



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

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### Steps to Apply for an Initial Voluntary Registration Certificate

*To complete the Voluntary Registration Family Day Home (VR-FDH) initial application process, please complete the following steps.*

1. Read the *Welcome Letter*
2. Download and read
  - *Voluntary Registration of Family Day Homes Requirements for Providers*  
[http://www.dss.virginia.gov/files/division/licensing/vrfdh/intro\\_page/code\\_regulations/regulations/final\\_vr\\_reg.pdf](http://www.dss.virginia.gov/files/division/licensing/vrfdh/intro_page/code_regulations/regulations/final_vr_reg.pdf)
  - *Background Checks for Child Welfare Agencies*  
[http://www.dss.virginia.gov/files/division/licensing/fdh/intro\\_page/code\\_regulations/regulations/final\\_bg\\_checks\\_for\\_cwa.pdf](http://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/regulations/final_bg_checks_for_cwa.pdf)
  - *Code of Virginia*  
[http://www.dss.virginia.gov/files/division/licensing/fdh/intro\\_page/code\\_regulations/cods/code/2017\\_code\\_of\\_virginia.pdf](http://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/code_regulations/cods/code/2017_code_of_virginia.pdf)
3. Complete your initial family day home application and gather the required attachments.  
NOTE: Background checks must be completed within 90 days prior to submitting an application (Instructions for obtaining fingerprint checks will be sent to you after you have submitted the application). Original background checks **MUST** be available at the home for inspection. Applicant must send in a copy of all background checks with the application.
4. Submit your application to the VDSS licensing office or Contract Agency representative that serves the facility's location. If submitting to the division of licensing, make check or money order payable to the "Treasurer of Virginia." If submitting the application to a Contract Agency, contact the representative for the payment information. Applications and fees submitted to the incorrect agency will delay processing.

NOTE: It is requested that a complete application be submitted at least 60 days prior to the family day home's planned opening date. Submission of an incomplete application will delay the review process.

*A licensing inspector or contract agency representative will contact you regarding your application and guide you through the rest of the application process.*