

**From:** Williams, Edwina (VDSS) <edwina.williams@dss.virginia.gov>  
**Sent:** Thursday, May 9, 2024 9:25 AM  
**To:** DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV <DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV>  
**Subject:** Message from VDSS/Division of Family Services Re: Upcoming Title IV-E Review

The attached file is being sent to child placing agencies from the Virginia Department of Social Services Email Distribution Service.

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This message is sent at the request of the Virginia Department of Social Services (VDSS) Division of Family Services.

This announcement is to inform licensed child-placing agencies (LCPA) that local departments of social services (LDSS) or the VDSS QAA title IV-E Foster Care team may request criminal history record information on LCPA approved foster parents that had or will have a LDSS placement that received title IV-E funding between April 1, 2024 and September 30, 2024 in preparation for an upcoming title IV-E audit.

The QAA title IV-E Foster Care team will review the provider's initial approval and criminal history record information to the current approval period. LDSS or VDSS may request the LCPA license, provider's Certificate of Approval (COA) and non-conviction letters to verify that there are no lapses of time in criminal history record information.

For the purposes of title IV-E funding, when the criminal history record report (fingerprints) or the criminal history record check (CCRE name search) expires prior to obtaining a new criminal history record check, a new criminal history record report (fingerprints) is required prior to reapproval of the home.

Thank you in advance for your assistance.

If you have questions, please contact [kristie.bond1@dss.virginia.gov](mailto:kristie.bond1@dss.virginia.gov), title IV-E supervisor.