Child Care Subsidy Program

Deep Roots, Clear Paths:
Program Updates,
Managing Waitlists,
and Rollover Strategies

Spring 2026 BPRO Training

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Agenda and Overview

- T226 Guidance Updates
  - Recently implemented guidance updates
- Child Care PASS: Attendance Tracking Update
  - PASS data since December Go-Live, along with planned enhancements
- Slot Allocation Update
  - Status of slot allocations since October update and where we go from here
- Waitlist
  - Reset action taken since January, stats on progress, and next steps for clearing the waitlist and increasing enrollment
- Rollover
  - Important process reminders as we enter this year's rollover activities
- Discussion and Questions
  - Questions and feedback on all things CCSP

Section 1:

Guidance Updates

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CCSP Guidance Manual Updates

- Transmittal 226 is currently awaiting approval.
- In the meantime, localities should refer to Interim Guidance posted on Fusion.
- **Key Changes**
  - **Redetermination Packet:** The redetermination packet consists of the Notice of Redetermination, the Child Care Subsidy Redetermination Application, and all applicable verifications required to determine continued eligibility for the household.
  - **PASS References and Policy:** The Provider Attendance and Scheduling System, or Child Care PASS, was rolled out as the system of record for CCSP electronic attendance tracking in December 2025. This required extensive system reference and policy revisions to the Guidance Manua..

Section 2:

PASS: Attendance Tracking Updates

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PASS Launched December 1, 2025

Virginia partnered with KinderSystems to launch a new, modernized attendance tracking system called Child Care Program, Attendance, and Schedule System (PASS). Key features included:

- A reduction in administrative burden by simplifying attendance tracking and reducing manual errors.
- Accurate attendance records to support timely subsidy payments for providers.
  - No more manual attendance
  - Providers enter operating schedules, including planned days of closure
- Families log attendance using smartphone or state-issued tablets.
  - Can enter absences remotely using the mobile app
  - Providers can log attendance if a parent forgets to check in or out.
- Flexible pickup authorization allows parents to designate trusted individuals to sign children in and out.
- Providers can use PASS for all families. Only attendance data for publicly funded children is submitted to the state.

CURRENT PASS STATUS (4/7/26)

- All providers with active authorizations are registered.
- The legacy manual attendance process (emailed and sent through IVR) has been officially closed out. Provider Services is implementing a request process to allow for manual attendance submission in extenuating circumstances only.
- System transaction info to date:

Weekly Lifetime Total Transactions							
Week Of	**Android Phone**	**Android Tablet**	**iPhone**	**iPad**	**KinderBridge**	**Web**	**Total Transactions**
April 6, 2026	107,485	1,249,186	443,395	45,180	1,320,795	2,695,893	5,885,554

- Working to ensure that families partner with providers to log attendance.
- Regular communications to providers and families regarding utilization, best practices, and policy.

PASS Enhancement Status

Issue	Status
Payment Screen	**Updated**: Filters align with payment run dates, export functionality **Ongoing**: Updating/removing unnecessary fields, refining search criteria, updating “service month” to “service date”.
Electronic POSOs	**Updated**: POSO data available, family copay, FD/PD, caseworker data **Ongoing**: Child copay, pdf export capability
Absence Counter	**Ongoing**: Ability to see yearly absence totals per child **Interim Workaround**: Email childcarepass@doe.virginia.gov to request absence totals for specific child IDs
POSO/Authorization Change Alerts	**Ongoing**: System alerts when authorization information changes **Interim Workaround**: Regular POSO review prior to customer billing
CCMS Users	VDOE held PASS attendance tracking option sessions for CCMS/KinderBridge users in March. List of compatible CCMSs: https://vapass.info/active-ccms-vendors-list/

Resources for Providers, Families & Stakeholders

- KinderSystems Support: training, registration, and system questions
  - Email (supportva@kindersystems.com) or phone (1-888-211-6884).

- VDOE Child Care PASS inbox: policy or provider PASS questions
  - ChildCarePASS@doe.virginia.gov

- Key resources:
  - VAPASS Infosite: https://vapass.info
    KinderSystems site for training, support, quick reference cards (QRCs), CCMS listing, FAQs
  - VDOE Child Care PASS page:
    www.childcare.virginia.gov/providers/child-care-subsidy/child-care-pass
    Policy updates, provider and family communications, and FAQs

Section 3:

