



June 27, 2011

Dear Virginia Child Care Vendor:

The ability to track and report time and attendance is getting easier. As you may know, the Virginia Department of Social Services (DSS) recently elected to implement Virginia's Electronic Child Care (ECC) time and attendance reporting system. The system, provided by Affiliated Computer Services (ACS), provides Point of Service (POS) devices at your facility that will eliminate the need for most paper forms. Together, we are making preparations for installing the Point of Services (POS devices on-site at child care facilities throughout Virginia that are enrolled as subsidized child care vendors.

If you operate either an Unregulated Family Day Care or an Unlicensed Local Government Approved Recreation Program, you can choose between either a POS device or an Interactive Voice Response (IVR) for reporting. All other vendors must use the POS device. The types of vendors and available reporting device are attached to the end of this letter. There are two types of POS devices. If you have a standard analog telephone line, a VeriFone Vx510 POS device will be connected to the ACS system through your telephone line. You **will not** need an additional line. If you do not have a standard analog phone line, but do have a high-speed internet connection, a VeriFone Vx570 POS device will be connected to the ACS system through your internet connection.

The installation and maintenance of these devices are the responsibility of ACS and are at no cost to the vendor. However, the vendor is responsible for the replacement of the POS device due to fire, theft, or misuse. You will be trained on the operation of these devices at the time of installation.

ACS will be using a business partner called Media Riders, Inc. (MRi) to provide on-site installation of the POS device and training. In early August, a representative from MRI will begin contacting all vendors who will be receiving the POS devices to schedule an on-site visit. The visits will be scheduled during the months of August through January. Vendors will be called and scheduled for onsite installation and training appointments. Installation and training should take no more than one hour to complete.

Child care vendors will be eligible for one (1) POS device at no charge for every 50 children who have subsidized child care. If you have between 51 and 100 children who are receiving subsidized child care, you will receive two (2) POS devices at no charge. If you have between 101 and 150 children who are receiving subsidized child care, you will receive three (3) POS devices, and so on.

Before the MRI installers arrive at your location you will need to prepare your facility. The type of preparation required is based on the type of connection you choose and is discussed in the enclosed Equipment Installation Guidelines. Over the next few weeks, you will also receive information about upcoming ECC Town Hall events in your area that provide information on the POS device, installation requirements, and on-site training by the installer. You may have already attended a Town Hall in your area.

**ACTION REQUIRED:** In order to help with the POS installation process, please complete the two (2) attached forms. These forms are the Virginia Vendor Equipment Agreement (if you are receiving a device), and the Virginia Reimbursement and Settlement Authorization form. Enclosed are two copies of each of these two (2) documents. After completing these forms, be sure to keep one copy of the documents for your records. **Please return one completed and signed copy of the following forms: Virginia Vendor Equipment Agreement (If you are receiving a device) and the Virginia Vendor Reimbursement and Settlement form within TWO WEEKS of the date posted on this letter. If you will not receive equipment, you must complete the Virginia Reimbursement and Settlement form. ACS and MRI cannot install the equipment at your facility until these forms are returned to ACS.**

Directions for completing the forms are enclosed along with a pre-addressed, postage-paid envelope for returning the necessary paperwork.

The ACS team looks forward to developing a beneficial business relationship with you. If you have any questions or concerns, please call the ACS Vendor Information Helpline at 1-866-217-1076.

Sincerely,

*Ed Yorkavich*

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ACS Virginia ECC Vendor Manager

Attachment

Enclosures

*Virginia Vendor Equipment Agreement*

*Virginia Vendor Reimbursement and Settlement Agreement*

Vendor Type	Description	Reporting Device
Unregulated Family Day Home	Any child care vendor who is not state licensed, Department of Education approved, licensed family day system approved, local ordinance approved, voluntarily registered, religiously exempt, or a certified pre-school and is not required to be regulated.	POS or IVR
Unlicensed Local Government Approved Recreation Program	A program of recreational activities offered by local governments, staffed by local government employees, attended by school-age children, and subject to safety and supervisory standards established by local governments.	POS or IVR
Certified Preschool	Preschool or nursery school programs operated by private schools that are accredited by a statewide accrediting organization (or another accrediting organization recognized by the Board of Education) and are certified by the Virginia Department of Social Services.	POS
Voluntarily Registered Family Day Home	A family day home serving fewer than six children, exclusive of the vendor's own children and any who reside in the home, that becomes state registered on a voluntary basis using approved standards.	POS
Religiously Exempt Child Day Center	A child day center operated by a religious institution exempt from licensure.	POS
Licensed Child Day Center	A child day program offered to two or more children under the age of 13 in a licensed facility that is not the residence of the vendor or of any of the children in care, or 13 or more children at any location.	POS
Licensed Family Day Home	A child day program offered in the residence of the vendor or the home of any of the children in care for one through 12 children under the age of 13, exclusive of the vendor's own children and any children who reside in the home, when at least one child receives care for compensation.	POS
Local Ordinance Approved Vendor	A child care program approved under local ordinance according to § 15.2-914 of the Code of Virginia. Currently, three localities (Fairfax, Alexandria, and Arlington) approve vendors under local ordinance.	POS
Licensed Family Day System Approved Family Day Home	Family day homes approved as members of a Family Day System. Infant/Toddler Family Day Care serving Northern Virginia is currently the only licensed family day system in the state.	POS
Department of Education Approved Child Care Program	Child care programs operated in public schools by local school divisions.	POS
US Department of Defense operated Child Care Center	Child Care Centers run by the United States Department of Defense and regulated by the federal government.	POS