



Child Care Subsidy Program

Process for Subsidy Providers to Report a Change of Ownership

Step 1:

Prospective and current owner should contact providerservices@doe.virginia.gov and Office of Child Care Health and Safety (OCCHS) Licensing Inspector at least 60 days prior to the transfer.

- If OCCHS and Child Care Subsidy Provider Relations are not notified at least 60 days prior to transfer, this may cause a disruption in care for authorized children and pay to providers.

Step 2:

Prospective Owner should go to the [Subsidy Vendor Application Portal](#) and select **Change to Ownership** within the interaction purpose section in the eForm.

The screenshot shows a web form titled "Document Upload". It contains several input fields and a dropdown menu. The fields are: "OCCHS License\Exemption # (optional)", "Provider Type" (with a help icon), "Facility Name" (with a help icon), "Facility Street Address 1", and "Facility Street". The "Interaction Purpose" dropdown menu is open, showing four options: "Initial Application", "Change to Ownership" (highlighted in yellow), "Change in Program Operations", and "Updated Or Additional Documents".

Prospective owner will need to upload a complete application and all required documents into the portal to ensure timely processing. A list of required documents can be found [here](#). Please use this step-by-step [guide](#) to ensure that you upload your documents correctly. Change of Ownership applications will be prioritized for processing to ensure continuity of care for authorized children.

- Prospective Owners must also submit an application for licensure or file for exemption with OCCHS. Please visit <https://www.childcare.virginia.gov/providers/program-types> and find your program type for more information.

Step 3:

A new inspection will need to be conducted by OCCHS prior to approving your application and will be requested by CCSP Provider Services on behalf of the perspective owner.



Step 4:

Once the complete subsidy application is processed, an inspection is completed, and a vendor ID is assigned to the new owner, the Local Department of Social Services (LDSS) will transfer all existing authorizations over to the new vendor ID.

Step 5:

New Owner will need to follow steps in the ECC Agreement and the ACH settlement document, which can be found [here](#). Manual attendance may need to be submitted during this transition to ensure payment is issued to the proper owner. Information on manual attendance can be found in the Vendor Agreement and the form for submission is located [here](#).

If you have any questions or need any assistance throughout the process, please contact any of the following resources:

- 1. If you have questions about the requirements, the application portal, or the Child Care Subsidy Program in general, please contact CCSP Provider Services at providerservices@doe.virginia.gov.**
- 2. If you need technical assistance and are located in one of the following Ready Regions, please contact one of VDOE's Early Childhood Navigators:**
 - a. Danielle Booher (Ready Region Southwest) - danielle.booher@doe.virginia.gov
 - b. Kandra Brown (Ready Region Central) - kandra.brown@doe.virginia.gov
 - c. Maria Soto (Ready Region Capital Area) - maria.soto@doe.virginia.gov
 - d. *Not sure which Ready Region you are located in? See this map: vecf.org/ready-regions/.*
- 3. If you are looking for training on the Child Care Subsidy Program, first aid/CPR, or other professional development, contact [Child Care Aware of Virginia](#). Child Care Aware of Virginia's services are outlined in the Services and Support Guide here: <https://vachildcare.com/about-us/whatwedo/>.**
- 4. If you need assistance with health and safety (including inspections, licensing, exemptions, and registration), contact your regional VDOE Office of Child Care Health and Safety (OCCHS): <https://www.childcare.virginia.gov/providers/licensing-offices-contact-information>.**