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REGISTER OF REGULATIONS

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VIRGINIA REGISTER INFORMATION PAGE

THE VIRGINIA REGISTER OF REGULATIONS is an official state publication issued every other week throughout the year. Indexes are published quarterly, and are cumulative for the year. The *Virginia Register* has several functions. The new and amended sections of regulations, both as proposed and as finally adopted, are required by law to be published in the *Virginia Register*. In addition, the *Virginia Register* is a source of other information about state government, including petitions for rulemaking, emergency regulations, executive orders issued by the Governor, and notices of public hearings on regulations.

ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS

An agency wishing to adopt, amend, or repeal regulations must first publish in the *Virginia Register* a notice of intended regulatory action; a basis, purpose, substance and issues statement; an economic impact analysis prepared by the Department of Planning and Budget; the agency's response to the economic impact analysis; a summary; a notice giving the public an opportunity to comment on the proposal; and the text of the proposed regulation.

Following publication of the proposal in the *Virginia Register*, the promulgating agency receives public comments for a minimum of 60 days. The Governor reviews the proposed regulation to determine if it is necessary to protect the public health, safety and welfare, and if it is clearly written and easily understandable. If the Governor chooses to comment on the proposed regulation, his comments must be transmitted to the agency and the Registrar no later than 15 days following the completion of the 60-day public comment period. The Governor's comments, if any, will be published in the *Virginia Register*. Not less than 15 days following the completion of the 60-day public comment period, the agency may adopt the proposed regulation.

The Joint Commission on Administrative Rules (JCAR) or the appropriate standing committee of each house of the General Assembly may meet during the promulgation or final adoption process and file an objection with the Registrar and the promulgating agency. The objection will be published in the *Virginia Register*. Within 21 days after receipt by the agency of a legislative objection, the agency shall file a response with the Registrar, the objecting legislative body, and the Governor.

When final action is taken, the agency again publishes the text of the regulation as adopted, highlighting all changes made to the proposed regulation and explaining any substantial changes made since publication of the proposal. A 30-day final adoption period begins upon final publication in the *Virginia Register*.

The Governor may review the final regulation during this time and, if he objects, forward his objection to the Registrar and the agency. In addition to or in lieu of filing a formal objection, the Governor may suspend the effective date of a portion or all of a regulation until the end of the next regular General Assembly session by issuing a directive signed by a majority of the members of the appropriate legislative body and the Governor. The Governor's objection or suspension of the regulation, or both, will be published in the *Virginia Register*. If the Governor finds that changes made to the proposed regulation have substantial impact, he may require the agency to provide an additional 30-day public comment period on the changes. Notice of the additional public comment period required by the Governor will be published in the *Virginia Register*.

The agency shall suspend the regulatory process for 30 days when it receives requests from 25 or more individuals to solicit additional public comment, unless the agency determines that the changes have minor or inconsequential impact.

A regulation becomes effective at the conclusion of the 30-day final adoption period, or at any other later date specified by the promulgating agency, unless (i) a legislative objection has been filed, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 21-day objection period; (ii) the Governor exercises his authority to require the agency to provide for additional public comment, in which event the regulation,

unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the period for which the Governor has provided for additional public comment; (iii) the Governor and the General Assembly exercise their authority to suspend the effective date of a regulation until the end of the next regular legislative session; or (iv) the agency suspends the regulatory process, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 30-day public comment period and no earlier than 15 days from publication of the readopted action.

A regulatory action may be withdrawn by the promulgating agency at any time before the regulation becomes final.

FAST-TRACK RULEMAKING PROCESS

Section 2.2-4012.1 of the Code of Virginia provides an exemption from certain provisions of the Administrative Process Act for agency regulations deemed by the Governor to be noncontroversial. To use this process, Governor's concurrence is required and advance notice must be provided to certain legislative committees. Fast-track regulations will become effective on the date noted in the regulatory action if no objections to using the process are filed in accordance with § 2.2-4012.1.

EMERGENCY REGULATIONS

Pursuant to § 2.2-4011 of the Code of Virginia, an agency, upon consultation with the Attorney General, and at the discretion of the Governor, may adopt emergency regulations that are necessitated by an emergency situation. An agency may also adopt an emergency regulation when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or less from its enactment. The emergency regulation becomes operative upon its adoption and filing with the Registrar of Regulations, unless a later date is specified. Emergency regulations are limited to no more than 18 months in duration; however, may be extended for six months under certain circumstances as provided for in § 2.2-4011 D. Emergency regulations are published as soon as possible in the *Register*. During the time the emergency status is in effect, the agency may proceed with the adoption of permanent regulations through the usual procedures. To begin promulgating the replacement regulation, the agency must (i) file the Notice of Intended Regulatory Action with the Registrar within 60 days of the effective date of the emergency regulation and (ii) file the proposed regulation with the Registrar within 180 days of the effective date of the emergency regulation. If the agency chooses not to adopt the regulations, the emergency status ends when the prescribed time limit expires.

STATEMENT

The foregoing constitutes a generalized statement of the procedures to be followed. For specific statutory language, it is suggested that Article 2 (§ 2.2-4006 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia be examined carefully.

CITATION TO THE VIRGINIA REGISTER

The *Virginia Register* is cited by volume, issue, page number, and date. **29:5 VA.R. 1075-1192 November 5, 2012**, refers to Volume 29, Issue 5, pages 1075 through 1192 of the *Virginia Register* issued on November 5, 2012.

The Virginia Register of Regulations is published pursuant to Article 6 (§ 2.2-4031 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia.

Members of the Virginia Code Commission: **John S. Edwards**, Chair; **James M. LeMunyon**, Vice Chair; **Gregory D. Habeeb**; **Ryan T. McDougle**; **Pamela S. Baskerville**; **Robert L. Calhoun**; **Carlos L. Hopkins**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **Christopher R. Nolen**; **Timothy Oksman**; **Charles S. Sharp**; **Mark J. Vucci**.

Staff of the Virginia Register: **Jane D. Chaffin**, Registrar of Regulations; **Karen Perrine**, Assistant Registrar; **Anne Bloomsburg**, Regulations Analyst; **Rhonda Dyer**, Publications Assistant; **Terri Edwards**, Operations Staff Assistant.

PUBLICATION SCHEDULE AND DEADLINES

This schedule is available on the *Register's* Internet home page (<http://register.dls.virginia.gov>).

March 2016 through April 2017

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
32:14	February 17, 2016	March 7, 2016
32:15	March 2, 2016	March 21, 2016
32:16	March 16, 2016	April 4, 2016
32:17	March 30, 2016	April 18, 2016
32:18	April 13, 2016	May 2, 2016
32:19	April 27, 2016	May 16, 2016
32:20	May 11, 2016	May 30, 2016
32:21	May 25, 2016	June 13, 2016
32:22	June 8, 2016	June 27, 2016
32:23	June 22, 2016	July 11, 2016
32:24	July 6, 2016	July 25, 2016
32:25	July 20, 2016	August 8, 2016
32:26	August 3, 2016	August 22, 2016
33:1	August 17, 2016	September 5, 2016
33:2	August 31, 2016	September 19, 2016
33:3	September 14, 2016	October 3, 2016
33:4	September 28, 2016	October 17, 2016
33:5	October 12, 2016	October 31, 2016
33:6	October 26, 2016	November 14, 2016
33:7	November 9, 2016	November 28, 2016
33:8	November 22, 2016 (Tuesday)	December 12, 2016
33:9	December 7, 2016	December 26, 2016
33:10	December 19, 2016 (Monday)	January 9, 2017
33:11	January 4, 2017	January 23, 2017
33:12	January 18, 2017	February 6, 2017
33:13	February 1, 2017	February 20, 2017
33:14	February 15, 2017	March 6, 2017
33:15	March 1, 2017	March 20, 2017
33:16	March 15, 2017	April 3, 2017

*Filing deadlines are Wednesdays unless otherwise specified.

PETITIONS FOR RULEMAKING

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF NURSING

Agency Decision

Title of Regulation: **18VAC90-20. Regulations Governing the Practice of Nursing.**

Statutory Authority: § 54.1-2400 of the Code of Virginia.

Name of Petitioner: Elena Aponte-Bostwick.

Nature of Petitioner's Request: To add a subsection D to 18VAC90-20-200 to authorize the board to license by endorsement an applicant who has honorably served for a minimum of 10 years as a registered nurse in either a civilian capacity with the U.S. Department of Defense or with the U.S. Department of Veterans Affairs or on active or reserve status in the U.S. Armed Forces, provided the applicant is licensed and in good standing in another United States jurisdiction.

Agency Decision: Request denied.

Statement of Reason for Decision: While members were particularly appreciative of the petitioner's prior service, the board decided to take no action on the petition request. The members were concerned that an exception to passage of the NCLEX would set precedence for deviation from its licensing requirements and national uniformity. Consistent standards for licensure by examination and endorsement are necessary to ensure fairness to all applicants. The petitioner was advised that she could pursue licensure in Virginia by applying for licensure by examination and taking the NCLEX.

Agency Contact: Elaine J. Yeatts, Agency Regulatory Coordinator, Department of Health Professions, 9960 Mayland Drive, Richmond, VA 23233, telephone (804) 367-4688, or email elaine.yeatts@dhp.virginia.gov.

VA.R. Doc. No. R16-03; Filed February 4, 2016, 3:32 p.m.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 12. HEALTH

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Withdrawal of Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Board of Behavioral Health and Developmental Services has WITHDRAWN the Notice of Intended Regulatory Action (NOIRA) for **12VAC35-225, Requirements for Virginia's Early Intervention System**, which was published in [31:9 VA.R. 534 December 29, 2014](#). The NOIRA is unnecessary as the agency is proceeding with this regulatory action through the fast-track rulemaking process under § 2.2-4012.1 of the Code of Virginia. The fast-track rulemaking action was published in [32:10 VA.R. 1778-1807 January 11, 2016](#).

Statutory Authority: § 2.2-5304 of the Code of Virginia.

Agency Contact: Catherine Hancock, Part C Coordinator, Department of Behavioral Health and Developmental Services, 1220 Bank Street, Richmond, VA 23218, telephone (804) 371-6592, FAX (804) 371-7959, or email catherine.hancock@dbhds.virginia.gov.

VA.R. Doc. No. R15-3889; Filed February 12, 2016, 12:02 p.m.



TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

COMMON INTEREST COMMUNITY BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Common Interest Community Board intends to consider amending **18VAC48-50, Common Interest Community Manager Regulations**. The purpose of the proposed action is to review the regulation to consider changes pertaining to the education-based certification program for persons providing management services to common interest communities, in order to clarify training program content as well as to identify clearly who must complete such programs for renewal. In the course of reviewing training program provisions, the board may consider any other revisions that are necessary and appropriate.

The agency does not intend to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: §§ 54.1-201 and 54.1-2349 of the Code of Virginia.

Public Comment Deadline: April 6, 2016.

Agency Contact: Trisha Henshaw, Executive Director, Common Interest Community Board, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8510, FAX (866) 490-2723, or email cic@dpor.virginia.gov.

VA.R. Doc. No. R16-4618; Filed February 8, 2016, 8:42 a.m.

BOARD OF PHARMACY

Withdrawal of Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board of Pharmacy has WITHDRAWN the Notice of Intended Regulatory Action (NOIRA) for **18VAC110-20, Regulations Governing the Practice of Pharmacy**, which was published in [31:20 VA.R. 1623 June 1, 2015](#). The NOIRA is unnecessary as the agency is proceeding with this regulatory action through the fast-track rulemaking process under § 2.2-4012.1 of the Code of Virginia. The fast-track rulemaking action was published in [32:12 VA.R. 1929-1934 February 8, 2016](#).

Statutory Authority: §§ 54.1-2400 and 54.1-3307 of the Code of Virginia.

Agency Contact: Caroline Juran, RPh, Executive Director, Board of Pharmacy, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, telephone (804) 367-4416, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

VA.R. Doc. No. R15-4325; Filed January 14, 2016, 12:58 p.m.

REGULATIONS

For information concerning the different types of regulations, see the Information Page.

Symbol Key

Roman type indicates existing text of regulations. Underscored language indicates proposed new text. Language that has been stricken indicates proposed text for deletion. Brackets are used in final regulations to indicate changes from the proposed regulation.

TITLE 4. CONSERVATION AND NATURAL RESOURCES

BOARD OF GAME AND INLAND FISHERIES

Final Regulation

REGISTRAR'S NOTICE: The Board of Game and Inland Fisheries is claiming an exemption from the Administrative Process Act pursuant to § 2.2-4002 A 3 of the Code of Virginia when promulgating regulations regarding the management of wildlife.

Title of Regulation: 4VAC15-20. Definitions and Miscellaneous: In General (amending 4VAC15-20-130).

Statutory Authority: §§ 29.1-103, 29.1-501, and 29.1-502 of the Code of Virginia.

Effective Date: April 1, 2016.

Agency Contact: Phil Smith, Regulatory Coordinator, Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, VA 23228, telephone (804) 367-8341 or email phil.smith@dgif.virginia.gov.

Summary:

The amendments (i) update the date reference to the federal list of endangered and threatened wildlife species; (ii) update the Virginia List of Endangered and Threatened Species to add the little brown bat and the tri-colored bat as endangered species and remove the state-threatened upland sandpiper and Dismal Swamp southeastern shrew to reflect their status in Virginia more accurately; and (iii) describe certain activities that may be conducted without a permit from the department, provided that the activities are performed in certain manners.

4VAC15-20-130. Endangered and threatened species; adoption of federal list; additional species enumerated.

A. The board hereby adopts the Federal Endangered and Threatened Species List, Endangered Species Act of December 28, 1973 (16 USC §§ 1531-1543), as amended as of ~~May 20, 2014~~ [~~October 2~~ December 23], 2015, and declares all species listed thereon to be endangered or threatened species in the Commonwealth. Pursuant to ~~§ 29.1-103.12~~ subdivision 12 of § 29.1-103 of the Code of Virginia, the director of the department is hereby delegated authority to propose adoption of modifications and amendments to the Federal Endangered and Threatened Species List in accordance with the procedures of §§ 29.1-501 and 29.1-502 of the Code of Virginia.

B. In addition to the provisions of subsection A of this section, the following species are declared endangered or threatened in this Commonwealth, and are afforded the protection provided by Article 6 (§ 29.1-563 et seq.) of Chapter 5 of Title 29.1 of the Code of Virginia:

1. Fish:

Endangered

Dace, Tennessee	Phoxinus tennesseensis
Darter, sharphead	Etheostoma acuticeps
Darter, variegate	Etheostoma variatum
Sunfish, blackbanded	Enneacanthus chaetodon

Threatened:

Darter, Carolina	Etheostoma collis
Darter, golden	Etheostoma denoncourti
Darter, greenfin	Etheostoma chlorobranchium
Darter, sickle	Percina williamsi
Darter, western sand	Ammocrypta clara
Madtom, orangefin	Noturus gilberti
Paddlefish	Polyodon spathula
Shiner, emerald	Notropis atherinoides
Shiner, steelcolor	Cyprinella whipplei
Shiner, whitemouth	Notropis alborus

2. Amphibians:

Endangered:

Salamander, eastern tiger	Ambystoma tigrinum
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Threatened:

Salamander, Mabee's	Ambystoma mabeei
Treefrog, barking	Hyla gratiosa

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3. Reptiles:

Endangered:

Rattlesnake, canebrake (Coastal Plain population of timber rattlesnake)	<i>Crotalus horridus</i>
Turtle, bog	<i>Glyptemys muhlenbergii</i>
Turtle, eastern chicken	<i>Deirochelys reticularia reticularia</i>

Threatened:

Lizard, eastern glass	<i>Ophisaurus ventralis</i>
Turtle, wood	<i>Glyptemys insculpta</i>

4. Birds:

Endangered:

Plover, Wilson's	<i>Charadrius wilsonia</i>
Rail, black	<i>Laterallus jamaicensis</i>
Wren, Bewick's	<i>Thryomanes bewickii bewickii</i>

Threatened:

Falcon, peregrine	<i>Falco peregrinus</i>
Sandpiper, upland	<i>Bartramia longicauda</i>
Shrike, loggerhead	<i>Lanius ludovicianus</i>
Sparrow, Bachman's	<i>Aimophila aestivalis</i>
Sparrow, Henslow's	<i>Ammodramus henslowii</i>
Tern, gull-billed	<i>Sterna nilotica</i>

5. Mammals:

Endangered:

Bat, Rafinesque's eastern big-eared	<i>Corynorhinus rafinesquii macrotis</i>
<u>Bat, little brown</u>	<u><i>Myotis lucifugus</i></u>
<u>Bat, tri-colored</u>	<u><i>Perimyotis subflavus</i></u>
Hare, snowshoe	<i>Lepus americanus</i>
Shrew, American water	<i>Sorex palustris</i>
Vole, rock	<i>Microtus chrotorrhinus</i>

Threatened:

Shrew, Dismal Swamp southeastern	<i>Sorex longirostris fisheri</i>
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6. Molluscs:

Endangered:

[Ghostsnail, thankless]	<i>Holsingeria unthanksensis</i>]
Coil, rubble	<i>Helicodiscus lirellus</i>
Coil, shaggy	<i>Helicodiscus diadema</i>
Deertoe	<i>Truncilla truncata</i>
Elephantear	<i>Elliptio crassidens</i>
Elimia, spider	<i>Elimia arachnoidea</i>
Floater, brook	<i>Alasmidonta varicosa</i>
[<u>Ghostsnail, thankless</u>]	<u><i>Holsingeria unthanksensis</i></u>]
Heelsplitter, Tennessee	<i>Lasmigona holstonia</i>
Lilliput, purple	<i>Toxolasma lividus</i>
Mussel, slippershell	<i>Alasmidonta viridis</i>
Pigtoe, Ohio	<i>Pleurobema cordatum</i>
Pigtoe, pyramid	<i>Pleurobema rubrum</i>
Springsnail, Appalachian	<i>Fontigens bottimeri</i>
Springsnail (no common name)	<i>Fontigens morrisoni</i>
Supercoil, spirit	<i>Paravitrea hera</i>

Threatened:

Floater, green	<i>Lasmigona subviridis</i>
Papershell, fragile	<i>Leptodea fragilis</i>
Pigtoe, Atlantic	<i>Fusconaiamasoni</i>
Pimpleback	<i>Quadrula pustulosa pustulosa</i>
Pistolgrip	<i>Tritogonia verrucosa</i>
Riversnail, spiny	<i>Iofluvalis</i>
Sandshell, black	<i>Ligumia recta</i>
Supercoil, brown	<i>Paravitrea septadens</i>

7. Arthropods:

Threatened:

Amphipod, Madison Cave	Stygobromus stegerorum
Pseudotremia, Ellett Valley	Pseudotremia cavernarum
Xystodesmid, Laurel Creek	Sigmoria whiteheadi

8. Crustaceans:

Endangered:

Crayfish, Big Sandy	Cambarus veteranus
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C. It shall be unlawful to take, transport, process, sell, or offer for sale within the Commonwealth any threatened or endangered species of fish or wildlife except as authorized by law.