Wait List Reset

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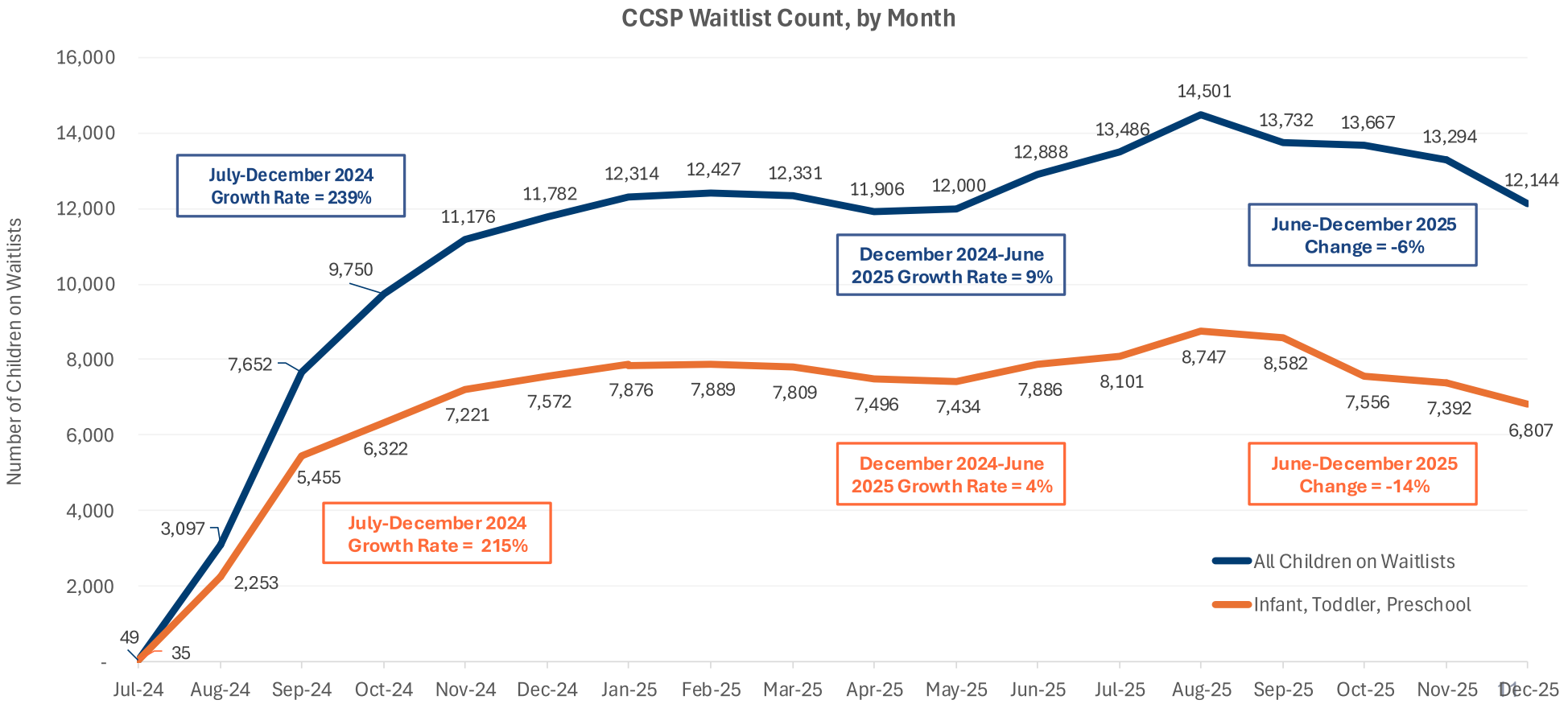
CCSP Waitlists (June 2024-Dec 2025)



