



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

December 16, 2016

Dear CENTER Subsidy Vendors:

The majority of you have received and signed a new CENTER Vendor Agreement with the Virginia Child Care Subsidy Program. This process is occurring through the automated Subsidy Vendor Agreement System. As you reviewed Appendix A - *Subsidy Inspection Requirements for Child Day Centers*, you probably noticed that two changes occurred between receiving a hard copy draft of the *Subsidy Inspection Requirements for Child Day Centers* and the final electronic version that you signed. This communication explains these changes. We regret any confusion this may have caused.

**1. Group size** - The "group size" definition and all applicable requirements were removed from the *Subsidy Inspection Requirements for Child Day Centers* to allow for further discussion with the provider community concerning the most appropriate requirement to adopt. Federal regulation requires that states define group size. Once the requirement is established we will revise the *Subsidy Inspection Requirements for Child Day Centers* and incorporate the requirements into the next version of the CENTER Vendor Agreement which is anticipated to be disseminated in Fall 2017.

**2. Naptime ratios** - Incomplete naptime ratio language was included in the original draft of the *Subsidy Inspection Requirements for Child Day Centers*. This was an unintended omission. The appropriate language was added to the final electronic version and mirrors the current *Standards for Licensed Child Day Centers*. Naptime ratios have not changed. The naptime ratio requirements (page 17) are:

**VENDSUB-000-(7)-019. Supervision and ratio requirements.**

- I. For centers operated by, or under the auspices of a religious institution, during designated rest periods and the designated sleep period of evening and overnight care programs, the ratio of staff to children over 24 months of age may be double the number of children to each staff required by section if:
  1. The staff person is within sight and sound of sleeping children;
  2. Staff counted in the overall rest period ratio are on the same floor as the sleeping or resting children and available in case of emergency; and
  3. An additional person is present to help.
- J. For centers not operated by or under the auspices of a religious institution, during designated rest periods and the designated sleep period of evening and overnight care programs, the ratio of staff to children over 16 months of age may be double the number of children to each staff required by section A if:
  1. The staff person is within sight and sound of sleeping children;
  2. Staff counted in the overall rest period ratio are on the same floor as the sleeping or resting children and available in case of emergency; and
  3. An additional person is present to help.

A copy of the CENTER *Subsidy Inspection Requirements for Child Day Centers* (revised 11.21.16) with the above revisions is attached.

If you have questions, please email [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov) **When corresponding with the subsidy program, please remember to include your Vendor ID#.**

Thank you,

Debbie Beirne  
Child Care Subsidy Program