

# 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 <b>prior to submitting</b> the New Vendor Application Packet. <b>(This training is optional).</b>	
Child Care Subsidy Program Vendor Application	Complete, sign and date the ENTIRE Child Care Subsidy Program Vendor Application.	
Documentation of Operating Status <b>(Not required for Unlicensed Family Day Homes or In-Home Child Care Vendors)</b>	<b>Submit a copy of <u>one</u> of the following:</b> <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>	<b>Submit a copy of <u>one</u> of the following, depending on which one you use to file taxes:</b> <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 <b>submit a certificate with the New Vendor Application Packet.</b>	
Additional Documentation	Background Checks: Sworn Statement or Affirmation Central Registry Release of Information Form National Fingerprint Based Background Check Out-of-State Background Check  First Aid and CPR Child Care Schedule (not required for In-Home Child Care Program Vendors) 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](mailto: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](mailto:vendor.manager@dss.virginia.gov)

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.**