<NAME>

<ADDRESS>

<CITY, STATE, ZIP>

<DATE>

RE: Incomplete Renewal Application Notice

Dear Ms. <NAME>:

Pursuant to the Manual of Requirements for Family Child Care Registration (N.J.A.C. 10:126), Child Care Resources is the sponsoring organization who is approved by the Department of Children and Families, Office of Licensing, to register prospective family child care providers in Monmouth County.

Our office has not received your renewal application packet that was mailed on **<DATE>,** and/or we have not been able to conduct an inspection of your home for the renewal of your Certificate of Registration that will expire on <DATE>**.** Child Care Resources must require that you submit the items noted below to this office within 15 days of the receipt of this letter or we may need to take further action in this matter, which may result in the refusal to renew of your family child care Certificate of Registration.

|  |  |
| --- | --- |
| **√** |  Our office has not received the following checked (√) items: |
|  | 1. A completed Renewal Application submitted  |
|  | 2. A health care provider’s statement for the following individuals: |
|  | 3. Criminal conviction disclosures for the following individuals: |
|  | 4. The email addresses for and completion of the electronic Child Abuse Record Information (CARI) consent forms for the following individuals: |
|  | 5. Documentation of 20 hours attendance of in-service training (provided or approved by the sponsoring organization) during the last three-year registration period. |
|  | 6. A $25.00 registration fee, in the form of a check or money order payable to: Child Care Resources |

Please mail any outstanding items to the following address:

**Child Care Resources**

**Attn: Ext. 125**

**PO Box 1234**

**Neptune, NJ 07754-1234**

If you no longer want to participate in the Family Child Care Registration program and wish to voluntarily relinquish your Certificate of Registration, please contact our office prior to the expiration of your Certificate so that further enforcement action will be avoided, and we may close your file.

If you have any additional questions or need assistance, please contact, Eduardo Magliulo, Home-Based Child Care Coordinator, at 732-918-9901, Ext. 125 or at emagliulo@ccrnj.org.

Sincerely,



Eduardo Magliulo, Ext. 125

Home-Based Child Care Coordinator

emagliulo@ccrnj.org