



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VA 23218-2120

TO: Child Care Subsidy Program Providers

FROM: Virginia Department of Education, Offices of Child Care Subsidy Program Operations
and Early Childhood Public-Private Provider Services

DATE: December 1, 2025

RE: Notice of Change in Policy Regarding Recording of Attendance

This memorandum serves as formal notice that, effective December 1, 2025, Child Care Subsidy Program providers are permitted to record attendance in Child Care PASS on behalf of families. This policy change serves as an update to Section 9.4 of the [Vendor Agreement](#), which governs attendance tracking, and Section 5.8 of the [Child Care Subsidy Program Guidance Manual](#), which governs the recordation of attendance tracking. These updates are intended to replace the former VaECC system with new [PASS requirements](#).

Please note that parents *and* providers may now record attendance in the new PASS system, effective December 1, 2025. As a part of this new process, Providers are encouraged to set expectations with families in care regarding the recording of attendance. Expectations for recording attendance should be outlined in providers' parent handbooks and/or internal standard operating procedures, as appropriate.

VDOE and VDSS reserve the right to request provider attendance policies and to investigate attendance records at any time.

If you have questions or concerns about this policy change, please contact childcarepass@doe.virginia.gov.