

Welcome to the Virginia Child Care Subsidy Program

Thank you for choosing to serve families enrolled in the Child Care Subsidy Program. These families rely on child-centered, family-focused services that support their goals of economic self-sufficiency and child development by providing substitute parental care, protection, guidance, and early childhood education. You are an important part of the success of the families you serve!!

The Child Care Subsidy Program is administered by the Virginia Department of Social Services (Department) in the Division of Child Care & Early Childhood Development (CCECD). CCECD is working to meet the following goals:

- To provide low-income families with the financial resources to find and afford quality child care for their children.
- To ensure that the family child care program contributes to the broader objective of self-sufficiency. To provide child care to parents trying to achieve independence from public assistance.
- To promote parental choice in the selection of child care. To empower working parents to make their own decisions on the child care that best suits their family's needs.
- To provide consumer education to help parents make informed choices about child care.
- To ensure that subsidy dollars are provided to the neediest families.
- To enhance the quality and increase the supply of child care for all families. To improve the coordination among child care programs and early childhood development programs.

The Virginia Child Care Subsidy Program Level 1 Vendor Guide which follows is intended to give child care vendors an overview of the program along with helpful hints on getting started and complying with program guidelines and procedures.

If you would like a more complete look at Virginia Child Care Subsidy Program Guidance, you may visit

<http://www.dss.virginia.gov/family/cc/index.html>

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1 Child Care Subsidy Program – Introduction

The Department of Social Services oversees the operation of social services programs in accordance with Title 63.2 Welfare (Social Services) of the *Code of Virginia*. Virginia’s social services programs are state supervised and locally administered by 120 local departments of social services across the state. The Department provides Child Care subsidy services to approximately 32,000 families and approximately 56,000 children annually.¹

Child care vendors in Virginia number approximately 10,000 and include 3,500 Child Care Centers (licensed and religiously exempt), and 6,500 Family Day Homes (licensed, voluntarily registered, locally ordinances, and unlicensed).

2 Vendor Eligibility

Subsidy payments may only be made to legally operating vendors.

2.1 Level 1 Vendor Requirements

2.1.1 Access to Children

Vendors used must afford parents unlimited access to their children when they are in care. Vendors must afford state and local department staff unlimited access to children in care when one or more children in care receive a child care subsidy.

2.1.2 Memorandum of Agreement

Vendors who wish to care for subsidy eligible children must sign a Memorandum of Agreement in order to receive subsidy payments. This Agreement serves to document that vendors are aware of requirements they must meet to receive these payments. An agreement must be signed before a Purchase of Service Order (POSO) can be issued.

2.1.3 Parental Choice

It is the parent’s responsibility to choose the child care vendor and to monitor that care. Families have full parental choice of child care vendors. However, subsidy payments will be made only to those vendors who meet the vendor requirements of the subsidy program.

2.1.4 Required Verifications

The local department must verify and document any required Health and Safety checks, background checks and compliance with training requirements.

¹ Based on counts reported for state fiscal year 2009.

For unlicensed vendors, requested verifications may include, but are not limited to verification of:

- Current First Aid training;
- CPR training;
- Skills training;
- A current Health and Safety Checklist;
- Tuberculosis screening, and;
- Current background checks.

Applicable background checks, statements, affirmations, and documentation of required training must be received by the local department before subsidy payments may be made. The vendor/other agent must request and pay for the necessary clearances and checks.

2.1.5 English Proficiency

There is no citizenship requirement for vendors. There is the expectation that vendors be able to speak, read, and write in English. This ensures that all caregivers can read prescriptions and safety precautions and can communicate effectively with emergency service personnel and Licensing or local department personnel.

2.1.6 Record Retention

Vendors must retain child care payment and attendance records for three years. These records must be made available to local, state, or federal staff upon request.

