



Child Care Subsidy Program

Subsidy Vendor Change to Operations Process

Step 1:

Owner/Manager should go to the Subsidy Vendor Application Portal and complete the eForm. Select Change to Operations within the interaction purpose section in the eForm. Owner/Manager should upload 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 to ensure that you upload your documents correctly. All Change Request submissions MUST include a completed [Change Request form](#).

Change types may include:

- Physical address*
- Mailing address
- Provider type*
- Facility or legal name
- Tax information
- Schedule: hours and/ or days of operation
- Age groups served*

If you are a licensed child care provider, this change type must be requested and approved by the Office of Child Care Health and Safety (OCCHS) before your change can be approved as a Child Care Subsidy Program Vendor. You can submit your Child Care Subsidy Program Vendor Change Request (and subsequent documentation) prior to OCCHS's approval, but it will remain in pending status until your OCCHS status has been approved

*If you are an unlicensed provider, this change may require a health and safety inspection prior to approval.

Step 2:

If additional documentation is required to process your change request, you will receive two emails—an automated email notifying you of the need to submit additional documents, and a customized email with additional details about what to submit and how.

Step 3:

Once all documentation is submitted, your change of operations request has been completed and will be added to your vendor file. You will receive an Approval of Change email confirming that the process is complete.



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.

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
- Jensen Mellnick (Ready Region West) - jensen.mellnick@doe.virginia.gov
- Kandra Brown (Ready Region Central) - kandra.brown@doe.virginia.gov
- Maria Soto (Ready Region Capital Area) - 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](#). 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>.