D. The incidental take of certain species may occur in certain circumstances and with the implementation of certain conservation practices as described in this subsection:

<u>Species</u>	<u>Location</u>	<u>Allowable Circumstances</u>	<u>Required Conservation Measures</u>	<u>Expected Incidental Take</u>
Little brown bat Tri-colored bat	Statewide	<u>Human health risk – need for removal of individual animals from human-habited structures.</u>	<u>Between May 15 and August 31, no exclusion of bats from maternity colonies, except for human health concerns.</u> <u>DGIF-permitted nuisance wildlife control operator with DGIF-recognized certification in techniques associated with removal of bats.</u> <u>Use of exclusion devices that allow individual animals to escape.</u> <u>Manual collection of individual animals incapable of sustaining themselves; transport to a willing and appropriately permitted wildlife rehabilitator.</u>	<u>Little to no direct lethal taking expected.</u>
		<u>Public safety or property damage risk – need for tree removal, application of prescribed fire, or other land management actions affecting known roosts; removal of animals from known roosts.</u>	<u>Hibernacula: no tree removal, use of prescribed fire, or other land management action within [buffer area from September a 250-foot radius buffer area from December] 1 through April 30 [if possible]. [Between September 1 and November 30, increase the buffer to a 1/4-mile radius with the following conditions: for timber harvests greater than 20 acres, retain snags and wolf trees (if not presenting public safety or property risk) and small tree groups up to 15 trees of 3-inch diameter at breast height (dbh) or greater, one tree group per 20 acres.] Otherwise, document the need (public safety, property damage risk) for tree removal during this period and verify that no known roost trees exist in the buffer area. [Tree removal and prescribed fire are permitted outside of these dates.]</u>	<u>Little to no direct lethal taking expected.</u>

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			<p><u>Known roost trees: no tree removal, use of prescribed fire, or other land management action within [a 150-foot radius] buffer area from [May-June] 1 through [August 31 July] 31, if possible. Otherwise, document public safety or property damage risk.</u></p> <p><u>DGIF-permitted nuisance wildlife control operator with DGIF-recognized certification in techniques associated with removal of bats.</u></p> <p><u>Use of exclusion devices that allow individual animals to escape.</u></p> <p><u>Manual collection of individual animals incapable of sustaining themselves; transport to a willing and appropriately permitted wildlife rehabilitator.</u></p>	
		<p>[<u>Facility or project operations when conducted in accordance with a DGIF-approved plan associated with these species.</u>]</p>	<p>[<u>Development and implementation of a plan that avoids, minimizes, and mitigates incidental take associated with an otherwise lawful activity.</u></p> <p><u>The plan shall include, but not be limited to, documenting the specific condition or action, the specific mitigation to be taken, and the expected incidental take.</u>]</p>	<p>[<u>Little to no direct lethal taking expected.</u>]</p>

DOCUMENTS INCORPORATED BY REFERENCE (4VAC15-20)

[List of Native and Naturalized Fauna of Virginia, March 2012, Virginia Department of Game and Inland Fisheries](#)

[Federal Endangered and Threatened Species List, amended as of \[~~October 2~~ December 23 \], 2015, U.S. Fish & Wildlife Service](#)

VA.R. Doc. No. R16-4615; Filed February 17, 2016, 11:06 a.m.

Agency Contact: Erik Bodin, Director, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2109, FAX (804) 527-4502, or email erik.bodin@vdh.virginia.gov.

Basis: 12VAC5-371 is promulgated under the authority of §§ 32.1-127 and 32.1-127.001 of the Code of Virginia. Section 32.1-127 requires the board to promulgate regulations including minimum standards for (i) the construction and maintenance of hospitals, nursing homes, and certified nursing facilities to ensure the environmental protection and the life safety of its patients, employees, and the public; (ii) the operation, staffing, and equipping of hospitals, nursing homes, and certified nursing facilities; (iii) qualifications and training of staff of hospitals, nursing homes, and certified nursing facilities, except those professionals licensed or certified by the Department of Health Professions; (iv) conditions under which a hospital or nursing home may provide medical and nursing services to patients in their places of residence; and (v) policies related to infection prevention, disaster preparedness, and facility security of facilities. Section 32.1-127.001 states, "Notwithstanding any law or regulation to the contrary, the Board of Health shall promulgate regulations pursuant to § 32.1-127 for the licensure of hospitals and nursing homes that shall include minimum standards for the design and construction of hospitals, nursing homes, and certified nursing facilities

TITLE 12. HEALTH

STATE BOARD OF HEALTH

Proposed Regulation

Title of Regulation: **12VAC5-371. Regulations for the Licensure of Nursing Facilities (amending 12VAC5-371-410; repealing 12VAC5-371-420).**

Statutory Authority: §§ 32.1-127 and 32.1-127.001 of the Code of Virginia.

Public Hearing Information: No public hearings are scheduled.

Public Comment Deadline: May 6, 2016.

consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health." The American Institute of Architects Academy of Architecture for Health has become the Facility Guidelines Institute (FGI) and the latest edition of guidelines for nursing facilities published by the FGI is the 2014 edition of Guidelines for the Design and Construction of Residential Health, Care, and Support Facilities.

Purpose: This regulatory action is in response to a petition for rulemaking. This action will bring the regulations into conformance with the provisions of § 32.1-127.001 of the Code of Virginia, which states that "Notwithstanding any law or regulation to the contrary, the Board of Health shall promulgate regulations for the licensure of hospitals and nursing homes that include minimum standards for design and construction that are consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health." The American Institute of Architects Academy of Architecture for Health has become the FGI and the latest edition of Guidelines published by the Facility Guidelines Institute is the 2014 edition of Guidelines for Residential Health, Care, and Support Facilities. However, the regulations currently state that the Virginia Uniform Statewide Building Code takes precedence over the guidelines and the edition of the guidelines listed within the regulations is outdated. This regulatory provision is contrary to the requirements of § 32.1-127.001.

The Virginia Department of Health (VDH) plans to amend 12VAC5-371-410 pertaining to building and construction codes for nursing facilities. The purpose of the amendment is to specify that nursing facilities' design and construction must be consistent with certain parts of the 2014 edition of the guidelines and remove language stating that the Virginia Uniform Statewide Building Code takes precedence, thus bringing the regulations into compliance with the Code of Virginia and promoting the public health, welfare, and safety.

Substance: VDH intends to amend 12VAC5-371-410 to specify that nursing facilities shall be designed and constructed consistent with Parts 1 and 2 and sections 3.1 and 3.2 of Part 3 of the 2014 edition of the guidelines and remove language that states the Virginia Uniform Statewide Building Code takes precedence over the guidelines, thus bringing the regulations into compliance with the Code of Virginia. Further, the action will repeal the unnecessary 12VAC5-371-420.

Issues: The primary advantages of the proposed regulatory action to the public are increased facility and construction safety protections in new nursing facilities. The primary disadvantage to the public associated with the proposed action is the increased cost some facilities may incur to construct their facility in order to comply with the

regulations. This increased cost may be passed on to the patient. VDH does not foresee any additional disadvantages to the public. The primary advantage to the agency and the Commonwealth is the promotion of public health and safety. There are no disadvantages associated with the proposed regulations in relation to the agency or the Commonwealth.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. The State Board of Health (Board) proposes to specify that nursing facilities be designed and constructed consistent with the 2014 Guidelines for Residential Health, Care, and Support Facilities of the Facility Guidelines Institute. Additionally, the Board proposes to amend other language for improved clarity.

Result of Analysis. The benefits likely exceed the costs for all proposed changes.

Estimated Economic Impact. Section § 32.1-127.001 of the Code of Virginia states that the Board shall promulgate regulations for the licensure of nursing homes that include minimum standards for design and construction that are consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health. The American Institute of Architects Academy of Architecture for Health has become the Facility Guidelines Institute (FGI). Consequently the Board proposes to amend this regulation to specify that construction be consistent with the 2014 Guidelines for Residential Health, Care, and Support Facilities of the Facility Guidelines Institute.¹ The current regulation references the 2010 Guidelines.

The Facility Guidelines Institute published a study³ that estimates the change in costs of applying the 2014 Guidelines rather than the 2010 Guidelines for hospitals and outpatient facilities. The study breaks up hospitals and outpatient facilities into five facility types, and lists the estimated percentage cost changes for each. Licensed Virginia architects² have determined that the changes affecting nursing facilities are most comparable to the category for rehab hospitals as they both are similar in nature of design. The study estimates a net change of approximately zero for the rehab hospital facility type. Some of the proposed changes moderately add to cost, while others moderately reduce cost. Consequently, the best available estimate for the net cost impact of requiring that new nursing facilities be designed and constructed consistent with the 2014 Guidelines rather than the 2010 Guidelines would be zero. The Board and the architects and engineers associated with the Facility Guidelines Institute believe that adopting the 2014 edition will increase patient and staff health and safety. Thus, the proposal to specify that renovation or construction of hospitals be consistent with the 2014 Guidelines will likely produce a net benefit.

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Businesses and Entities Affected. There are 266 licensed nursing facilities in operation in the Commonwealth. However, the proposal to amend this regulation to specify that the design and construction of nursing facilities be consistent with the 2014 Guidelines would only apply to facilities built after this proposed amendment is put into effect.

Localities Particularly Affected. The proposed amendments do not disproportionately affect particular localities.

Projected Impact on Employment. The proposed amendments are unlikely to significantly affect employment.

Effects on the Use and Value of Private Property. The proposed amendments are unlikely to significantly affect the use and value of private property.

Real Estate Development Costs. Depending on the specific attributes of the project, the proposed adoption of the 2014 Guidelines may increase or decrease total real estate development costs. In any case, the change is not likely to be large.

Small Businesses:

Definition. Pursuant to § 2.2-4007.04 of the Code of Virginia, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

Costs and Other Effects. Depending on the specific attributes of the project, the proposed adoption of the 2014 Guidelines may increase or decrease the cost of nursing facility construction. In net, the proposed amendments are unlikely to significantly increase costs for small businesses.

Alternative Method that Minimizes Adverse Impact. The proposed amendments are unlikely to significantly adversely affect small businesses.

Adverse Impacts:

Businesses: The proposed amendments are unlikely to significantly adversely affect businesses.

Localities: The proposed amendments are unlikely to significantly adversely affect localities.

Other Entities: The proposed amendments are unlikely to significantly adversely affect other entities.

¹The 2014 Guidelines for Residential Health, Care, and Support Facilities is the current edition.

²Gormley T, Garland J, Jones W. "Estimated Cost of Applying the 2014 vs. the 2010 FGI Guidelines for Design and Construction Requirements to Hospitals and Outpatient Facilities."

³The Department of Planning and Budget contacted licensed architects for their expert opinion.

Agency's Response to Economic Impact Analysis: The Virginia Department of Health concurs with the economic impact analysis conducted by the Department of Planning and Budget.

Summary:

The proposed amendments conform the regulation to § 32.1-127.001 of the Code of Virginia, which requires the State Board of Health to adopt minimum standards for design and construction that are consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health. The American Institute of Architects Academy of Architecture for Health has become the Facility Guidelines Institute (FGI). The latest edition of guidelines published by the FGI for nursing facilities is the 2014 edition of Guidelines for Design and Construction of Residential Health, Care, and Support Facilities.

Part V

Physical Environment

12VAC5-371-410. Architectural drawings and specifications.

A. All construction of new buildings and additions, renovations ~~or~~, alterations, or repairs of existing buildings for occupancy as a nursing facility shall conform to state and local codes, zoning ~~and building~~ ordinances, and the Virginia Uniform Statewide Building Code (13VAC5-63).

In addition, nursing facilities shall be designed and constructed ~~according to Part~~ consistent with Parts 1 and 2 and sections 4.1 through 4.2 ~~8 3.1 and 3.2 of Part 4~~ 3 of the 2014 ~~2010~~ 2014 Guidelines for Design and Construction of Residential Health, Care, and Support Facilities of the Facility Guidelines Institute (formerly of the American Institute of Architects). However, the requirements of the Uniform Statewide Building Code and local zoning and building ordinances shall take precedence pursuant to § 32.1-127.001 of the Code of Virginia.

B. Architectural drawings and specifications for all new construction or for additions, alterations or renovations to any existing building, shall be dated, stamped with ~~licensee~~ professional seal, and signed by the architect. The architect shall certify that the drawings and specifications were prepared to conform to ~~building code requirements~~ the Virginia Uniform Statewide Building Code and be consistent with Parts 1 and 2 and sections 3.1 and 3.2 of Part 3 of the 2014 Guidelines for Design and Construction of Residential Health, Care, and Support Facilities of the Facility Guidelines Institute. The certification shall be forwarded to the OLC.

C. Additional approval may include a Certificate of Public Need.

D. Upon completion of the construction, the nursing facility shall maintain a complete set of legible "as built" drawings showing all construction, fixed equipment, and mechanical and electrical systems, as installed or built.

12VAC5-371-420. Building inspection and classification. (Repealed.)

All buildings shall be inspected and approved as required by the appropriate building regulatory entity. Approval shall be a Certificate of Use and Occupancy indicating the building is classified for its proposed licensed purpose.

DOCUMENTS INCORPORATED BY REFERENCE (12VAC5-371)

Guidelines for Design and Construction of Residential Health, Care, and Support Facilities, 2014 Edition, Facilities Guideline Facility Guidelines Institute (formerly of the American Institute of Architects Academy of Architecture), 2010 Edition, <http://www.fgiguilines.org>

Guidelines for Preventing Health Care-Associated Pneumonia, 2003, MMWR 53 (RR03), Advisory Committee on Immunization Practices, Centers for Disease Control and Prevention

Prevention and Control of Influenza, MMWR 53 (RR06), Advisory Committee on Immunization Practices, Centers for Disease Control and Prevention

VA.R. Doc. No. R13-24; Filed February 15, 2016, 12:01 p.m.

Final Regulation

REGISTRAR'S NOTICE: The State Board of Health is claiming an exclusion from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are necessary to conform to changes in Virginia statutory law where no agency discretion is involved. The State Board of Health will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Title of Regulation: 12VAC5-391. Regulations for the Licensure of Hospice (amending 12VAC5-391-460).

Statutory Authority: §§ 32.1-12 and 32.1-162.5 of the Code of Virginia.

Effective Date: April 7, 2016.

Agency Contact: Erik Bodin, Director, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2109, or erik.bodin@vdh.virginia.gov.

Summary:

Pursuant to Chapter 668 of the 2015 Acts of Assembly, the amendment requires any hospice licensed by the Department of Health or exempt from licensure pursuant to § 32.1-162.2 of the Code of Virginia with a hospice patient residing at home at the time of death to notify every pharmacy that has dispensed partial quantities of a Schedule II controlled substance for a patient with a medical diagnosis documenting a terminal illness, as authorized by federal law, within 48 hours of the patient's death.

12VAC5-391-460. Pharmacy services.

A. Whether medications and biologicals are obtained from community or institutional pharmacies, the hospice facility is responsible for assuring availability for medications and biologicals, including 24-hour emergency services, for its patients and for ensuring that pharmaceutical services are provided according to accepted professional principles and appropriate federal and state laws.

B. The facility shall comply with the Virginia Board of Pharmacy regulations related to pharmacy services in long-term care facilities, (i.e., Part XII (18VAC110-20-530 18VAC110-20-520 et seq.) of the ~~Virginia Board of Pharmacy~~ Regulations Governing the Practice of Pharmacy).

C. Each hospice facility shall develop and implement policies and procedures for the handling of drugs and biologicals, including procurement, storage, administration, medication errors, self-administration, disposal and accounting of drugs and other pharmacy products.

D. Each facility shall have a written agreement with a qualified pharmacist to provide consultation on all aspects of the provision of pharmacy services in the facility.

The consultant pharmacist shall make regularly scheduled visits, at least quarterly, to the facility for a sufficient number of hours to carry out the function of the agreement.

E. Each prescription container shall be individually labeled by the pharmacist for each patient or provided in an individualized unit dose system.

F. No drug or medication shall be administered to any patient without a valid verbal order or a written, dated and signed order from a physician, dentist ~~or~~ podiatrist, nurse practitioner, or physician assistant, licensed in Virginia.

G. Verbal orders for drugs or medications shall only be given to a licensed nurse, pharmacist or physician.

H. Each patient's medication regimen shall be reviewed by a pharmacist licensed in Virginia. Any irregularities identified by the pharmacist shall be reported to the physician and the director of nursing, and their response documented.

I. Medication orders shall be reviewed at least every 60 days by the attending physician, nurse practitioner, or physician's assistant.

J. Prescription and nonprescription drugs and medications may be brought into the facility by a patient's family, friend, or other person provided:

1. The individual delivering the drugs and medications assures timely delivery, in accordance with the facility's written policies, so that the patient's prescribed treatment plan is not disrupted;
2. Each drug or medication is in an individual container; and
3. Delivery is not allowed directly to an individual patient.

In addition, prescription medications shall be:

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4. Obtained from a pharmacy licensed by the state or federal authority; and

5. Securely sealed and labeled by a licensed pharmacist according to 18VAC110-20-330 and 18VAC110-20-340.

K. Any hospice licensed by the Department of Health or exempt from licensure pursuant to § 32.1-162.2 of the Code of Virginia with a hospice patient residing at home at the time of death shall notify every pharmacy that has dispensed partial quantities of a Schedule II controlled substance for a patient with a medical diagnosis documenting a terminal illness, as authorized by federal law, within 48 hours of the patient's death.

VA.R. Doc. No. R16-4524; Filed February 12, 2016, 4:29 p.m.

Fast-Track Regulation

Title of Regulation: 12VAC5-410. Regulations for the Licensure of Hospitals in Virginia (amending 12VAC5-410-210).

Statutory Authority: §§ 32.1-12 and 32.1-127 of the Code of Virginia.

Public Hearing Information: No public hearings are scheduled.

Public Comment Deadline: April 6, 2016.

Effective Date: April 22, 2016.

Agency Contact: Erik Bodin, Director, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2109, or erik.bodin@vdh.virginia.gov.