2.2 Required Documentation for Level 1 Vendors

Provider Type	Tuberculosis Screening / Health Safety Checklist	Background Checks	Skills Training	CPR / First Aid
Unlicensed family day homes and in-home care providers	Yes (see exception for relative care at 2.3 below)	Yes	Yes	Yes
Certified preschools	No	Yes	Self certify	Self certify
Local government approved recreation programs	Self certify	Yes	Self certify	Self certify

Provider Type	Tuberculosis Screening / Health Safety Checklist	Background Checks	Skills Training	CPR / First Aid
Religiously Exempt centers	No	No – required by Licensing’s Background Check regulation	Self certify	Self certify
Voluntarily registered family day homes	No	No – required by Licensing’s Background Check regulation	Self certify	Self certify

2.3 Health & Safety Checklist / Tuberculosis Screening

Religiously exempt child day centers, voluntarily registered family day homes and certified preschools are not required to provide the local department documentation regarding Tuberculosis Screening or the Health & Safety Checklist.

Relative care providers including grandparents, great grandparents, aunts, uncles and adult siblings of the children in care (if the adult sibling resides in a separate residence) are exempt from the Health & Safety Checklist / Tuberculosis Screening requirements unless otherwise subject to regulation.

Local government-approved recreation programs may self certify by annually submitting a letter signed by the director that the program complies with the safety and supervision requirements established by their local government.

Health & Safety Checklist

The Health and Safety Checklist for Unlicensed Vendors is intended as a self-assessment tool to help the parent and vendor assess the health and safety of the care the child will receive in child care. Payment of child care subsidy cannot be denied based solely upon the responses to the statements on the checklist.

The Health and Safety Checklist must be completed every three years for license-exempt child care vendors. The parent and the child care vendor will fill out the form together in the home where care will be provided. The checklist will be completed, signed by both the parent and vendor, and forwarded to the local department.

Payment of child care subsidy will be denied if the Health and Safety Checklist is returned incomplete. After receiving the completed Health and Safety Checklist, the local department will send a copy of the checklist to the parent and the vendor for their records.

Tuberculosis Screening

The vendor, all adults (18 years of age or older) living in the household, and any assistants providing care must be screened for tuberculosis. Payment of child care subsidy is denied if the result of the tuberculosis screening shows that the person is not free of tuberculosis in a communicable form.

At the option of the Department, subsequent tuberculosis screening(s) may be required. The vendor/other agent will request and pay for the tuberculosis screening. The results of each tuberculosis screening will be forwarded to the local department in the form of a statement that she is free of tuberculosis in a communicable form. The statement shall be signed by a physician, the physician's designee, or an official of a local health department.

2.4 Skills Training

Vendors must complete four hours of skills training within one year of the date of the vendor's approval to receive child care subsidy payments and annually thereafter. Other individuals who work directly with children must complete four hours of skills training within one year of the date of the vendor's approval for child care subsidy or within one year of the date the individual begins to work directly with children and annually thereafter.

The vendor and other individuals who work directly with children will complete four hours of skills training each year relating to child health, safety, and/or development. The vendor is responsible for the cost of the skills training. Vendors and other individuals who work directly with children will provide documentation of annual skills training to the local department.

The following vendor types may self certify by annually submitting a letter signed by the director that the vendor and other individuals who work directly with children complete four hours of skills training annually:

- Religiously-exempt child day centers
- Voluntarily registered family day homes
- Certified pre-schools
- Local government-approved recreation programs

2.5 First Aid & CPR Training

Whenever a child is in care for whom child care subsidy is received, the vendor or a staff member on site must have current certification in First Aid and CPR (cardiopulmonary resuscitation) as appropriate for the age of the children in care.

The First Aid and CPR certification will be issued by one of the following:

American Red Cross

National Safety Council

American Heart Association

American Safety and Health Institute

Medic First Aid
EMS Safety Services
Community College
Hospital

Rescue Squad
Fire Department
American Lifeguard Association

The vendor must provide documentation of her or a staff member's current First Aid and CPR certification to the local department before any child care subsidy payments will be made. The vendor is responsible for the cost of the First Aid and CPR training.

The following vendor types may self certify by annually submitting a letter signed by the director that the vendor or a staff member has current certification in First Aid and CPR:

- Religiously-exempt child day centers
- Voluntarily registered family day homes
- Certified pre-schools
- Local government-approved recreation programs

2.6 Background Checks

Religiously exempt child day centers and voluntarily registered family day homes are not required to provide documentation regarding Background Checks to a local department to qualify for child care subsidy because these vendors are subject to requirements in regulations for their type of child care.

