



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
- Role (provide number from the acceptable job title list)
- Did the member have a previous VLC profile and from what agency?

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.) (specific Number)
- Submissions for VDSS Family Services profiles. You must identify their caseload with what their caseload is in OASIS. (Specific Number)
- Only submit one profile request per email