ROSELAND LOPATCONG EAST ORANGE	ancel Search Q Zip Code 07068 08865 07018	Search County 🗢 Essex Essex Essex
vider Resi	License # ◆ 07PAM0001 21KiD004 07KiD0019 07PAG0001	Facility Name ♦ The Pampered C Bright Horizons Kids Foundation Page Academy, I	+ Add : Facility Type ◆ Child Care Center Child Care Center Child Care Center Child Care Center Child Care Center	Address 182 EAGLE ROC 424 ROUTE 57 382 CENTRAL AVE 530-532 CENTR	Reset Search × C City + ROSELAND LOPATCONG EAST ORANGE NEWARK	ancel Search Q Zip Code 07068 08865 07018 07107	Search County \$ Essex Essex Essex Essex

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.

	+ Search Providers
Employer Location:	
424 ROUTE 57 LOPATCONG 08865	
	Employer Location: 424 ROUTE 57 LOPATCONG 08865

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

Upload Work E	xperience Documents	
	+ Add Mail-In Document	
	+ Browse	
	Click Browse to select multiple files or Drag & Drop multiples here	

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:		Browse
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 **H** 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.

т	itle 🗢	Start Date 🗢	End Date 🗢	Salary 🖨	Mths Per Yr 🖨	Hourly Rate 🗢	Hrs Per Wk 🗢	Verified	
				No reco	ords found				
				H 4 1	► H 5 V				
									+
		- D!+!							
ho ¹		a Position	hutton to	aonorato	the Decitio	n Dotaile e	action		
:he 📑		a Position	button to	generate	the Positio	on Details s	ection.		
:he		a Position	button to	generate	the Positio	on Details s	ection.		
he 📑		a Position	button to	generate	the Positio	on Details s	ection.		
:he			button to	generate	the Positio	n Details s	ection.		
the the the select-			button to	generate	the Positio	n Details s	ection.		
the tile:	Adda		button to	generate	the Positio	n Details s	ection.		
the tile:	Vages		button to	generate ~	the Positic	n Details s	ection.		
the site:	Vages		button to	generate ~	• the Positio	n Details s	ection.		
the siles	Vages	ime Time	button to	generate ~	• the Positio	n Details s	ection.		
the siles	Vages O Full T O Part 1	ime Time Date:	button to	generate ~	Salary Hourly End Date:	n Details s	ection.		

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:	
	Other	\sim		

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: 08/08/2019	End Date: MM/DD/YYYY
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 Save button to save the position to your profile.