

The Child Care Subsidy Program provides financial assistance to eligible families to help pay for the cost of child care so they can work or attend educational or training programs. The Child Care Subsidy Program services are child-centered and family-focused and support the broader objective of strengthening families' goals of economic self-sufficiency and quality early childhood programs for their children. **Participating families may select any legally operating child day care facility approved to participate in the program.**

INTERESTED IN BECOMING AN APPROVED VENDOR OF SUBSIDIZED CHILD CARE

Step 1: *Submit Application for Enrollment to be a Provider of Subsidized Child Care*

Print, complete and return the [Application for Enrollment to be a Provider of Subsidized Child Care](#) and provide your current private pay [Child Care Rates](#) to begin the approval process.

Step 2: *Application is assigned to the appropriate agency for review*

After receiving the application, it will be reviewed and once deemed complete; the applicant will be provided information about the *Virginia Preservice Training for Child Care Staff* and based upon the program type, assigned to the appropriate agency for processing.

Step 3: *Processing*

The assigned agency will contact the applicant and depending on program type, will schedule attendance at the next available Subsidy Orientation Session **or** provide the applicant with a *New Vendor Approval Packet*. **NOTE:** The completed *New Vendor Approval Packet* must be submitted to the VDSS Child Care Subsidy Program within 60 days of receipt.

Step 4: *On-site Inspection*

Once the completed *New Vendor Approval Packet* is received the applicant will be contacted by a licensing representative from the Division of Licensing Programs and a pre-approval inspection will be scheduled at a mutually convenient time.

Step 5: *Vendor Approval*

After receipt of (a) a complete *New Vendor Approval Packet*, (b) documentation of completing the *Virginia Preservice Training for Child Care Staff*, and (c) the results of the subsidy monitoring inspection, the applicant will either be approved or denied.

If approved, the Child Care Subsidy Program will create an electronic Vendor Agreement for your program. The Vendor Agreement will be email to the vendor. The vendor will review the agreement, accept all terms, and electronically sign the agreement before returning to the subsidy program.

Local departments of social services will use the completion of the Vendor Agreement as verification of the vendor's participation in the Child Care Subsidy Program. **NOTE:** A vendor cannot be reimbursed for services provided until a signed Purchase of Service Order (POSO) dated within the start and end dates of the Vendor Agreement has been created.