



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: March 8, 2016

TO: Licensed Child-Placing Agencies

FROM: Charlene Vincent, Director, Division of Licensing- Children's Programs

SUBJECT: **Change of procedure – Separate licenses for each location**

This memo is to advise all licensed child-placing agencies (LCPA) of a change in procedure effective July 1, 2016. At the time of your agency's license renewal, separate applications will be required for each location where child-placing agency services are conducted.

Background

The Code of Virginia, § 63.2-1701.B, requires "Any two or more licenses may be issued for concurrent operation of more than one assisted living facility, adult day care center, or child welfare agency, but each license shall be issued upon a separate form." This change will bring LCPA into compliance with the Code and into conformity with the procedures for all other programs licensed by the Department of Social Services (DSS).

Procedure

For licenses with an expiration dates before July 1, 2016, all offices will continue to be listed on one license. You do not need to submit any additional applications at this time. This change will take effect with the license expiring after July 1, 2016.

For licenses with an expiration date July 1, 2016 or after,

- A renewal application should be submitted for the office that the LCPA currently has designated as its primary location.
- Each branch office will need to submit a complete initial application, Part I and Part II, excluding the fee. On the DSS website, these forms appear as "Initial application" and "LCPA addendum". **The \$70.00 application fee will be waived for the branch offices currently listed in the stipulation box on the face of your license.**
- If your agency has more than one branch office, with few exceptions, the required attachments for the initial application only need to be submitted once for the business entity (see table).

At each subsequent renewal, a separate renewal application, including the application fee, must be submitted for each licensed location.

This change only applies to offices from which child-placing activities, as defined in Standards for Licensed Child-Placing Agencies, 22 VAC 40-131, are conducted. If your agency maintains a separate office for administrative functions, such as billing and human resources, these locations do not require a separate license.

Separate locations of the same agency may be assigned to different Licensing Specialists. If you have questions not addressed by the memo or the regulation, please contact your Licensing Specialist.

Table

Required Item	Submit one for business entity	Submit separately for each location
Reference letters	X	
Personal Qualifying Information form (if applicable)	X	
State Corporation Commission certificate	X	
Annual Operating Budget		X
Credit reference	X	
Articles of Incorporation (if applicable)	X	
Constitution or bylaws (if applicable)	X	
Articles of organization (if applicable)	X	
Sworn disclosure forms for individuals listed in Part I, Section 2	X	
Criminal history record report for individuals listed in Part I, Section 2	X	
Child Protective Services Central registry checks for individuals listed in Part I, Section 2	X	
Name of management company, if applicable		X
Fee schedule*	X	X
Program statement**	X	X
Staff Information Sheet		X
Job descriptions***	X	X
Work and education requirements for staff		X
Written directions		X
Hours of operation		X

*If the fees vary by location, a separate fee schedule should be provided for each location.

**If the programs and services differ by location, a separate program statement should be submitted.

***If the job descriptions vary by office, separate job descriptions should be submitted.