Basis: The regulation is promulgated under the authority of §§ 32.1-12 and 32.1-127 of the Code of Virginia. Section 32.1-12 grants the board the legal authority "to make, adopt, promulgate, and enforce such regulations necessary to carry out the provisions of Title 32.1 of the Code." Section 32.1-127 directs the board to promulgate regulations with minimum standards for the construction and maintenance of hospitals; the operation, staffing, and equipping of hospitals; qualifications and training of staff of hospitals; conditions under which a hospital may provide medical and nursing services to patients in their places of residence; and policies related to infection prevention, disaster preparedness, and facility security.

Purpose: The Centers for Medicare and Medicaid Services (CMS) revised 42 CFR 482.22(b) in 2014 to add § 482.22(b)(4), which permits a hospital that is part of a hospital system consisting of multiple, separately certificated hospitals to participate in a unified, integrated medical staff that the hospital system utilizes for two or more of its member hospitals, in accordance with state law. The Regulations for the Licensure of Hospitals in Virginia is currently written in a manner that can be interpreted to be more restrictive than the federal regulations. This was not the intent and therefore this regulatory action will amend the regulations to remove restrictions that may be interpreted to

be more stringent than federal law. This regulatory action will protect the health and welfare of Virginians by ensuring that patients within a hospital setting benefit from the improved efficiency and quality and patient safety made possible through a unified, integrated medical staff.

Rationale for Using Fast-Track Process: These amendments simply ensure that the Commonwealth's regulations are not more restrictive than federal regulations. These amendments have also been prepared with input from stakeholders. Therefore, the department does not expect that this regulatory action will be controversial.

Substance: The amendment to 12VAC5-410-210 clarifies the requirement that each hospital have an organized medical staff by adding language that allows hospitals that are part of a hospital system to have a unified and integrated medical staff and adding a citation for the CFR subsections that specify the requirements of unified and integrated medical staffs.

Issues: The primary advantage to the agency, the Commonwealth, and the public of the proposed regulatory action will be less burdensome regulations. The proposed regulatory action will also lead to improved efficiency and quality and patient safety created through unified and integrated medical staffs. There are no known disadvantages to the agency, the Commonwealth, or the public.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. The State Board of Health (Board) proposes to add a clarifying sentence to this regulation in order to reflect changes to federal regulations.

Result of Analysis. The benefits likely exceed the costs for all proposed changes.

Estimated Economic Impact. This regulation specifies that "Each hospital shall have an organized medical staff responsible to the governing body of the hospital for its own organized governance and all medical care provided to patients." The federal Centers for Medicare and Medicaid Services revised 42 CFR § 482.22 (b) in 2014 to add § 482.22 (b)(4) which permits a hospital that is part of a hospital system consisting of multiple, separately certificated hospitals to participate in a unified, integrated medical staff that the hospital system utilizes for two or more of its member hospitals. In order to clarify that the federal rule applies in the Commonwealth, the Board proposes to add the following sentence to the regulation: "Nothing in this provision shall prevent hospitals which are a part of a hospital system from having a unified and integrated medical staff as permitted by 42 CFR § 482.22 (b) (4)." The proposed addition of clarifying language will not affect any requirements, but will provide a small benefit in that it will reduce potential confusion and associated time wasted in determining how hospitals may be organized.

Businesses and Entities Affected. The proposed amendment potentially affects the 106 licensed hospitals and critical access hospitals within the Commonwealth.

Localities Particularly Affected. The proposed amendment does not disproportionately affect particular localities.

Projected Impact on Employment. The proposed amendment will not significantly affect employment.

Effects on the Use and Value of Private Property. The proposed amendment is unlikely to significantly affect the use and value of private property.

Real Estate Development Costs. The proposed amendment does not affect real estate development costs.

Small Businesses:

Definition. Pursuant to § 2.2-4007.04 of the Code of Virginia, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

Costs and Other Effects. The proposed amendment is unlikely to significantly affect small businesses.

Alternative Method that Minimizes Adverse Impact. The proposed amendment will not adversely affect small businesses.

Adverse Impacts:

Businesses: The proposed amendment will not adversely affect businesses.

Localities: The proposed amendment will not adversely affect localities.

Other Entities: The proposed amendment will not adversely affect other entities.

Agency's Response to Economic Impact Analysis: The Virginia Department of Health concurs with the result of the economic impact analysis prepared by the Virginia Department of Planning and Budget.

Summary:

The amendment clarifies that 42 CFR 482.22(b)(4) applies in the Commonwealth of Virginia. 42 CFR 482.22(b)(4) permits a hospital that is part of a hospital system consisting of multiple, separately certificated hospitals to participate in a unified, integrated medical staff that the hospital system utilizes for two or more of its member hospitals.

12VAC5-410-210. Medical staff.

A. Each hospital shall have an organized medical staff responsible to the governing body of the hospital for its own organized governance and all medical care provided to patients. Nothing in this subsection shall prevent hospitals that are a part of a hospital system from having a unified and integrated medical staff as permitted by 42 CFR 482.22(b)(4).

B. The medical staff shall be responsible to the hospital governing board and maintain appropriate standards of

professional performance through staff appointment criteria, delineation of staff privileges, continuing peer review, and other appropriate mechanisms.

C. The medical staff, subject to approval by the governing body, shall develop bylaws incorporating details of the medical staff organization and governance, giving effect to its general powers, duties, and responsibilities including:

1. Methods of selection, election, or appointment of all officers and other executive committee members and officers;
2. Provisions for the selection and appointment of officers of departments or services specifying required qualifications;
3. The type, purpose, composition, and organization of standing committees;
4. Frequency and requirements for attendance at staff and departmental meetings;
5. An appeal mechanism for denial, revocation, or limitation of staff appointments, reappointments, and privileges;
6. Delineation of clinical privileges in accordance with the requirements of § 32.1-134.2 of the Code of Virginia;
7. Requirements regarding medical records;
8. A mechanism for utilization and medical care review; and
9. Such other provisions as shall be required by hospital or governmental rules and regulations.

D. A copy of approved medical staff bylaws and regulations and revisions thereto shall be made available to the OLC on request.

VA.R. Doc. No. R16-4521; Filed February 5, 2016, 4:10 p.m.

Proposed Regulation

Title of Regulation: 12VAC5-410. Regulations for the Licensure of Hospitals in Virginia (amending 12VAC5-410-442, 12VAC5-410-445, 12VAC5-410-650, 12VAC5-410-760, 12VAC5-410-1350).

Statutory Authority: §§ 32.1-127 and 32.1-127.001 of the Code of Virginia.

Public Hearing Information: No public hearings are scheduled.

Public Comment Deadline: May 6, 2016.

Agency Contact: Erik Bodin, Director, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Richmond, VA 23233, telephone (804) 367-2109, FAX (804) 527-4502, or email erik.bodin@vdh.virginia.gov.

Basis: Section 32.1-127 of the Code of Virginia requires the board to promulgate regulations including minimum standards for (i) the construction and maintenance of hospitals, nursing homes, and certified nursing facilities to ensure the environmental protection and the life safety of its patients, employees, and the public; (ii) the operation,

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staffing, and equipping of hospitals, nursing homes, and certified nursing facilities; (iii) qualifications and training of staff of hospitals, nursing homes, and certified nursing facilities, except those professionals licensed or certified by the Department of Health Professions; (iv) conditions under which a hospital or nursing home may provide medical and nursing services to patients in their places of residence; and (v) policies related to infection prevention, disaster preparedness, and facility security of facilities. Section 32.1-127.001 of the Code of Virginia states, "Notwithstanding any law or regulation to the contrary, the Board of Health shall promulgate regulations pursuant to § 32.1-127 for the licensure of hospitals and nursing homes that shall include minimum standards for the design and construction of hospitals, nursing homes, and certified nursing facilities consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health." The American Institute of Architects Academy of Architecture for Health has become the Facility Guidelines Institute (FGI) and the latest edition of guidelines published by the FGI is the 2014 edition of Guidelines for Design and Construction of Hospitals and Outpatient Facilities.

Purpose: This regulatory action is in response to a petition for rulemaking. This action will bring the regulations into conformance with the provisions of § 32.1-127.001 of the Code of Virginia, which states that "Notwithstanding any law or regulation to the contrary, the Board of Health shall promulgate regulations for the licensure of hospitals and nursing homes that include minimum standards for design and construction that are consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health." The American Institute of Architects Academy of Architecture for Health has become the FGI and the latest edition of guidelines published by the FGI is the 2014 edition of Guidelines for Design and Construction of Hospitals and Outpatient Facilities (guidelines). However, the regulations currently state that the Virginia Uniform Statewide Building Code takes precedence over the guidelines and the editions of the guidelines listed within the regulations are outdated. This regulatory provision is contrary to the requirements of § 32.1-127.001.

The Virginia Department of Health (VDH) plans to amend various regulatory sections pertaining to building and physical plant information and building and construction codes for hospital facilities. The purpose of the proposed amendments is to specify that the facilities shall be designed, constructed, and renovated consistent with the 2014 edition of the guidelines and remove language stating that the Virginia Uniform Statewide Building Code takes precedence, thus bringing the regulations into compliance with the Code of Virginia and promoting the public health, safety, and welfare.

Substance:

12VAC5-410-442 - Obstetric service design and equipment criteria. Update the edition of the guidelines listed within the regulation and the coinciding sections related to obstetric services.

12VAC5-410-445 - Newborn service design and equipment criteria. Update the edition of the guidelines listed within the regulation and the coinciding sections related to nursery services.

12VAC5-410-650 - General building and physical plant information. Update the edition of the guidelines listed within the regulation and remove language that states the Virginia Uniform Statewide Building Code takes precedence. Add language stating that the facility's architect shall certify that the facility conforms with the Virginia Statewide Building Code and the FGI Guidelines.

12VAC5-410-760 - Long-term care nursing units. Update the edition of the guidelines within the regulation and the coinciding section related to skilled nursing care units. Add language stating that the facility's architect shall certify that the facility conforms with the Virginia Statewide Building Code and the FGI Guidelines.

12VAC5-410-1350 - Codes; fire safety; zoning; construction standards. Update the edition of the guidelines within the regulation and remove language that states the Virginia Uniform Statewide Building Code takes precedence. Add language stating that the facility's architect shall certify that the facility conforms with the Virginia Statewide Building Code and the FGI Guidelines.

Issues: The primary advantages of the proposed regulatory action to the public are increased facility and construction safety protections in new or renovated hospitals. The primary disadvantage to the public associated with the proposed action is the increased cost some facilities may incur to renovate or construct their facilities in order to comply with the regulations. This increased cost may be passed on to the patient. VDH does not foresee any additional disadvantages to the public. The primary advantage to the agency and the Commonwealth is the promotion of public health and safety. There are no disadvantages associated with the proposed regulations in relation to the agency or the Commonwealth.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. The State Board of Health (Board) proposes to specify that renovation or construction of hospitals be consistent with the 2014 Guidelines for Design and Construction of Hospitals and Outpatient Facilities of the Facility Guidelines Institute. Additionally, the Board proposes to amend other language for improved clarity.

Result of Analysis. The benefits likely exceed the costs for all proposed changes.

Estimated Economic Impact. Section § 32.1-127.001 of the Code of Virginia states that the Board shall promulgate regulations for the licensure of hospitals that include minimum standards for design and construction that are consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health. The American Institute of Architects Academy of Architecture for Health has become the Facility Guidelines Institute (FGI). Consequently the Board proposes to amend this regulation to specify that renovations or construction be consistent with the 2014 Guidelines for Design and Construction of Hospitals and Outpatient Facilities of the Facility Guidelines Institute.¹ The current regulation references the 2010 and 2006 guidelines. Adopting the requirements in the 2014 Guidelines would produce both cost increases and reductions.

Potential Cost Increases. The change in requirements associated with adopting the 2014 edition would produce approximately the following cost increases.²

Facility Type	Cost Change	Explanation
General hospital	1.88%	The bulk of this increase is due to changes required for fume hood exhaust, family support and meditation rooms, private rooms for intermediate care units, and lifts for bariatric rooms.
Children's hospital	2.37%	The bulk of the increase is due to the requirements for a family lounge and a play area on top of the 1.88% increase for general hospitals. (These requirements are compared to the 2010 general hospital requirements as a separate children's hospital chapter is new in the 2014 edition.)
Psychiatric/rehab hospital	0.26%	The bulk of the increase is due to changes requiring drywall ceilings in patient rooms and toilets.

Freestanding outpatient – urgent care/surgery/imaging/endoscopy	0.17%	The bulk of the increase is due to changes requiring a separate clean/decontamination room and a toilet in the recovery area in endoscopy facilities.
Freestanding outpatient – neighborhood clinic/office surgery/dialysis center	2.68%	The bulk of the increase is due to changes requiring a soiled workroom in renal dialysis centers and a toilet at pre-procedure areas in office surgical facilities.

Potential Cost Reductions. Several of the changes in requirements in the 2014 Guidelines could yield reductions in the percentage of cost increase and could provide significant benefits. The following describe potential cost savings by section of the 2014 Guidelines.³

1.2-2 Functional Program. This section was revised to clarify the requirements for a functional program and to help owners and designers define the actual needs for a project to minimize additional costs for construction of scope beyond programmed requirements or needs and to minimize the need for scope changes later in a project.

1.2-3 Safety Risk Assessment. Combining a number of risk assessments under one umbrella, this new tool clarifies what risks should be assessed at the outset of a project and should help owners and designers define the scope of a project to avoid overbuilding and to improve operational and clinical results.

1.2-5.4 Bariatric-Specific Design Considerations. The percentage of the population that is obese varies considerably in different regions in the United States, making it impossible to determine minimum requirements for facilities and equipment to accommodate provision of care for this portion of the population that would be appropriate everywhere. Therefore, specific requirements were removed so that health care organizations can determine the percentage of their patient population that needs these accommodations. Allowing the decision on how much of a facility must be able to accommodate persons of size to be customized to a locality should allow cost savings in some areas.

2.1-5.1 Central Services. Requirements in this section were clarified so sterile processing services can be provided in a manner that meets local capabilities rather than having minimum requirements that may go beyond what is needed in small hospitals. This would save costs by allowing a customized approach for each location.

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Conclusion. The estimated cost increases associated with adopting the 2014 Guidelines are fairly small, and may be offset by cost savings of other changes in the 2014 edition depending on the specifics of individual hospital construction and renovation projects. The Board and the architects and engineers associated with the Facility Guidelines Institute believe that adopting the 2014 edition will increase patient and staff health and safety. Thus, the proposal to specify that renovation or construction of hospitals be consistent with the 2014 Guidelines will likely produce a net benefit.

Businesses and Entities Affected. The proposed amendments potentially affect the 106 licensed hospitals within the Commonwealth.

Localities Particularly Affected. The proposed amendments do not disproportionately affect particular localities.

Projected Impact on Employment. The proposed amendments will not likely significantly affect total employment.

Effects on the Use and Value of Private Property. The proposed amendments are unlikely to significantly affect the use and value of private property.

Real Estate Development Costs. Depending on the specific attributes of the hospital construction or renovation project, the proposed adoption of the 2014 Guidelines may increase or decrease total real estate development costs. In any case, the change is not likely to be large.

Small Businesses:

Definition. Pursuant to § 2.2-4007.04 of the Code of Virginia, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

Costs and Other Effects. Depending on the specifics of individual hospital construction and renovation projects, the proposed adoption of the 2014 Guidelines may increase or decrease the cost of hospital construction and renovation. In net, the proposed amendments are unlikely to significantly increase costs for small businesses.

Alternative Method that Minimizes Adverse Impact. Depending on the specifics of individual hospital construction and renovation projects, the proposed adoption of the 2014 Guidelines may increase or decrease the cost of hospital construction and renovation. For those projects that would have increased costs due to requirements in the 2014 edition, there is no clear alternative method that meets the intended policy goals at a lower cost.

Adverse Impacts:

Businesses: Depending on the specifics of individual hospital construction and renovation projects, the proposed adoption of the 2014 Guidelines may increase or decrease the cost of hospital construction and renovation. For those businesses that face increased costs, the increase will likely be relatively moderate.

Localities: The proposed amendments are unlikely to significantly adversely affect localities.

Other Entities: The proposed amendments are unlikely to significantly adversely affect other entities.

¹ The 2014 Guidelines for Design and Construction of Hospitals and Outpatient Facilities is the current edition.

² The following table is reproduced from Gormley T, Garland J, Jones W. "Estimated Cost of Applying the 2014 vs. the 2010 FGI Guidelines for Design and Construction Requirements to Hospitals and Outpatient Facilities." Facility Guidelines Institute and the American Society for Healthcare Engineering (2015).

³ The information for potential cost reductions also comes from Gormley, Garland, and Jones (2015).

Agency's Response to Economic Impact Analysis: The Virginia Department of Health concurs with the economic impact analysis conducted by the Department of Planning and Budget.

Summary:

The proposed amendments conform the regulation to § 32.1-127.001 of the Code of Virginia, which requires the State Board of Health to adopt minimum standards for design and construction that are consistent with the current edition of the Guidelines for Design and Construction of Hospital and Health Care Facilities issued by the American Institute of Architects Academy of Architecture for Health. The American Institute of Architects Academy of Architecture for Health has become the Facility Guidelines Institute (FGI). The latest edition of guidelines published by the FGI is the 2014 edition of Guidelines for Design and Construction of Hospitals and Outpatient Facilities.

12VAC5-410-442. Obstetric service design and equipment criteria.

A. Renovation or construction of a hospital's obstetric unit shall be consistent with (i) section ~~2-1-4~~ 2.2-2.11 of Part 2 of the ~~2006~~ 2014 Guidelines for Design and Construction of ~~Health Care~~ Hospitals and Outpatient Facilities of the ~~American Facility Guidelines Institute of Architects~~ pursuant to § 32.1-127.001 of the Code of Virginia and (ii) the Virginia Uniform Statewide Building Code (13VAC5-63).

B. Delivery rooms, ~~LDR/LDRP;~~ labor, delivery, and recovery (LDR) rooms; ~~labor, delivery, recovery, and postpartum (LDRP) rooms;~~ and nurseries shall be equipped to provide emergency resuscitation for mothers and infants.

C. Equipment and supplies shall be assigned for exclusive use in the obstetric and newborn units.

D. The same equipment and supplies required for the labor room and delivery room shall be available for use in the LDR/LDRP rooms during periods of labor, delivery, and recovery.

E. Sterilizing equipment shall be available in the obstetric unit or in a central sterilizing department. Flash sterilizing

equipment or sterile supplies and instruments shall be provided in the obstetric unit.