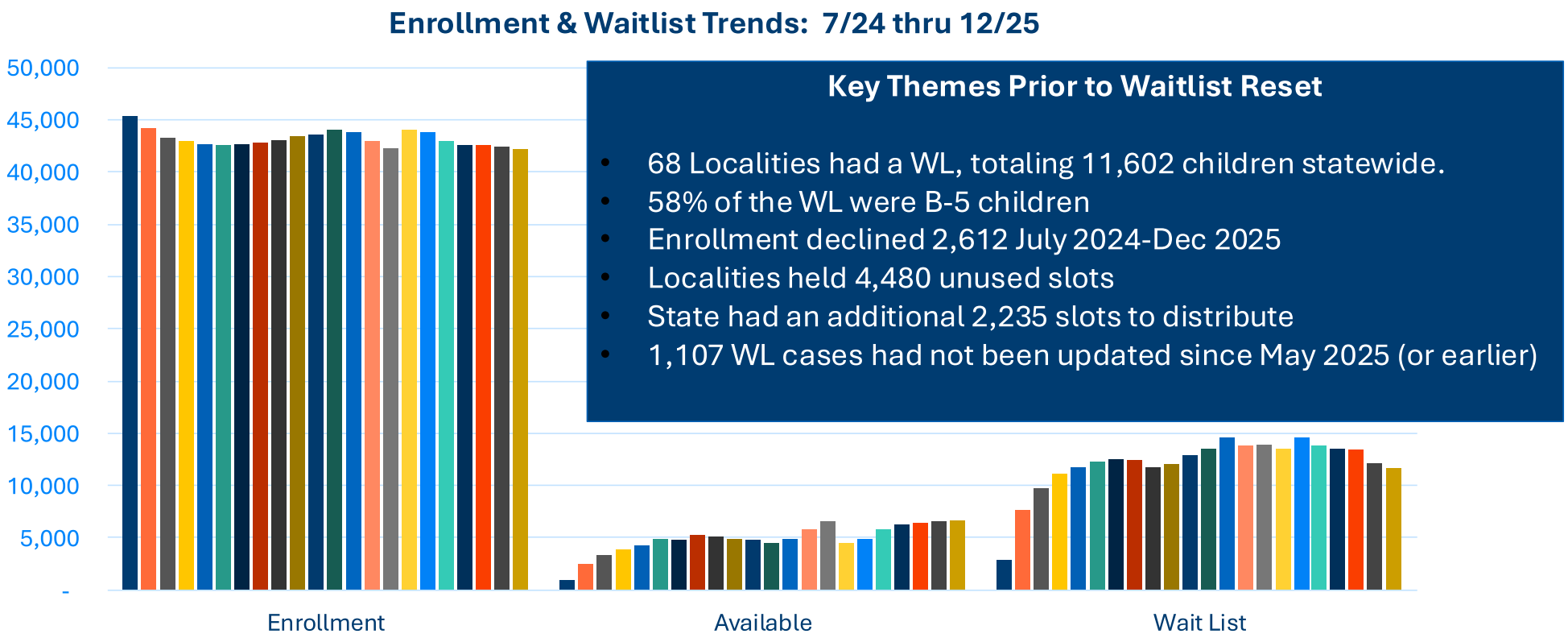
Mandated to Maximize Available Resources

The General Assembly directed VDOE to maximize all available funding to meet family demand for ECCE services.

- § 22.1-289.03 of the *Code of Virginia* requires VDOE to reallocate slots annually to ensure all funding appropriated for ECCE is used to meet family demand for services across the system.

- The FY25-26 biennial budget directs DOE to establish child targets at the local level, while ensuring local mechanisms "for maintaining waitlists *if family demand exceeds the targets*."

WAITLISTS, ENROLLMENT, AND AVAILABLE SLOTS



Key Themes Prior to Waitlist Reset

- 68 Localities had a WL, totaling 11,602 children statewide.
- 58% of the WL were B-5 children
- Enrollment declined 2,612 July 2024-Dec 2025
- Localities held 4,480 unused slots
- State had an additional 2,235 slots to distribute
- 1,107 WL cases had not been updated since May 2025 (or earlier)

WAITLIST IMPACTS ON CHILDREN AND FAMILIES

Research from Virginia families shows that accessing a subsidy has major economic implications for families and impacts children's learning and development.*

Waitlisted families experienced more child care challenges	Waitlisted	Received Subsidy
In the past month, regularly used parent/guardian only for child care	50%	29%
In the past month, paying for child care has been very hard	62%	25%
Worried that child is missing out on care that could better support learning and development	69%	21%
Waitlisted families experienced more financial challenges	**Waitlisted**	**Received Subsidy**
Had at least 1 adult unemployed and looking for work	40%	20%
Worried about running out of money	51%	36%

I've struggled to find reliable, licensed care within our budget. The wait for assistance has forced us to rely on unlicensed home daycares out of desperation, which comes with safety concerns and constant instability.

--Waitlist Survey Participant

Data from 2025 Subsidy Waitlist Survey conducted by the **Study of Early Education through Partnerships and **VDOE**, surveying 18,920 families who had been on the CCSP WL between June 2024 and June 2025. 6.548 responses were received, or 35% of eligible families.*

Phase I: January 2026

Slots Offered to Tier 1 Priority Families

- On Jan 23, localities were notified via broadcast to offer slots to all Tier 1 (B-5) priority families simulataneously.
  - Nonresponsive families were to be removed from the WL.
- New applications from Tier 1 families were placed on the WL temporarily, but were to be offered a slot within a month.
- Localities first used their available slots, then submitted requests in VaCMS as families were ready to be certified. All slot requests for B-5 families were honored.
- During this phase, applications for Tier 2 Priority and Non-Priority families were be processed in accordance with existing guidance.
- Localities were encouraged to process applications as quickly as possible, however were not penalized for delays.

