



Instructional Guide for Using the Child Care Subsidy Program's Application Portal

Purpose: Illustrate how to access, complete, attach documents and save the eForm

1. Navigate to the Subsidy Vendor Application portal [here](#):
2. The Provider Document upload eForm shown below will display:

Document Upload

OCCHS License\Exemption # (optional)

Provider Type ? Interaction Purpose ?

Please Select Please Select

Facility Name ?

Enter Facility Name

Facility Street Address 1 Facility Street Address 2 (optional)

Enter Facility Street Address

Facility City Facility State Facility Zip Code

Enter Facility City VA Enter Facility Zip Code

Submitted By Submitter Phone #: (###-###-####) Submitter Email Address

Enter your name Enter your phone number Enter Your Email Address

Best Contact Person Best Contact Phone #: (###-###-####) Best Contact Email Address

Enter Best Contact Person name Enter Best Contact Phone Number Enter Best Contact Email Address

3. Complete the following fields:
 - ❖ **OCCHS License \ Exemption #:** This field is not required but can be entered if you know this number.
 - For **Licensed Providers:** (Licensed Family Day Home, Licensed Child Day Center, Licensed Family Day System Approved Family Day and Licensed Family Day System Approved Family Licenses) your license

number can be found within the lower left corner of your current License Certificate, alternatively you can locate your license number by searching for your facility name within the [Search for Child Day Care site](#).

- For **Exempt Providers:** (Religiously Exempt), your exemption number can be found within your Religious Exempt Letter, alternatively you can locate your exemption number by searching for your facility name within the [Search for Child Day Care site](#).
- ❖ **Provider Type:** Select your Provider Type from the drop-down menu. A full description of each of the Provider Types, along with the program requirements can be found within the *Application Guides by Provider Type* section of the [Becoming a Child Care Subsidy Provider Vendor](#) page.
- ❖ **Interaction Purpose:** The Interaction Purpose identifies the reason you are submitting an application or documentation. The definitions for the four Interactions Purpose types are included below:
 - **Initial Application:** Used to submit the initial subsidy application and required documents when applying to become a Child Care Subsidy Program (CCSP) vendor.

Interaction Purpose ?

Initial Application

- **Change of Ownership:** Used to submit an initial application when there is an upcoming change of ownership, and the current owner is already approved as a Child Care Subsidy Program (CCSP) vendor. If there are other modifications like a change of location or business name, these can be addressed in this process.

Interaction Purpose ?

Change to Ownership

- **Changes to Program Operations:** Used when there are changes in basic program operating information, including but not limited to: address, program name, tax information, hours of operation, and/or ages served. Initial applications due to a change in ownership should be reported using the Change of Ownership Interaction Purpose referenced above.

Interaction Purpose ?

Change in Program Operations

- **Updated or Additional Documents:** Used when additional documentation is required to process a request. The new documents will be added to the previously submitted initial application, change of ownership documentation, or changes to program operations documentation.

- ❖ **Facility Name:** Enter your Facility's Name.
 - All **Licensed and Registered Programs** should use the name that appears on your License or Certificate of Registration.
 - **Unlicensed Family Day Homes** should use the name of the applicant, NOT the name of your business.
- ❖ **Facility Street Address 1:** Enter your Facility's **Physical** Address.
- ❖ **Facility Street Address 2:** Optional as needed.
- ❖ **Facility City:** Enter your Facility's City.
- ❖ **Facility Zip Code:** Enter your Facility's Zip Code.
- ❖ **Submitted By:** Enter your Name.
- ❖ **Submitter Phone #:** Enter your Phone Number (###-###-####).
- ❖ **Submitter Email Address:** Enter your Email Address.
- ❖ **Best Contact Person:** Enter a Contact Name.
- ❖ **Best Contact Phone #:** Enter a Phone Number (###-###-####).
- ❖ **Best Contact Email Address:** Enter an email address.

4. Attach Documents:

Attach Documents

[Here are some brief instructions on how to use the buttons below:](#)

- **Browse:** Used to add files from your local computer
- **Delete:** Used when an incorrect document has been uploaded.
- **Add:** Used to add and upload another document

Note: You can only add 30 documents per form submission

Document Type [Need Help?](#) File Name

Search/Select..

Print

Submit

Reset

- ❖ **Document Type:** Select the type of document you are uploading. The drop-down menu will provide a list of required documents based on your Provider Type and the purpose of your submission (Initial Application, Change to Ownership, Change of Program Operations, or Updated or Additional Documents).
 - A full list of required documents for **Initial Applications** can be found within the **Application Guides by Provide Type** section of the [Becoming a Child Care Subsidy Provider Vendor](#) page. Click on your Provider Type to view the requirements.
 - If you are assuming ownership of an existing program that is currently an approved subsidy vendor, you must submit an initial application using the **Change of Ownership** option defined above. The documents are the same as the requirements for the Initial Application. Use the link above to view the requirements for your Provider Type.
 - If you are reporting **Changes to Program Operations**, a list of change types, along with details of the submission process can be found within the **New for Current Subsidy Vendors: Reporting Changes to Your Program Operations** section of the [Current Child Care Subsidy Vendors](#) page.
- ❖ **File Name:** Select Browse then select the file being uploaded.
- ❖ **Delete:** If the incorrect document was uploaded, select Delete.
- ❖ **Add:** Add another document using the steps above.
- ❖ **Note:** *the e-Form will only accept up to 30 attachments. No provider or application type should require more than 30 supporting documents If, after submitting your application, you realize you forgot to attach a required form, please use the Navigate to the Subsidy Vendor Application portal [here](#) and use the **Updated or Additional Documents** as your Interaction Purpose (as shown below). The new documents will be added to the previously submitted initial application, change of ownership documentation, or changes to program operations documentation.*

Interaction Purpose 

5. If you would like to save the eForm, select **Print** and you will be prompted to either save as a PDF or print the eForm for your own copy.
6. When complete, select **Submit** and the eForm along with the attached documents will be submitted.
7. If you would like to start over select **Reset**. All fields will be cleared and you can begin the process again.