F. Daily monitoring is required of the stock of necessary equipment in the ~~labor, delivery, and recovery~~ LDR rooms (~~LDR~~) and ~~labor, delivery, recovery and postpartum~~ (~~LDRP~~) LDRP rooms and nursery.

G. The hospital shall provide the following equipment in the labor, delivery and recovery rooms and, except where noted, in the LDR/LDRP rooms:

1. Labor rooms.
 - a. A labor or birthing bed with adjustable side rails.
 - b. Adjustable lighting adequate for the examination of patients.
 - c. An emergency signal and intercommunication system.
 - d. A sphygmomanometer, stethoscope and fetoscope or doppler.
 - e. Fetal monitoring equipment with internal and external attachments.
 - f. Mechanical infusion equipment.
 - g. Wall-mounted oxygen and suction outlets.
 - h. Storage equipment.
 - i. Sterile equipment for emergency delivery to include at least one clamp and suction bulb.
 - j. Neonatal resuscitation cart.
2. Delivery rooms.
 - a. A delivery room table that allows variation in positions for delivery. This equipment is not required for the LDR/LDRP rooms.
 - b. Adequate lighting for vaginal deliveries or cesarean deliveries.
 - c. Sterile instruments, equipment, and supplies to include sterile uterine packs for vaginal deliveries or cesarean deliveries, episiotomies or laceration repairs, postpartum sterilizations and cesarean hysterectomies.
 - d. Continuous in-wall oxygen source and suction outlets for both mother and infant.
 - e. Equipment for inhalation and regional anesthesia. This equipment is not required for LDR/LDRP rooms.
 - f. A heated, temperature-controlled infant examination and resuscitation unit.
 - g. An emergency call system.
 - h. Plastic pharyngeal airways, adult and newborn sizes.
 - i. Laryngoscope and endotracheal tubes, adult and newborn sizes.
 - j. A self-inflating bag with manometer and adult and newborn masks that can deliver 100% oxygen.
 - k. Separate cardiopulmonary crash carts for mothers and infants.
 - l. Sphygmomanometer.

m. Cardiac monitor. This equipment is not required for the LDR/LDRP rooms.

n. Gavage tubes.

o. Umbilical vessel catheterization trays. This equipment is not required for LDR/LDRP rooms.

p. Equipment that provides a source of continuous suction for aspiration of the pharynx and stomach.

q. Stethoscope.

r. Fetoscope.

s. Intravenous solutions and equipment.

t. Wall clock with a second hand.

u. Heated bassinets equipped with oxygen and transport incubator.

v. Neonatal resuscitation cart.

3. Recovery rooms.

a. Beds with side rails.

b. Adequate lighting.

c. Bedside stands, overbed tables, or fixed shelving.

d. An emergency call signal.

e. Equipment necessary for a complete physical examination.

f. Accessible oxygen and suction equipment.

12VAC5-410-445. Newborn service design and equipment criteria.

A. Construction ~~and~~ or renovation of a hospital's nursery shall be consistent with ~~sections 2.2-2.12.1 through 2.2-2.12.6.6~~ (i) section 2.2-2.12 of Part 2 of the ~~2010~~ 2014 Guidelines for Design and Construction of ~~Health Care Hospitals and Outpatient Facilities of the Facilities Facility Guidelines Institute (formerly of the American Institute of Architects)~~ pursuant to § 32.1-127.001 of the Code of Virginia and (ii) the Virginia Uniform Statewide Building Code (13VAC5-63). Hospitals with higher-level nurseries shall comply with ~~sections 2.2-2.10.1 through 2.2-10.9.3~~ section 2.2-2.10 of Part 2 of the ~~2010 guideline~~ 2014 edition of the guidelines as applicable.

B. The hospital shall provide the following equipment in the general level nursery and all higher level nurseries, unless additional equipment requirements are imposed for the higher level nurseries:

1. Resuscitation equipment as specified for the delivery room in 12VAC5-410-442 G 2 shall be available in the nursery at all times;
2. Equipment for the delivery of 100% oxygen concentration, properly heated, blended, and humidified, with the ability to measure oxygen delivery in fractional inspired concentration (FI02). The oxygen analyzer shall be calibrated every eight hours and serviced according to the manufacturer's recommendations by a member of the

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hospital's respiratory therapy department or other responsible personnel trained to perform the task;

3. Saturation monitor (pulse oximeter or equivalent);
4. Equipment for monitoring blood glucose;
5. Infant scales;
6. Intravenous therapy equipment;
7. Equipment and supplies for the insertion of umbilical arterial and venous catheters;
8. Open bassinets, self-contained incubators, open radiant heat infant care system or any combination thereof appropriate to the service level;
9. Equipment for stabilization of a sick infant prior to transfer that includes a radiant heat source capable of maintaining an infant's body temperature at 99°F;
10. Equipment for insertion of a thoracotomy tube; and
11. Equipment for proper administration and maintenance of phototherapy.

C. The additional equipment required for the intermediate level newborn service and for any higher service level is:

1. Pediatric infusion pumps accurate to plus or minus 1 milliliter (ml) per hour;
2. On-site supply of PgE1;
3. Equipment for 24-hour cardiorespiratory monitoring for neonatal use available for every incubator or radiant warmer;
4. Saturation monitor (pulse oximeter or equivalent) available for every infant given supplemental oxygen;
5. Portable x-ray machine; and
6. If a mechanical ventilator is selected to provide assisted ventilation prior to transport, it shall be approved for the use of neonates.

D. The additional equipment required for the specialty level newborn service and a higher newborn service is as follows:

1. Equipment for 24-hour cardiorespiratory monitoring with central blood pressure capability for each neonate with an arterial line;
2. Equipment necessary for ongoing assisted ventilation approved for neonatal use with ~~on-line~~ online capabilities for monitoring airway pressure and ventilation performance;
3. Equipment and supplies necessary for insertion and maintenance of chest tube for drainage;
4. On-site supply of surfactant;
5. Computed axial tomography equipment (CAT) or magnetic resonance imaging equipment (MRI);
6. Equipment necessary for initiation and maintenance of continuous positive airway pressure (CPAP) with ability to constantly measure delineated pressures and including alarm for abnormal pressure (i.e., vent with PAP mode); and

7. Cardioversion unit with appropriate neonatal paddles and ability to deliver appropriate small watt discharges.

E. The hospital shall document that it has the appropriate equipment necessary for any of the neonatal surgical and special procedures it provides that are specified in its medical protocol and that are required for the specialty level newborn service.

F. The additional equipment requirements for the subspecialty level newborn service are:

1. Equipment for emergency gastrointestinal, genitourinary, central nervous system, and sonographic studies available 24 hours a day;
2. Pediatric cardiac catheterization equipment;
3. Portable echocardiography equipment; and
4. Computed axial tomography equipment (CAT) and magnetic resonance imaging equipment (MRI).

G. The hospital shall document that it has the appropriate equipment necessary for any of the neonatal surgical and special procedures it provides that are specified in the medical protocol and are required for the subspecialty level newborn service.

Part III

Standards and Design Criteria for New Buildings and Additions, Alterations and Conversion of Existing Buildings

12VAC5-410-650. General building and physical plant information.

A. All construction of new buildings and additions, renovations, alterations or repairs of existing buildings for occupancy as a hospital shall conform to state and local codes, zoning ~~and building~~ ordinances, and the Virginia Uniform Statewide Building Code (13VAC5-63).

In addition, hospitals shall be designed and constructed ~~according to~~ consistent with Part 1 and ~~sections 2.1-1 through 2.2-8 of~~ Part 2 of the 2010 2014 Guidelines for Design and Construction of Health Care Hospitals and Outpatient Facilities of the Facilities Facility Guidelines Institute (formerly of the American Institute of Architects). ~~However, the requirements of the Uniform Statewide Building Code and local zoning and building ordinances shall take precedence pursuant to § 32.1-127.001 of the Code of Virginia.~~

~~B. All buildings shall be inspected and approved as required by the appropriate building regulatory entity. Approval shall be a Certificate of Use and Occupancy indicating the building is classified for its proposed licensed purpose. Architectural drawings and specifications for all new construction or for additions, alterations, or renovations to any existing building shall be dated, stamped with professional seal, and signed by the architect. The architect shall certify that the drawings and specifications were prepared to conform to the Virginia Uniform Statewide Building Code (13VAC5-63) and be consistent with Part 1 and Part 2 of the 2014 Guidelines for~~

Design and Construction of Hospitals and Outpatient Facilities of the Facility Guidelines Institute. The certification shall be forwarded to the OLC.

12VAC5-410-760. Long-term care nursing units.

Construction and renovation of long-term care nursing units, including intermediate and skilled nursing care nursing units, shall ~~conform to be designed and constructed consistent with section 2.1—3.9 2.2-2.15~~ of Part 2 of the ~~2006 2014~~ Guidelines for Design and Construction of ~~Health Care Hospitals and Outpatient Facilities of the American Facility Guidelines Institute of Architects pursuant to § 32.1-127.001~~ of the Code of Virginia.

Architectural drawings and specifications for all new construction or for additions, alterations, or renovations to any existing building shall be dated, stamped with professional seal, and signed by the architect. The architect shall certify that the drawings and specifications were prepared to conform to the Virginia Uniform Statewide Building Code (13VAC5-63) and be consistent with section 2.2-2.15 of Part 2 of the 2014 Guidelines for Design and Construction of Hospitals and Outpatient Facilities of the Facility Guidelines Institute. The certification shall be forwarded to the OLC.

Part V

Design Standards for New Outpatient Surgical Hospitals and Additions and Alterations to Existing Outpatient Surgical Hospitals

Article 1

General Considerations

12VAC5-410-1350. ~~Codes; fire safety; zoning; construction~~ Local and state codes and standards.

A. All construction of new buildings and additions alterations or repairs to existing buildings for occupancy as a "free-standing" outpatient hospital shall conform to state and local codes, zoning ~~and building~~ ordinances, and the ~~Statewide Virginia~~ Uniform ~~Statewide~~ Building Code (13VAC5-63).

In addition, hospitals shall be designed and constructed ~~according to consistent with~~ Part 1 and sections ~~3.1-1 through 3.1-8 3.1~~ and 3.7 of Part 3 of the ~~2010 2014~~ Guidelines for Design and Construction of ~~Health Care Hospitals and Outpatient Facilities of the Facilities Facility Guidelines Institute (formerly of the American Institute of Architects).~~ However, the requirements of the ~~Uniform Statewide Building Code and local zoning and building ordinances shall take precedence pursuant to § 32.1-127.001 of the Code of Virginia.~~

Architectural drawings and specifications for all new construction or for additions, alterations, or renovations to any existing building shall be dated, stamped with professional seal, and signed by the architect. The architect shall certify that the drawings and specifications were prepared to conform to the Virginia Uniform Statewide

Building Code (13VAC5-63) and be consistent with Part 1 and sections 3.1 and 3.7 of Part 3 of the 2014 Guidelines for Design and Construction of Hospitals and Outpatient Facilities of the Facility Guidelines Institute. The certification shall be forwarded to the OLC.

~~B. All buildings shall be inspected and approved as required by the appropriate building regulatory entity. Approval shall be a Certificate of Use and Occupancy indicating the building is classified for its proposed licensed purpose.~~

~~C. B. The use of an incinerator shall require permitting from the nearest regional office of the Department of Environmental Quality.~~

~~D. C. Water shall be obtained from an approved water supply system. Outpatient surgery centers shall be connected to sewage systems approved by the Department of Health or the Department of Environmental Quality.~~

~~E. D. Each outpatient surgery center shall establish a monitoring program for the internal enforcement of all applicable fire and safety laws and regulations.~~

~~F E. All radiological machines shall be registered with the Office of Radiological Health of the Virginia Department of Health. Installation, calibration and testing of machines and storage facilities shall comply with ~~12VAC5-480 12VAC5-481, Virginia~~ Radiation Protection Regulations.~~

~~G. F. Pharmacy services shall comply with Chapter 33 (§ 54.1-3300 et seq.) of Title 54.1 of the Code of Virginia and 18VAC110-20, Regulations Governing the Practice of Pharmacy.~~

DOCUMENTS INCORPORATED BY REFERENCE (12VAC5-410)

~~Guidelines for Design and Construction of Health Care Hospitals and Outpatient Facilities, 2014 Edition, Facilities Facility Guidelines Institute (formerly of the American Institute of Architects), Washington, D.C., 2010 Edition, <http://www.fgiguilines.org>~~

VA.R. Doc. No. R13-23; Filed February 15, 2016, 12:07 p.m.

Final Regulation

REGISTRAR'S NOTICE: The State Board of Health is claiming an exemption from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are necessary to conform to changes in Virginia statutory law or the appropriation act where no agency discretion is involved. The State Board of Health will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Title of Regulation: 12VAC5-410. Regulations for the Licensure of Hospitals in Virginia (adding 12VAC5-410-1175).

Statutory Authority: § 32.1-127 of the Code of Virginia.

Effective Date: April 8, 2016.

Regulations

Agency Contact: Erik Bodin, Director, Office of Licensure and Certification, Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2109, or erik.bodin@vdh.virginia.gov.

Summary:

Pursuant to Chapter 18 of the 2015 Acts of Assembly, which created § 32.1-137.03 of the Code of Virginia, this action requires hospitals to (i) provide each patient admitted as an inpatient the opportunity to designate an individual who will care for or assist the patient in his residence following discharge from the hospital and to whom the hospital shall provide information regarding the patient's discharge plan and follow-up care, (ii) make that designation part of the patient's medical record, (iii) include certain specific information regarding the designated person as part of that record, and (iv) allow the patient to change the designation any time prior to release from the hospital.

12VAC5-410-1175. Discharge planning.

A. Every hospital shall provide each patient admitted as an inpatient or his legal guardian the opportunity to designate an individual who will care for or assist the patient in his residence following discharge from the hospital and to whom the hospital shall provide information regarding the patient's discharge plan and any follow-up care, treatment, and services that the patient may require.

B. Every hospital upon admission shall record in the patient's medical record:

1. The name of the individual designated by the patient;
2. The relationship between the patient and the person; and
3. The person's telephone number and address.

C. If the patient fails or refuses to designate an individual to receive information regarding his discharge plan and any follow-up care, treatment, and services, the hospital shall record the patient's failure or refusal in the patient's medical record.

D. A patient may change the designated individual at any time prior to the patient's release, and the hospital shall record the changes, including the information referenced in subsection B of this section, in the patient's medical record within 24 hours of such a change.

E. Prior to discharging a patient who has designated an individual pursuant to subsection A or D of this section, the hospital shall (i) notify the designated individual of the patient's discharge, (ii) provide the designated individual with a copy of the patient's discharge plan and instructions and information regarding any follow-up care, treatment, or services that the designated individual will provide, and (iii) consult with the designated individual regarding the designated individual's ability to provide the care, treatment, or services. Such discharge plan shall include:

1. The name and contact information of the designated individual;

2. A description of follow-up care, treatment, and services that the patient requires; and

3. Information, including contact information, about any health care, long-term care, or other community-based services and supports necessary for the implementation of the patient's discharge plan.

A copy of the discharge plan and any instructions or information provided to the designated individual shall be included in the patient's medical record.

F. The hospital shall provide each individual designated pursuant to subsection A or D of this section the opportunity for a demonstration of specific follow-up care tasks that the designated individual will provide to the patient in accordance with the patient's discharge plan prior to the patient's discharge, including opportunity for the designated individual to ask questions regarding the performance of follow-up care tasks. Such opportunity shall be provided in a culturally competent manner and in the designated individual's native language.

VA.R. Doc. No. R16-4526; Filed February 10, 2016, 3:42 p.m.

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TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF PHARMACY

Fast-Track Regulation

Title of Regulation: **18VAC110-20. Regulations Governing the Practice of Pharmacy (amending 18VAC110-20-685, 18VAC110-20-700, 18VAC110-20-725, 18VAC110-20-726, 18VAC110-20-727).**

Statutory Authority: §§ 54.1-2400 of the Code of Virginia.

Public Hearing Information: No public hearings are currently scheduled.

Public Comment Deadline: April 6, 2016.

Effective Date: April 21, 2016.

Agency Contact: Caroline Juran, RPh, Executive Director, Board of Pharmacy, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, telephone (804) 367-4416, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

Basis: Regulations are promulgated under the general authority of Chapter 24 (§ 54.1-2400 et seq.) of Title 54.1 of the Code of Virginia. Section 54.1-2400 provides the Board of Pharmacy the authority to promulgate regulations. Section 54.1-3420.2 of the Code of Virginia provides: "E. Prescription drug orders dispensed to a patient and delivered to a program of all-inclusive care for the elderly (PACE) site licensed by the Department of Social Services pursuant to

§ 63.2-1701 and overseen by the Department of Medical Assistance Services in accordance with § 32.1-330.3 upon the signed written request of the patient or the patient's legally authorized representative may be stored, retained, and repackaged at the site on behalf of the patient for subsequent delivery or administration. The repackaging of a dispensed prescription drug order retained by the PACE site for the purpose of assisting a client with self-administration pursuant to this subsection shall only be performed by a pharmacist, pharmacy technician, nurse, or other person who has successfully completed a Board-approved training program for repackaging of prescription drug orders as authorized by this subsection. The Board shall promulgate regulations relating to training, packaging, labeling, and recordkeeping for such repackaging." The authority to promulgate regulations to establish criteria for repackaging by PACE sites is mandatory.

Purpose: The purpose of the planned regulatory action is to comply with a legislative mandate to promulgate regulations for PACE sites to receive, store, retain, and repackage prescription drug orders dispensed to a patient for the purpose of assisting a client with self-administration of the drug.

Chapter 505 of the 2015 Acts of Assembly addresses a problem for the PACE program in handling the unique prescription needs of its patient population. The legislation does two things. It authorizes the PACE sites to retain prescription medications for elderly patients, who may need assistance or monitoring of self-administration or who may not be capable of self-administering. And, it authorizes PACE personnel, who hold appropriate licensure or who have passed a training course approved by the Board of Pharmacy, to repackage a portion of a patient's medication to assist that patient with self-administration and compliance with dosage instructions.

Because of the urgent need for the change in law and for regulations to implement those changes, the Board of Pharmacy is promulgating amendments by a fast-track rulemaking process. Regulations addressing storage, repackaging, recordkeeping, and training of persons who handle drugs will ensure that client or patient needs are being met while protecting the security and integrity of the drugs and the health and safety of the client and general population.

Rationale for Using Fast-Track Process: This action will not be controversial as repackaging authorization is needed as soon as possible. Cindy Williams with Riverside Health Systems, which has a number of PACE facilities, gave public comment at the meeting on September 29, 2015, urging the board to adopt the draft regulations recommended by the Regulation Committee. The board adopted the recommendation without change.

