

# Referral for Negotiations

Agency Information			
Date of Request:		LDSS:	
Worker's Name:		Contact Phone:	
Email:			
OASIS Foster Care Case #:		OASIS Adoption Case #:	
Child and Family Information			
Child's Name:		Child's Birth Date:	
Parent's Name:		Parent's Name:	
Address:			
Email:		Telephone number:	

Please select the type of negotiation requested:

- New assistance agreement**     Adoption     Kinship Guardianship

The LDSS is required to submit the following documentation **before** the negotiation can be complete. Check the box to indicate that the documentation is attached to this referral.\*

- Application for Assistance

The following assistance payments are requested by the parents:

- Basic Maintenance     Enhanced Maintenance     Child Care Maintenance     Special Service
- Screening Tool     Completed VEMAT, if required
- Initial title IV-E determination from the most recent foster care episode
- Post Adoption Case Management (PACM) Referral (adoption only)
- Verification of employment or school enrollment for adoptive parents when requesting child care
- Supporting documentation of child's special needs and assessment tools (such as, IEP, psychological evaluations, recommendation from qualified professional, etc.). List attached documents:

- Modify an existing assistance agreement**     Adoption     Kinship Guardianship

This addendum request is for:

- New or a change in basic maintenance;     New or a change in enhanced maintenance;
- To request a new service;
- To request an extension of an existing service, and the current service ends on \_\_\_\_\_; or,
- To request an addendum to continue beyond the youth's 18th birthday: child's birth date: \_\_\_\_\_

The LDSS is required to submit the following documentation **before** the negotiation can be complete. Check the box to indicate that the documentation is attached to this referral.\*

- Request for Addendum to the Assistance Agreement
- Original assistance agreement     Most recent addendum for this service
- A listing of CURRENT assistance payments/services
- Current monthly totals: BM: \_\_\_\_\_ EM: \_\_\_\_\_ Child Care: \_\_\_\_\_ SSP: \_\_\_\_\_
- Verification of employment or school enrollment for adoptive parents when requesting child care
- Additional supporting documentation of child's special needs (such as, IEP, psychological evaluations, recommendation from a qualified professional, etc.). List attached documents:

\*If the supporting documentation is excessive, the LDSS may contact the negotiator to request a site visit to review the case.

Email the completed document, along with the supporting documentation, to your regional negotiator:

Central: Martha Patrick – [martha.patrick@dss.virginia.gov](mailto:martha.patrick@dss.virginia.gov)

Eastern: Shelly Latoski – [shelly.latoski@dss.virginia.gov](mailto:shelly.latoski@dss.virginia.gov)

Northern: Laura Breeden – [laura.breeden1@dss.virginia.gov](mailto:laura.breeden1@dss.virginia.gov)

Piedmont: Krista Currier – [krista.l.currier@dss.virginia.gov](mailto:krista.l.currier@dss.virginia.gov)

Western: Christine Blair – [christine.blair@dss.virginia.gov](mailto:christine.blair@dss.virginia.gov)

Once received, the negotiator will review and contact the LDSS to arrange a time to schedule a meeting to discuss the next step in the process.