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From: **Edwina Williams** <edwina.williams@dss.virginia.gov>

Date: Thu, Mar 1, 2018 at 3:11 PM

Subject: Revised Initial and Renewal Applications for Licensure and New Pre Licensure Resource Documents

To: DSS_LICENSING@listserv.cov.virginia.gov

The attached file is being sent to family day homes, family day systems, child day centers, voluntarily registered family day homes, child placing agencies and children's residential facilities from the Virginia Department of Social Services Email Distribution Service.

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DATE: March 1, 2018

TO: Family Day Homes
Child Day Centers
Licensed Family Day Home System
Voluntarily Registered Family Day Homes
Child-Placing Agencies
Children's Residential Facilities

FROM: Charlene Vincent, Director
Division of Licensing-Children's Programs

SUBJECT: Revised Initial and Renewal Applications for Licensure and New Pre Licensure Resource Documents

The Department is excited to share with providers that on (date), the Division of Licensing-Children's Programs posted new Initial and Renewal Applications for Licensure.

1. WHY HAVE THE APPLICATIONS BEEN REVISED?

The department's goals for revising the applications were to:

- Develop an application that is simplified and user friendly
- Create an application for *each* program type
- Reduce paperwork, printing and processing for applicants and for current providers
- Facilitate easy access for applicants and providers of all pre licensure documents and applications on the public website

2. HAVE SOME THINGS ON THE APPLICATION REMAINED THE SAME?

Yes. Although the applications have been revised, much of the required information remains the same.

3. WHAT OVERALL CHANGES HAVE BEEN MADE TO THE APPLICATIONS?

- **PQI:** Request for Personal Identifying Information (PQI) has been removed from the application
- **DOLP Use and Application Agreement:** The Information for DOLP Use and the Application Agreement have been moved to the beginning of all applications

- **Fillable PDF:** All applications are fillable pdf documents. You now have the ability to type information directly into the application document
- **Check Boxes:** Check boxes have been added to replace the need to handwrite most information

4. THE FOLLOWING HAVE BEEN ADDED TO THE APPLICATION:

PART TWO (2) BUSINESS ENTITY TYPE:

- Clear Instructions for completion and submission
- Clarification when choosing business entity type, to include instructions on which individual page needs to be sent in with your application

PART THREE (3) REQUIRED ATTACHMENTS:

- Complete List of Required Attachment Checklist-To help ensure that providers are submitting all required documents/information to make the application complete.
- A column was added to the Checklist to allow the applicant/provider to make a check mark as they complete each required attachment. The goal is that applicants use the column as an organizational tool to assist in ensuring the application is complete.
- A copy of a Certificate of Use and Occupancy is required.
- Out -of- state central registry check-are required for individuals who have lived outside Virginia in the past 5 years. Effective July 1, 2017 for all child care programs. (N/A Children's' Residential (CRF)
- Revised Staff Information Form- Required to be completed at application.
- Documentation if using a "fictitious" name for the business entity.
- Documentation of current standing with the Virginia State Corporation Commission (SCC) for the Business Entity Type-Corporation is required with each application.

5. NEW PRE-LICENSURE DOCUMENTS

The department has created two new pre licensure documents which will be posted on the

public website:

- **“Welcome to Licensure Letter”**
This letter is the first step for individuals who are thinking about offering care for children in a licensed program.
- **“Steps to Apply Letter”**
This letter is for individuals who have made the decision that they want to offer care to children in a licensed program and provides information on things to do before submitting a licensing application.

6. GRACE PERIOD

- Applicants/Providers can begin completing and submitting the new applications at any time.
- The Division of Licensing Programs will continue to accept the current versions of the Initial and Renewal Applications for Licensure through July 1, 2018.
- *After July 1, 2018, only* new applications will be accepted.

If you have any questions, you may contact your licensing inspector or the regional licensing office that serves your location for information. A list of regional licensing office contact information can be found at:

http://www.dss.virginia.gov/files/division/licensing/contacts/dolp_district_children.pdf