Substance: Regulations promulgated pursuant to the legislative mandate set forth requirements for PACE sites to possess, repackage, and deliver or administer drugs and for a program to train nonpharmacists in repackaging.

Amendments add PACE to requirements for other facilities (CSBs and BHAs) that have similar authority. The amendments add "PACE site" to existing requirements for labeling, storage, recordkeeping, destruction, and other requirements for repackaging in those facilities that do not have a pharmacy, persons authorized to repackage, and information to clients about repackaged drugs. There are also curricula and instructional criteria for approval of repackaging training programs and for expiration and renewal of program approval.

Issues: The advantage to the public is assurance that a facility has followed appropriate procedures in the storing, retaining, and repackaging of dispensed prescription drug orders for the purpose of assisting elderly clients with self-administration. Without proper training, there are concerns about drug safety and security and about improper dispensed of prescriptions that enable a person to remain in a community-based program. There are no disadvantages. The advantage to the Commonwealth is facilitation of a community program that assists elderly clients with health-related needs. Since there was no statutory authority for emergency regulations, the board is promulgating a fast-track action to authorize repackaging as soon as possible.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. Pursuant to Chapter 505 of the 2015 Acts of the Assembly, the Board of Pharmacy (Board) proposes to amend its pharmacy regulation to allow programs of all-inclusive care for the elderly (PACE sites) that are licensed by the Department of Social Services and overseen by the Department of Medical Assistance Services to be able to possess, repackage, deliver and administer prescription medications to their patients as community service boards (CSBs) and behavioral health authorities (BHAs) do now.

Result of Analysis. Benefits likely outweigh costs for implementing these proposed changes.

Estimated Economic Impact. Currently, the Board allows CSBs and BHAs that have obtained controlled substances registration to have staff trained in repackaging of prescription drug orders to repackage prescription drugs for these entities' clients. Pursuant to Chapter 505 of the 2015 Acts of the Assembly, the Board now proposes to add PACE sites to the list of entities that may repackage prescriptions for their clients. Pace sites will have to meet the same criteria as CSBs and BHAs do and will have to pay the fees set for approval (and renewal and late renewal) of repackaging training programs (\$50, \$30 and \$10, respectively) and meet criteria for training programs as well as rules that trained individuals must follow in repackaging drugs. The rules for repackaging include information that must be on packaging labels, information that must be dispensed to clients with the drugs, rules for storage and destruction of drugs, and recordkeeping requirements.

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PACE sites will incur the same explicit costs as CSBs and BHAs incur now; these costs comprise the \$50 fee for approval of a repackaging training program to train their staff (as well as biennial fees of \$30 for renewal of these programs). PACE sites will also incur implicit costs for staff time spent in training. PACE sites will likely only seek repackaging authority if they believe that the costs they would incur are outweighed by the benefits that they and their clients will accrue. The benefits of these proposed regulations have the potential to be quite large, especially for elderly clients who lack the capacity to independently follow a prescribed drug regimen.

Businesses and Entities Affected. The Department of Health Professions reports that there are eight PACE provider organizations that serve 12 licensed PACE sites in the Commonwealth. All of these entities and their clients will be affected by these regulations.

Localities Particularly Affected. No locality will be particularly affected by this regulatory change.

Projected Impact on Employment. This regulatory change is unlikely to impact employment in the Commonwealth.

Effects on the Use and Value of Private Property. This regulatory change is unlikely to affect the use or value of private property in Virginia.

Real Estate Development Costs. This proposed change will likely not affect real estate development costs.

Small Businesses:

Definition. Pursuant to § 2.2-4007.04 of the Code of Virginia, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

Costs and Other Effects. No small business in the Commonwealth is likely to incur net costs on account of this proposed regulatory change.

Alternative Method that Minimizes Adverse Impact. No small business in the Commonwealth is likely to incur net costs on account of this proposed regulatory change.

Adverse Impacts:

Businesses: No business in the Commonwealth is likely to incur net costs on account of this proposed regulatory change.

Localities: Localities in the Commonwealth are unlikely to see any adverse impacts on account of this proposed regulatory change.

Other Entities: No entities in the Commonwealth are likely to suffer any adverse impacts on account of this proposed regulatory change.

Agency's Response to Economic Impact Analysis: The Board of Pharmacy concurs with the economic impact analysis of the Department of Planning and Budget.

Summary:

Chapter 505 of the 2015 Acts of the Assembly requires the Board of Pharmacy to promulgate regulations "relating to the training, packaging, labeling, and recordkeeping" for repackaging of prescription drug orders dispensed to a patient and delivered to a program of all-inclusive care for the elderly (PACE) site licensed by the Department of Social Services and overseen by the Department of Medical Assistance Services. The amendments add PACE sites to the repackaging requirements previously adopted for a similar purpose for community services board facilities and behavioral health authority facilities.

Part XVI

Controlled Substances Registration for Other Persons or Entities

18VAC110-20-685. Definitions for controlled substances registration.

For purposes of this part, the following definitions shall apply:

"BHA" means a behavioral health authority facility licensed by the Department of Behavioral Health and Developmental Services that holds a controlled substances registration issued by the board.

"CSB" means a community services board facility licensed by the Department of Behavioral Health and Developmental Services that holds a controlled substances registration issued by the board.

"PACE" means a program of all-inclusive care for the elderly overseen by the Department of Medical Assistance Services in accordance with § 32.1-330.3 of the Code of Virginia.

18VAC110-20-700. Requirements for supervision for controlled substances registrants.

A. A practitioner licensed in Virginia shall provide supervision for all aspects of practice related to the maintenance and use of controlled substances as follows:

1. In a hospital or nursing home without an in-house pharmacy, a pharmacist shall supervise.
2. In an emergency medical services agency, the operational medical director shall supervise.
3. For any other type of applicant or registrant, a pharmacist or a prescriber whose scope of practice is consistent with the practice of the applicant or registrant and who is approved by the board may provide the required supervision.

B. The supervising practitioner shall approve the list of drugs which may be ordered by the holder of the controlled substances registration; possession of controlled substances by the entity shall be limited to such approved drugs. The list of drugs approved by the supervising practitioner shall be maintained at the address listed on the controlled substances registration.

C. Access to the controlled substances shall be limited to (i) the supervising practitioner or to those persons who are authorized by the supervising practitioner and who are authorized by law to administer drugs in Virginia; (ii) such other persons who have successfully completed a training program for repackaging of prescription drug orders in a CSB ~~or~~, BHA, or PACE site as authorized in § 54.1-3420.2 of the Code of Virginia; or (iii) other such persons as designated by the supervising practitioner or the responsible party to have access in an emergency situation. If approved by the supervising practitioner, pharmacy technicians may have access for the purpose of delivering controlled substances to the registrant, stocking controlled substances in automated dispensing devices, conducting inventories, audits and other recordkeeping requirements, overseeing delivery of dispensed prescriptions at an alternate delivery site, and repackaging of prescription drug orders retained by a CSB ~~or~~, BHA, or PACE site as authorized in § 54.1-3420.2 of the Code of Virginia. Access to stock drugs in a crisis stabilization unit shall be limited to prescribers, nurses, or pharmacists.

D. The supervising practitioner shall establish procedures for and provide training as necessary to ensure compliance with all requirements of law and regulation, including, but not limited to, storage, security, and recordkeeping.

E. Within 14 days of a change in the responsible party or supervising practitioner assigned to the registration, either the responsible party or outgoing responsible party shall inform the board and a new application shall be submitted indicating the name and license number, if applicable, of the new responsible party or supervising practitioner.

18VAC110-20-725. Repackaging by a CSB ~~or~~, BHA, or PACE site.

A. Definition. For purposes of this section, "repackaging" shall mean removing a drug from a container already dispensed and labeled by a pharmacy or medical practitioner authorized to dispense, for a particular client of a CSB ~~or~~, BHA, or PACE site, and placing it in a container designed for a person to be able to repackage his own dispensed prescription medications to assist with self-administration and compliance with dosage instructions. Such repackaging shall not include the preparation of a patient-specific label that includes drug name, strength, or directions for use or any other process restricted to a pharmacist or pharmacy technician under the direct supervision of a pharmacist.

B. Persons authorized to repackage. Repackaging shall be performed by a pharmacist, pharmacy technician, nurse, or such other person who has successfully completed a board-approved training program for repackaging of prescription drug orders as authorized in § 54.1-3420.2 of the Code of Virginia. A CSB ~~or~~, BHA, or PACE site using such other person shall maintain documentation of completion of an approved training program for at least one year from date of termination of employment or cessation of repackaging activities.

C. Requirements for repackaging.

1. The repackaging of a dispensed prescription drug order pursuant to § 54.1-3420.2 of the Code of Virginia shall only be done at a CSB ~~or~~, BHA, or PACE site.
2. The repackaging of dispensed prescription drugs shall be restricted to solid oral dosage forms and a maximum of a 14-day supply of drugs.
3. The drug container used for repackaging pursuant to this section shall bear a label containing the client's first and last name, and name and 24-hour contact information for the CSB ~~or~~, BHA, or PACE site.
4. A clean, well-closed container that assists the client with self-administration shall be used when multiple doses of a repackaged drug are provided to the client at one time.
5. A prescription drug order shall not be repackaged beyond the assigned expiration date noted on the prescription label of the dispensed drug, if applicable, or beyond one year from the date the drug was originally dispensed by a pharmacy, whichever date is earlier.

D. Written information for client. At the time a repackaged drug is initially given to a client, and upon any subsequent change in the medication order, the client shall be provided written information about the name and strength of the drug and the directions for use. Such written information shall have been prepared by a pharmacy or by a nurse at the CSB ~~or~~, BHA, or PACE site.

E. Retention, storage, and destruction of repackaged drugs.

1. Any portion of a client's prescription drug order not placed into a container intended to assist with self-administration may be either given to the client or retained by the CSB ~~or~~, BHA, or PACE site for subsequent repackaging. If retained by the CSB ~~or~~, BHA, or PACE site, the remaining portion shall be stored within the board-approved drug storage location in the original labeled container, and shall only be used for the client for whom the drug was originally dispensed.
2. Any portion of a prescription drug order remaining at the CSB ~~or~~, BHA, or PACE site that has exceeded any labeled expiration date or one year from the original pharmacy dispensing date on the label shall be separated from unexpired drugs, stored within a designated area of the board-approved drug storage location, and destroyed within 30 days of expiration with the written agreement of the client. Remaining portions of discontinued prescription drug orders retained by the CSB ~~or~~, BHA, or PACE site shall also be separated from active stock and either returned to the client or destroyed within 30 days of discontinuance with the written agreement of the client.

F. Recordkeeping.

1. A record of repackaging shall be made and maintained for one year from the date of repackaging and shall include the following:

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- a. Date of repackaging;
 - b. Name of client;
 - c. Prescription number of the originally dispensed prescription drug order;
 - d. Pharmacy name;
 - e. Drug name and strength;
 - f. Quantity of drug repackaged; and
 - g. Initials of the person performing the repackaging and verifying the accuracy of the repackaged drug container.
2. A record of destruction shall be made and maintained for one year for any prescription drug orders destroyed by the CSB ~~or~~, BHA, or PACE site and shall include the following:
- a. Date of destruction;
 - b. Name of client;
 - c. Prescription number of the originally dispensed prescription drug order;
 - d. Drug name and strength;
 - e. Quantity of drug destroyed; and
 - f. Initials of the person performing the destruction.

18VAC110-20-726. Criteria for approval of repackaging training programs.

A. Application. Any person wishing to apply for approval of a repackaging training program shall submit the application fee prescribed in 18VAC110-20-20 and an application on a form approved by the board and shall meet the criteria established in this section. The application shall name a program director who is responsible for compliance with this section.

B. Curriculum. The curriculum for a repackaging training program shall include instruction in current laws and regulations applicable to a CSB ~~or~~, BHA, or PACE site for the purpose of assisting a client with self-administration pursuant to § 54.1-3420.2 of the Code of Virginia and in the following repackaging tasks:

1. Selection of an appropriate container;
2. Proper preparation of a container in accordance with instructions for administration;
3. Selection of the drug;
4. Counting of the drug;
5. Repackaging of the drug within the selected container;
6. Maintenance of records;
7. Proper storage of drugs;
8. Translation of medical abbreviations;
9. Review of administration records and prescriber's orders for the purpose of identifying any changes in dosage administration;
10. Reporting and recording the client's failure to take medication;

11. Identification, separation, and removal of expired or discontinued drugs; and

12. Prevention and reporting of repackaging errors.

C. Instructors and program director. Instructors for the program shall be either (i) a pharmacist with a current license in any jurisdiction and who is not currently suspended or revoked in any jurisdiction in the United States or (ii) a pharmacy technician with at least one year of experience performing technician tasks who holds a current registration in Virginia or current PTCB certification and who is not currently suspended or revoked in any jurisdiction in the United States. The program director shall maintain a list of instructors for the program.

D. Program requirements.

1. The length of the program shall be sufficient to prepare a program participant to competently perform repackaging consistent with § 54.1-3420.2 of the Code of Virginia and 18VAC110-20-725.

2. The program shall include a post-training assessment to demonstrate the knowledge and skills necessary for repackaging with safety and accuracy.

3. A program shall provide a certificate of completion to participants who successfully complete the program and provide verification of completion of the program for a participant upon request by a CSB, BHA, PACE site, or the board.

4. The program shall maintain records of training completion by persons authorized to repackage in accordance with § 54.1-3420.2 of the Code of Virginia. Records shall be retained for two years from date of completion of training or termination of the program.

5. The program shall report within 14 days any substantive change in the program to include a change in program name, program director, name of institution or business if applicable, address, program content, length of program, or location of records.

E. Expiration and renewal of program approval. A repackaging training program approval expires after two years, after which the program may apply for renewal. For continued approval, the program shall submit the renewal application, renewal fee, and a self-evaluation report on a form provided by the board at the time of renewal notification. Renewal of a program's approval is at the discretion of the board, and the decision to renew shall be based on documentation of continued compliance with the criteria set forth in this section.

18VAC110-20-727. Pharmacists repackaging for clients of a CSB ~~or~~, BHA or PACE.

A. As an alternative to repackaging as defined in 18VAC110-20-725, a pharmacist at a CSB ~~or~~, BHA, or PACE site may repackage a client's prescription drugs that have been dispensed by another pharmacy into compliance packaging under the following conditions:

1. A prescription drug order shall not be repackaged beyond the assigned expiration date noted on the prescription label of the dispensed drug, if applicable, or beyond one year from the date the drug was originally dispensed by a pharmacy, whichever date is earlier.

2. The compliance packaging shall comply with the requirements of 18VAC110-20-340 B.

3. A record of repackaging shall be made and maintained for one year from the date of repackaging and shall include the following:

- a. Date of repackaging;
- b. Name of client;
- c. Prescription number of the originally dispensed prescription drug order;
- d. Pharmacy name;
- e. Drug name and strength;
- f. Quantity of drug repackaged; and
- g. Initials of the person performing the repackaging and verifying the accuracy of the repackaged drug container.

4. Any portion of a prescription drug order remaining at the CSB or BHA, or PACE site that has exceeded any labeled expiration date or one year from the original pharmacy dispensing date on the label shall be separated from unexpired drugs, stored within a designated area of the board-approved drug storage location, and destroyed within 30 days of expiration with the written agreement of the client. Remaining portions of discontinued prescription drug orders retained by the CSB or BHA, or PACE site shall also be separated from active stock and either returned to the client or destroyed within 30 days of discontinuance with the written agreement of the client.

B. A primary provider pharmacy may also provide this service in compliance with the provisions of 18VAC110-20-535.

VA.R. Doc. No. R16-4540; Filed February 5, 2016, 4:13 p.m.

GUIDANCE DOCUMENTS

Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the *Virginia Register* of guidance document lists from state agencies covered by the Administrative Process Act and the Virginia Register Act. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

Generally, the format for the guidance document list is: document number (if any), title of document, date issued or last revised, and citation of Virginia Administrative Code regulatory authority or Code of Virginia statutory authority. Questions concerning documents or requests for copies of documents should be directed to the contact person listed by the agency.

DEPARTMENT OF ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 North 14th Street, 2nd Floor, Richmond, VA 23219. Copies are available online at the Department of Accounts website at <http://www.doa.virginia.gov>, and the respective document's specific web link is listed below with the document title. Hardcopies of all documents except the CAPP Manual may be obtained free of charge by contacting Michael E. Rider at P.O. Box 1971, Richmond, VA 23218-1971, telephone (804) 225-3051, or email michael.rider@doa.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Douglas N. Page, Director of Finance and Administration, telephone (804) 225-3136, or email doug.page@doa.virginia.gov.

Guidance Documents:

[Agency Risk Management and Internal Control Standards \(ARMICS\)](#), updated routinely. This document provides risk management and internal control standards for state agencies and institutions.

[Commonwealth Accounting Policies and Procedures \(CAPP\) Manual](#), continuously updated. This document is a compendium of information that provides accounting guidance for state agencies and institutions. Please choose the correct CAPP Manual link, which is determined by the accounting system in use for the agency. There is a link for CARS users and a link for CARDINAL users.

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main_Cardinal.cfm

[Financial Statement Preparation for Agencies and Institutions](#), updated annually. These are two documents: one for agencies and one for institutions that provide financial statement preparation guidance.

[Year End Closing Procedures](#), prepared annually. This document provides guidance to agencies and institutions

regarding proper procedures for closing the state accounting year.

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

All guidance documents are available electronically at no charge from the Regulatory Town Hall at <http://townhall.virginia.gov> or from the department website at <http://dars.virginia.gov>. Documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office location at 8004 Franklin Farms Drive, Richmond, VA 23229. Contact the individual listed with the individual document when the link is clicked for more information. If no listing appears, contact Vanessa S. Rakestraw, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7612. Costs for printing hard copies of these documents vary depending on the document requested.

