



## Applying to Become a Child Care Subsidy Vendor

### Overview for Local Government Approved Recreation Program

**Definition of Local Approved Recreation Program:** A program of recreational activities offered by local governments, staffed by local government employees, and attended by school-age children. These programs are not licensed by the Office of Child Care Health and Safety (OCCHS).

Child Care Aware of Virginia offers an *optional* orientation training for prospective Child Care Subsidy Program vendors. For more information, please visit <https://vachildcare.com/providers/become-a-subsidy-vendor/>.

#### Step 1:

Apply to become a Child Care Subsidy Vendor [here](#). For step-by-step instructions to submit an application visit the [User Guide: Subsidy Vendor Portal](#).

Complete eForm and upload all required documents prior to submission.

- Required Documents:
  - CCSP Vendor Application
  - W-9
  - IRS Supporting Documentation
  - Professional Development Certificate of Completion of [Virginia Preservice Training](#)
  - Sworn Statement of Affirmation
  - Central Registry Release of Information Form
  - National Fingerprint Based Background Check
  - Out of State Background Checks (if applicable)
- Required forms can be found [here](#).


#### Step 2:

Once all required forms have been completed and the E-Form is complete, you may submit your application. If additional documentation is required, you will receive a system-generated email and Vendor Relations will follow up with specific instructions to resubmit documents into the system. **You do not need to re-apply.**

State and federal laws require comprehensive background checks for individuals affiliated with your program type. Additional information regarding background checks can be found [here](#). The Vendor Relations team will reach out to you via email with your Facility ID and instructions for obtaining your Field Print Code from the Office of Background Investigations (OBI) and obtaining your required fingerprint-based criminal history search. Once the results are received, they need to be uploaded into the [Subsidy Vendor Application Portal](#) for review.



- You may use the [User Guide: Subsidy Vendor Portal](#) for instructions on how to submit additional documents. Ensure you use “Updated Or Additional Documents” as the interaction purpose when submitting.

Interaction Purpose 

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A Subsidy Health and Safety Inspection (SHSI) is needed prior to approval to become a vendor. Your licensing inspector will confirm compliance with subsidy-specific health and safety requirements during your initial inspection. Inspection requirements can be found [here](#) under the Inspection and Training Requirements section.

### Step 3:

Once the application is complete and has been fully reviewed, you will receive an email with your Subsidy Vendor Agreement Attestation Form. This form needs to be signed and uploaded into the [Subsidy Vendor Application Portal](#).

### Step 4:

Once your attestation form is received and your application is approved, you will receive an email with your new Vendor ID and a list of resources for new subsidy vendors, including instructions to set up your account with the Child Care Subsidy Program attendance tracking system.

Once you are activated in our system, you may begin serving subsidy approved children.

### Step 5:

All publicly funded programs are required to register to participate in Virginia’s Quality Measurement and Improvement system, VQB5. For more information about VQB5 and how to register, please visit [here](#).

**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)
- 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](#).** 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>.