

**State of New Jersey**  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
PO BOX 716  
TRENTON, NJ 08625-0716

**New Jersey Child Care Assistance Program**

**Emergency Procedures  
Provider Notification Letter**

From: **Urban League of Hudson County Inc.**  
**253 Martin Luther King Drive**  
**Jersey City NJ 07305**

Date: March 24, 2023

The Child Care Development Block Grant (CCDBG) Act authorizes the Child Care and Development Fund (CCDF) program, which provides the primary funding for the Child Care Assistance Program (CCAP). The 2014 reauthorization of the CCDBG Act established new requirements to increase the health, safety, and quality of CCDF-funded child care. In 2016, the CCDF Final Rule implementing the reauthorization was adopted. The reauthorization and Final Rule included a requirement that states have in place certain emergency preparedness and response-planning requirements for all childcare providers receiving CCDF assistance.

The following updated guidance on emergency policies and procedures must be adhered to by all providers who receive CCAP funds in order to comply with the reauthorization and the Final Rule.

**A. Emergency Plan.** Each provider receiving CCAP funds shall have a written emergency plan that includes procedures for:

- Evacuation, relocation, shelter-in-place, and lock down;
- Communication and reunification with families;
- Continuity of operations; and
- The accommodation of children with disabilities and children with chronic medical conditions.

**B. Emergency Preparedness Practice Drills and Training.** Each provider receiving CCAP funds shall regularly conduct emergency drills, and all staff shall complete emergency preparedness training.

**C. Additional Standards.** The policies and procedures in this notice are based on the standards established by the CCDBG Act Final Rule. CCAP-participating providers must continue to adhere to any and all other emergency preparedness requirements established by State regulation or policy.

Please contact your local CCR&R if you have any questions or concerns.

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