



*Safeguarding the emotional health
of our children since 1924*

Dear Provider:

Thank you for expressing an interest in becoming a Voluntarily Registered Provider. You are setting yourself apart as a provider of childcare. By becoming registered, you become a professional with access to services, resources, and opportunities that will help you excel in your profession.

Voluntary Registration is a form of regulation set up for providers who wish to keep **no more than four children** at any one time in the provider's home. Becoming registered means that you will be able to participate in the Child and Adult Food Program (CACFP) to receive reimbursement for nutritious meals served to children in your care. You will also be eligible to participate in Child Care Aware of Central Virginia referral services, technical assistance, receive access to training and you can become a subsidy vendor. Please take the time to read this letter in full to understand the process and requirements.

Requirements

1. Retrieve the application, background check requirements, and all other documents from our website at <http://childsavers.org/voluntary-registration>.
2. Turn in completed application and forms to ChildSavers with a \$50.00 non-refundable application fee. (Business Check or money order accepted) All adults living in the household, assistants, and substitutes must complete background clearances. Fees for these backgrounds are paid by the provider and are not included in the application fee.
3. ChildSavers will schedule a home visit once we receive your completed Voluntary Registration packet. This visit is to verify compliance with the health and safety checklist. ChildSavers will recommend a Certificate of Registration once all requirements on the health and safety checklist are met.

Forms include:

- Sworn Statement of Affirmation.
- TB skin test results or TB screening dated results within 90 days of turning in application.
- Central Registry Search Background Check (\$10 per person). Please note that all people 14 years of age and older living in the home, including any residents, assistants, or substitutes are required to have this clearance.
- National Fingerprint Background Check is required and must be done on all household members 18 and older and any assistants or volunteers who are listed on the application. You must register online to have your fingerprints completed. **Please note:** A Fingerprint code will be emailed to you after submitting your initial application. The Department of Social Services will cover the cost of fingerprinting until September 30, 2023.

200 North 22nd Street, Richmond, VA 23223 | 804.644.9590

childsavers.org

All requirements must be met within 90 days of the date we receive your application. ChildSavers will only process completed and current application packets. If an application is not complete or out of date, the information will be returned to the provider. After 90 days your file will be closed if not completed. If you wish to proceed, all fees and paperwork will need to be completed again. You may mail your completed applications or drop them off in person to ChildSavers: 200 North 22nd Street, Richmond, VA 23223.

Thank you again for your interest and congratulations on taking a step forward in your growth and professional development as a childcare provider. If you have any questions please contact: Rachel Kurtz, Child Development Services Program Specialist at (804) 773-8629 or rkurtz@childsavers.org

Sincerely,

Rachel Kurtz