



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Child Care Subsidy Program: Reporting a Change in Program Operations:

For a full list of change types and the Child Care Subsidy Program requirements associated with the change, please visit the ChildCare VA: Current Child Care Subsidy Vendors page.

Subsidy Vendor Name: Vendor ID:
Email Address: Contact Phone Number:

Current Operating Status with the Office of Child Care Health and Safety (OCCHS):

- Checkboxes for reporting current operating status to OCCHS, including effective date, submission date, and planned submission date.

What type of change are you reporting? Please check all that apply.

Note: All child care providers, whether licensed or unlicensed, must report all changes to the OCCHS. If you have questions regarding the OCCHS's requirements for changes, please contact your regional OCCHS office with questions.

CHANGE IN TAX INFORMATION: This may include your name or your business name and/or your tax ID number:

CHANGE IN SCHEDULE (could include the following)

- Days of operation: MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY

Hours of operation: Previous hours: New hours:

CHANGE IN AGE GROUPS SERVED *

- Ages currently approved: years and months to years and months
Requested change: years and months to years and months

CHANGE IN PHYSICAL ADDRESS *

➤ Previous address: _____

➤ New address: _____

CHANGE IN MAILING ADDRESS

➤ Previous address: _____

➤ New address: _____

CHANGE IN PROVIDER TYPE *

➤ Previous provider type: _____

➤ New provider type: _____

CHANGE IN FACILITY OR LEGAL NAME, OR OBTAINING A FICTITIOUS NAME

➤ Previous Name: _____

➤ New Name: _____

CHANGE IN REGISTRATION FEES

➤ Registration Fee: \$ _____ Effective Date: _____

OTHER CHANGES WHICH INCLUDE

➤ Change in phone number: _____

➤ Change in email: _____

➤ Change in person listed on the website: _____

Additional Comments

Name of Person Authorized to Complete the Form _____

Title: _____ Date Submitted: _____

Once complete, please upload this form to the [Subsidy Vendor Application portal](#). A member of the Child Care Subsidy Program will review your change request and determine if additional documentation is required.