

New Payment System Will Issue Education Awards & Reimbursements, Starting Jan. 1, 2016

Sent: 12/15/2015 05:40 PM PST

From: Washington State Department of Early Learning [DELCommunications@public.govdelivery.com](mailto:DELCommunications@public.govdelivery.com)

Subject: New Payment System Will Issue Education Awards & Reimbursements, Starting Jan. 1, 2016

Washington State Department of Early Learning [www.del.wa.gov](http://www.del.wa.gov)

## Important news for licensed child care providers

From the Washington State Department of Early Learning

### Dear Early Learning Professional,

Beginning January 1, 2016, the Department of Early Learning (DEL) will issue all education awards, training reimbursements, trainer support payments and Early Achievers Quality Improvement payments. Previously these payments were issued from Chaves Consulting.

### What does this mean for you?

Before DEL can issue you a payment you'll need to register as a Statewide Vendor Payee (SWV), provide tax identification information, and obtain a SWV number. When you register as a SWV you can request electronic deposit of all awards, reimbursements, and incentives directly to your bank account.

If you expect to receive an award, reimbursement, or incentive from DEL, please go to <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/VL.aspx> and check if you already have a SWV number. If you don't have SWV number, please complete the [State Wide Vendor Form](#)\*. When completed, fax the form to DEL at (360) 725-2843, or mail it to: DEL Fiscal, PO Box 40970, Olympia, WA 98504.

Once your SWV number has been issued, DEL will be able to immediately process any future award, reimbursement, or incentive payments for which you are eligible (as long as your SWV number has been used within the last two years).

On our website we linked [a poster for you](#) to print and post to help you with any future payments from DEL.

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\*Once a Statewide Vendor Payee number is created, it remains in effect, and can be used for future State Agency/DEL payments. Any changes including, but not limited to, a legal or business name change, address change, or preferred banking/direct deposit information will need to be made by the Payee by completing an updated SWV Registration form.

SWV records will remain active for up to two years with no activity, but can be reactivated at any time with completion of an updated SWV Registration form.

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**As always, please talk with your DEL licensor if you have questions or need more information.**

**[Find your licensor's contact information.](#)**



Washington State Department of  
**Early Learning**

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