

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)

**Sent:** Monday, December 12, 2016 10:24 AM

**To:** DSS\_Licensing

**Subject:** Criminal Background Check- Fee Decrease

The attached file is being sent to children's residential facilities and child placing agencies from the Virginia Department of Social Services Email Distribution Service.

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

### MEMORANDUM

DATE: December 12, 2016

TO: Children's Residential Facilities, Licensed Child Placing Agencies

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

SUBJECT: Criminal Background Check- Fee Decrease

Effective January 17, 2017, the Virginia Department of Social Services will decrease fees for National Criminal Background Search requests based on a reduction by the FBI in their background check fee. The fee decreases are as follows:

Children's Residential Facilities, currently \$60.00 for employees, will decrease to \$48.00 for employees. Current volunteer fees of \$36.00 will decrease to \$29.00.

Licensed Child Placing Agencies, currently \$60.00 for applicants, will decrease to \$48.00 for applicants.

Please note in order for any criminal background search requests to be processed beginning January 17, 2017, the correct fee must be included in your submitted packet. The request will be returned if the correct fee is not included.

Thank you for your continued attention to our upcoming changes and for your commitment to children's safety. For questions concerning National Criminal Background Searches, please contact Christina Boutin at (804) 726-7099.