

Commonwealth of Virginia
Virginia Department of Social Services
Office of the Commissioner
7 N. 8th St.
Richmond, VA 23219

Commissioner's Memo No. 006

DATE: December 19, 2007
TO: Directors of Local Departments of Social Services
FROM: Anthony Conyers Jr.

Directors,

[Commissioner's Memorandum #3](#), dated October 23, 2007, provided information related to Local Review Team activities. One of the items discussed dealt with claiming rent and/or facility costs. At that time, we indicated guidance related to rent and/or facilities costs would be forthcoming via a LASER Manual update. We are now prepared to move forward with the LASER Manual update. A broadcast announcing the availability of the update will be issued tomorrow.

Since this notification was provided in October, Central Office staff members have worked with the League Admin Committee on the guidance, worked directly with several localities on specific space issues in their localities, and gained approval from the State Board to follow the state guideline with the allocation of space in Local Departments of Social Services.

The guidance related to the local space allocation is issued prospectively. It should be adopted and applied to new lease processes or local facility arrangements that commence on or after January 1, 2008. The standard square footage allocation per staff member can be augmented by special needs of Local Departments of Social Services. Please contact your Regional Administrative Manager if additional information is required or desired.

Thank you for your attention.

AC/VDSS