All other unlicensed vendors, any employee, prospective employee, volunteers, agents involved in the day-to-day operation, all agents who are alone with, in control of, or supervising one or more children; and any other adult (18 years of age or older) living in an unlicensed family day home must provide to the local department the following background checks:

1. Criminal History Records Check
2. Sex Offender and Crimes Against Minors Registry
3. Central Registry Child Protective Services Check
4. Sworn Statement or Affirmation
 - a. as to whether the individual has ever been the subject of a founded complaint of child abuse or neglect or convicted of a crime, or;
 - b. is the subject of any pending criminal charges within the Commonwealth or any equivalent offense outside the Commonwealth.

The local department will not accept background checks that are dated more than three years prior to the date the signed service application is received. Any individual who begins employment, service, or residence in the home after the Department's approval of the vendor for child care subsidy must provide the required background checks to the local department within 30 days of the individual's beginning date of employment, service, or residence in the home.

Payment of child care subsidy will be denied if:

1. The Virginia State Police name search for criminal history and/or sex offender and crimes against minors registry search shows that the person checked has been convicted of a barrier crime; or
2. The Central Registry Child Protective Services Check reveals that the person checked is in the CPS Central Registry as "Founded."

Background checks remain valid for three years for vendors and other individuals subject to background checks. In order for the background checks to remain valid for three years:

1. The vendor must provide continuous services under the child care subsidy program, and;
2. The individual subject to background checks must maintain continuous employment, residence or service with that vendor.

The vendor or individual subject to background checks must provide current background checks to the local department after three years have elapsed, when there has been a break in subsidy participation, or when there has been a break in employment, residence, or service with that vendor.

2.7 Receipt of Required Vendor Documentation

Payment can not be made to Level 1 vendors prior to the effective date of their initial registration, certification, or approval. No payment may be made until all required documentation is received and approved by the local department.

If the vendor returns required information to the local department within 30 days after the signed client application is received, payment shall be made retroactive to the date the signed application was received by the local department.

2.7.1 Voluntarily Registered Family Day Home or Religiously Exempt Child Care Center

Must provide the following documentation:

- Current Provider Rate Verification Form
- Substitute for W-9 Form (Request for Taxpayer ID Number)

- Current Letter of Religious Exemption or a current Family Day Home Voluntarily Registered Certificate issued by the Virginia Department of Social Services Division of Licensing
- Child Care Program Provider Self-Certification Form, completed annually, indicating the completion of all required certifications/trainings

2.7.2 License-Exempt Family Day Home, Certified Pre School or Local Government Approved recreation Program

Must provide the following documentation:

- Current Provider Rate Verification Form
- Substitute for W-9 Form (Request for Taxpayer ID Number)
- Current certification in first aid and cardiopulmonary resuscitation (CPR)

Must also provide the following documentation for anyone 18 years old and older who is living in the vendor's home or involved in the day-to day operation of the Vendor or is alone with, in control of or supervising one or more children:

- Completed and up to date Background Checks including: State Criminal History Record Check or Sex Offender and Crimes Against Minors Registry Check completed within the last three years through the Virginia State Police Central Registry Child Protective Services Check
- Health and Safety Checklist for Unregulated Providers
- Tuberculosis Screening
- Sworn Statement or Affirmation for Unregulated Providers as to whether the individual has ever been the subject of a founded complaint of child abuse or neglect or convicted of a crime or is the subject of any pending criminal charges within or outside of Virginia

2.8 Parent's Responsibility to Vendors

It is the responsibility of parents to deliver the child to the child care setting clean and well; to pick the child up promptly at the agreed upon time; to inform the vendor when the child will not be coming due to illness; to pick up the child during the day if the child becomes ill; and if transportation is being provided, to get the child safely and promptly to the pick-up site and to meet the child promptly at the discharge point.

Vendor must notify the local department immediately if:

- The child does not attend on the first authorized day of care.
- The parent is not current on the co-pay.
- The child is officially withdrawn from enrollment.
- The child is absent for more than five consecutive days.

Note: The local department will not pay for any days the child is not present. It is the parent's responsibility to pay any fees not paid by the local department.

3 What You Need to Know About Getting Paid

3.1 How do I get paid?

Payment for child care services will be based on:

- A signed POSO dated within the start and end dates of your Memorandum of Agreement with the local department
- All terms of the signed Memorandum of Agreement

Contracts between the parent and vendor are not the responsibility of the local department. It is the parent's responsibility to pay any fees owed directly to the vendor.