Phase 2: March 2026

Individualized Updates on Waitlist and Enrollment Status

- On March 26, local Directors received a letter summarizing locality waitlist and enrollment data and waitlist policy/process reminders.
- Localities were requested to respond with:
  - Confirmation that CCSP workers are aware of correct WL management procedures
  - Optional feedback to reduce WL processing burdens
- Letters went to only 50 localities with a remaining WL after Phase 1!
- Localities who cleared their B-5 WL directed to begin working SA children.

Major Areas of Focus During Phase 2:

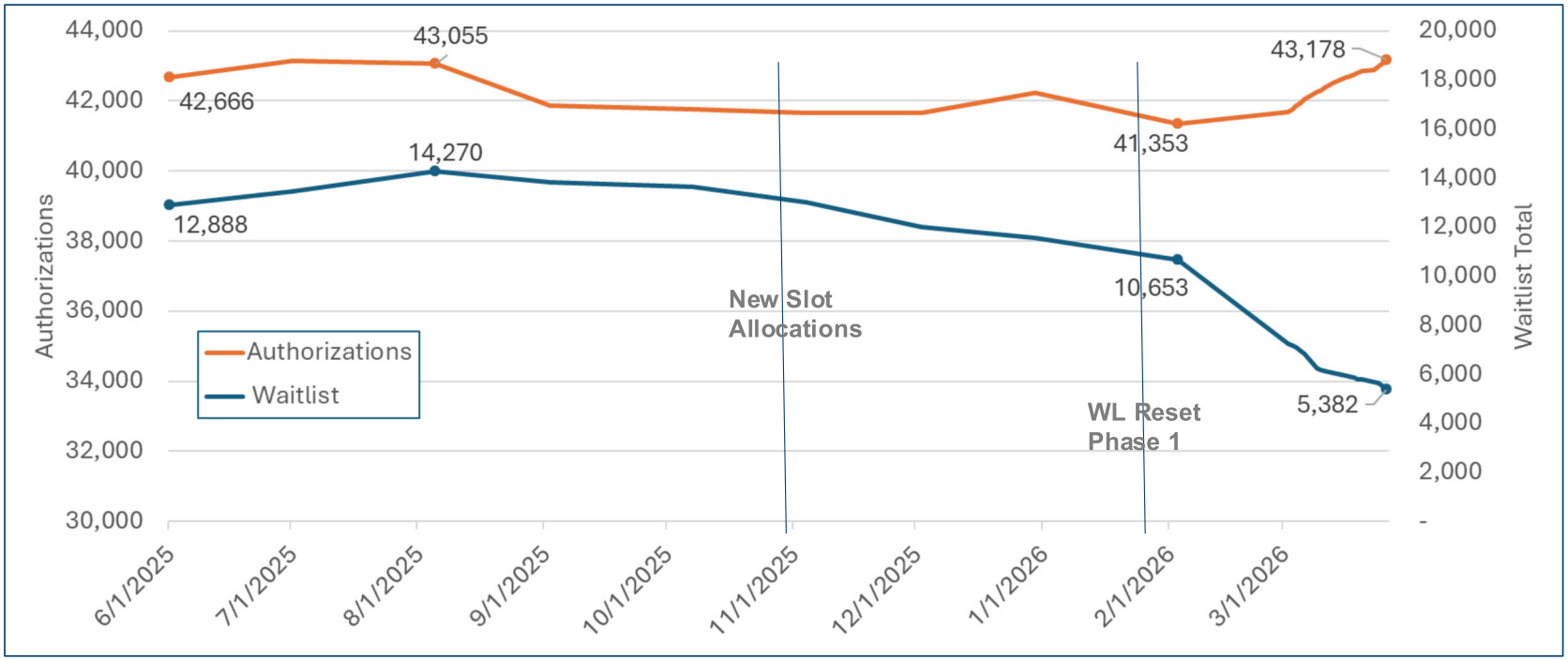
1) Update incorrect priority levels

2) Right-size ratios of available slots to children on WL

3) Review WL cases without timely updates; remove families no longer in need of care

LDSS Action and Results

CCSP Waitlist and Authorization Counts Through March 2026



Counts for both Waitlists and Authorizations are from the start of each month (i.e., on the 1st or at least within the first week of the month). Authorization counts are higher than enrollment because a child can have more than one authorization at a point in time if they have multiple providers.

LDSS Action and Results (cont'd)

Updated Waitlist numbers as of 4/20

WAITLIST TRACKING			WAITLIST DETAILS		
Date	#	Change	Infant/ Toddler	Pre-K	SA
4/13/2026	3,729	(102)	958	648	2,123
4/16/2026	3,626	(103)	901	620	2,105
4/17/2026	3,568	(58)	881	608	2,079
4/20/2026	3,460	(108)	839	585	2,036

WAITLIST AND SLOT INFORMATION		
All Waitlist	3,460	
B-5 Waitlist	1,424	
Available Slots @ LDSS	3,509	*Inflated the first week of the month due to auto closures
Available Slots @ VDOE	1,873	*Will need to be adjusted depending on the budget
All Available	5,382	*Inflated the first week of the month due to auto closures
Need/(Excess)	(1,922)	*FY26 only; FY27 VDOE slots need to be adjusted

- Full Waitlist cut by 64% since January 23.
- Enrollment increased by 843 between March and April.
- Despite known staffing challenges, LDSS continues to make impressive progress.

