



June 2, 2022

TO: All Licensed Child Day Programs and Licensed Family Day Systems

FROM: Jeffrey Williams, Director of the Office of Child Care Health and Safety

SUBJECT: ***Licensing Fees and Fingerprint Based Background Check Fees***

The Virginia Department of Education (VDOE) Office of Child Care Health and Safety (OCCHS) recognizes that child care programs continue to face significant financial burdens while serving children and families. VDOE is committed to continuing to support providers as we proceed down the path of returning to normalcy in the Commonwealth.

***Licensing fees***

VDOE will not be collecting licensing fees through June 30, 2023. Licensing fees include initial application fees, renewal application fees and annual installment fees.

***Fingerprint based background check fees***

VDOE will continue to cover the cost of fingerprint based criminal history searches for individuals in child day programs and family day systems who are required to be fingerprinted. VDOE will pay for fingerprint based criminal history searches obtained through FieldPrint through June 30, 2023.

Child care providers are encouraged to be proactive planning for future budgetary expenses. When developing your budget beyond June of 2023, refer to the fingerprint fees below for planning purposes:

Employees, applicants, agents, caregivers, approved providers in a family day system and household members	\$59.00
Volunteers	\$39.00

We know this has been a uniquely difficult year for many. We thank you for your commitment to children and families in the Commonwealth. Please don't hesitate to reach out to your licensing inspector or the licensing team at [childcarelicensing@doe.virginia.gov](mailto:childcarelicensing@doe.virginia.gov) if you have questions or need assistance.

In gratitude,



Jeffrey "Jeff" S. Williams  
Director of the Office of Child Care Health and Safety