



## Child Care Subsidy Program

### Subsidy Vendor Change of Ownership Process

#### Step 1:

Prospective and current owner should contact [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov) and Office of Child Care Health and Safety (OCCHS) Licensing Inspector at least 60 days prior to the transfer.

- If OCCHS and Child Care Subsidy Vendor Relations are not notified at least 60 days prior to transfer, this may cause a disruption in care for authorized children and pay to vendors.

#### Step 2:

Prospective Owner should go to the [Subsidy Vendor Application Portal](#) and complete the [eForm](#). Select Change of Ownership within the interaction purpose section in the eForm. Prospective owner will need to upload a complete application and all required documents into the portal to ensure timely processing. A list of required documents can be found [here](#). Please use this step-by-step [guide](#) to ensure that you upload your documents correctly. Change of Ownership applications will be prioritized for processing to ensure continuity of care for authorized children.

- Prospective Owners must also submit an application for licensure or file for exemption with OCCHS. Please visit <https://www.childcare.virginia.gov/providers/program-types> and find your program type for more information.

#### Step 3:

A new inspection will need to be conducted by OCCHS prior to approving your application and will be requested by Vendor Relations on behalf of the perspective owner.

#### Step 4:

Once the complete subsidy application is processed, an inspection is completed, and a vendor ID is assigned to the new owner, the Local Department of Social Services (LDSS) will transfer all existing authorizations over to the new vendor ID.

#### Step 5:

New Owner will need to follow steps in the ECC Agreement and the ACH settlement document, which can be found [here](#). Manual attendance may need to be submitted during this transition to ensure payment is issued to the proper owner. Information on manual attendance can be found in the Vendor Agreement and the form for submission is located [here](#).

***If you have any questions or need any assistance throughout the process, please contact any of the following resources:***



**If you have questions about the application requirements, the application portal, or the Child Care Subsidy Program in general, please contact VDSS Vendor Relations at [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov).**

**If you need assistance completing the Child Care Subsidy Vendor application and are located in one of the following Ready Regions, please contact one of VDOE's Early Childhood Navigators:**

- Danielle Booher (Ready Region Southwest) - [danielle.booher@doe.virginia.gov](mailto:danielle.booher@doe.virginia.gov)
- Jensen Mellnick (Ready Region West) - [jensen.mellnick@doe.virginia.gov](mailto:jensen.mellnick@doe.virginia.gov)
- Kandra Brown (Ready Region Central) - [kandra.brown@doe.virginia.gov](mailto:kandra.brown@doe.virginia.gov)
- Maria Soto (Ready Region Capital Area) - [maria.soto@doe.virginia.gov](mailto:maria.soto@doe.virginia.gov)

*Not sure which Ready Region you are located in? See this map: <https://vecf.org/ready-regions/>.*

**If you are looking for information on the Child Care Subsidy Orientation, first aid training, or other professional development resources, contact [Child Care Aware of Virginia](http://ChildCareAwareofVirginia.org).** Child Care Aware of Virginia can provide assistance with completing the CCSP Vendor application as well, particularly for providers in Ready Regions where there are no VDOE Early Childhood Navigators. Child Care Aware of Virginia's services are outlined in the Services and Support Guide here: <https://vachildcare.com/about-us/whatwedo/>.

**If you need assistance with child care health and safety (including inspections, licensing, exemptions, and registration), contact your regional VDOE Office of Child Care Health and Safety (OCCHS): <https://www.childcare.virginia.gov/providers/licensing-offices-contact-information>.**