LDSS Feedback for State Consideration

During Phase 2, LDSS provided extensive feedback regarding processing barriers, system enhancements, and policy updates:

- Noting staffing issues and turnover.
- Request to use initial application when moving children off the WL, provided that regular updates have been made.
- Allow localities to request state slots before children are pulled from the WL or the vendor has been secured.
- Add a checkbox to VaCMS WL screen to indicate when the family is pulled so that WL numbers reflect that the caseworker is processing.
  - Tracking to reflect actual time on WL vs processing off the WL
- Remove child from WL when pulled, rather than as last step, to accurately reflect WL numbers.
- Assign a single caseworker to oversee the WL and minimize issues, ensure consistency, and support timely updates.

Phase 3: April/May

Targeted Intervention and Follow-up

- VDOE and VDSS will continue to review the status of waitlists, available slots, and enrollment and identify localities with potential ongoing processing challenges.
- The review will continue to focus on:
  - Length of time on WL, with heavier focus on B-5
  - Current and historical ratio of WL to Available Slots
  - Current and historical enrollment trend changes
  - Errors in assigning priority groups for WL children
  - Other potential risk factors.
- Locality data will be reviewed at the case level. Requests for information and action steps will also be targeted to individual localities based on targeted data.
- Working toward steady state reporting and review: all children on WL have a verified need for care.

Section 4:

Slot Allocation Updates

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SLOT ALLOCATION:TWO-PART FRAMEWORK

#1 Adjusting Local Slot Allocations

- Starting in Oct 2025, VDOE reallocated slots based on prior locality usage.
- By adjusting targets to account for processing capacity, CCSP ensures that localities have slots available to utilize through each fiscal year end.
- Local targets are adjusted based on prior processing capacity.

#2 Maintain Reserve of State-level Slots

- At the same time, VDOE maintains statewide slots for immediate need. Additional slots can be requested when a locality meets its target and has children ready to authorize for enrollment.
- Additional slots are stored in the statewide reserve to be allocated upon request, with VDOE and VDSS keeping local departments updated on the number of slots available.

Ongoing Goals: Eliminate large numbers of unused slots, meet true child care needs, increase statewide enrollment, and lower overall waitlist numbers.

State Requests and Adjustments

- Slot requests from state reserve:
  - Additional slots are requested in VaCMS when the locality has used their allotted slots and has authorized children ready to enroll.
  - Requests are reviewed and answered within 2 business days.
  - All mandatory BL 871 TANF requests are approved for children ready to authorize for enrollment, regardless of the statewide count.
- Ongoing monitoring and adjustments:
  - VDOE is regularly monitoring slots, enrollment, and WL reports to assess additional needs. Slots may be adjusted to prevent a locality's processing disruption.
  - The statewide reserve may be adjusted up or down throughout the year based on projected available funds.
    - Localities can expect upcoming slot adjustments based on the new budget assessments.

FY27 Slot Allocations

- FY27 slot allocations will be uploaded to VaCMS prior to rollover on May 1.
- There is no approved budget yet, so VDOE is focusing maintaining current enrollment levels by reviewing FY26 processing processing capacity and enrollment data.
- When creating new allocations VDOE will factor in:
  - Number of children on each locality's waitlist
  - A 5% slot cushion (rounded up, by enrollment, for each budget line)
  - Current targe allocation by budget line (as of March 20)
- Slot allocations for localities with an excess in FY26 will be determined by deducting enrollment, suspension, and waitlist numbers and adding the 5% cushion.
- For localities without excess slots in FY26, the FY7 target allocation will be based on the current allocation.
- The state reserve will be maintained to distribute as needed and increase enrollment.

* Allocations may be adjusted further after the state budge is finalized.

Section 5:

Rollover

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What is Fiscal Year (FY) Rollover?

- The child care program includes important fiscal responsibilities which revolve around the FY allocations and expenditures.
- The purpose of the FY rollover is to include the FY allocation funding in VaCMS and to encumber/obligate funding for the new FY.
- Child Targets are how the budget is established and planned for expenditures.

Key Terms

- FY- Fiscal Year
- Previous FY- The current fiscal year that you are in.
- New FY- The fiscal year that is coming next.

