



How to request a VLC Profile (Local Agency, Community Partners, Contractors)

Background:

It is extremely important to have the information contained into your VLC profile to ensure you are assigned the appropriate training that corresponds with your role.

Where do I submit my request: localsupport@dss.virginia.gov

What information do I need to submit:

- Last name
- Middle name
- First name
- Agency
- Email
- Supervisor
- Job Title (HR Title)
- Role (This is your caseload, for example: VDSS -Benefits Program Specialist (BPS) (TANF), VDSS – Child Protective Services (CPS), etc.

Example roles (a person can be more than one, and you would just provide all the information).

- VDSS – Administrative (need to know if they submit VAMS)
- VDSS – Benefits Program Specialist (with caseload) (for example: ABD Med, FC Med, LTC Med, SNAP, TAF, etc.
- VDSS – Child Care (CC)
- VDSS – Adoptions (AP)
- VDSS - Adult Protective Services (APS)
- VDSS – Child Protective Services (CPS)
- VDSS – In-Home Services Prevention (IHP)
- VDSS – Other
- VDSS – Permanency (PM)

Submission Tips:

- Submissions for VDSS – Administrative profiles. You must identify if they input VACMS Data or not on your submission.
- Submissions for VDSS – Benefits profiles. You must identify their job fully. For example: Benefits Program Specialist (ABD/FC/LTC/SNAP/TANF, etc.)
- Submissions for VDSS Family Services profiles. You must identify their caseload with what their caseload is in OASIS.