



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

October 27, 2017

IMPORTANT NOTICE

Child Care Subsidy Program Vendor Agreement – 1 YEAR RENEWAL

The Virginia Department of Social Services (VDSS), in accordance with Section 3, Terms of Agreement, is exercising its option to renew the Child Care Subsidy Program Vendor Agreement for an additional one (1) year. **The period of renewal will be through December 31, 2018 or until such time as a new agreement is entered into.** All terms and conditions of the original agreement shall remain the same during the renewal period.

All vendors in an OPEN status on the date of this letter are **AUTOMATICALLY** renewed unless or until we receive notification that your child care program no longer wishes to participate in the Subsidy Program.

No response to this notice is required. However, should you wish to end your participation in the Subsidy Program as a vendor, fill in all requested information at the bottom of this notice and return the entire notice via mail, fax or email to:

Virginia Department of Social Services
Attn: Child Care Subsidy Program
801 East Main Street
Richmond, VA 23219-2901

FAX: 804.726.7655

EMAIL: vendor.manager@dss.virginia.gov

Sincerely,

Mary Ward
Child Care Subsidy Manager

I do **not** wish to renew my Child Care Subsidy Program Vendor Agreement and understand I am **not** to request payment from the Virginia Department of Social Services for child care services provided after the last date of participation shown below.

Vendor: _____
(Print Name)

(Signature)

Date of Signature _____

Vendor #: _____

LAST Date of Participation _____