



## COMMONWEALTH of VIRGINIA

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

Date: September 20, 2023  
To: All Approved Child Care Subsidy Vendors in Virginia  
Copy: Local Directors, Child Care Local Case Managers and Supervisors, DSS Regional Practice Consultants, Ready Regions, Child Care Aware  
From: Clifton Wise, Child Care Coordinator, VDOE  
Amanda Kay, Child Care Subsidy Program Manager, VDSS

**Subject: Child Care Subsidy Program Update to the Oct. 1, 2022 Vendor Agreement, Paid Child Absences Have Increased**

Dear Child Care Subsidy Provider,

You are receiving this letter because your site participates in the Child Care Subsidy Program (CCSP). Pursuant to the Code of Virginia §§ [22.1-289.03](#) and [22.1-289.046](#), VDOE has the authority to set policies for the CCSP. Accordingly, this letter provides notification of an update to the number of paid child absences.

**Effective August 3, 2023, paid child absences increased from 36 paid absences to 60 paid absences per child, per fiscal year** (the fiscal year is June 1 - May 31). This increase is a result of the CCSP's ongoing efforts to support vendors like you who provide Child Care Subsidy Programming for your community.

If your program no longer wishes to be a CCSP provider due to this increase of services, you can opt out at any time by contacting Vendor Relations at [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov).

Additionally, reminders to vendors of attendance policies as well as guidance for planned and unplanned closure days were sent in June 2023 via email [[showdocument \(virginia.gov\)](#)]. Please be sure to review this guidance. If you have any questions about attendance policies, please send them to [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov).

Thank you for your participation in the Child Care Subsidy Program and for your continued service to children and families.

Sincerely,

A handwritten signature in cursive script that reads 'Clifton H. Wise Jr.'.

Clifton H. Wise Jr.  
Child Care Operations Coordinator  
Office of Early Childhood Access and Enrollment

Virginia Department of Education

*Amanda Kay*

Amanda Kay  
Child Care Subsidy Program Manager  
Division of Benefit Programs  
Virginia Department of Social Services