

BECOMING A LEVEL I SUBSIDIZED CHILD CARE PROVIDER

To serve families receiving child care subsidies in DC, a child care provider must complete the subsidy agreement process designated by the Office of the State Superintendent of Education (OSSE). Licensed child care providers should follow these steps to become a Level I subsidized child care provider.



Complete orientation

Watch the required orientation video and take the orientation quiz. Send proof of your passing quiz score to OSSE.Subsidy@dc.gov. You must earn a score of 80 percent of higher to proceed to the next step.



Submit application and supporting documents

OSSE will provide the application, a list of required documents and an instruction guide. All areas of the application must be complete to proceed to the next step. OSSE will notify you if any information or documentation is missing from your submitted application.



Meet with a subsidy team member

An education services monitor (ESM) will contact you to schedule a meeting to review the Child Care Subsidy Provider Agreement and discuss next steps.



SCAN

to learn more about eligibility requirements, the process to required trainings.



Complete onboarding

Your assigned ESM will send you a welcome letter and subsidy resources. Each facility listed on the agreement will become active in the subsidy eligibility and assignment system. Register for the required Level I provider trainings.



Sign the agreement

OSSE will send an electronic agreement for you to sign. The **Deputy Superintendent of Early** Learning must also sign the agreement. The final signed copy with both signatures will be emailed to you for your records.



GET SUPPORT

The subsidy team is here to support you through the application process. Contact OSSE.Subsidy@dc.gov or (202) 727-3557 if you have questions or need assistance.



LEARN MORE

For more information on the DC Child Care Subsidy Program, visit osse.dc.gov/subsidy.















