



**DATE:** June 13, 2022

**TO:** Child Day Programs and Family Day Systems

**SUBJECT:** CCAPS Provider Portal System is Back Online

Dear Child Care Provider,

The Child Care Application Processing System (CCAPS) is now back up and fully operational to accept Central Registry Search (CRS) requests, background check portability requests, initial applications for licensure and initial filings for exemption. CCAPS is limited to these features at this time. It can be accessed at <https://cclicensing.doe.virginia.gov/>.

In an effort to expedite processing times, all programs are strongly encouraged to use CCAPS when submitting background check requests, initial applications or initial filings for exemption. Should you encounter any issues using CCAPS, the following avenues are available if needed:

- A PDF version of an initial application for licensure can be obtained by contacting the [Office of Child Care Health and Safety](#) within your region.
- A PDF version of the application for registration required for family day homes wishing to become voluntarily registered can be found on the department's webpage for [voluntary registration for family day homes](#).
- A PDF version of the Statement of Intent required when filing for religious exemption can be found on the department's webpage for [religiously exempt child day centers](#).
- A PDF version of the Documentation for Certification of Preschool Programs required when filing for exemption as a certified preschool can be found on the department's webpage for [certified preschools](#).
- An electronic version of the Statement of Exemption for child day programs wishing to file for exemption from licensure under Subsection B of 22.1-289.030 of the Code of Virginia can be found on the department's webpage for [exempt child day program filing](#).
- PDF versions of the Virginia Central Registry Search (CRS) request form and the Background Check Portability request form be found on the department's webpage for [background checks](#). Please be reminded that if you choose to use these forms rather than the CCAPS system, the PDF version of the Virginia CRS form is only accepted by mail, and the PDF version of the Background Check Portability request is only accepted via email to [portabilityrequest@dss.virginia.gov](mailto:portabilityrequest@dss.virginia.gov).

Thank you for your patience while we completed maintenance on the CCAPS portal, and we apologize for any inconvenience that it may have caused.

Sincerely,

Jeffrey S. Williams  
Director, Office of Child Care Health and Safety