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To: licensinglistserv@virginiainteractive.org
Subject: Revisions to General Procedures and Information for Licensure

This file is being sent to providers of child day centers and short-term child day centers from the Virginia Department of Social Services Email Distribution Service.

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To: Licensed Child Day Centers and Short-Term Child Day Centers
FROM: Lynne A. Williams, Director
Division of Licensing Programs
SUBJECT: Revisions to General Procedures and Information for Licensure

The Division of Licensing Programs regulation General Procedures and Information for Licensure has been revised, effective July 17, 2013, to bring it into conformity with changes made to the Code of Virginia by the 2013 Session of the General Assembly. This action was exempt from the full Administrative Process Act regulatory process because its purpose was strictly to conform to changes in state law and no agency discretion was involved.

The changes specify that (1) the Department of Social Services (DSS) shall make an investigation of an applicant for licensure's financial responsibility only upon receipt of the initial application; (2) financial records of an applicant shall not be subject to inspection if the applicant submits an operating budget and at least one credit reference; (3) records that contain confidential propriety information furnished to DSS pursuant to § 63.2-1702 of the Code of Virginia shall be exempt from disclosure pursuant to subdivision 4 of § 2.2-3705.5; and (4) the commissioner of DSS shall issue an appropriate license to the applicant only if, among meeting other requirements, at the time of the initial application the applicant has submitted an operating budget and at least one letter of credit.

Specifically, the changes:

- Add to 22 VAC 40-80-20 C (Preplanning) a statement that on receipt of the initial application the department will investigate the financial responsibility of the applicant.
- Create in 22 VAC 40-80-160 (The Investigation) a new section A stating that upon receipt of a new application the commissioner shall (1) investigate the activities, services and facilities of the applicant and his character and reputation, (2) if the applicant is an association, partnership, limited liability company or corporation, investigate the character and reputation of its officers and agents, and (3) upon receipt of the initial

application, investigate the applicant's financial responsibility. The remainder of this standard has been re-lettered to reflect this addition.

- Add to 22 VAC 40-80-160 C (new D) language stating that records containing confidential proprietary information furnished to the department pursuant to this section shall be exempt from disclosure and that at the time of the initial inspection, the financial records of an applicant shall not be subject to inspection if the applicant submits an operating budget and at least one credit reference.
- An exception in 22 VAC 40-80-160 C (new D) pertaining to inspection of financial records of child welfare agencies was deleted as the new language regarding inspection of financial records will also apply to child welfare agencies.

The updated General Procedures and Information for Licensure regulation may be found on the DSS public website at

http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.cgi Please carefully review 22 VAC 40-80-20 and 22 VAC 40-80-160 so that you are knowledgeable of the updated provisions of the regulation.

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

Thank you.