



## COMMONWEALTH of VIRGINIA

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

January 23, 2024

Dear Provider,

The Child Care Subsidy Program (CCSP) would like to inform you about a recent enhancement to the application process for vendors participating in the Child Care Subsidy Program. The [Subsidy Vendor Application Portal](#) has been introduced to streamline the reporting of changes in ownership and program operations.

It is imperative that any changes in ownership or program operations—including but not limited to operating hours, contact information, and program type—are promptly reported. We kindly ask you to refer to the enclosed informational sheets titled "[Change in Ownership](#)" and "[Change to Operations](#)" for comprehensive details on the correct procedures for reporting these changes.

Failure to adhere to the proper reporting process within the suggested timelines outlined in the information sheets may result in a disruption of care for authorized children.

Should you have any inquiries regarding the contents of the informational sheets or this letter, please do not hesitate to contact our Vendor Relations team at [vendor.manager@dss.virginia.gov](mailto:vendor.manager@dss.virginia.gov). We appreciate your ongoing commitment to providing valuable services to children and families.