



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

JAMES A. ROTHROCK
 Commissioner

Adult Protective Services Division
 8004 Franklin Farms Drive
 Henrico, VA 23229

Office (804) 726-1904
 Toll free (800) 552-5019
 Fax (804) 662-9531

Date: July 1, 2017

Manual: Adult Protective Services Division, AG Manual

Transmittal #: DARS-APSD-12

The following acronyms are used in this transmittal:

- AG**-Auxiliary Grant
- DARS**-Department for the Aging and Rehabilitative Services
- SB**-Senate Bill
- SH**-Supportive Housing
- SOLQ**-State On-Line Query
- SVES** – State Verification Exchange System

The purpose of this transmittal is to provide revised and clarified guidance for the AG Program. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on SPARK at
<http://www.localagency.dss.state.va.us/divisions/dfs/as/manual.cgi>

General changes include the following:

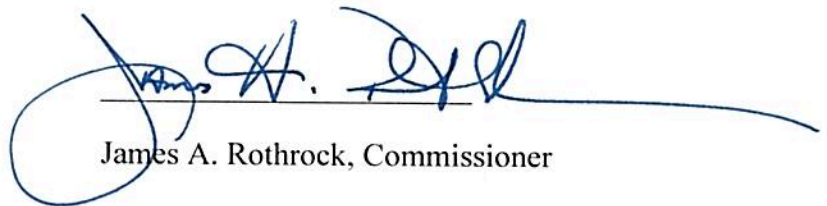
- Added clarification that SOLQ is an acceptable form of verification of income when information is available through that source, verify with SVES if information is not in SOLQ.

Other changes to AG Manual chapters are identified below:

| CHAPTER A "INTRODUCTION" | |
|--|---|
| Section | Significant Changes |
| Appendix A | Added the Evaluation of Eligibility for AG form to the list of forms. |
| CHAPTER B, "APPLICATION PROCESSING" | |
| Section | Significant Changes |

| | |
|--|---|
| | |
| Entire Chapter | Changed the name of Evaluation of Eligibility form to Evaluation of Eligibility for AG. This form will be used for AG eligibility determinations. |
| 7.5 | Added guidance on new requirements to collect applicant's alternative contact information at the time of initial application pursuant to SB 1122. |
| CHAPTER J, "GRANT COMPUTATION AND ISSUANCE" | |
| Section | Significant Changes |
| 4 | Clarified that the personal needs allowance is a portion of the individual's income to be reserved for meeting the individual's personal needs. |
| CHAPTER K, "SUPPORTIVE HOUSING" | |
| Entire Chapter | Added Chapter K to provide guidance for supportive housing procedures. |

Questions about this transmittal should be directed to Shelley Henley, AG Program Consultant at shelley.henley@dars.virginia.gov.



James A. Rothrock, Commissioner