From: Williams, Edwina <edwina.williams@dss.virginia.gov>
Date: Wed, Jul 7, 2021 at 6:32 PM
Subject: VDSS DOLP Office Updates
To: <DSS_LICENSING@listserv.cov.virginia.gov>

The attached file is being sent to assisted living facilities and adult day care centers from the Virginia Department of Social Services Email Distribution Service.

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DATE: July 7, 2021
TO: Assisted Living Facilities
    Adult Day Care Centers
FROM: Tara Ragland, Director, Division of Licensing Programs (DOLP)
RE: VDSS Licensing Offices Update
WHEN: Effective Immediately

The purpose of this memo is to inform licensed Assisted Living Facilities and Adult Day Care Centers of updates to Licensing Administrator supervisory assignments and licensing office mailing addresses and FAX numbers.

Updated Licensing Administrator office assignments and mailing addresses:

Nancy Hunter- Licensing Administrator (540) 309-2796
- Fairfax Licensing Office
- Northern Licensing Office
- Valley Licensing Office

**Change:** For the Fairfax/Northern and Valley Offices, please mail licensing fees, applications and any other correspondence to:
57 Beam Lane, Suite 102
Fishersville, VA 22939
FAX (540) 332-7748
For licensing applications, please put ATTN: Application Processing
Ivy Burnham – Licensing Administrator (757) 985-4958
  • Eastern Licensing Office

Kindra Jennings – Licensing Administrator (757) 247-8020
  • Peninsula Licensing Office

**Change:** For the Eastern/Peninsula Offices, please mail licensing fees, applications and any other correspondence to:
11751 Rock Landing Drive Suite H6
Newport News, VA 23606
FAX (757) 247-8024
For licensing applications, please put ATTN: Application Processing

Michele Pennings- Licensing Administrator (276) 608-3571
  • Piedmont Licensing Office
  • Western Licensing Office

**Change:** For the Western/Piedmont Offices, please mail licensing fees, applications and any other correspondence to:
190 Patton Street, Suite 100
Abingdon, VA 24201
FAX 276) 676-5621
For licensing applications, please put ATTN: Application Processing

Leigh Burke (804) 297-5517
Central Licensing Office

**NO CHANGES to the mailing address or FAX number

Robin Ely (804) 382-3977
**NO CHANGES to the mailing address or FAX number.

Please contact your licensing inspector with any questions. Thank you for all that you do for the children and adults in the Commonwealth.