FY Rollover Dates

FY Rollover Schedule	
Monday- Third Week of April	School Schedule Rollover- New FY school schedules are created based on prior year school schedule with defaulted dates (automated).
Tuesday of the 3rd wk of April to the Friday of the following week (typically the 1st Friday in May)	School schedule modifications to update begin and end date and add holidays (CC Worker).
Starting the evening of the 1st Friday in May until Sunday	Authorization rollover to create the new FY authorizations (automated).
The 1st Monday after the weekend that the authorizations rolled over to the last working Friday of May.	Workers begin reviewing the new FY authorizations and generating the new FY POSO (CC Worker)
Evening of the last working Friday of May	Waitlist rollover to create new FY waitlist authorizations (Automated)
June 1	Rollover activities completed- Local Departments are expected to have completed all FY rollover actions.
June 30	Previous FY books closed.

FISCAL YEAR (FY) 2027 DATES

Date	Rollover Activity
April 20	School schedule rollover to create 2026-2027 school schedule (Automated)
May 1-3	Authorization rollover to create FY 2027 authorizations (Automated)
May 29 Evening	Waitlist rollover to create FY 2027 waitlist authorizations (Automated)
June 30	FY 2026 books closed

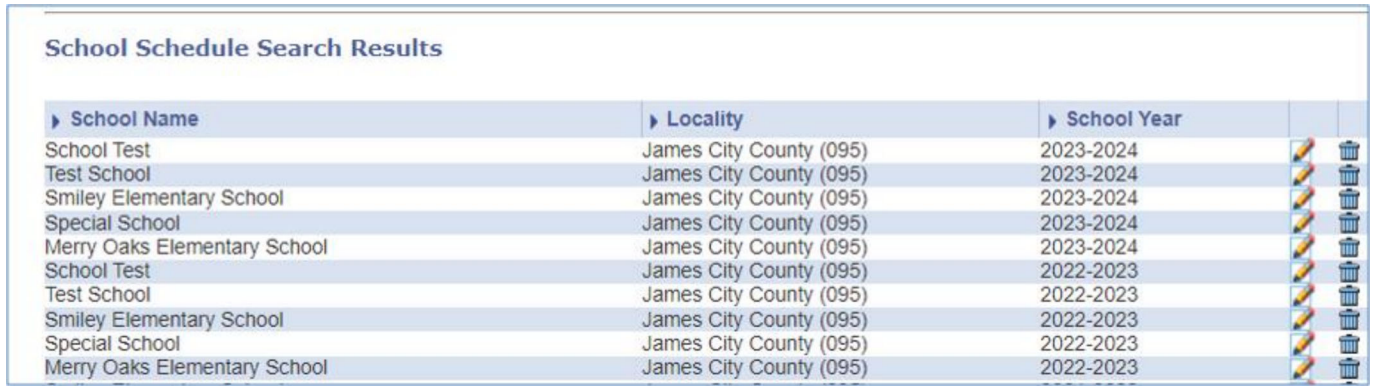
School Schedules

Tuesday of the 3rd wk of April to the Friday of the following week (typically the 1st Friday in May)

- School schedules are like a template schedule for school age children. Any changes to the school schedule will be applied to the children's authorizations through a batch process that evening.
- The naming of the school schedule is important. VaCMS will only automatically apply a school schedule for the new FY, if the child has a current FY school schedule under the same school name.
- The school schedule rollover will create a new school schedule based on the prior year's school schedule name but the schedule needs to be updated to match begin-end date of the schools locality and school holidays
- Rather than adding school holidays and snow days to each individual child's authorization, the updates can be made to the school schedule and the updates will be applied to each authorization having a school schedule assigned.

School Schedules Con’t

- New FY school schedule/changes need to be completed prior to the authorization rollover which typically begins the evening of the 1st Friday in May.



School Schedule Search Results

School Name	Locality	School Year
School Test	James City County (095)	2023-2024
Test School	James City County (095)	2023-2024
Smiley Elementary School	James City County (095)	2023-2024
Special School	James City County (095)	2023-2024
Merry Oaks Elementary School	James City County (095)	2023-2024
School Test	James City County (095)	2022-2023
Test School	James City County (095)	2022-2023
Smiley Elementary School	James City County (095)	2022-2023
Special School	James City County (095)	2022-2023
Merry Oaks Elementary School	James City County (095)	2022-2023