Guidance Documents:

[4519, Virginia Guide to Supported Employment and Job Coach Training Services](#), 5/13/2015

[4520, Consumer's Guide to Self Employment](#), 7/1/2012

[4523, DARS Services Reference Manual - Fee Schedule](#), 12/1/2014

[4524, DRS Training and Facilities Manual](#), 12/1/2014

[4525, Long Term Employment Support Services \(LTISS\) and Extended Employment Services \(EES\) Policy Manual](#), 12/1/2015

[4526, State Plan for the State Vocational Rehabilitation Services Program](#), 10/1/2014

[4527, Your Path to Work - The VR Program Explained](#), 11/25/2015

[4528, DARS Services for Employers](#), 12/4/2015

[4529, New Counselor Skills and Competencies Checklist](#), 3/1/2015

[4531, Human Research Procedures Manual](#), 12/1/2011

- 4532, Personal Assistance Services Program Handbook, 2/9/2011
- 4540, State Plan for Independent Living, 10/1/2013
- 5079, Vendor Application for Licensed Behavioral Health Services Provider A1205 - Guidance Document, 8/1/2014
- 5081, Guidance for Provision of Therapeutic Behavioral Services (TBS), 1/1/2014
- 5100, Virginia's State Plan for Aging (October 1, 2011 - September 30, 2015), 6/16/2011
- 5101, VDA Service Standard: Adult Day Care, 11/23/2004
- 5102, VDA Service Standard: Care Coordination, 4/14/2003
- 5103, VDA Service Standard: CCEVP Level One, 10/18/2011
- 5104, VDA Service Standard: CCEVP Level Two, 10/18/2011
- 5105, VDA Service Standard: CCEVP Senior Outreach to Services, 10/18/2011
- 5106, VDA Service Standard: Checking, 4/14/2003
- 5107, VDA Service Standard: Chore, 10/1/2013
- 5133, VDA Service Standard: Congregate Nutrition, 10/1/2014
- 5134, VDA Service Standard: Communication, Referral and Information and Assistance (CRIA), 10/3/2011
- 5135, VDA Service Standard: Elder Abuse Prevention, 4/14/2003
- 5136, VDA Service Standard: Emergency, 4/22/2003
- 5137, VDA Service Standard: Employment Title III, 4/22/2003
- 5138, VDA Senior Community Service Employment Program State Plan for Program Years 2012-2015, 3/8/2013
- 5139, VDA Service Standard: Home Delivered Nutrition, 10/1/2014
- 5140, VDA Service Standard: Health Education and Screening, 1/3/2012
- 5141, VDA Service Standard: Disease Prevention and Health Promotion, 7/1/2012
- 5142, VDA Service Standard: Home Health, 4/14/2003
- 5143, VDA Service Standard: Homemaker, 10/1/2013
- 5144, VDA Service Standard: Identification Discount, 4/29/2003
- 5145, VDA Service Standard: Legal Assistance, 10/14/2008
- 5146, VDA Service Standard: Long Term Care Coordinating Activities, 4/14/2003
- 5147, VDA Service Standard: Medication Management, 7/31/2012
- 5148, VDA Service Standard: Money Management, 4/29/2003
- 5149, VDA Service Standard: Options Counseling, 5/11/2012
- 5150, VDA Service Standard: Personal Care, 10/1/2013
- 5151, VDA Service Standard: Public Information and Education, 6/30/2003
- 5152, VDA Service Standard: Preparation and Administration of the Area Plan, 4/14/2003
- 5153, VDA Service Standard: Residential Repair and Renovation, 10/14/2004
- 5154, VDA State Plan: Socialization and Recreation Services, Multipurpose Senior Center, 1/3/2012
- 5155, VDA Service Standard: Transportation Services, 10/1/2003
- 5156, VDA Service Standard: Volunteer, 4/22/2003
- 5157, Procurement Guidelines - Minimum Procurement Guidelines (2003), 6/1/2003
- 5332, AS Broadcast 9266 State Median Income for Adult Services, 7/27/2015
- 5335, AS Assisted Living Facility Private Pay Assessment Manual, 12/5/2012
- 5338, AS Broadcast 8023 Revised Guidance Concerning Rights of Alleged Perpetrators in Substantiated Cases of Adult Abuse, Neglect or Exploitation, 6/28/2013
- 5339, AS Broadcast 7913 Right of an Alleged Perpetrator in a Substantiated Case of Adult Abuse, Neglect or Exploitation, 4/16/2013
- 5343, AS Broadcast 5696 Revised Adult Protective Services (APS) Minimum Training Standards, 6/1/2009
- 5345, AS Broadcast 7658 Guidelines for Pre-Admission Screening of Children with Disabilities Seeking Long-Term Care Services, 10/25/2012
- 5346, AS Auxiliary Grant Policy Manual Chapters A-L and Transmittals, 8/24/2015
- 5348, AS Assisted Living Facility Assessment Manual, 9/1/2012
- 5349, AS Adult Services Manual, Chapters 1-9, 5/5/2015
- 5451, Therapeutic Behavioral Services (TBS) Description of DARS Service Item Code H2019, 10/1/2013

Guidance Documents

5876, [Beneficiary Fact Sheet on the Ticket to Work Program](#), 12/14/2015

5877, [Receiving Social Security Benefits? Worried About What Happens to Your Benefits When You Work?](#), 12/14/2015

5879, [Ticket to Work at-a-Glance Checklist for DRS Counselors](#), 6/1/2012

4518, [DARS Agency Brochure](#), 12/4/2013

4521, [Vocational Evaluation Best Practices Manual](#), 10/28/1993

4522, [DRS Policy and Procedure Manual](#), 11/1/2015

4533, [Personal Assistance Services Policy and Procedures Manual Chapters 1-5](#), 1/1/2015

4534, [Personal Assistance Services Policy and Procedures Manual Chapters 6 through 14](#), 1/1/2015

4541, [Centers for Independent Living General Policies and Procedures Manual](#), 11/26/2012

4545, [Wilson Workforce and Rehabilitation Center Governance Manual](#), 11/1/2015

4546, [WWRC Transition Academy Training and Reference Manual](#), 1/14/2012

4547, [ADM-200, WWRC Service Listing/Fee Schedule](#), 7/1/2011

4549, [PERT Training and Reference Manual](#), 12/2/2013

5158, [VDA National Family Caregiver Support Guidance](#), 7/12/2012

5159, [VDA Cost Sharing/Fee for Service Policy](#), 12/3/2013

5161, [VDA Farm Market Fresh for Seniors Handbook for Farmers](#), 3/1/2014

5163, [DRS Transition Services Guide](#), 9/27/2013

5350, [AS Preadmission Screening Technical Assistance for Hospitals](#), 9/10/2015

5875, [Ticket-to-Work Procedures](#), 7/17/2013

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Department of Agriculture and Consumer Services, Oliver W. Hill Building, 102 Governor Street, Richmond, VA 23219. For information about guidance documents of the Department of Agriculture and Consumer Services, including their interpretation, please contact:

For guidance documents relating to:

- Dairy and foods, contact Ryan Davis at telephone (804) 786-8899.

- Meat and poultry, contact Barry Jones at telephone (804) 786-4569.

- Approved capture drugs, methods approved for animal euthanasia, commercial breeder guidelines, and the Animal Shelter Civil Penalty Matrix, contact Dr.Carolynn Bissett at telephone (804) 692-4001.

- Avian influenza, contact Dr. Charles Broaddus at telephone (804) 786-2483.

- State Milk Commission, contact Crafton Wilkes at telephone (804) 786-2013.

- Agricultural stewardship, contact Darrell Marshall at telephone (804) 786-3538.

- All other matters (including ginseng), contact Laura Hare at telephone (804) 786-1908.

Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available electronically for no charge on the Regulatory Town Hall at <http://townhall.virginia.gov>.

Guidance Documents:

750, [Guidelines for the Virginia Ginseng Management Program](#), 9/1/2013

2552, [Virginia Shipping Requirements for Package Bees and Queens](#), 12/1/2013

3255, [Approved Capture Drugs and Drug Administering Equipment](#), 7/20/2009

3256, [Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#), 5/20/2013

3747, [Guidelines for Enforcement of the Virginia Weights and Measures Law - Civil Penalty Assessment Decision Matrix](#), 10/1/2008

3748, [Guidelines for Enforcement of the Virginia Code Relating to Motor Fuels and Lubricating Oils - Civil Penalty Assessment Decision Matrix](#), 10/1/2008

4099, [Office of Weights and Measures Technical Bulletin Number 2011-1 - Labeling of Motor Fuel Dispensers outside Reformulated Gasoline Areas](#), 6/1/2011

4100, [Office of Weights and Measures Technical Bulletin Number 2011-2 - Advertisement Signs and Posted Signs with Taxes Included or Excluded and the Total Price Displayed at the Pump](#), 7/1/2011

4307, [Commercial Breeder Guidelines](#), 1/20/2009

4308, [Office of Weights and Measures Technical Bulletin Number 2011-3 - Taxes Charged for the Purchase of Gasoline, Diesel, Off-Road Diesel, Heating Oil, and Kerosene](#), 7/1/2011

- 4698, Health Spa Contract Requirements, 7/29/2010
- 4954, Virginia Animal Shelter Civil Penalty Matrix - Guidelines for Enforcement, 12/28/2015
- 5023, Agents of Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations, 7/3/2012
- 5024, Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores, 7/3/2012
- 5025, Applicator Recertification Options - Approval Procedures for Recertification Courses, 9/5/2012
- 5026, Applicator Testing in Order to Recertify, 7/3/2012
- 5027, Certification, Licensing, Registration, and Training 25 Testing Opportunities with Fee, 7/6/2012
- 5028, Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control, 7/3/2012
- 5029, Discontinuance Policy, 7/6/2012
- 5030, Division of Consumer Protection - Administrative Procedure for Compliance Actions, 8/7/2012
- 5031, Guidelines for Enforcement of the Virginia Pesticide Control Act - Civil Penalty Assessment Decision Matrix, 7/2/2012
- 5032, Interpreting Personal Protection Equipment Standards on Pesticide Labels, 9/5/2012
- 5033, Product Registration - When Two Pesticide Products May Be Registered for a Single Fee, 9/29/2010
- 5034, Product Registration - Submission of 24c - Special Local Need Registration, 12/11/2014
- 5035, Production Registration - Submission of Labels, 12/11/2014
- 5036, Registration Label Review, 12/11/2014
- 5037, Supervision of Registered Technicians (Including Government Employees and Not-for-Hire Individuals), 7/3/2012
- 5038, Office of Pesticide Services Proposal Requirements, 11/30/2012
- 5328, Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations, 9/13/2013
- 5443, Office of Veterinary Services Guidance Documents, 12/18/2015
- 5617, A Guide to Virginia's Meat and Poultry Inspection Programs, 12/18/2015
- 5937, Obtaining State Meat and Poultry Inspection, 12/28/2015
- 5938, Meat and Poultry Establishment Design and Construction Guidebook, 12/28/2015
- 5940, Office of Pesticide Services - Interim Administrative Procedure for Compliance Actions, 5/14/2015
- 5941, Obtaining a Custom Permit of Exemption for a Meat or Poultry Establishment, 12/29/2015
- 1115, Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer and Agricultural Liming Materials Laws, 12/1/2012
- 1743, Agricultural Stewardship Act Guidelines, 4/1/2010
- 740, Dairy Services Procedure Manual, 8/15/2012
- 751, Virginia Cooperative Gypsy Moth Suppression Program, 2016 Guidelines, 9/1/2015
- 754, Food Safety Operations Manual, 12/15/2014
- 756, Virginia Entry Requirements for Honey Bee Hives and Appliances, 12/1/2013
- OPIS 2012-01, Guidelines for Beehive Grant Program, 12/10/2014

Charitable Gaming Board

- 4310, Progressive Games, 6/2/2010
- 4309, Use of Proceeds, 12/1/2012
- 4311, Electronic Pull-Tab Game Displays, Themes, and Sounds, 11/14/2012

State Milk Commission

- 2727, Virginia State Milk Commission Monthly Report Audit Manual, 11/27/2012

COMMISSION ON VIRGINIA ALCOHOL SAFETY ACTION PROGRAM

A copy of the following document may be viewed on regular work days between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219. Please call in advance to schedule an appointment. A copy may also be obtained free of charge by contacting Richard Foy at the same address, telephone (804) 786-5895, FAX (804) 786-6286, or email rfoy.vasap@state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Christopher Morris, Special Projects Coordinator, Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219, telephone (804) 786-5895, FAX (804) 786-6286, or email cmorris.vasap@state.va.us.

Guidance Documents

Guidance Document:

[Ignition Interlock Process & Procedure Manual](#), revised January 2016, §§ 18.2-270.1 and 18.2-270.2, 24VAC35-60

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Copies of guidance documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, VA 23220. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to Shawn Walker, Director of Law Enforcement, at the same address, telephone (804) 213-4569, FAX (804) 213-4574, or email at shawn.walker@abc.virginia.gov. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

Guidance Documents:

[3394, Circular Letter 06-01, Co₂ Filters Provided to Retailers](#), 2/14/2006

[3398, Circular Letter 07-01, Limitations on Wine and Beer Shippers](#), 4/23/2007

[3400, Circular Letter 07-03, Expenditures by Manufacturers at Tasting Events](#), 6/29/2007

[5949, Circular Letter 15-06, Temporary Extensions - Increase](#), 12/30/2015

[Issued Quarterly, Licensee Newsletter - Spring 2003](#), 3/1/2003

Alcoholic Beverage Control Board

[1850, Virginia's Licensing Process Brochure](#), 1/1/2002

[1851, Retail Licensee Guide](#), 1/1/2001

[1854, Circular Letter 84-3, Wholesaler Financial Interest](#), 1/1/1984

[1855, Licensee Bulletin Vol. 56, No. 3 - Types of Licenses](#), 1/1/2000

[1856, Licensee Bulletin Vol. 56, No. 4 - Operating a Licensed Club](#), 1/1/2000

[1857, Wholesale Licensee Bulletin](#), 9/1/1997

[1858, Circular Letter 84-4, Recordkeeping](#), 12/26/1984

[1859, Circular Letter 85-5, Retail License Food Requirements](#), 3/26/1985

[1860, Circular Letter 85-6, Wholesalers and Manufacturers Nonalcoholic Merchandise](#), 5/31/1985

[1861, Circular Letter 87-1, Gifts and Contributions](#), 1/28/1987

[1864, Circular Letter 88-3, Gifts of Money or Property](#), 9/7/1988

[1866, Circular Letter 90-1, Information Exchange with Virginia Department of Taxation](#), 3/1/1990

[1870, Circular Letter 94-1, Suspension of Licenses](#), 3/16/1994

[1871, Circular Letter 98-1, Sponsoring Public Events](#), 1/1/1998

[1872, Circular Letter 98-2, Wine Festivals](#), 2/1/1998

[1873, Circular Letter 01-1, Cooperative Advertising - Alcoholic Beverages](#), 1/1/2001

[1874, Circular Letter 01-2, Coupons](#), 2/1/2001

[1876, Circular Letter 84-8, Retailer Shelf Space Plans](#), 12/26/1984

[1881, Circular Letter 85-9, Cooperative Advertising of Nonalcoholic Merchandise](#), 1/1/1985

[3397, Circular Letter 06-04, Solicitor Tasting Permits](#), 9/1/2006

[3401, Circular Letter 07-04, Off-Premise Retail Delivery Permit](#), 7/1/2007

[3402, Circular Letter 07-05, In-State Delivery Permit](#), 7/1/2007

[3403, Circular Letter 07-08, Tasting Events](#), 12/15/2007

[5750, Virginia ABC license Application](#), 9/3/2012

[5805, Circular Letter 15-04, Special Events](#), 6/5/2015

[5806, Circular Letter 15-03, Advertising via Social Media](#), 8/4/2015

[5807, Circular Letter 15-02, Limited Brewery Licenses - Process Guidance](#), 8/4/2015

[5808, Circular Letter 15-01, Distilled Spirits - Table Service](#), 8/4/2015

[5809, Circular Letter 14-03, Infusion of Distilled Spirits](#), 8/4/2015

[5810, Circular Letter 14-02, Brewery Licenses - Interstate Transfer and Sale of Beer](#), 8/4/2015

[5811, Circular Letter 14-01, Product Approval of Gift Packages](#), 8/4/2015

[5812, Circular Letter 13-03, Brewery Licenses - Registration and Product Approval](#), 8/4/2015

[5813, Circular Letter 13-01, Prices Charged to Wholesale Distributors by Wineries and Breweries](#), 8/4/2015

[5814, Circular Letter 12-02, Purchase Orders](#), 8/4/2015

5815, Circular Letter 09-01, Wine and Beer Wholesaler Invoices, 8/4/2015

5817, Beer Wholesalers Letter 2015 - Monthly Reporting and Payment of Tax, 8/7/2015

5818, Wine Wholesalers - Monthly Reporting and Payment of Tax, 8/10/2015

5819, Farm Wineries - Records, Reporting, and Taxes, 8/10/2015

5820, Vendors and Brokers - Supplier Manual, 8/10/2015

5850, Circular Letter 15-05, Delivery of Samples to Retail Licensees, 11/18/2015

1843, Farm Winery Remote - Festivals Bulletin, 7/19/2001

1847, Licensee Bulletin Vol. 56, No. 1 - Mixed Beverage Restaurant, 1/1/2000

VIRGINIA COMMISSION FOR THE ARTS

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Commission for the Arts, 1001 East Broad Street, Suite 330, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mackenzie Byrne, Deputy Director, Virginia Commission for the Arts, 1001 East Broad Street, Suite 330, Richmond, VA 23219, telephone (804) 225-3132, or email mackenzie.byrne@vca.virginia.gov.

These documents may be found on the Virginia Commission for the Arts website at <http://www.arts.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to Mackenzie Byrne, Deputy Director, at the address above or email mackenzie.byrne@vca.virginia.gov.

Guidance Documents:

Guidelines for Funding, revised July 1, 2016 - June 30, 2017, <http://www.arts.virginia.gov/grants/pdf/VCA-Guidelines.pdf>.

Strategic Plan, revised July 1, 2013 - June 30, 2015, <http://www.arts.virginia.gov/about/pdf/StrategicPlan.pdf>

OFFICE OF THE ATTORNEY GENERAL

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 5 p.m. in the offices of the Department of Law, Office of the Attorney General, 900 East Main Street, Richmond, VA 23219. Copies may be obtained by contacting Christopher J. Pitera, Assistant Attorney General/Regulatory Coordinator, at the same address, telephone (804) 786-6576, FAX (804) 786-4839, or email cpitera@oag.state.va.us. The documents are also available using the links below.

Questions regarding the interpretation or implementation of these documents may be directed to the Assistant Attorney General named above.

