



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

Steps to Apply for an Initial Family Day Home License

To assist you in navigating the licensing process, licensing representatives are a valuable resource and will work closely with new applicants: from pre-application through to licensure. We want you to support your success in operating a child care program.

1. Read the *Welcome Letter*
2. Download and read
 - *Standards for Licensed Family Day Homes*
http://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/regulations/final_fdh_manual.pdf
 - *General Procedures for Information and Licensure*
https://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/regulations/final_gp_reg.pdf
 - *Background Checks for Child Welfare Agencies*
http://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/regulations/final_bg_checks_for_cwa.pdf
 - *Code of Virginia*
http://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/code/2017_code_of_virginia.pdf
3. View online Phase I training---*recommended*
http://www.dss.virginia.gov/facility/child_care/licensed/fdh/articulate/phase1/player.html
4. Contact your VDSS licensing office to schedule Phase II training.
5. Contact your local zoning office to determine the number of children you may request to care for in your home.
6. Complete your initial family day home application and gather the required attachments.
NOTE: Background checks must be completed within 90 days prior to submitting an application. Original background checks **MUST** be available at the home for inspection.
7. Attend Phase II training. Come with any questions you may have.

8. Submit your completed application to your VDSS licensing office. A complete application package includes the application, all required attachments, and fee made out to “Treasurer of Virginia.” NOTE: A complete application must be submitted at least 60 days prior to the family day home’s planned opening date. Submission of an incomplete application will delay the review process.

A licensing inspector will contact you regarding your application and guide you through the rest of the application process.