3.2 Payment Authorization

When a family is eligible for subsidy, the local worker will print **Purchase of Service Orders** (POSO) that show the terms of enrollment and vendor payment. The vendor should receive a paper copy of the POSO from the local department.

A completed and signed POSO must be returned to the local department prior to payment being made. **The vendor must complete, sign and return the monthly invoice to the local department within 45 days from the last day of the calendar month in which the child care service was delivered prior to payment being made.** All incorrect and/or incomplete Invoices must be reconciled prior to payment being made.

3.3 How is my payment calculated?

3.3.1 Maximum Reimbursable Rates established by the Department

The Department of Social Services establishes local maximum reimbursable rates (MRR) for child care for all localities in the state by type of care and level of regulation. Local departments do not establish their own MRR. Maximum Reimbursable Rates vary by type of care.

The Subsidy Program groups vendors by their level of regulatory oversight. Level 1 includes religiously exempt centers, voluntarily registered family day homes, and other unlicensed providers. Level 2 includes licensed and locally ordinated providers. The state payment rate ceiling is set at a higher percentile of the state market rate for Level 2 vendors.

LEVEL 1 MAXIMUM REIMBURSABLE RATE	LEVEL 2 MAXIMUM REIMBURSABLE RATE
Unlicensed Family Day Homes and In-Home Vendors	Licensed Family Day Homes
Voluntarily Registered Family Day Homes	Licensed Child Day Centers
Religiously-Exempt Child Day Centers	Local Ordinance-Approved Vendors
Local Government-Approved Recreation Programs	Licensed Family Day System-Approved Family Day Homes
Certified Preschools	Department of Education-Approved Child Care Programs
	Child Care Centers run by the United States Department of Defense

3.3.2 Age Range Definitions

In selecting the appropriate MRR, the local department applies the age range definitions used by the state Division of Licensing Programs for child day centers. The age range definitions are:

- Infants - children from birth up to 16 months.
- Toddlers - children from 16 months up to 24 months.
- Preschool - children from 24 months up to the age of eligibility to attend public school (five years by September 30).
- School age - children eligible to attend public school, age five or older by September 30 of that same year.

Note: Children turning five after September 30 are considered pre-school until they start school the following year.

3.3.3 MRR Used to Determine Subsidy Payments

Vendors cannot charge the local department more than they charge the general public for services. The Department will not pay more than the established MRR. Parents who choose to place a child with a vendor with a rate above the local MRR are responsible for payment of any additional amount.

EXCEPTION: For children with special needs, payment of up to two times the MRR for the child's age is allowed when it is appropriate as documented by the local department in consultation with the parent, the vendor, and an appropriate professional.

3.3.4 Service Unit

The reimbursable rate for services is based on a full day or a part day unit of service.

The full day rate is used when care is needed for five or more hours a day. The part day rate is used when care is needed fewer than five hours a day.

3.3.5 Maximum Units Authorized

A week is the seven-day period from 12:00am Sunday to 11:59pm Saturday. The maximum number of hours that may be authorized and/or purchased per week is 60.

EXCEPTION: If a client's employment requires them to work more than 60 hours some weeks, such as a corrections officer or firefighter, and the total amount of care for the month does not exceed 60 hours a week, payment may be made. Sixty hours a week multiplied by 4.3 weeks in the month equals 258 hours in a month.

EXAMPLE: The client works 80 hours a week for two weeks and 40 hours a week for the other two weeks. That amounts to 240 hours for the month. Dividing 240 hours a month by 4.3 weeks a month comes out to 55 hours a week, which is less than 60 hours a week.

3.3.6 Full Day Rate

Parents who need at least five hours of care per day to support an approved activity are eligible for the full day rate for eligible children. A full day rate is based on care for at least five hours up to 12 hours per day. Payment for more than 12 hours per day can not be authorized except in extenuating circumstances in which the need for care due to the parents' work or school schedule can be documented in the case record. Additional units may need to be authorized for the hours of care over 12 in one day. The total amount of care authorized for a week cannot exceed 60 hours.

