

APPLICATION FOR ENROLLMENT TO BE AN APPROVED VENDOR OF SUBSIDIZED CHILD CARE

PROVIDER DIRECTIONS: Complete Parts A-D & F of this form and non-licensed providers complete Parts A, B, C, E & F. Send signed/dated copy of this form to Virginia Department of Social Services, Child Care Subsidy Program, P.O. Box 1997, Richmond VA 23218-1997 or scan and email to vendor.manager@dss.virginia.gov The completed form will be assigned for processing and a representative from the appropriate agency will contact you upon receipt.

PART A: General Information

Name of Center/Home Child Care Provider:		County in which services are provided:
Mailing Address (include City/State/Zip Code):		Site Address (if different from mailing address):
Name of Director/Owner:	Telephone Number (include area code):	Social Security # or Tax ID #:
Contact Person:	Telephone Number (include area code):	E-mail Address:

NOTE: If provider operates under more than one license/certificate/permit, an application must be completed for each.

PROGRAM TYPE (Check only one.)

Level 1, Unlicensed & Unregistered	Level 1, License-Exempt Regulated	Level 2, Licensed & Approved
<p>Unlicensed family day home* *MUST Complete Part E, page 2</p> <p>Local Government Approved Recreation Program</p>	<p>Voluntarily Registered Family Day Home</p> <p>Religiously Exempt Child Care Center</p> <p>Certified Pre-school</p>	<p>Licensed Child Day Center</p> <p>Licensed Family Day Home</p> <p>U.S. Department of Defense Approved</p> <p>Licensed Family Day System Approved Family Day Home</p> <p>Local Ordinance Approved (Alexandria, Fairfax, Arlington)</p>
<p>With the exception of Level 1, Unlicensed & Unregistered, all programs are issued a license, permit, certificate or exemption letter. Include a copy of your license, permit, certificate or exemption letter. NOTE: If not included, the application will be returned as unable to process.</p>		

PART B: Provider must either attach a copy of their rates to this form OR complete a copy of the *Child Care Rates* form.

PART C: This section must be completed by all providers.

I am interested in providing child care for children eligible for child care subsidy funds. The information on this application is true and correct to the best of my knowledge. A misrepresentation or omission of facts may result in the denial of my application. I understand I am required to demonstrate compliance with the Child Care Subsidy Health & Safety Inspection Requirements prior to the receipt of any Child Care Development Funds (CCDF). I further understand that, once approved as a subsidy vendor, authorized VDSS staff with proper identification may, for the purpose of determining compliance with child care policy, enter and inspect any part of the home, property, and premises where child care is being provided at any time children are in care; review child care documents; and interview children and/or adults as necessary.

(Signature of person legally responsible for operation of child care arrangement)

(Date)

PART D:

1. Check days that you offer care:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

2. Open from: _____ to _____

3. Check ages of children for whom you will provide care (check all that apply):

Infant Toddler Preschool School-age

PART E: *Unlicensed family day home. Complete this section only if you are providing care for children in the child/ren's home or in your own home and you are not licensed by the state or not voluntarily registered.

Date of Birth of Provider: _____

How many children do you care for, other than your own? _____

Please answer the questions below for every child in your care (excluding residential children); including children that the local department of social services or a parent pays you to keep: (If you are keeping more than 3 children, you must provide the same information for each additional child on another page and staple to the original signed form.)

Child's Name: _____	Date of Birth or Age: _____				
Name of Child's Parent: _____					
Child's relationship to you?	NONE	Grandchild	Niece/nephew	Brother/sister	Other (explain)
Date you began providing care for the child listed above:					
How many hours per days per week do you provide care for the child? _____ hrs.					
Hours that care is provided for child: _____ AM/PM till _____ AM/PM (circle AM or PM)					
How much do you charge to provide care for this child? \$ _____ per week or \$ _____ per month					

Child's Name: _____	Date of Birth or Age: _____				
Name of Child's Parent: _____					
Child's relationship to you?	NONE	Grandchild	Niece/nephew	Brother/sister	Other (explain)
Date you began providing care for the child listed above:					
How many hours per days per week do you provide care for the child? _____ hrs.					
Hours that care is provided for child: _____ AM/PM till _____ AM/PM (circle AM or PM)					
How much do you charge to provide care for this child? \$ _____ per week or \$ _____ per month					

Child's Name: _____	Date of Birth or Age: _____				
Name of Child's Parent: _____					
Child's relationship to you?	NONE	Grandchild	Niece/nephew	Brother/sister	Other (explain)
Date you began providing care for the child listed above:					
How many hours per days per week do you provide care for the child? _____ hrs.					
Hours that care is provided for child: _____ AM/PM till _____ AM/PM (circle AM or PM)					
How much do you charge to provide care for this child? \$ _____ per week or \$ _____ per month					

PART F: To be completed by all providers:

Are you interested in having children referred by your local department of social services? **YES** **NO**

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ENROLLMENT TO BE AN APPROVED VENDOR OF SUBSIDIZED CHILD CARE

Directions for Providers to Complete This Application:

Follow the directions on page one (1) of the form. All providers must sign the application and return to the address indicated at the top of the application.

PART A: Enter the name of your center or home (or if an individual, the provider's name), county, mailing address (including city, state and zip code, site address if different from the mailing address, name of director and/or contact person, telephone numbers, social security number or Tax I.D. number (if applicable) and the e-mail address for the contact person (if applicable) in this part.

