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Subject: Revisions to Initial and Renewal Applications Memo

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: August 27, 2026

TO: Assisted Living Facilities

FROM: Tara Ragland, Director, Division of Licensing Programs

SUBJECT: Revisions to Initial and Renewal Applications

The Division of Licensing Programs has revised the initial and renewal applications for licensure for Assisted Living Facilities (ALFs). The following revisions were made:

- Addition of administrator phone number and email address.
- A change in the requirement for all policies and procedures for the initial application and revised policies and procedures for the renewal application to submission of only policies and procedures required by regulation.
- The *Initial Application Form* and *ALF Program Addendum* have been combined into one document.
- The Staff Information Sheet was updated to include which staff have received AED training.
- A statement was added that Criminal Background Checks and Sworn Statements will be reviewed on-site and should not be submitted with applications for licensure.

The *ALF Program Addendum* has been removed from the ALF website and a list of required ALF policies and procedures have been added [here](#). Previous initial and renewal applications will be accepted through September 30, 2026. Beginning October 1, 2026, only the new applications will be accepted.

Thank you for your attention to this important matter.