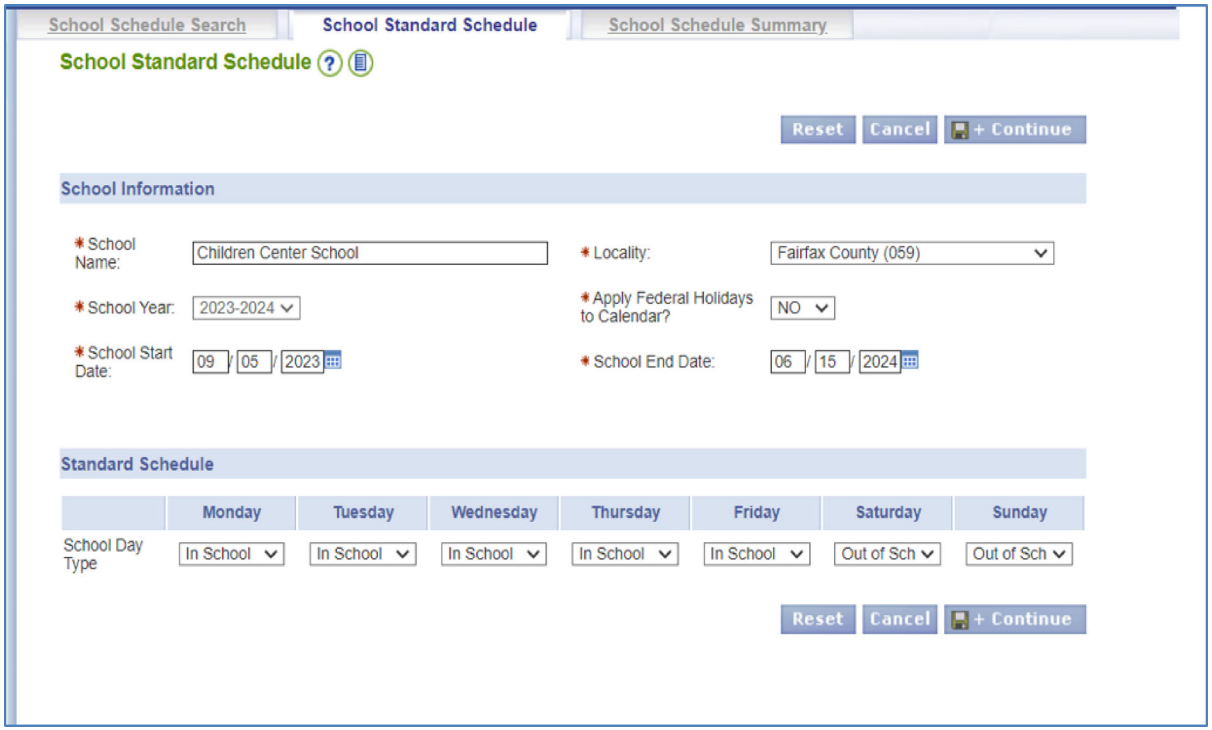
Editing School Schedules

- School schedule changes can be made up to 10 days in the past, and these will be applied to authorizations overnight.
- The school schedule changes should be made before the first Friday of May. This allows the new FY authorizations to more accurately reflect the next school years calendar. Updating the school schedule prior to the 1st Friday of May, will expedite processing the new FY POSOs following rollover.
- If local County/City school schedules are not published yet, the prior school schedule can be referenced or changes to school schedules can be made later as the LDSS gets further information from local school districts.

Editing School Schedules Con’t

Editing the new FY School Schedule for the next school year

- The begin and end dates of the school schedule are defaulted to the period of the first day of school to the last day of school. The LDSS should modify the dates to match the expected school start and end dates.
- The standard schedule shows in school Monday-Friday for the normal school period. LDSS can add school breaks to the individual calendar months.



Authorizations

Evening of the 1st Friday in May through Sunday (weekend)

- Fiscal Year Authorization Rollover Activities begin the evening of the first Friday in May.
- The FY authorization rollover is an automated process which begins the evening of the first Friday in May through Sunday.
- The previous FY authorizations are copied and new FY authorizations are created using the standard schedule that existed on the previous FY authorizations and/or the school schedule that was applicable to the child's previous FY authorization.
- The authorization schedules and copayments for each child should be reviewed for accuracy by the child care worker.
- The FY rollover will apply the school schedule to the authorization for any child having a prior year school schedule, but the authorization will need to be edited for children attending school for the first time or for children changing schools.

Authorizations cont.