Example of 12-hour day: A parent works eight hours per day, attends school two hours per day and drives two hours per day from the child care vendor to work and from school to the vendor. The parent needs care 12 hours per day, five days per week. Care would be authorized at five full day units for the week. 5 full day units x 12 hours per unit X 5 days per week = 60 hours per week of authorized care.

Examples of extenuating circumstances:

1) The parent is a firefighter required to work 24 hour shifts. More than 12 hours of care a day can be authorized up to 60 hours a week. Two full day units would be authorized per day to cover the 24 hours of care. $2 \text{ units} \times 12 \text{ hours per unit} = 24 \text{ hours of care}$. If the firefighter works 60 hours per week in two 24 hour shifts and one 12 hour shift, five full day units would be authorized. $5 \text{ full day units} \times 12 \text{ hours per day} = 60 \text{ hours for the week}$.

2) A parent works eight hours per day, attends school three hours per day and drives two hours per day from the vendor to work and from school to the vendor. This adds up to 13 hours of care needed. Assuming that the vendor's rates are greater than the MRR, one-day unit and one part day unit would be authorized.

3.3.7 Part Day Rate

Parents who need up to four hours 59 minutes of care per day to support an approved or assigned activity will be eligible for a part day rate. A part day rate is based on care needed up to four hours 59 minutes per day.

For before and/or after school care, the local department divides the vendor's before school, after school or before/after, whichever is appropriate, weekly rate by five to determine a daily rate. If the need for before and/or after school care is less than five hours per day, the local department will authorize care and pay using the vendor's established rate converted to a daily rate not to exceed the part day MRR.

EXAMPLE 1: Care is needed one hour before school and two hours after school. Three hours of care are needed. The part day rate would be authorized for the day not to exceed the MRR. If the parent's need for before and/or after school care is five or more hours per day, the local department will authorize full day care using the vendor's established rate converted to a daily rate not to exceed the full day MRR.

EXAMPLE 2: Care is needed one hour and thirty minutes before school and three hours and thirty minutes after school. The full day rate would be authorized for the day as a total of five hours of care is needed.

3.3.8 Authorized Payment Amount

Local departments may authorize reimbursement to vendors for the care of a child using either a full day or part day unit of service. When a weekly rate is provided by the vendor, the local department divides the vendor's weekly rate by five to establish a daily rate that is compared to the local MRR. The total reimbursement for the day and/or week can not exceed the vendor's rate charged the general public or the MRR.

EXAMPLE 1: The vendor's published full-time weekly pre-school rate is \$75.00. The vendor's daily rate would be \$15.00. ($\$75 \div 5 \text{ days} = \15.00 per

day) Assume the applicable MRR for a full day of Pre-school care is \$23.00 per day. The vendor's rate (\$15.00) is lower than the MRR (\$23.00) so the vendor's rate would be used. Care would be authorized at \$15.00 per day for the number of days of care needed per month.

EXAMPLE 2: The vendor's published full-time weekly Pre-school rate is \$130. The vendor's daily rate would be \$26. ($\$130 \div 5 \text{ days} = \26). Assume the applicable MRR for a full day of preschool care is \$23 per day. The vendor's rate (\$26) is greater than the MRR (\$23). Care would be authorized at \$23 per day for the number of days of care needed per month.

3.3.9 Total Cost of Care

The total cost of care paid by the Subsidy program, including special programs and transportation, can not exceed the MRR for the type of care for the age of the child. The type of care and the total cost of care must be identified and entered on the POSO as one child care cost.

3.4 Transportation

Transportation time needed for the parent to travel from the vendor to the site of their approved activity and from the activity to the vendor is included in determining the amount of care needed. Transportation services may be paid using child care subsidy funds only when the transportation services are provided by the vendor. Transportation costs must be included in the total cost of care and cannot be paid as a separate cost.

3.5 Annual Registration Fee

Subsidy funds cannot be used to pay registration fees charged by Level 1 vendors.

3.6 Activity Fees

Child care subsidy funds may NOT be used to pay vendor activity fees.

3.7 Holidays and Absent Days

An absent day means any day that a child is authorized to be in the vendor's care but is not in attendance, and child care would have been provided had the child been present. The Memorandum of Agreement presents the terms by which local departments may or may not pay for certain holidays and/or absences depending on the vendor type.

