

New Vendor Application Packet Checklist



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Submit ALL forms and documentation **with the** Child Care Subsidy Vendor Application.

Items Needed	Instructions & Links	✓
<i>Child Care Subsidy Program Orientation</i>	Attend prior to submitting the New Vendor Application Packet.	
Child Care Subsidy Program Vendor Application	Complete, sign and date the ENTIRE Child Care Subsidy Program Vendor Application.	
Documentation of Operating Status (Not required for unlicensed Family Day Homes)	Submit a copy of <u>one</u> of the following: <input type="checkbox"/> License (if licensed by the VA Department of Social Services) <input type="checkbox"/> Permit (if permitted under Local Ordinance in Fairfax, Alexandria or Arlington) <input type="checkbox"/> Exemption letter (if Religiously Exempt) <input type="checkbox"/> Certificate of registration (if Voluntarily Registered)	
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. reported to IRS	
IRS Documentation: Supporting documentation for <i>Form W-9</i>	Submit a copy of <u>one</u> of the following, depending on which one you use to file taxes: <input type="checkbox"/> Social Security card (if you file under your SSN) <input type="checkbox"/> <i>IRS Form 147c</i> (if you file under the FEIN) <input type="checkbox"/> <i>IRS Form SS-4</i> (if you file under the FEIN)	
<i>Professional Development Certificate of Completion of VA Preservice Training for Child Care Staff</i>	The Program Director/Owner or Designee must complete and submit a certificate with the New Vendor Application Packet.	
Additional Documentation	<input type="checkbox"/> Background Checks: Sworn Statement or Affirmation Central Registry Release of Information Form National Fingerprint Based Background Check Out-of-State Background Check <input type="checkbox"/> First Aid and CPR <input type="checkbox"/> Child Care Schedule <input type="checkbox"/> Household Info./Staff Listing	

Please **make a copy** of all submitted documents for your records.
 Submit all materials together, including a **completed copy of this Checklist.**
 If you have questions, or require assistance to complete your packet, please email: vendor.manager@dss.virginia.gov

Mail Materials To: VDSS, Child Care Subsidy Program PO Box 1997, Richmond, VA 23218-1997	Or	Scan and Email Application and all Required Documents To: vendor.manager@dss.virginia.gov
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Once you have been approved, you will be emailed a *Vendor Agreement* that you must electronically sign.
 Payment CAN NOT be made for any services provided prior to your official approval as a Child Care Subsidy Program Vendor.

Signature

Date

Incomplete New Vendor Application Packets will be denied.