

CHILD CARE SUBSIDY PROGRAM VENDOR APPLICATION



Please complete all parts of this form, sign and date. Please upload your Child Care Subsidy Program (CCSP) Vendor Application and the required documents to the CCSP Application Portal found within the Becoming a Child Care Subsidy Program Vendor | Child Care VA (virginia.gov) page. Payment cannot be made for any services provided before you have been officially approved as a Child Care Subsidy Program Vendor. No retroactive payments will be made, even if the vendor has been serving children prior to approval.

Name of Center/Home Child Care Provider:		County where services are provided :	
Mailing Address (include City/State/Zip):		Facility Address (if different from mailing):	
Name of Director/Owner:	Phone # (with area code):	Social Security # Or Tax ID #:	
Cell:			
Contact Person:		E-mail Address:	
Phone # (with area code):		Cell:	

What type of program do you operate? Check **only one** answer below.

Level 1	Level 2
<input type="radio"/> Unlicensed/Unregistered Family Day Home <input type="radio"/> Unlicensed Local School Division Program <input type="radio"/> Local Government Approved Recreation Program <input type="radio"/> Voluntarily Registered Family Day Home <input type="radio"/> Religious Exempt Center <input type="radio"/> Certified Preschool <input type="radio"/> In-Home Child Care – (Child Care provided in the home of the child and parent when all the children in care reside in the home and the vendor does not live in the home)	<input type="radio"/> Licensed Child Day Center <input type="radio"/> Licensed Family Day Home <input type="radio"/> U.S. Department of Defense Approved <input type="radio"/> Licensed Family Day System Approved Family Day Home <input type="radio"/> Local Ordinance Approved (Alexandria, Fairfax, Arlington, Norfolk)

Check ages of children you care for (check all that apply):

- | | |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="radio"/> Infant (Birth up to 16 months) | <input type="radio"/> Toddler (16 months up to 24 months) |
| <input type="radio"/> Preschool (24 months to age of eligibility to attend public school) | <input type="radio"/> School Age |

Check Days You Offer Care:

<input type="radio"/> Monday	<input type="radio"/> Tuesday	<input type="radio"/> Wednesday	<input type="radio"/> Thursday	<input type="radio"/> Friday	<input type="radio"/> Saturday	<input type="radio"/> Sunday
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What are you Hours of Operation? _____ to _____.

Do you serve children with special needs?	Yes	No
Do you currently provide transportation?	Yes	No
Are you subject to Head Start/Early Head Start Standards?	Yes	No
Do you currently participate in the Child and Adult Care Food Program (CACFP)?	Yes	No

Have you applied to become a licensed, registered, or exempt child care provider with the Office of Child Care Health and Safety within the last 30 days?	Yes	No	
If yes, please indicate your application status in one of the boxes: Pending, Approved, Denied	Pending	Approved	Denied
I am a (please check one)	<input type="radio"/> New Provider	<input type="radio"/> Returning Provider	<input type="radio"/> New Owner for an approved child care subsidy program

Please provide the amount of your registration fee (if applicable): \$_____ Annual One-Time

Starting on October 1, 2022, Virginia sets the maximum reimbursable rate (MRR) based on the cost to provide quality child care. Vendors will be paid the MRR, less any required copayment. The Department will not pay more than the established MRR. However, if the MRR is higher than the rate a program charges the general public, the provider will still be paid the MRR. If a Vendor prefers to receive a lower rate than the MRR, please contact VDSS. Subsidy Vendor payment rates can be found at www.childcareva.com

I am interested in providing child care for children eligible for child care subsidy funds. The information on this application is true and correct to the best of my knowledge. A misrepresentation or omission of facts may result in the denial of my application. I understand I am required to demonstrate compliance with the Child Care Subsidy Health & Safety Inspection Requirements prior to the receipt of any Child Care Development Funds (CCDF). I further understand that, once approved as a subsidy vendor, authorized VDSS and VDOE staff with proper identification may, for the purpose of determining compliance with child care policy, enter and inspect any part of the home, property, and premises where child care is being provided at any time children are in care; review child care documents; and interview children and/or adults as necessary.

(Signature of person **legally** responsible for operation of child care arrangement)

Date

REMINDERS:

Complete all parts of this form, sign and date. Please **make a copy** of all submitted documents for your records.

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If you have any questions, or require assistance to complete your packet, please send an email to: vendor.manager@dss.virginia.gov