



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

*(vendor ID#)*

## **Vendors who participated in the 2016 VDSS MANDATORY Meeting for Child Care Subsidy Vendors – either a face-to-face meeting or via webinar – this information is for you:**

An *electronic Vendor Agreement with subsidy inspection requirements* will be EMAILED to you mid-November. You have 30 days to review/accept/save. If not accepted within 30 days you will no longer have a valid agreement with the subsidy program and the vendor record will be **CLOSED effective 12/31/16**.

Check your email periodically and be on the lookout for an email...

**From:** [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov)

**Subject:** DSS requests that you sign the subsidy vendor agreement for vendor at [*your physical address will be printed here*]

**NOTE:** When you log-in to the Subsidy Vendor Agreement System (SVAS) to review your agreement, you will need to enter your **User ID#**. Your **User ID#** is your **VENDOR ID#**. **Your Vendor ID# is printed at the top of this letter**. The email notification will contain a temporary password.

If you do **not** have a working email address, two hard copies of the Vendor Agreement will be mailed to you by the end of November. You will have 30 days to review/accept/return. If not received in our office within 30 days, you will no longer have a valid agreement with the subsidy program and the vendor record will be **CLOSED effective 12/31/16**.

## **Vendors who DID NOT participate in the 2016 VDSS MANDATORY Meeting for Child Care Subsidy Vendors – this information is for you:**

Your existing vendor agreement will be terminated and your vendor record will be **CLOSED effective 12/31/2016**.

Beginning in **2017**, you may reapply to participate in the Child Care Subsidy Program

- Go to [http://www.dss.virginia.gov/family/cc/assistance\\_providers.cgi](http://www.dss.virginia.gov/family/cc/assistance_providers.cgi)
- Follow the step-by-step instructions listed beneath "Interested in becoming an approved vendor of subsidized child care?"
- **NOTE:** You will have to submit an **application** to begin the approval process; complete the *Virginia Preservice Training for Child Care Staff* and have an on-site subsidy inspection conducted prior to vendor approval.

## RETURNING THE POS DEVICE

If you are no longer participating as an **approved** vendor in the Child Care Subsidy Program and you have a POS device, the device must be returned to Xerox.

- Contact Xerox at **877.918.2776**
- Tell Xerox that you want to return the equipment
- Xerox will confirm your mailing address and will send you **a return label and a box.**

Per the terms of the Virginia ECC Vendor Agreement that you signed when initially approved to participate in the Child Care Subsidy Program:

**Effect of Termination – Equipment.** Within five (5) business days of Agreement termination, Vendor shall return all Equipment to ACS at ACS expense and in the manner agreed to by ACS, or make the Equipment available for ACS pickup at a mutually agreed time from 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding Federal holidays. Upon termination of the Agreement pursuant to the provisions herein, Vendor will immediately return the Equipment to ACS or purchase the Equipment from ACS at a price to be mutually agreed upon between ACS and Vendor. **Failure of the Vendor to return equipment within ten (10) business days of the effective termination date will result in an ACH debit for the value of the Equipment in an amount no greater than three hundred dollars and no cents (\$330.00) to the Vendor's financial institution account.**

## VIRGINIA PRESERVICE TRAINING FOR CHILD CARE STAFF

To complete the Virginia Preservice Training for Child Care Staff, go to the *Better Kid Care* site:

<https://bkc.vhost.psu.edu/fmi/iwp/cgi?-db=BKC-OnDemand&-loadframes>

*Better Kid Care* site: call 800.452.9108 for technical assistance

### REMINDERS:

- For the first year (August 2016 – August 2017) the training will be FREE
- All NEW vendors must complete the Virginia Preservice Training for Child Care Staff AND First Aid/CPR prior to vendor approval
- The NEW Vendor Agreements will be effective January 1, 2017 through December 31, 2017. All CURRENT vendors and ALL STAFF must complete the Virginia Preservice Training for Child Care Staff AND First Aid/CPR within 90 days of signing the NEW Vendor Agreement, **April 1, 2017**. Employees hired after April 1, 2017, must complete the preservice training AND 1<sup>st</sup> aid/CPR within 30 days of employment.

## ALL VENDOR AGREEMENTS ARE OPERATOR AND LOCATION SPECIFIC.

A change in

- Business location (Homes = change in residence)
- Ownership
- Program type
- Business structure
- Employer Identification Number (EIN/FEIN)

will cause your current agreement to be VOID. You must **request** and complete a NEW Vendor Agreement to remain active in the subsidy program.

## Questions?

Email vendor questions to [deborah.beirne@dss.virginia.gov](mailto:deborah.beirne@dss.virginia.gov)

PLEASE...**NO** TELEPHONE CALLS!

[www.childcareva.com](http://www.childcareva.com)