3.7.1 Voluntarily Registered or Religiously Exempt Vendor

The local department will not pay for days when the vendor is closed and unavailable to parents with the exception of the holidays listed below. The local

department shall pay for ten (10) holidays when the Center is closed and only if the general public is charged the same. These holidays are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

The local department will not pay for any days the child is not present except as noted for the holidays listed above.

3.7.2 License-Exempt Family Day Home, Certified Pre School or Local Government Approved Recreation Program

The local department will not pay for days when the vendor is closed (including holidays) and unavailable to parents. The local department will not pay for any days the child is not present.

3.8 Sibling Discount

If the vendor offers a sibling discount that is only available to the general public if payments are made in advance, social services clients would not be eligible for the discount as subsidy payments are made by reimbursement.

3.9 Payment for In-Home Care Providers and Relative Care

"In-home" care is child care provided in the home of the child and parent when all the children in care reside in the home and the vendor does not live in the home.

The cost for in-home care must not exceed the local MRR or double the local MRR for children with special needs. For in-home care, FICA (Social Security taxes) and unemployment taxes must be withheld and paid by the local department. In-home care may be approved when the total child care cost does not exceed the local MRR and still allows payment of at least the minimum wage as required by the Fair Labor Standards Act for Domestic Service.

In-home care providers are paid at least minimum wage by the hour, not by a rate per child. For instance, if a vendor cares for three children full time, she would be paid at least minimum wage for the number of hours per week for which care is needed if this amount does not exceed what the agency would have paid for these children in a family day home paying up to the MRR per individual child. The parent's co-pay is included when calculating the minimum wage for in-home care in Subsidy child care cases.

Relative Care: A child's relative may be paid as a child care vendor as long as the individual is not a part of the public assistance unit or legally responsible for the children needing care.

Exception: Children of Owners or Operators of Family Day Home

A child of an owner or operator of a family day home is not eligible to receive a child care subsidy if that child will be cared for in the home of the owner or operator.

4 What Happens If I Move?

It is important to remember that the Child Care Subsidy Program links your child care subsidy payments to the address specified on the POSO where you provide child care. Every participating child care vendor must document that they have met the Subsidy Program vendor requirements at the site where care is provided. This may include, but is not limited to an inspection of the site/facility.

Failing to have your new address approved will result in subsidy payment disruption. You should always contact your local department PRIOR to moving. Failure to notify your local department of a change in your status may result in immediate termination of Subsidy payments. Reportable changes include, but are not limited to a:

- Move to a new address;
- Change in ownership, or;
- Change in primary caregiver.

Further, you may receive a demand for repayment of any and all Subsidy Program dollars paid to you if you were reimbursed for child care provided at an ineligible site/facility or any site other than that listed on the POSO.

Voluntarily Registered Homes and Religiously Exempt Centers that are planning to move should also contact the Department's Licensing Division at 1-800-KIDS-LIL (1-800-543-7545) or (804) 692-2394. Once you know your new address, schedule a time before you move to have the address inspected. Once you have received your new certificate of registration in the mail, contact the local department. You will need to report that you have changed the address where the Subsidy program children receive child care services. You must do this before subsidized care is provided at the new site.

REMEMBER – If the new address fails to meet vendor requirements, Subsidy payments will not be made for child care provided at the new address, and parents will be advised to select another child care vendor.

5 What Happens If I Lose My Subsidy Program Eligibility?

Vendors may lose their eligibility to be paid to serve Subsidy children for non-compliance with Subsidy Program vendor requirements. If you are found to be in non-compliance with one or more of the program requirements, you may not be paid for any child care services that you provide to Subsidy children after the finding has been substantiated.

DISQUALIFICATION

- Vendors will be permanently disqualified from participating in the child care subsidy program upon the first finding of child care fraud.
- Vendors who fail to enter into a written repayment schedule with the local department for non-fraud overpayment will be disqualified from participating in the child care subsidy program until entering into a written repayment schedule.
- Vendors who fail to make three consecutive payments according to the written repayment schedule with the local department for non-fraud overpayment will be disqualified from participating in the child care subsidy program until all delinquent payments are made. Upon payment of all delinquent payments according to the written repayment schedule, child care subsidy payments will resume for vendors who are otherwise eligible.