Guidance Documents:

[Synopsis of the Division of Human Rights \(DHR\) Investigative Process](#)

[Frequently Asked Questions Regarding Residential Landlord-Tenant Issues](#)

BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/aud> and the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at audbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie L. Knachel, Executive Director of the Board, at the address above or by telephone at (804) 367-4630. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/aud/aud_guidelines.htm

30-1, Sanctioning Reference Points; Instruction manual, revised November 3, 2011

30-2, Bylaws of the Board of Audiology and Speech-Language Pathology, revised March 13, 2014

30-3, Board Guidance on Use of Confidential Consent Agreements, re-adopted October 9, 2008

30-4, Board Guidance for Process of Delegation of Informal Fact-Finding to an Agency Subordinate, revised September 2010

30-5, Board Guidance on Meeting Continuing Competency Requirements, revised February 3, 2011

30-6, Board Guidance on Interpretation of Active Practice, revised April 11, 2013

30-8, Practice and the Need for Licensure as a Speech-Language Pathologist, revised February 12, 2015

30-9, Continuing Education Audits and Sanctions for Failure to Comply, revised April 11, 2013

30-10, Disposition of Disciplinary Cases for Practicing on Expired Licenses, adopted November 3, 2011

30-11, Guidelines for Processing Applications, adopted June 19, 2014

Guidance Documents

AUDITOR OF PUBLIC ACCOUNTS

Electronic copies of guidance documents for the Auditor of Public Accounts (APA) are available at no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> or on the APA's website at http://www.apa.virginia.gov/APA_Reports/guidelines.aspx.

Questions regarding interpretation or implementation of these documents may be directed to Rachel Reamy, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360), or email rachel.reamy@apa.virginia.gov.

Printed copies may be viewed on regular work days from 8:15 a.m. until 5 p.m. in the office of the APA, 101 North 14th Street, 8th Floor, Richmond VA 23219. Copies may be obtained by contacting Rachel Reamy at P.O. Box 1295, Richmond, VA 23218, telephone (804) 225-3350 (ext. 360), or email rachel.reamy@apa.virginia.gov.

The following charges shall apply for obtaining a printed copy:

Specification for Audits of Counties, Cities, and Towns - \$10

Specification for Audits of Authorities, Boards, and Commissions - \$10

Uniform Financial Reporting Manual - \$10

Virginia Sheriffs Accounting Manual - \$10

Guidance Documents:

[ABC SPEC15, Specifications for Audits of Authorities, Boards, and Commissions, 7/1/2015](#)

[CCT SPEC15, Specifications for Audits of Counties, Cities, and Towns, 8/1/2015](#)

[Sheriffs15, Virginia Sheriffs Accounting Manual, 8/1/2015](#)

[UFRM15, Uniform Financial Reporting Manual, 8/1/2015](#)

DEPARTMENT OF AVIATION

A printed copy of the Airport Program Manual may be viewed at the Virginia Department of Aviation (DOAV) office, 5702 Gulfstream Road, Richmond, VA 23250.

For questions regarding the Airport Program Manual or to request a copy, contact Susan Simmers with the Airport Services Division, Virginia Department of Aviation (DOAV), 5702 Gulfstream Road, Richmond, VA 23250, telephone (804) 236-3632, or email susan.simmers@doav.virginia.gov.

This guidance document is available electronically for no charge on the Regulatory Town Hall at <http://townhall.virginia.gov> using the link below.

A printed copy may be obtained from DOAV at no charge.

Guidance Document:

[Virginia Department of Aviation Airport Program Manual, 11/21/13](#)

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Included in the detailed listing for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document is the name and contact information of the staff person who can respond to interpretive or implementation questions. All departmental guidance documents are available electronically on the Regulatory Town Hall at <http://townhall.virginia.gov> without charge. There may be a nominal charge if an individual requests that the department mail a paper copy of any of these documents. Any questions regarding the posting of DBHDS guidance documents should be directed to Ruth Anne Walker, Regulatory Coordinator, telephone (804) 225-2252, FAX (804) 786-8623, or email ruthanne.walker@dbhds.virginia.gov.

Guidance Documents:

[CSB 1, Fiscal Year 2016 Community Services Performance Contract Renewal and Revision Cover Memo, 5/8/2015](#)

[CSB 1a, Fiscal Year 2016 Community Services Performance Contract Renewal and Revision, 5/8/2015](#)

[CSB 1b, Fiscal Year 2016 Community Services Performance Contract Administrative Requirements, 5/8/2015](#)

[CSB 1c, Fiscal Year 2016 Community Services Performance Contract Renewal and Revision Partnership Agreement, 5/8/2015](#)

[CSB 2, Core Services Taxonomy 7.3, 6/30/2014](#)

[CSB 3, Community Consumer Submission 3 - Extract Specifications Version 7.3.1, 7/1/2015](#)

[CSB MH-1, Discharge Protocols for Community Services Boards and State Mental Health Facilities, 8/1/2014](#)

[CSB MH-2, Discharge Assistance Program Manual, 12/18/2014](#)

[FOR 1, Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, 5/28/2003](#)

[FOR 2, List of Standardized Measures of Intellectual Functioning, 11/5/2008](#)

[HR 1, Office of Human Rights, Protocols, Procedures, and Practices Manual, 11/1/2014](#)

[LIC 1, Office of Licensing Protocols, 12/1/2010](#)

[LIC 2, Licensing Intensive In-Home Guidance, 3/1/2011](#)

[LIC 3, Outpatient Services with Applied Behavior Analysis Track Guidance, 9/28/2012](#)

[LIC 4, Process for Adding a New Location of a Licensed Service in the Same Region, 12/14/2011](#)

[LIC 5, Human Services and Related Fields Approved Degrees and Experience, 5/3/2013](#)

[LIC 6, Guidance for Selected Licensing Regulations, 11/25/2014](#)

[LIC 7, Children's Residential Facilities Safety Memorandum Notification, 9/21/2015](#)

[MH 1, Mandatory Outpatient Treatment Guidance, 8/15/2012](#)

[MH 2, Medical Screening and Assessment Guidance, 4/1/2014](#)

[Part C 5, Child Indicators Booklet, 2/22/2013](#)

[Part C 8, Supporting Young Children with Autism Spectrum Disorders and Their Families, 1/31/2012](#)

[Plan 1, Comprehensive State Plan 2014-2020, 12/31/2013](#)

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the administrative headquarters building of the Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227. Note that Policy and Procedures Directives are issued occasionally for the purpose of updating program service manuals. Copies of these documents, as well as those listed below, may be obtained at a cost of \$.10 per page by contacting Henry A. Street at the same address, telephone (804) 371-3145, FAX (804) 371-3157, or email henry.street@dbvi.virginia.gov.

Questions regarding the interpretation or implementation of these documents may be directed to Susan Davis Payne, MS, CRC, Policy and Training Coordinator, Department for the Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3184, FAX (804) 371-3351, or email susan.payne@dbvi.virginia.gov.

Guidance Documents:

Policy and Procedures Directive, DS-PPD-15-01, February 3, 2015, RT/IL Manual Chapter 6 C Financial Need Measures

Policy and Procedures Directive, DS-PPD-15-02, March 9, 2015, Revision of VR Manual Chapter IX-L - Supported Employment and Extended Services

Policy and Procedures Directive, DS-PPD-15-03, March 27, 2015, Revision of VR Manual Chapter IX-R - Personal Assistance Services (PAS)

Policy and Procedures Directive, DS-PPD-15-04, March 27, 2015, Revision of VR Manual Chapter IX-P - Job Coach Training Services (JCTS)

Policy and Procedures Directive, DS-PPD-15-05, April 24, 2015, Documentation of Income Requirements

Policy and Procedures Directive, DS-PPD-15-06, April 24, 2015, Financial Determination Spreadsheets

Policy and Procedures Directive, DS-PPD-15-07, April 29, 2015, RT-IL Chapter 6C Revision

Policy and Procedures Directive, DS-PPD-15-08, April 29, 2015, Unpaid Work Experience

Policy and Procedures Directive, DS-PPD-15-09, May 5, 2015, Intake - Eye Reports

Policy and Procedures Directive DS-PPD-10, May 12, 2015, New VR Manual Appendix B - Liability

Policy and Procedures Directive, DS-PPD-11, May 20, 2015, Development of the Individualized Plan for Employment (IPE)

Policy and Procedures Directive, DS-PPD-15-12, June 2, 2015, Referrals of Deafblind Individuals to Virginia Rehabilitation Center for the Blind and Vision Impaired

Policy and Procedures Directive, DS-PPD-15-13, September 30, 2015, Operations and Maintenance Manual Update

General Memorandum, DS-GM-15-05, May 19, 2015, Bloodborne Pathogens Exposure Control Plan

General Memorandum, DS-GM-15-07, December 16, 2015, Management Approvals and Reviews for Plans and Authorizations

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the guidance documents may be viewed during regular workdays from 9 a.m. until 4 p.m. in the Office of Institutional Research, Analysis and Reports, 1 Avenue of the Arts, Newport News, Virginia, 23606. Copies may be obtained free of charge by contacting Tamra McGrath at the same address, telephone (757) 594-7609, or email irar@cnu.edu. Copies are also available free of charge from the Regulatory Town Hall website at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of these documents may also be directed to Tamra McGrath at the same address and contact points.

Guidance Documents:

[Catalog_01, Undergraduate Catalog 2015-2016, 12/21/2015](#)

[Catalog_02, Graduate Catalog 2015-2016, 12/21/2015](#)

[Handbook_01, University Handbook 2015-2016, 12/21/2015](#)

[Handbook_02, Student Handbook 2015-2016, 12/21/2015](#)

[Handbook_03, Residence Life Handbook 2015-2016, 12/21/2015](#)

Guidance Documents

STATE BOARD FOR COMMUNITY COLLEGES

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Community College System, Arboretum III, 300 Arboretum Place, Suite 200, Richmond, VA 23236. Copies may be obtained by contacting Donna Swiney at the same address, telephone (804) 819-4910, or email dswiney@vccs.edu. The document may be downloaded from the Virginia Community College System (VCCS) homepage at <http://www.vccs.edu>.

Questions regarding interpretation or implementation of this document may be directed to Dr. Glenn DuBois, Chancellor, Virginia Community College System, Arboretum Place, Suite 200, Richmond, VA 23236, telephone (804) 819-4903, FAX (804) 819-4760, or email gdubois@vccs.edu.

Guidance Document:

Virginia Community College System Policy Manual (approximately 319 pages) can be accessed online at <http://www.boarddocs.com/va/vccs/board.nsf/public>, revised November 15, 2014, §§ 23-214 through 23-231.1. A printed copy can be provided for \$25.

The Workforce Innovation and Opportunity Act Guidance Documents:

Copies of Workforce Innovation and Opportunity Act (WIOA) guidance documents are available on the VCCS's website at <http://www.elevatevirginia.org/practitioners-corner/resources/> or by contacting Yolanda Crewe, WIOA Programs Director, 300 Arboretum Place, Suite 200, Richmond, VA 23236, telephone (804) 819-3330, FAX (804) 819-1699, or email ycrewe@vccs.edu. Unless otherwise indicated, there is a \$1.00 per document copying charge. Questions regarding interpretation or implementation of WIOA guidance documents may be directed to Yolanda Crewe. All WIOA guidance documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

Virginia Board of Workforce Development Policy Statements

The policy direction for local workforce development boards is issued by the Virginia Board of Workforce Development (VBWD). The VBWD assists and advises the Governor, the General Assembly and the Chief Workforce Development Advisor in meeting workforce development needs in Virginia.

[Virginia Board of Workforce Development Policies](#)

Virginia Workforce Letters

The Virginia Workforce Letters are an administrative policy document for local workforce development boards issued by the Virginia Community College System, the administrator of WIOA Title I for the Commonwealth of Virginia. The VCCS issues Virginia Workforce Letters to provide administrative

guidance deemed necessary to implement the WIOA in Virginia.

[Virginia Workforce Letters](#)

Virginia WIOA Eligibility Guidelines

The following are guidelines for determining WIOA eligibility for adults, dislocated workers, and youth:

[VWL 15-02](#)

[Attachment A: WIOA Adult Eligibility](#)

[Attachment B: WIOA Dislocated Worker](#)

[Attachment C: WIOA Youth Eligibility](#)

[Attachment D: Verification and Documentation for WIOA Eligibility](#)

[Attachment E: Selective Service Requirements](#)

[Attachment F: Family Size/Family Income](#)

[Attachment G: Self-Certification and Telephone/Document Inspection Verification Requirements](#)

[Attachment H: WIOA Definitions for Title I Eligibility](#)

[Attachment I: WIOA Eligibility Checklist for Adults and Dislocated Workers](#)

[Attachment J: WIOA Eligibility Checklist for In-School Youth](#)

[Attachment K: WIOA Eligibility Checklist for Out of School Youth](#)

DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Policy Office of the Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219. The Policy Office serves as the central repository for the Department of Conservation and Recreation, the Board of Conservation and Recreation, the Virginia Soil and Water Conservation Board, the Virginia Cave Board, and the Virginia Land Conservation Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting the Regulatory Coordinator at the above address, telephone (804) 786-6124, or FAX (804) 786-6141. Most manuals and reports listed without a price attached were produced in very limited quantities and are available for copying charges. For documents with a cost associated, please refer to the document listings. In some cases, individual copies of certain documents may also be viewed at the department's regional offices or at Virginia State Parks.

Questions regarding availability, interpretation or implementation of these documents may be directed to Lisa

McGee, Policy and Planning Director, Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219, telephone (804) 786-4378, or FAX (804) 786-6141. Other staff may be assigned to answer specific questions regarding these documents.

Board of Conservation and Recreation

Guidance Documents:

[DCR-BCR-002, Scenic River Designation Factsheet, 12/14/2014](#)

[DCR-BCR-003, A Guide to Citizen Involvement in the Scenic River Designation Process, 12/15/2015](#)

[DCR-BCR-006, Virginia's Scenic Rivers Program, 1/24/2013](#)

[DCR-BCR-007, Virginia Scenic Rivers List, 5/1/2015](#)

[DCR-BCR-008, Virginia Scenic Rivers Status, 12/17/2014](#)

Department of Conservation and Recreation

[DCR-DS-006, The Floodplain Management Plan for the Commonwealth of Virginia, 12/1/2005](#)

[DCR-DS-009, Virginia Citizen's Guide to Floodplain Management, 12/1/2005](#)

[DCR-DS-010, Virginia Local Official's Guide to Floodplain Management, 12/1/2005](#)

[DCR-NH-064, Natural Heritage Resources of Virginia - Rare Animal Species, 3/1/2013](#)

[DCR-NH-065, The Natural Communities of Virginia: Ecological Groups and Community Types, 7/1/2013](#)

[DCR-NH-066, Natural Heritage Resource Fact Sheet - Conserving Endangered Species, 7/1/1997](#)

[DCR-NH-074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, 12/1/2003](#)

[DCR-NH-075, Natural Heritage Resources of Virginia - Rare Plants, 4/1/2015](#)

[DCR-PRR-001, 2013 Virginia Outdoors Plan, 1/12/2014](#)

[DCR-PRR-002, Virginia Recreational Trails Program, 10/1/2013](#)

[DCR-PRR-003, Land and Water Conservation Fund Grant Application Manual 2013, 11/1/2012](#)

[DCR-PRR-010, Bear Creek State Park Master Plan, 2/25/2015](#)

[DCR-PRR-011, Belle Isle State Park Master Plan, 3/22/2011](#)

[DCR-PRR-012, Caledon State Park Master Plan, 4/1/2012](#)

[DCR-PRR-013, Chippokes State Park Master Plan, 4/1/2012](#)

[DCR-PRR-014, Claytor Lake State Park Master Plan, 11/23/2015](#)

[DCR-PRR-015, Douthat State Park Master Plan, 10/15/2014](#)

[DCR-PRR-016, False Cape State Park Master Plan, 6/16/2010](#)

[DCR-PRR-017, First Landing State Park Master Plan, 6/16/2010](#)

[DCR-PRR-018, Hungry Mother State Park Master Plan, 8/5/2015](#)

[DCR-PRR-019, James River State Park Master Plan, 10/15/2014](#)

[DCR-PRR-020, Kiptopeke State Park Master Plan, 8/5/2015](#)

[DCR-PRR-021, Lake Anna State Park Master Plan, 9/2/2011](#)

[DCR-PRR-022, Mason Neck State Park Master Plan, 6/16/2010](#)

[DCR-PRR-023, New River State Park Master Plan, 3/23/2012](#)

[DCR-PRR-024, Natural Tunnel State Park Master Plan, 2/25/2015](#)

[DCR-PRR-025, Occoneechee State Park Master Plan, 11/23/2015](#)

[DCR-PRR-026, Pocahontas State Park Master Plan, 10/21/2013](#)

[DCR-PRR-027, Raymond R. Guest, Jr. Shenandoah River State Park, 9/26/2012](#)

[DCR-PRR-028, Sailor's Creek State Park Master Plan, 10/15/2014](#)

[DCR-PRR-029, Sky Meadows State Park Master Plan, 9/2/2011](#)

[DCR-PRR-030, Smith Mountain Lake State Park Master Plan, 3/22/2011](#)

[DCR-PRR-031, Staunton River Battlefield State Park Master Plan, 11/23/2015](#)

[DCR-PRR-032, Wilderness Road State Park Master Plan, 7/7/2014](#)

[DCR-PRR-033, Grayson Highlands State Park Master Plan, 9/2/2011](#)

[DCR-PRR-034, Leesylvania State Park Master Plan, 6/16/2010](#)

[DCR-PRR-035, Holliday Lake State Park Master Plan, 7/7/2014](#)

[DCR-PRR-036, Twin Lakes State Park Master Plan, 7/7/2014](#)

[DCR-PRR-037, York River State Park Master Plan, 11/23/2015](#)

Guidance Documents

DCR-PRR-038, Westmoreland State Park Master Plan, 1/5/2012

DCR-PRR-039, Fairy Stone State Park Master Plan, 3/22/2011

DCR-PRR-040, Powhatan State Park Master Plan, 8/6/2012

DCR-PRR-041, High Bridge State Park Master Plan, 9/27/2012

DCR-PRR-042, Seven Bends State Park Master Plan, 8/6/2014

DCR-PRR-043, Widewater State Park Master Plan, 8/15/2014

DCR-PRR-044, Southwest Virginia Museum Master Plan, 9/2/2011

DCR-PRR-045, Middle Peninsula State Park Master Plan, 10/15/2010

DCR-PRR-046, Staunton River State Park Master Plan, 2/11/2008

DCR-PRR-047, Biscuit Run State Park Master Plan, 10/21/2013

DCR-SP-001, Booklet about Virginia State Parks, 1/1/2015

DCR-SW-017, Grant Project Management Manual, 4/15/2011

DCR-VLCF-002, Virginia Land Conservation Foundation's 2015 Grant Program Manual, 6/16/2015

DCR-VLCF-003, Land Preservation Tax Credits - Conservation Value Review Criteria, 3/27/2009

DCR-VLCF-004, Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review, 12/12/2006

DCR-VLCF-005, Virginia's Land Preservation Tax Credit Brochure, 12/27/2012

DCR-VLCF-006, Land Preservation Tax Credit Questions and Answers, 9/1/2012

DCR-VLCF-007, Virginia Land Conservation Foundation Guidance Document on Conservation Easement Dispute Resolution, 10/27/2015

Virginia Soil and Water Conservation Board

DCR-VSWCB-018, Virginia Dam Safety, Flood Prevention and Protection Assistance Fund Loan and Grant Manual, 3/11/2014

DCR-VSWCB-019, Virginia Soil and Water Conservation Board Guidance Document on Impounding Structure Ownership, 9/26/2008

DCR-VSWCB-021, Guidance Document on Credits and Refunds of Dam Safety Certificate Application Fees, 11/30/2010

DCR-VSWCB-022, Guidance Document on Agricultural Exemption Requirements, 11/30/2010

DCR-VSWCB-023, Guidance Document on Roadways on or below Impounding Structures, 11/30/2010

DCR-VSWCB-025, Guidance Document on Supplemental Environmental Projects, 10/27/2011

DCR-VSWCB-031, Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2016, 5/20/2015

DCR-VSWCB-032, Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2016), 5/20/2015

DCR-VSWCB-033, Financial Commitments for Establishment of a New Soil and Water Conservation District, or Realignment of an Existing District, 10/15/2003

DCR-VSWCB-034, Virginia Dam Owner's Handbook, Second Edition, 3/31/2013

DCR-VSWCB-036, Virginia Soil and Water Conservation Board Guidance Document on Freedom of Information Act Requirements for Resource Management Plans Program Implementation by Soil and Water Conservation District Boards and Technical Review Committees, 5/20/2015

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following business entity and Uniform Commercial Code (UCC) forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone (804) 371-9733, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9521. Most of the forms can be downloaded from the Clerk's Office section on the State Corporation Commission's website at <http://www.scc.virginia.gov/clk>.

