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DHS Announces Changes for Improvements to Monthly Subsidy Documents Submittal Process Set to Take Effect August 1

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The VI Department of Human Services' Office of Child Care and Regulatory Services (OCCRS) on Tuesday announced that in its continuing efforts to effectuate a seamless payment process, beginning August 1 all licensed child care providers (formal and informal) that participate in the subsidy program must submit electronic and hard copies of payment documentation.

D.H.S. said providers should email payment documents to vichildcarepayments@dhs.vi.gov. Providers should also arrange to submit hard copies to the OCCRS in their district, as usual.

This process allows for payment processing to begin upon receipt of the electronic copies and also creates a back-up system for verification and auditing purposes, the department said. It also

thanked providers that facilitated "a test run of the system for the months of June and July."

As a reminder, all licensed child care providers who participate in the subsidy program must have an executed Revised 2021 Provider Agreement in order to receive payments, D.H.S. said.

If you are a licensed child care provider that participates in the subsidy program and do not have an executed 2021 Agreement, contact the DHS Office of Child Care & Regulatory Services at (340) 772-7147 (St. Croix) or (340) 774-0930 ext. 4186 in St. Thomas for information on getting your Agreement executed.

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