6 Required Fiscal Forms

A **Memorandum of Agreement** must be completed and signed before payment can be authorized for any vendor. There are two Agreement templates used for Level 1 vendors. The appropriate template will be selected based on vendor type as indicated below:

1. ***Voluntarily Registered or Religiously Exempt Memorandum of Agreement*** is used for any Voluntarily Registered or Religiously Exempt Vendor. Vendor payments are determined using the Level 1 maximum reimbursable rate schedule.
2. ***Unlicensed Vendor Memorandum of Agreement*** is used for all other Unlicensed Vendors including: License-Exempt Family Day Homes, Certified Pre-Schools, and Local Government Approved Recreation Programs. Vendor payments are determined using the Level 1 maximum reimbursable rate schedule.
3. **Vendor Memorandum of Agreement Renewal Letter** is the letter local departments must send if an Agreement is to be renewed.
4. **Substitute for W-9 Form** (Request for Taxpayer ID Number)

5. **Provider Rate Verification form** (032-02-091): used by all providers to give to the local department, in the absence of a published rate schedule, written verification of the child care rates charged the general public
6. **Purchase of Services Order** (POSO) is used to document the amount of care authorized. The full day and part day rates will be used in any calculations.
7. **Vendor Invoice** is used by the vendor to document attendance and request payment. The full day and part day rates will be used in any calculations. Attendance is recorded using the following indicators (leave blank on days the child is not scheduled to attend):

P – Present A – Absent
H – Holiday C – Closure.

7 Family Day Home Licensing Information

Operating a family day home is not just “babysitting”. Ask yourself the following questions:

- Do I enjoy working with children? Am I knowledgeable about child development or willing to learn more about child development?
- Am I ready to be a professional business owner?
- Would I like to be able to set my own hours and/or wages?
- Am I willing to open my home to other families and to have my home inspected by the Division of Licensing Programs?
- Is my family supportive of my plans to operate a Family Day Home, and are they willing to get criminal background checks?
- Am I willing to meet all licensing requirements and, if required, make changes to my home, e.g., add a 4-foot barrier around my swimming pool?

If so, becoming a licensed Family Day Home provider may offer you a rewarding and challenging career opportunity! For additional information on becoming a licensed child care provider, please visit the Department’s Division of Licensing website:

http://www.dss.virginia.gov/facility/child_care/licensed/becoming_licensed.html

8 State Criminal History Record Check or Sex Offender and Crimes Against Minors Registry Check through the Virginia State Police

Required for all vendors, any employee, prospective employee, volunteers, agents involved in the day-to-day operation, all agents who are alone with, in control of, or

supervising one or more children; and any other adult (18 years of age or older) living in a family day home.

The criminal history and/or sex offender and crimes against minors search is completed through the Virginia State Police. One of two forms used by the Virginia State Police to conduct this investigation must be completed. The forms are SP-167 (Criminal History Record Name Search Request) and SP-230 (Criminal History Record/Sex Offender and Crimes Against minors Registry Search Form). SP-167 is used by vendors requesting searches on themselves and must be notarized. SP-230 is used for household members, assistants and/or substitutes.

These forms may be downloaded from the Virginia State Police web site at www.vsp.virginia.gov. The forms may be completed online and one copy signed and mailed to the Virginia State Police or the form may be printed for completion. If the form is not completed online, two signed copies must be sent to the Virginia State Police.

A charge of up to \$20.00 per search, payable to the Virginia Department of State Police by certified check, money order, charge card, or agency check, is required for this service. Personal checks or cash are not accepted.

9 Central Registry Child Protective Services Check

Required for all vendors, any employee, prospective employee, volunteers, agents involved in the day-to-day operation, all agents who are alone with, in control of, or supervising one or more children; and any other adult (18 years of age or older) living in a family day home.

A Central Registry Release of Information form (032-02-0151-08-eng) must be completed for each individual required to have a CPS background check.

