

Virginia Department of Social Services (VDSS) Division of Licensing Children's Programs

VELA Required Documentation List for CRF Initial Applications

This document provides information on the list of required documents to be submitted with the Children's Residential Facility (CRF) Initial Application through VELA. Make sure all of the listed documents below are uploaded into VELA prior to submitting the initial application. The VELA system will prompt you to upload the following documents:

| DOCUMENTATION LIST (Mark all attachments submitted) | | |
|---|-----|--|
| <input type="checkbox"/> | 1. | Annual Operating Budget The budget form on the public website contains the information required for initial application. It is a model form so applicants may submit their own budget or one from their accountant as long as the budget contains information similar to that on the model form. Annual Operating Budget (PDF) |
| <input type="checkbox"/> | 2. | Credit Reference for the Business Entity |
| <input type="checkbox"/> | 3. | Copy of a "Certificate of Use and Occupancy." If one cannot be obtained, please speak with your licensing inspector. |
| <input type="checkbox"/> | 4. | A copy of a fire inspection conducted by the appropriate fire official within the last 12 months, in accordance with the VA Statewide Fire Prevention Code (13VAC5-51-91). |
| <input type="checkbox"/> | 5. | Copy of a Report of Environmental Sanitation Inspection conducted by the Department of Health within the last 12 months. |
| <input type="checkbox"/> | 6. | Floor plans (blueprint or drawing) These plans should indicate the exact dimensions of rooms to be used, including room length and width; function of each room; toilet facilities, including number of basins and toilets; and position of any fixed equipment and furniture and number of sleeping areas. |
| <input type="checkbox"/> | 7. | Written documentation of the licensed program's "chain of command" or organizational chart to include all individuals who are responsible for operational and management decisions. |
| <input type="checkbox"/> | 8. | Resumes for the Chief Administrative Officer (CAO) and Program Director (PD) |
| <input type="checkbox"/> | 9. | Written confirmation of Program Director's qualifications. |
| <input type="checkbox"/> | 10. | Evidence that staff have been trained on appropriate siting of children's residential facilities, good neighbor policies, community relations, and Shaken Baby Syndrome and its effects, pursuant to § 63.2-1737.D |
| <input type="checkbox"/> | 11. | Contingency Plan for Operational Responsibility - A written decision-making plan that shall provide for a staff person with the qualifications of the chief administrative officer or program director to be designated to assume the temporary responsibility for the operation of the facility. Each plan shall include an organizational chart. |
| <input type="checkbox"/> | 12. | A copy of all forms to be used by children's residential facility if different from the model forms provided by the Department of Social Services. |

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|--------------------------|-----|---|
| <input type="checkbox"/> | 13. | Staff Information Sheet - List all identified staff with position titles, including the Chief Administrative Officer (CAO) and Program Director (PD). The Staff Information sheet is a model form found on the DSS website. Applicants may submit their own staff information sheet as long as it contains all the information as the model form. Staff Information Sheet (PDF) |
| <input type="checkbox"/> | 14. | Job descriptions for each position listed on the Staff Information Sheet |
| <input type="checkbox"/> | 15. | Name, phone number, and email address of Community Liaison (the individual who shall be responsible for facilitating cooperative relationships with the neighbors, schools systems, local law enforcement, local government officials, and the community-at-large). |
| <input type="checkbox"/> | 16. | Comprehensive written descriptions addressing objectives of the organization, criteria for admission, supervision policies and procedures. |
| <input type="checkbox"/> | 17. | Any advertising materials to be published, disseminated, circulated, or placed before the public, directly or indirectly. |
| <input type="checkbox"/> | 18. | Information regarding any complaints, enforcement actions, or sanctions against a license to operate a children's residential facility held by the applicant in another state pursuant to § 63.2-1701. <input type="checkbox"/> No complaint, action, or sanction against a license held by the applicant from another state. |
| <input type="checkbox"/> | 19. | If applicable, documentation of the legal fictitious name registered with State Corporation Commission. |

The documents below are required but there will not be a prompt in the VELA system.

| DOCUMENTATION LIST (Mark all attachments submitted) | | |
|---|----|---|
| <input type="checkbox"/> | 1. | A copy of all required policies and procedures of the CRF. |
| <input type="checkbox"/> | 2. | VELA Required Supplemental Information for CRF Initial Applications |

Upload a copy of all required policies and procedures of the CRF documents when prompted to upload “**Comprehensive written descriptions addressing objectives of the organization, criteria for admission, supervision policies and procedures**”.

Upload a copy of the VELA Required Supplemental Information for CRF Initial Applications form when prompted under “**Required Document List**”.