The type of license/permit/certificate/exemption or type of home provider must be indicated (providers must check only one box). **Include a copy of the applicable license/permit/certificate/exemption letter with the application.** The following definitions are provided to assist providers with identifying their type of child care arrangement.

NOTE: Unlicensed family day home and local government approved recreation programs will NOT have a license/permit/certificate.

Level 1, Unlicensed & Unregistered Vendor:

- a) **Unlicensed Family Day Home** The provider is typically known to the family as a friend, relative or neighbor who provides care in their home or the home of the child. The provider is not required to be regulated or licensed. The provider can legally provide care for no more than four children, in addition to the provider's own children or children residing in the home, or no more than four children under the age of two, including the provider's own children or children residing in the home, at any one time. Homes that exceed capacity are operating illegally. **In-Home Child Care** Child care is provided in the home of the child and parent when all the children in care reside in the home and the vendor does not live in the home. There are no licensing regulations for this type of care. The person may or may not have credentials or formal training in early childhood education. As the employer, the parent is responsible for finding someone who matches their requirements.
- b) **Local Government Approved Recreation Program** Section 63.2-1717 of the *Code of Virginia* allows a program of recreational activities offered by local governments, staffed by local government employees, attended by school-age children, and subject to safety and supervisory standards established by local governments to be exempt from licensure.

Level 1, Unlicensed (but regulated) Vendor:

- a) **Certified Preschool** Section 63.2-1717 of the *Code of Virginia* allows preschool programs operated by private schools that are accredited by a statewide accrediting organization (or another accrediting organization recognized by the Board of Education) to be exempt from licensure. In order for preschool and nursery school programs operated by accredited private schools to be certified, certain information must be filed with VDSS before the beginning of the school year or calendar year. That information must be filed annually thereafter.
- b) **Religiously Exempt Child Care Center** Child care centers operated by religious institutions may be exempt from licensure, per § 63.2-1716 of the *Code of Virginia*, if the religious institutions submit certain documents to the Virginia Department of Social Services prior to opening the child day center and then annually prior to the expiration date of their exemption.
- c) **Voluntarily Registered Family Day Home** A family day home serving fewer than five children, exclusive of the provider's own children and any who reside in the home, that becomes state registered on a voluntary basis using approved standards.

Level 2, Licensed and Approved Vendors:

- a) **Licensed Family Day Home** The *Code of Virginia* mandates the licensure of family day homes that provide care for five to twelve children (exclusive of the provider's own children and any children who reside in the home). The care may be offered in the home of the provider or in the home of any of the children in care.
- b) **Licensed Child Day Center** Child day centers are child day programs offered to (i) two or more children under the age of 13 years in a facility that is not the residence of the provider or of any of the children in care or (ii) 13 or more children at any location. A child day program is a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection and well-being of a child under the age of 13 years for less than a 24-hour period.
- c) **US Department of Defense Approved** Child care centers approved and operated by the Department of Defense on military bases.

- d) **Licensed Family Day System Approved Family Day Home** The *Code of Virginia* requires licensure of any person who approves family day care homes as a member of its system and who refers children to available day care homes in that system. The system refers children to member homes, as well as provides the operators with training, technical assistance and consultation, inspection, supervision, and monitoring. The system is also responsible for referring children to available health and social services.

NOTE: The only licensed Family Day Home System in Virginia is operated by Infant/Toddler Family Day Care.

- e) **Local Ordinance Approved Meeting Minimum Standards** A child care program approved under local ordinance according to § 15.2-914 of the *Code of Virginia*. Currently three localities (Fairfax, Alexandria, and Arlington) approve providers under local ordinance.

PART B: The child care subsidy program must have a list of the provider's private pay rates and other child care fees. The provider must either choose to attach a copy of their private pay rates to the application OR complete the *Child Care Rates* form. All of the rates must be provide before the provider can be approved to receive payment for child care services provided.

PART C: This statement must be signed and dated by the person legally responsible for operation of the child care arrangement.

PART D: Providers should indicate the days care is offered; the hours of operation; and the ages of children served.

PART E: This part must be completed by all **unlicensed family day home providers**, i.e., individuals who are not required to be licensed or regulated and are providing care in the child's home or the provider's home. Space is included for you to list three children. If care is being provided for more than three (3) children, another copy of the form or another page listing all of the additional children and identifying information **must be attached**.

PART F: All providers are required to indicate whether s/he is interested in caring for other children receiving subsidy.

Before mailing/e-mailing, be sure you have included all required documents!

- 1) Complete the APPLICATION FOR ENROLLMENT TO BE AN APPROVED VENDOR OF SUBSIDIZED CHILD CARE in its entirety. Check to be sure that the form has been **signed and dated!**
- 2) A copy of your current rates/fees – include your center/home name on the attachment
- 3) Additional pages if needed to answer PART E – include your center/home name on the attachment

It is recommended that you keep a copy of the materials submitted for your personal records.

MAIL to:

Virginia Department of Social Services
Child Care Subsidy Program
P.O. Box 1997
Richmond VA 23218-1997

OR

Scan all documents and email to:

vendor.manager@dss.virginia.gov

A message will be sent to you when the documents are received. The completed form will be assigned for processing and a representative from the appropriate agency will contact you within 7 days.