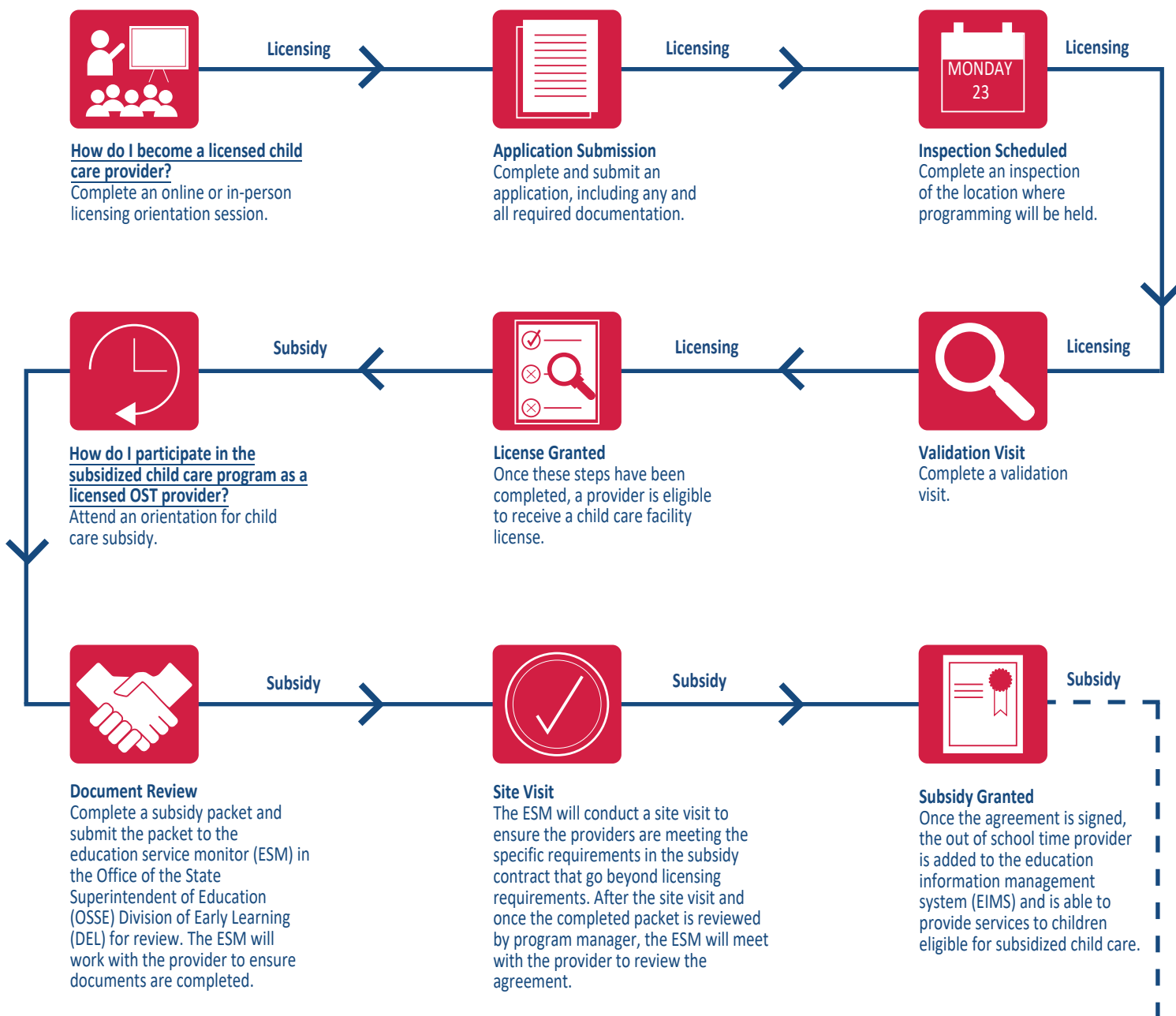


Licensing and Subsidy Flowchart for Out of School Time (OST) Providers in Local Education Agencies (LEAs)



When should subsidized child care providers renew their subsidy agreement?

All subsidized child care providers are required to renew their subsidy agreement annually using the Subsidy Agreement Renewal Application (SARA). To ensure providers are aware of this deadline, OSSE sends notice via email to all child care center directors and home providers accepting subsidy payments. There are annual mandatory trainings to review the online application renewal process, including any changes to the forms, required materials and the application. These deadlines and training dates will be communicated to providers via email each year.

Other Resources:

- o The online licensing orientation can be found at <https://osse.dc.gov/multimedia/child-development-center-licensing-orientation-webinar-and-quiz>.
- o All licensing forms can be found at <https://osse.dc.gov/service/licensing-and-compliance>.
- o Renew subsidy agreements by using the Sara Agreement Renewal Application (SARA) at <https://sara.osse.dc.gov/Application>.
- o Please visit <https://osse.dc.gov/service/child-care-subsidyvoucher-program> for more information about the subsidized child care program.
- o Please call the early childhood education (ECE) help desk at ECEhelpdesk@dc.gov or (202) 478-5903 for questions.

