



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

Failure to Complete and Return All Forms in this Packet Immediately May Result in Late Payments

Dear Child Care Vendor,

Beginning December 1, 2011, payments for subsidized child care services approved by most local departments of social services in your area will be made by the state instead of the local departments. In order to continue to receive payment for authorized child care services, you must complete and return the enclosed documents immediately. Failure to return all forms may result in the termination of services to families you serve.

To continue working with and be paid by the Child Care Subsidy Program, you will need to complete and submit the following enrollment forms to the state: W-9 form, Memorandum of Agreement, and Child Care Vendor Demographic Details form. The required forms and instructions are included in this packet along with a self-addressed envelope that you may use to return the forms to the state at P. O. Box 1997, Richmond, VA 23218-1997.

You will receive payments from the state only if all the enclosed forms are signed and submitted in the envelope provided. **You may have completed similar forms for a local department of social services. Those forms will no longer be in effect once the Electronic Child Care (ECC) system is activated in your area.** Please read the form instructions carefully.

Before you mail information back to the state by Friday, August 26, 2011, make sure you have included:

- ✓ One W-9 Taxpayer ID and Certification
- ✓ One Child Care Vendor Demographic Detail form
- ✓ Two completed and Signed MOA's – 12 pages in all

The Child Care Subsidy Program is administered by the Virginia Department of Social Services in the Division of Child Care and Early Childhood Development. If you would like more information on the Virginia Child Care Subsidy Program, you may visit <http://www.dss.virginia.gov/family/cc/assistance.cgi>.

If you have any questions or concerns, please email the Department of Social Services at vacms@dss.virginia.gov, or call Tom Little at 804-726-7633 or Eloise German at 804-726-7652.

Child Care Vendor Enrollment - Required Documents

Please complete and return the forms listed below by Friday, August 26, 2011

1. W-9 Taxpayer ID and Certification - Each person or organization doing business with the Commonwealth of Virginia must provide a completed, signed form W-9, *Request for Taxpayer Identification Number(s) and Certificate*.
2. Child Care Vendor Demographic Detail form - Complete, sign and date the form.
3. Memorandum of Agreement (MOA) - An agreement between the Department of Social Services and child care vendors regarding services to be rendered by the vendor to child care clients for whom child care subsidy payments will be authorized and paid. Complete, sign and submit **two copies** of the Agreement. Original signatures must be on each copy. One copy will be kept by the Department of Social Services, and one copy will be returned to the vendor.

You must return all six pages of each copy of the MOA. That will be 12 pages in all. You must complete the identifying information on the first page of each copy of the MOA and must sign the last page of each copy of the MOA. The MOA is not complete without the submission of all completed pages.

Your copy will be returned to you after all signatures are complete.

You cannot be authorized to receive child care subsidy payments from the Department of Social Services unless all the above documents are completed and returned.

Have you included:

- One completed W-9 Taxpayer ID and Certification form
- One completed Child Care Vendor Demographic Detail form
- Two completed MOA's – 12 pages in all

Send in envelope provided to: Virginia Department of Social Services, P. O. Box 1997, Richmond, VA 23218-1997

Due By: August 26, 2011