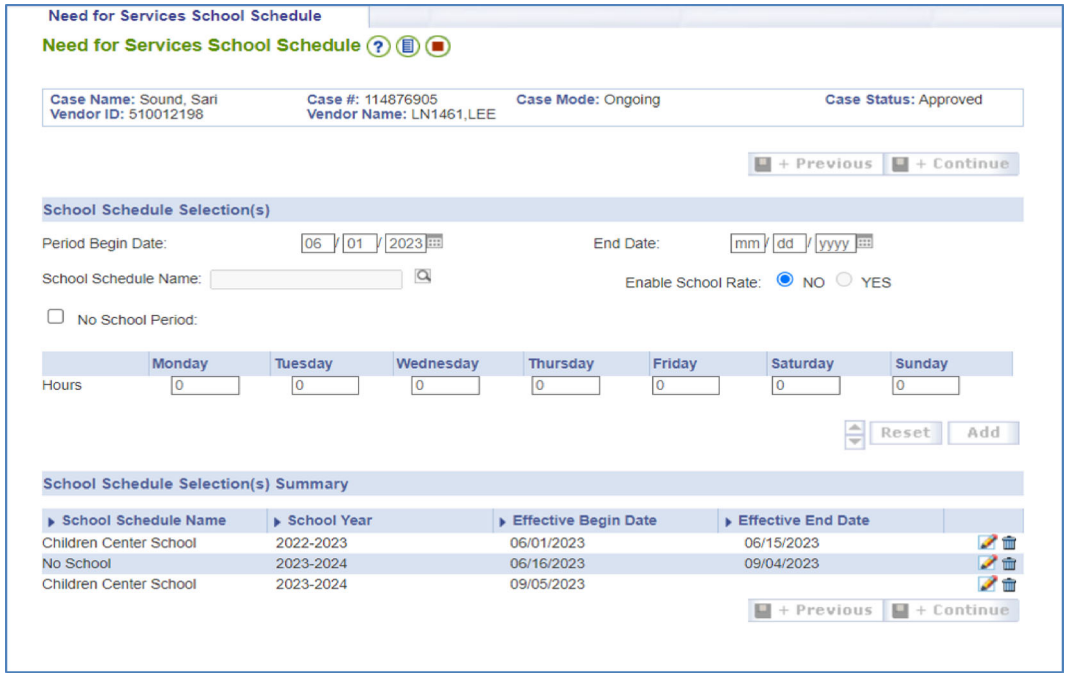
Evening of the 1st Friday in May through Sunday (weekend)

- The non-standard schedule will need to be reapplied to the new FY authorization if applicable. The automated FY rollover does not include the non-standard schedule. Workers can use VaCMS Authorization Rollover Report (under CCSP financial reports) to identify previous FY authorizations where non-standard schedules were applied
  - (Non-Standard Schedule Authorization Rollover Report Under Reports Search> Financial).
- Once the FY rollover creates the new FY authorizations the evening of the 1st Friday in May, the previous FY authorizations are discontinued effective May 31.
- The Registration Fee box must be selected for the fee to be paid in the new fiscal year.
- Case Managers should enter units in the Snow Bucket field for any emergency closure days that may occur during the fiscal year. While this functionality is not currently available in KinderSystems, it is expected to be enabled with the August 2026 system release.

New FY Authorizations

The 1st Monday after the weekend that the authorizations rolled over to the last working Friday of May.

- New FY authorizations having school schedules
- The FY rollover will apply the new school schedule to the authorizations for any children who have a school schedule.



New FY Authorizations cont.

The 1st Monday after the weekend that the authorizations rolled over to the last working Friday of May.

- All New FY POSOs should be effective June 1.
- After rollover, each child has both a previous FY and a new FY authorization. If you need to change the end date of the previous FY authorization to be shorter than May 31, you will need to discontinue the new FY authorization first.
- The discontinued previous FY authorizations can be updated for schedule or funding changes needed for May of previous FY.
- For previous FY authorizations created between the 1st Monday after the weekend that the authorizations rolled over to the last working Friday of May, the corresponding new FY segment will also need to be created.

Waitlist Authorizations

(Evening of the last working Friday of May)

- Waitlist rollover to create the new FY waitlist authorizations (Automated)

- Wait List authorization rollover occurs in VaCMS. Beginning June 1, all waiting list authorizations for pending applications received in a prior fiscal year should be entered with an effective date of June 1 or later.

-Note: If a worker creates a waiting list authorization with an effective date prior to June 1 the authorization will not appear on the Waiting List Management page for the new fiscal year.

Rollover Activities Completed

June 1

- The previous FY rollover activities should be completed by the last working Friday of May. This allows the POSO to be provided to vendors and parents reflecting the new FY schedules and vendor rate changes effective June 1.
- All previous FY books close on June 30.

FY Rollover Resources

- Additional resources available on Fusion>Child Care Subsidy Program>CCSP Home>LDSS Learning and Early Childhood Development>Case Management.
- Training links were provided in the recent broadcast and are as follows:
  - How to Apply a School Schedule to an Ongoing Authorization
  - Creating School Schedule Authorizations
  - Handling May Applications at Rollover
  - How to Apply a School Schedule to a New Authorization
  - How to Create and Edit a School Schedule

Section 6:

Closing Reflections

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QUESTIONS?

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1. Scan Code
2. Submit your question(s)!

Appendix