This request form must be signed by the person for whom the search is being conducted, and the signature must be notarized. If applicable and available, the maiden name and all names used by the vendor shall be added. A completed request form must be sent to:

Virginia Department of Social Services
801 East Main Street
Richmond, VA 23219-2901

Requests must be accompanied by \$7.00 in the form of a cashier's check, a company/business check, or a money order (no cash or personal checks) payable to the Virginia Department of Social Services. Local departments are exempt from the fee. Incomplete forms and requests not accompanied by a check or money order, when necessary, shall be returned unprocessed.

If the name being searched is not located in the CPS Central Registry, notice of such shall be transmitted to the requesting party.

If there is insufficient information contained in the CPS Central Registry regarding the name being searched, and the result of the search is "unable to

be determined,” notice of such shall be transmitted to the requesting party along with a request for specific additional information that should be completed and returned for further inquiry.

10 Eligible Child Care Subsidy Families

Just as vendors must meet certain criteria to participate in the Subsidy program, so must families who want to enroll in the Subsidy program.

10.1 Service Need

Generally speaking, parents must be employed or in school. The number of hours authorized for child care depends on the work and/or school schedule of the parents.

10.2 Financial Need

Local departments determine income eligibility by measuring the family’s countable gross monthly income and family size against the percentage of the federal poverty guidelines for their locality. Gross income includes child support as well as certain other benefits. Supplemental Nutrition Assistance, Temporary Assistance for Needy Families and Supplemental Security Income *do not* count as gross income.

10.3 Residency

Families must apply for the Subsidy Program at the local department in the city or county in which they live, even if their child care provider is located in a different city or county.

10.4 Age of Child

Children served must be under age 13 or under the age of 18 if they are physically or mentally incapable of caring for themselves, or subject to court supervision.

10.5 Legally Operating Vendor

Families wishing to enroll and maintain their eligibility *must* choose a child care vendor who meets the Child Care Subsidy Program vendor requirements. All vendors who participate in the subsidy program must:

- Be at least 18 years of age;
- Be operating legally according to the Code of Virginia;
- Meet all local ordinances and business requirements.

11 How Parents Select Their Child Care Provider

Parents who want to enroll in the Subsidy Program must follow a process that starts by contacting the local department.

11.1 Subsidy Program Initial Eligibility Determination

Parents may contact the local department to request a meeting. If parents do not know what agency to contact, they may go to the following internet site to find contact information for their local department:

<http://www.dss.virginia.gov/localagency/>

A self-screening tool for Child Care eligibility is available on the DSS webpage:

<https://jupiter.dss.state.va.us/EligibilityScreening/>

The [Child Care Service Application and Redetermination Form](#) is available online at <http://www.dss.virginia.gov/family/cc/forms.cgi>

1. If the screening seems to suggest that the parent is eligible for the Subsidy program and the local department is open for new enrollments, a meeting may be scheduled. Parents may be asked to bring in documents including, but not limited to:
 - Proof of employment, school, etc.
 - Verification of income from last 30 days
 - Proof of citizenship or legal alien status for all children served
 - Proof of residency
 - Completed Child Care Service Application and Redetermination Form or Employment Services Program referral (if applicable)
2. Parent will attend the scheduled meeting and bring all required documents. The local worker may ask the parent a series of questions, so that the child care service application may be completed. The local worker may also review all of the documents that the parent was asked to bring to the meeting.
3. If the parent is eligible for a subsidy and has already selected a child care vendor, the local worker will determine if the vendor has met the requirements to participate in the Subsidy program. If the vendor is not eligible to be selected, the parent will have to choose a vendor who is eligible.
4. Parents must submit all requested documents to the local worker. If the parent does not submit all required information, the parent's application may be denied, and the parent would have to re-apply for the Child Care Subsidy.

11.2 Eligibility Redetermination

Parents are required to recertify their eligibility **at least once every twelve months** at their local department. The parent will be notified prior to their redetermination date. Most parents will recertify every 12 months. Depending on the family situation, some may have to recertify more often. Parents must report all required changes to the local department of social services within 10 days after they occur, including:

- A change in their gross (before taxes) monthly family wages or other family income if the total amount exceeds the income eligibility limit.
- Loss of income.
- A change in education or training activity, including class days and hours and curriculum
- A change in the number of household members
- A child receiving child care services reaches their 13th birthday
- A change of address
- A change of vendor
- A change in the number of hours children need child care

Note: Failure of the parent to report any of these changes to the local department could result in demand for repayment of services from the family.