



COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

S. Duke Storen
Commissioner

May 28, 2026

MEMORANDUM

TO: Members, State Board of Social Services

FROM: Duke Storen *S. Duke Storen*

POLICY: Administrative/Human Resources Manual for Local Departments of Social Services

ACTION: Approve Manual Updates to Chapter 1 and 4

The Administrative/Human Resources Manual for Local Departments of Social Services sets forth policies and procedures for local departments of social services that follow the Department of Social Services' (DSS) policies. The State Board of Social Services (Board) authority to approve such policies is established in §§ [63.2-217](#) and [63.2-219](#) of the Code of Virginia.

Chapters 1 and 4 will be presented for Board consideration at the June 15, 2026, meeting as follows:

- Chapter 1, *Equal Employment Opportunity & Accessibility*. The Board initially approved updates to Chapter 1 at the **December 2025** meeting. Subsequently during executive review, the need for an additional change was identified.
- Chapter 4, *Leave & Related Areas*. Updates pertain to the Family and Medical Leave Act and other leave topics.

I request that you approve the updates to Chapters 1 and 4 for submission to the Office of Secretary of Health & Human Resources. If you have questions concerning this action, please

contact Jennifer Wright, Compliance Program Manager, Division of Human Resources, at 804-726-7033, Jennifer.wright@dss.virginia.gov.

DS:kc

Attachments