

## State Board of Social Services

### FAQs

#### **1. How often does the Board meet?**

Meetings are held in February, April, June, August, October and December. The Board sets their meeting schedule in October each year.

#### **2. Where are Board meetings usually held?**

Board meetings may be held throughout the various regions of the Commonwealth, but typically near the Richmond area. This may vary, however, and the public should check meeting notices for locations, as discussed in #3 below.

#### **3. Where can I find meeting notices and the agenda?**

Meeting notices and agendas are posted at least seven days prior to the meeting date in the following locations:

Commonwealth Calendar, <http://www.virginia.gov/cmsportal3/cgi-bin/calendar.cgi>.

Regulatory Town Hall, <http://www.townhall.virginia.gov/L/meetings.cfm?time=future>

Department of Social Services, [http://www.dss.virginia.gov/geninfo/state\\_board/index.cgi](http://www.dss.virginia.gov/geninfo/state_board/index.cgi)

#### **4. Is there time for the public to comment during Board meetings?**

The State Board of Social Services provides for a public comment period at every meeting. It generally begins at 1:30 on the first day of the meeting, but check the meeting agenda prior to the meeting day to confirm the exact time.

#### **5. If I want to speak during the meeting, how long am I given and what can I expect?**

The State Board generally allows each speaker five minutes. Either in or near the meeting room, you will see a sign-in table for members of the public who wish to speak. The sign-in sheet will request your name, address and the topic on which you plan to speak. Upon calling the meeting to order and opening the public comment period, the State Board chair will call each speaker by name. When called, you would be asked to approach the podium and deliver your comments. A timer is used and will signal the end of your allowed time. You may also provide your comments in writing to the Board Clerk at the conclusion of your oral comments.

**6. How can I send written comments to the Board?**

Comments can be sent to the Board via email at [state.board@dss.virginia.gov](mailto:state.board@dss.virginia.gov), and by U.S. Mail to State Board of Social Services, 804 E. Main Street, Richmond VA 23219.

**7. I want to check the status of a specific Board regulatory action. How can I do this?**

The Virginia Regulatory Town Hall is the comprehensive source of information about proposed changes to Virginia's regulations. **This site also facilitates public participation through online comment forums** and an email notification service. The Virginia Regulatory Town Hall is accessed at <http://www.townhall.virginia.gov/index.cfm>.

Please note:

- ✓ Public comments on State Board of Social Services regulatory actions posted to the Regulatory Town Hall are communicated to the State Board of Social Services.
- ✓ The Regulatory Town Hall site is maintained by the Virginia Department of Planning and Budget and covers regulatory activities of multiple bodies and state agencies.

**8. Where can I find a list of Board members and minutes from previous meetings?**

This information is available at the Department of Social Services' website, [http://www.dss.virginia.gov/geninfo/state\\_board/index.cgi](http://www.dss.virginia.gov/geninfo/state_board/index.cgi). Minutes are also available at the Regulatory Town Hall and Commonwealth Calendar (see # 3 above for web addresses).