

Next Steps for Newly Approved CCSP Providers

December 2025



Welcome to the Child Care Subsidy Program (CCSP)! We're excited to have you join Virginia's early childhood community. Follow these steps based on when you will begin serving children in the CCSP.

Attendance Submission and Payment

Effective December 1, attendance and payments will be managed through PASS (Child Care Program Attendance and Schedule System), powered by KinderSystems.

Visit <https://vapass.info/> to learn more about PASS and receive training.

1. **Register in PASS (KinderConnect):** Once you begin serving an authorized child, contact KinderSystems Support at 1-888-211-6884 to get started.
2. **Record attendance:** Either with your own CCMS (e.g. Brightwheel, Lillio) or request a state-issued tablet. If you do not have a tablet and need to record attendance now, follow the instructions found here: [Read Me- How to Record Attendance Without a Tablet](#)

For assistance with attendance and payment questions, please contact us at providerservices@doe.virginia.gov

Participate in the Unified Virginia Quality Birth to Five System (VQB5) Quality Measurement and Improvement Program:

- Approved Child Care Subsidy providers serving children birth-to-five are generally required to participate in Virginia's unified measurement and improvement system, VQB5.
- Additional details about VQB5—including specific participating requirements—are available on the [VQB5 page](#).

Complete Training Required (Staff of Newly Approved Providers):

- Virginia Preservice Training for Child Care Staff: Within 90 days of approval, all staff must complete the [Preservice Training course](#) and maintain current certification in First Aid/CPR (age-appropriate). Additional information about this training is available in the Program Training Requirement links below.
- Annual Health and Safety Training for Child Care Staff: A 3-hour Health and Safety Update Training course is mandatory for the provider and all staff members, to be completed annually. Additional information about this training is available in the *Health and Safety Inspection Brochure* link below.

Inspection and Training Opportunities:

- Review the [Subsidy Inspection and Training Requirements page](#) to stay familiar with the health and safety requirements of CCSP providers.
- [Child Care Aware of Virginia](#) (CCA) - CCA of Virginia offers a variety of professional development opportunities for professionals that include training sessions that can be used to obtain a CDA credential or as in-service training hours; offered in-person or online.
- Additional Training and Development opportunities can be found here on our website: [Training and Professional Development | Child Care VA](#)