

From: Licensing [mailto:DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)
Sent: Thursday, January 30, 2014 10:27 AM
To: DSS_Licensing
Subject: Revised Applications and Addenda

This file is being sent to providers of adult day care centers, assisted living facilities, children's residential facilities, child placing agencies, child day centers, short-term child day centers, family day homes, family day systems, child caring institutions and independent foster homes from the Virginia Department of Social Services Email Distribution Service.

*****Please do not reply to this email.*****

January 29, 2014

TO: All Programs Licensed by the Division of Licensing Programs

**FROM: Lynne Williams, Director
Division of Licensing Programs**

SUBJECT: Revised Applications and Addenda

The Initial Application for Licensure, the Renewal Application for Licensure, and the Program Addenda to the application have been revised. These revised forms have been added to the Department of Social Services' public website and can be found by clicking on the appropriate program at <http://www.dss.virginia.gov/about/licensing.html>

The only major change to the Initial and Renewal Applications is:

- A section was added to list the names of individuals with a 5% or more ownership interest in the corporation, partnership, association, limited liability company, or business trust that is the licensee. This information is necessary in order for the Division of Licensing Programs to evaluate whether a change of ownership has occurred.

The only major changes to the Program Addenda are:

- For Initial Applications, background checks for licensees and agents do not have to be submitted with the application, but must be available to the Licensing Inspector when the initial inspection is conducted.
- For Renewal Applications, only background checks for licensees and agents not previously listed on an application must be submitted with the application. Up-to-date background checks for other current licensees and agents of children's programs (except

children's residential facilities, including child-caring institutions) must be available to the Licensing Inspector when a renewal inspection is conducted.

If you have any questions, please contact your licensing inspector.

Thank you.