



Child Care Subsidy Program

Process for Subsidy Providers to Report a Change to Operations

Step 1:

Owner/Manager should go to the [Subsidy Vendor Application Portal](#) and select **Change in Program Operations** 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" (set to "Licensed Child Day Center"), "Facility Name" (with placeholder "Enter Facility Name"), and "Facility Street Address 1" (with placeholder "Enter Facility Street Address"). The "Interaction Purpose" dropdown menu is open, showing four options: "Initial Application", "Change to Ownership", "Change in Program Operations" (which is highlighted in yellow), and "Updated Or Additional Documents".

Owner/Manager should upload all required documents into the portal to ensure timely processing. A list of required documents can be found [here](#). Please use [this guide](#) to ensure that you upload your documents correctly. All Change Request submissions MUST include a completed [Change Request form](#).

Change types may include:

- Physical address*
- Mailing address
- Provider type*
- Facility or legal name
- Tax information
- Schedule: hours and/ or days of operation
- Age groups served*

If you are a licensed child care provider, this change type must be requested and approved by the Office of Child Care Health and Safety (OCCHS) before your change can be approved as a Child Care Subsidy Program provider. You can submit your Child Care Subsidy Program Provider Change Request (and subsequent documentation) prior to OCCHS's approval, but it will remain in pending status until your OCCHS status has been approved

*If you are an unlicensed provider, this change may require a health and safety inspection prior to approval.



Step 2:

If additional documentation is required to process your change request, you will receive two emails—an automated email notifying you of the need to submit additional documents, and a customized email with additional details about what to submit and how.

Step 3:

Once all documentation is submitted, your change of operations request has been completed and will be added to your provider file. You will receive an Approval of Change email confirming that the process is complete.

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 provider 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 (OCHS): <https://www.childcare.virginia.gov/providers/licensing-offices-contact-information>.**