



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

April 7, 2017

The Child Care Subsidy Program monitoring inspections have begun!

Before October 31, 2017, every approved vendor will have a subsidy monitoring inspection. In the upcoming weeks, a representative from the **Division of Licensing Programs** may contact you via email, letter, or by telephone to introduce himself; however, for current vendors, all subsidy inspections will be unannounced and will occur during your normal hours of operation.

1. Upon arrival, the licensing representative will introduce himself and present Virginia Department of Social Service (VDSS) issued identification.
2. During the inspection the licensing representative will ask you questions, ask to see/review records, and will inspect your home/center and all areas that will be accessible to the children.
3. At the end of the inspection, the representative will review his/her findings with you before leaving.
4. Once the representative returns to his/her office, the findings will be posted on the public website at <http://www.dss.virginia.gov/facility/search/cc.cgi>

The Division of Licensing Program developed a *Health and Safety Inspections* brochure to explain the inspection visit. A copy of the brochure is included with this correspondence.

Subsidy Inspection Requirements:

- To ensure you are “ready” for the subsidy inspection, copies of the **CENTER Subsidy Inspection Requirements** and the **HOME Subsidy Inspection Requirements** are included with this correspondence.
- Remember, the subsidy inspection requirements were inserted into the vendor agreement (*Appendix A*) you recently signed; and you always have access to your signed vendor agreement.
 - Go to the SVAS webpage at <https://vendoragreement.dss.virginia.gov/>
 - Log in
 - Click on the PDF icon in the *Vendor Agreement History*

Name - Version	Type	Status	Date Signed	Date Expired	View
Center1018 - rev10 10 2016	CEN	Active	10/18/2016	10/18/2017	

Every vendor agreement signed in the future will be accessible and displayed on the *Vendor Agreement History* page.

- And, you can read/print a copy of the **HOME/CENTER Vendor Agreement with inspection requirements** from the Child Care Subsidy webpage.

Go to http://www.dss.virginia.gov/family/cc/assistance_providers.cgi

Scroll down the page and click on **VENDOR AGREEMENTS/INSPECTION REQUIREMENTS**

VENDOR AGREEMENTS/INSPECTION REQUIREMENTS

- **CENTER Vendor Agreement with inspection requirements (read only) (PDF)**
- **Child Care Subsidy Program 2016 - Vendor Meeting (PDF)**
- **HOME Vendor Agreement with inspection requirements (read only) (PDF)**
- **SVAS User Guide (PDF)**

Virginia Preservice Training for Child Care Staff:

During the subsidy inspection, the licensing representative will verify that vendors and staff who are alone with children and/or counted in the staff-to-child ratios completed the *Virginia Preservice Training for Child Care Staff*. In an effort to clarify the training requirements and deadlines, please see the applicable document **CENTER Subsidy Program TRAINING Requirements** or **HOME Subsidy Program TRAINING Requirements** included with this correspondence.

The *Virginia Preservice Training for Child Care Staff* course will continue to be **FREE** for the remainder of 2017!
HINT: If experiencing problem while taking the course, report the issue to the *Better Kid Care Help Desk* at **800.452.9108**

FEMA: Multihazard Planning for Child Care

FEMA developed a course to provide child care providers, of all sizes (centers and homes) and with responsibility for children of all ages, with the knowledge and tools to analyze the hazards and threats at the site, to develop a plan to address these hazards and threats, and to implement processes to update and practice the emergency plan. If you need assistance in developing your emergency preparedness plan, this two hour course is **FREE** and available at <https://training.fema.gov/is/courseoverview.aspx?code=IS-36>

Thank you for your efforts to provide quality care to children in Virginia!

Enclosures:

- *Health and Safety Inspections* brochure
- **CENTER Subsidy Inspection Requirements**
- **HOME Subsidy Inspection Requirements**
- *CENTER Subsidy Program TRAINING Requirements*
- *HOME Subsidy Program TRAINING Requirements*