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Subject: VDSS DOLP Office Updates
To: <DSS_LICENSING@listserv.cov.virginia.gov>

The attached file is being sent to assisted living facilities and adult day care centers from the Virginia Department of Social Services Email Distribution Service.

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: July 7, 2021

TO: Assisted Living Facilities
Adult Day Care Centers

FROM: Tara Ragland, Director, Division of Licensing Programs (DOLP)

RE: VDSS Licensing Offices Update

WHEN: Effective Immediately

The purpose of this memo is to inform licensed Assisted Living Facilities and Adult Day Care Centers of updates to Licensing Administrator supervisory assignments and licensing office mailing addresses and FAX numbers.

Updated Licensing Administrator office assignments and mailing addresses:

Nancy Hunter- Licensing Administrator (540) 309-2796

- Fairfax Licensing Office
- Northern Licensing Office
- Valley Licensing Office

****Change:** For the Fairfax/Northern and Valley Offices, please mail licensing fees, applications and any other correspondence to:

57 Beam Lane, Suite 102

Fishersville, VA 22939

FAX (540) 332-7748

For licensing applications, please put ATTN: Application Processing

Ivy Burnham – Licensing Administrator (757) 985-4958

- Eastern Licensing Office

Kindra Jennings –Licensing Administrator (757) 247-8020

- Peninsula Licensing Office

****Change:** For the Eastern/Peninsula Offices, please mail licensing fees, applications and any other correspondence to:

11751 Rock Landing Drive Suite H6

Newport News, VA 23606

FAX (757) 247-8024

For licensing applications, please put ATTN: Application Processing

Michele Pennings- Licensing Administrator (276) 608-3571

- Piedmont Licensing Office
- Western Licensing Office

****Change:** For the Western/Piedmont Offices, please mail licensing fees, applications and any other correspondence to:

190 Patton Street, Suite 100

Abingdon, VA 24201

FAX 276) 676-5621

For licensing applications, please put ATTN: Application Processing

Leigh Burke (804) 297-5517

Central Licensing Office

****NO CHANGES** to the mailing address or FAX number

Robin Ely (804) 382-3977

****NO CHANGES** to the mailing address or FAX number.

Please contact your licensing inspector with any questions. Thank you for all that you do for the children and adults in the Commonwealth.