



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

TO: Voluntarily Registered Family Day Home Providers that are participating in the Virginia Child Care Subsidy Program

FROM: Mary Ward, Child Care Subsidy Program Manager

DATE: May 27, 2016

RE: Change in Threshold for Licensure

In 2015, the Virginia General Assembly changed the definition of a family day home. This change in the law goes into effect **July 1, 2016**.

§ 63.2-100. (Effective July 1, 2016) Definitions

"Family day home" means a child day program offered in the residence of the provider or the home of any of the children in care for one through 12 children under the age of 13, exclusive of the provider's own children and any children who reside in the home, when at least one child receives care for compensation. The provider of a licensed or registered family day home shall disclose to the parents or guardians of children in their care the percentage of time per week that persons other than the provider will care for the children. **Family day homes serving five through 12 children, exclusive of the provider's own children and any children who reside in the home, shall be licensed.** However, no family day home shall care for more than four children under the age of two, including the provider's own children and any children who reside in the home, unless the family day home is licensed or voluntarily registered. However, a family day home where the children in care are all related to the provider by blood or marriage shall not be required to be licensed.

In other words, beginning July 1, 2016, you may only provide care for **FOUR** or fewer children in your home at any one time without having to be licensed by the Virginia Department of Social Services.

Please review this information carefully and prepare to make any necessary changes to your family day home to ensure on-going compliance with the new law. Then, complete the attached form and return to the Child Care Subsidy Program.

# Virginia Child Care Subsidy Program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Vendor ID# \_\_\_\_\_

I have received information regarding the reduction in the threshold for licensure. I will only provide care to four or fewer children in my home at any one time. If I decide to care for more than four children, I will become licensed before providing care to any additional children.

I understand that failure to abide by this notification will result in termination of my Vendor Agreement with the Virginia Child Care Subsidy Program.

\_\_\_\_\_  
(VENDOR SIGNATURE)

\_\_\_\_\_  
(DATE)

Sign/date and return to the Child Care Subsidy Program at the address below by close of business **June 30, 2016**.

**Virginia Department of Social Services  
Child Care Subsidy Program  
P.O. Box 1997  
Richmond, Virginia 23218-1997  
FAX: 804.726.7655  
EMAIL: [deborah.beirne@dss.virginia.gov](mailto:deborah.beirne@dss.virginia.gov)**

*Interested in becoming a Licensed Family Day Home Provider?*

Go to **Virginia Child Care** at [www.childcareva.com](http://www.childcareva.com)

Click on  **Providers**