

The documents below (except Adult Training Manuals) can be found on the Department of Social Services' public website: <http://www.dss.virginia.gov/>

Publication	Quantity	Cost	Total Cost
<b>All Programs – Regulations and Technical Assistance</b>			
General Procedures and Information for Licensure		\$ 5.00	
<b>Adult Programs – Regulations and Technical Assistance</b>			
Standards and Regulations for Licensed Adult Day Care Centers		\$ 5.00	
Standards for Licensed Assisted Living Facilities		\$ 8.00	
Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers		\$ 5.00	
<b>Adult Training Manuals</b>			
Training Manual – Assisted Living Facility Direct Care Staff Training		\$ 25.00	
Training Manual – Special Care for Special Persons: Basic Skill Building for Caregivers of People with Cognitive Impairment		\$ 25.00	
<b>Children’s Programs</b>			
Standards for Licensed Child Day Centers		\$ 8.00	
Standards for Licensed Family Day Homes		\$ 8.00	
Licensed Family Day Homes’ Forms Packet		\$ 5.00	
Standards for Licensed Child-Placing Agencies		\$ 8.00	
Standards for Licensed Children's Residential Facilities		\$ 8.00	
Voluntary Registration of Family Day Homes Requirements for Providers		\$ 5.00	
Background Checks for Child Welfare Agencies		\$ 5.00	
Information for Religiously Exempt Child Day Centers		\$ 8.00	

Total Amount Enclosed: \_\_\_\_\_

Mail ordered material to:

Name \_\_\_\_\_  
 Street Address or PO Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Make check or money order payable to: **Treasurer of Virginia**  
**Do not send cash.** (A fee of \$50.00 will be charged for any check returned due to insufficient funds.)

Mail this form with payment to:  
 Virginia Department of Social Services  
 Division of Licensing Programs  
 801 East Main Street, 9<sup>th</sup> Floor  
 Richmond, Virginia 23219-2901  
 Attn: Licensing Fiscal Technician

<b>Office Use Only</b> Date Received: / / Date Shipped: / /
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