


## New Vendor Application Packet Documentation Requirements VDSS Child Care Subsidy Program

	Licensed Child Day Center/ Licensed Family Day Home	Local Ordinance Approved	U.S. Department of Defense Approved	Licensed Family Day System Approved Family Day Home	Voluntarily Registered Family Day Home	Religious Exempt Center	Certified Preschool	Unlicensed Local School Division Programs	Local Government Approved Recreation Program	Unlicensed/Unregistered Family Day Home	In-home Child Care Provider
<i>Child Care Subsidy Program Orientation</i>	X	X	X	X	X	X	X	X	X	X	X
<b>New Vendor Application Packet</b>											
<i>Child Care Subsidy Vendor Application</i>	X	X	X	X	X	X	X	X	X	X	X
Documentation of Operating Status: License <b>or</b> Permit <b>or</b> Exemption Letter <b>or</b> Certificate of Registration	X	X	X	X	X	X	X	X	X		
IRS Documentation: <i>Form W-9</i> Be sure SSN or FEIN and name of child care facility are correct – should be same filing info.	X	X	X	X	X	X	X	X	X	X	X
IRS Documentation: Supporting documentation for <i>Form W-9</i> : copy of SSN card <b>or</b> IRS Notification Letter 147C <b>or</b> IRS Notification Letter	X	X	X	X	X	X	X	X	X	X	X
<i>Authorization to Act as Agent on Customers Behalf for In-Home Care</i>											X
<i>Professional Development Certificate of Completion</i> of VA Preservice Training for <i>Child Care Staff</i>	X	X	X	X	X	X	X	X	X	X	X
<i>Sworn Statement or Affirmation for Child Day</i>					X	X	X		X	X	X
<i>Central Registry Release of Information Form</i>					X	X	X		X	X	X

National Fingerprint Based Background Check					X	X	X		X	X	X
Out-of-State Background Check					X	X	X		X	X	X
TB Screening results/letter					X	X				X	X
Current First Aid/CPR certification Age Appropriate					X					X	X
Child Care Schedule					X					X	
Household Info./ Staff Listing					X					X	X
Subsidy Monitoring Inspection	X	X	X	X	X	X	X	X	X	X	X

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