Questions regarding interpretation or implementation of these forms and documents may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

For business entity forms, use the following link:
<http://www.scc.virginia.gov/clk/formfee.aspx>

For UCC forms, use the following link:
<http://www.scc.virginia.gov/clk/uccfile.aspx>

SCC 21.2, Expedited Service Request Form - Business Entity Filing, July 2014, § 12.1-21.2

SCC 21.2, Expedited Service Request Form - Business Entity Filing Instructions, July 1, 2015, § 12.1-21.2

SCC 544, Articles of Incorporation of a Virginia Professional Stock Corporation, revised July 2005, § 13.1-544

SCC 607/807, Guide for Articles of Correction for a Virginia Corporation, revised July 2008, §§ 13.1-607 and 13.1-807

SCC 615/815, Corporate Annual Registration Fee Notice, revised annually, §§ 13.1-615 and 13.1-815

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised September 2015, § 13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Business Entity Name, revised July 2015, §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215 and 50-73.3

SCC 632/831, Application for Registration or for Renewal of Registration of Corporate Name (Foreign Corporations), revised July 2005, §§ 13.1-632 and 13.1-831

SCC 635/834, Statement of Change of Registered Office and/or Registered Agent of a Corporation, revised July 2010, §§ 13.1-635, 13.1-764, 13.1-834 and 13.1-926

SCC 636/835, Statement of Resignation of Registered Agent of a Corporation, revised July 2010, §§ 13.1-636, 13.1-765, 13.1-835 and 13.1-927

SCC 710, Guide for Articles of Amendment - Virginia Stock Corporation, revised April 2008, § 13.1-710

SCC 710N, Articles of Amendment - Changing the Name of a Virginia Stock Corporation by Unanimous Consent of the Shareholders, revised July 2007, § 13.1-710

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised April 2008, § 13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised September 2015, § 13.1-720

SCC 722.4, Guide for Articles of Domestication (Foreign Stock Corporation Intending to Become a Virginia Stock Corporation), revised April 2008, § 13.1-722.4

SCC 722.5, Guide for Articles of Incorporation Surrender (Virginia Stock Corporation to be Domesticated under the Laws of Another Jurisdiction), revised September 2015, § 13.1-722.5

SCC 722.12, CORP, Guide for Articles of Entity Conversion (Virginia Limited Liability Company Converting to a Virginia Stock Corporation), revised April 2008, § 13.1-722.12

SCC 722.12, LLC, Guide for Articles of Entity Conversion (Virginia Stock Corporation Converting to a Virginia Limited Liability Company), revised September 2015, § 13.1-722.12

SCC 743, Articles of Dissolution (Virginia Stock Corporation), revised July 2007, § 13.1-743

SCC 744, Articles of Revocation of Dissolution (Virginia Stock Corporation), revised July 2007, § 13.1-744

SCC 750, Articles of Termination of Corporate Existence (Virginia Stock Corporation), revised July 2007, § 13.1-750

SCC 751, Articles of Termination of Corporate Existence (By the Initial Directors or the Incorporators of a Virginia Stock Corporation), revised July 2007, § 13.1-751

SCC 754P, Reinstatement Requirements Packet, §§ 13.1-754, 13.1-769.1, 13.1-916 and 13.1-931.1

SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised July 2015, §§ 13.1-759 and 13.1-921

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised July 2015, §§ 13.1-760 and 13.1-922

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2015, §§ 13.1-767 and 13.1-929

SCC 819, Articles of Incorporation of a Virginia Nonstock Corporation, revised June 2014, § 13.1-819

SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised September 2011, § 13.1-888

SCC 888N, Articles of Amendment - Changing the Name of a Virginia Nonstock Corporation by Unanimous Consent of the Members or by the Directors without Member Action, revised July 2007, § 13.1-888

SCC 889, Guide for Articles of Restatement of a Virginia Nonstock Corporation, revised April 2008, § 13.1-889

SCC 896, Guide for Articles of Merger of a Virginia Nonstock Corporation, revised July 2009, § 13.1-896

SCC 898.4, Guide for Articles of Domestication (Foreign Nonstock Corporation Intending to Become a Virginia Nonstock Corporation), revised April 2008, § 13.1-898.4

SCC 898.5, Guide for Articles of Incorporation Surrender (Virginia Nonstock Corporation to be Domesticated under the Laws of Another Jurisdiction), revised July 2015, § 13.1-898.5

Guidance Documents

SCC 904, Articles of Dissolution (Virginia Nonstock Corporation), revised July 2007, § 13.1-904

SCC 905, Articles of Revocation of Dissolution (Virginia Nonstock Corporation), revised July 2007, § 13.1-905

SCC 912, Articles of Termination of Corporate Existence (Virginia Nonstock Corporation), revised July 2007, § 13.1-912

SCC 913, Articles of Termination of Corporate Existence (By the Initial Directors or the Incorporators of a Virginia Nonstock Corporation), revised July 2007, § 13.1-913

Corporate Annual Report of Principal Office and Officers and Directors, revised annually, §§ 13.1-775 and 13.1-936

LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2010, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised July 2010, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised July 2010, § 50-73.11

LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised July 2010, § 50-73.11:3

LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2013, § 50-73.12

LPA-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised July 2010, § 50-73.52:4

LPA-73.52:7P, Reinstatement Requirements Packet, §§ 50-73.52:7 and 50-73.58:3

LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised July 2010, § 50-73.54

LPA-73.57, Amended Application for Registration as a Foreign Limited Partnership, revised July 2010, § 50-73.57

LPA-73.58, Application for a Certificate of Cancellation of a Foreign Limited Partnership Registered to Transact Business in Virginia, revised July 2013, § 50-73.58

LPA-73.67, Limited Partnership - Annual Registration Fee Assessment Notice, revised annually, § 50-73.67

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised July 2010, § 50-73.77

LLC-1010.1, Articles of Organization for Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised July 2013, § 13.1-1010.1

LLC-1011, Articles of Organization of a Virginia Limited Liability Company, revised October 2011, § 13.1-1011

LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Virginia Limited Liability Company, revised February 2013, § 13.1-1011.1

LLC-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised April 2010, § 13.1-1014

LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, February 2015, § 13.1-1014

LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised April 2010, § 13.1-1014.1

LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1017

LLC-1018.1, Statement of Change of the Principal Office Address of a Limited Liability Company, April 2010, § 13.1-1018.1

LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised July 2015, § 13.1-1050

LLC-1050.4P, Reinstatement Requirements Packet, §§ 13.1-1050.4 and 13.1-1056.3

LLC-1052, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company, revised June 2015, § 13.1-1052

LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised July 2013, § 13.1-1055

LLC-1056, Application for a Certificate of Cancellation of a Foreign Limited Liability Company Registered to Transact Business in Virginia, revised July 2015, § 13.1-1056

LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062

LLC-1077, Guide for Articles of Domestication (Foreign Limited Liability Company Intending to Become a Virginia Limited Liability Company), revised April 2008, § 13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia Limited Liability Company to be Domesticated under the Laws of Another Jurisdiction), revised April 2008, § 13.1-1078

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised April 2015, § 50-73.93

- UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94
- UPA-115, Statement of Dissociation from a Partnership, revised July 2010, § 50-73.115
- UPA-121, Statement of Dissolution of a Partnership, revised July 2010, § 50-73.121
- UPA-83D-CANC, Cancellation of Partnership Statement, revised July 2010, § 50-73.83 D
- UPA-83D-AMEND, Amendment to Partnership Statement, revised July 2010, § 50-73.83 D
- UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised July 2010, § 50-73.83 D
- UPA-132, Statement of Registration as a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.132
- UPA-134, Annual Continuation Report of a Virginia or Foreign Registered Limited Liability Partnership, revised annually, § 50-73.134
- UPA-134P, Restoration Requirements Packet, § 50-73.134
- UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135
- UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135
- UPA-136, Statement of Amendment of a Statement of Registration of a Virginia or Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.136
- UPA-137, Statement of Cancellation of a Statement of Registration of a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.137
- UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.138
- UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.139
- BTA 1212, Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1212
- BTA 1213, Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1213
- BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1216
- BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1217
- BTA 1221, Statement of Change of Registered Office and/or Registered Agent of a Business Trust, revised July 2010, § 13.1-1221
- BTA 1222, Statement of Resignation of Registered Agent of a Business Trust, revised July 2010, § 13.1-1222
- BTA 1238, Articles of Cancellation of a Virginia Business Trust, revised April 2009, § 13.1-1238
- BTA 1239P, Reinstatement Requirements Packet, §§ 13.1-1239 and 13.1-1246.3
- BTA 1242, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Business Trust, revised April 2009, § 13.1-1242
- BTA 1245, Amended Application for Registration as a Foreign Business Trust, revised April 2009, § 13.1-1245
- BTA 1246, Application for a Certificate of Cancellation of a Foreign Business Trust Registered to Transact Business in Virginia, revised July 2013, § 13.1-1246
- BTA 1251, Business Trust Annual Registration Fee Assessment Notice, revised annually, § 13.1-1251
- SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent, revised October 2014, § 12.1-19.1
- SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent Instructions, revised December 3, 2014, § 12.1-19.1
- UCC1, UCC Financing Statement, revised April 20, 2011, § 8.9A-509
- UCC1Ad, UCC Financing Statement Addendum, revised April 20, 2011, § 8.9A-509
- UCC1AP, UCC Financing Statement Additional Party, revised August 22, 2011, § 8.9A-509
- UCC3, UCC Financing Statement Amendment, revised April 20, 2011, § 8.9A-512
- UCC3Ad, UCC Financing Statement Amendment Addendum, revised April 20, 2011, § 8.9A-512
- UCC3AP, UCC Financing Statement Amendment Additional Party, revised August 22, 2011, § 8.9A-512
- UCC5, Information Statement, revised July 19, 2012, § 8.9A-518
- UCC11, National Information Request, revised July 19, 2012, 5VAC5-30-40
- Annual Corporation Requirements, revised March 2008, §§ 13.1-775, 13.1-775.1, 13.1-936 and 13.1-936.1
- Charter Fee/Entrance Fee Scheduled for Domestic and Foreign Corporations, revised March 2008, §§ 13.1-615.1, 13.1-616, 13.1-815.1 and 13.1-816

Guidance Documents

Notice to Virginia Corporations, revised June 2014, § 13.1-601 et seq. and § 13.1-801 et seq.

Notice to Foreign Corporations, revised June 2014, § 13.1-757 et seq. and § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, revised March 2013, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised March 2013, § 13.1-1051 et seq.

EINFRM, Request for Refund, revised December 2013, §§ 13.1-615, 13.1-815, 13.1-1065, 13.1-1255, 50-73.70 and 50-73.83

Frequently Asked Questions Regarding:

Annual Registration Fees,
http://scc.virginia.gov/clk/befaq/an_regfees.aspx

Annual Reports,
http://scc.virginia.gov/clk/befaq/an_repts.aspx

Business Entity Names,
<http://scc.virginia.gov/clk/befaq/name.aspx>

Fictitious Names, <http://scc.virginia.gov/clk/befaq/fict.aspx>

Foreign Business Entities,
<http://scc.virginia.gov/clk/befaq/forinva.aspx>

Registered Agents, <http://scc.virginia.gov/clk/befaq/ra.aspx>

SCC eFile, <http://scc.virginia.gov/clk/befaq/sccefile.aspx>

Virginia Nonstock Corporations,
<http://scc.virginia.gov/clk/befaq/vanon.aspx>

Uniform Commercial Code,
<http://scc.virginia.gov/clk/uccfaq.aspx>

Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Division of Communications, 9th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained by contacting Sheryl Ward at the same address, telephone (804) 371-9536, FAX (804) 371-9069, or email sheryl.ward@scc.virginia.gov. Questions regarding interpretation or implementation of these documents may also be directed to Sheryl Ward. There is no charge for copies of documents. Additional information regarding the Division of Communications may be obtained at <http://www.scc.virginia.gov/puc>.

Guidance Documents:

Virginia Local Telephone Companies Telecommunications "Bill of Rights" adopted by Final Order in Case No. PUC-

2003-00110 dated September 30, 2005,
<http://www.scc.virginia.gov/puc/bor.aspx>

Letter, Director of Communications, dated November 1, 2006, Concerning and Clarifying the State Corporation Commission's new rules, effective December 1, 2006, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20VAC5-413. Contact the Division of Communications at (804) 371-9420. Note: Pursuant to legislation passed in 2011, these rules no longer apply for services found to be competitive (see § 56-247.1.B. of the Code of Virginia).

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. Gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated December 16, 2015, Concerning Annual Payphone Service Provider Registration for 2016 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated December 16, 2015, Concerning Annual Operator Service Provider Registration for 2016 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Communications at (804) 371-9420.

Application for Registration as an Operator Service Provider, December 2013, 20VAC5-407,
<http://scc.virginia.gov/publicforms/149/osp.pdf>

Application for Registration as a Payphone Service Provider, December 2013, 20VAC5-407,
<http://scc.virginia.gov/publicforms/147/psp.pdf>

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification. Contact the Division of Communications at (804) 371-9420.

Instructions and Form for Competitive Local Exchange Carrier Performance/Surety Bond,
http://scc.virginia.gov/publicforms/510/bond_blank.doc

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain Incumbent Local Exchange Carriers, 20VAC5-417-60,
http://scc.virginia.gov/publicforms/511/630_rep.pdf

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain Incumbent Local Exchange Carriers, 20VAC5-417-60,
http://scc.virginia.gov/publicforms/512/1231_rep.pdf

Division of Energy Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Division of Energy Regulation, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Kelli Gravely at the same address, telephone (804) 371-9611, FAX (804) 371-9350, or email kelli.gravely@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to David Roberts, Manager, Consumer Services, at the above address and telephone number.

Guidance Documents:

Memorandum to All Electric Utilities regarding underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq., http://www.scc.virginia.gov/pue/docs/und_dist.pdf

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, <http://www.scc.virginia.gov/pue/docs/tree.pdf>

Guidelines regarding application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, § 56-265.1 et seq., <http://www.scc.virginia.gov/pue/docs/ws.pdf>

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq., <http://www.scc.virginia.gov/pue/docs/trans.pdf>

Letter to All Electric and Gas Utilities regarding collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1, <http://www.scc.virginia.gov/pue/docs/cold.pdf>

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, December 28, 2015, 20VAC5-315, <http://www.scc.virginia.gov/publicforms/153/notification.pdf>

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599, <http://www.scc.virginia.gov/pue/docs/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised August 2014, § 56-248.1, <http://www.scc.virginia.gov/pue/docs/forecast.pdf>

Guidelines Regarding Notice Information for a Third Party Renewable Power Purchase Agreement, December 2013, Chapter 382 of the 2013 Acts of Assembly, <http://www.scc.virginia.gov/pue/pilot.aspx>

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of

the State Corporation Commission, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free of charge by contacting the bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the bureau's website at <http://www.scc.virginia.gov/bfi/>.

Guidance Documents:

The following documents are available at http://www.scc.virginia.gov/bfi/files/admin_lets.pdf:

Banking Act

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-1187 of the Code of Virginia

BFI-AL-0204, Investment in Community Development Corporations, revised and reissued August 19, 2015, § 6.2-874 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0206, Loans in Violation of § 6.2-875, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0207, Obligations Subject to the Limits Specified, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, revised and reissued June 1, 2011, §§ 6.2-875 and 6.2-890 of the Code of Virginia

Guidance Documents

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued June 1, 2011, §§ 6.2-878 and 6.2-879 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, revised and reissued June 1, 2011, § 6.2-875 H of the Code of Virginia

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued June 1, 2011, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

BFI-AL-0216, Payment of Dividends, issued March 27, 2012, §§ 6.2-869 and 6.2-708 of the Code of Virginia

Savings Institutions Act

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-0187 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., revised and reissued June 1, 2011, §§ 6.2-1110 and 6.2-1186 A 22 of the Code of Virginia

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, revised and reissued June 1, 2011, § 6.2-1186 A 21 of the Code of Virginia

Credit Union Act

BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued June 1, 2011, § 6.2-1376 of the Code of Virginia

Consumer Finance Act

BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued June 1, 2011, § 6.2-1518 of the Code of Virginia

Interest and Usury

BFI-AL-0701, Judgment Rate of Interest, revised and reissued June 1, 2011, § 6.2-302 of the Code of Virginia

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued June 1, 2011, § 6.2-327 of the Code of Virginia

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, revised and reissued June 1, 2011, §§ 6.2-401, 6.2-403, 6.2-423 and 6.2-1409 of the Code of Virginia

Mortgage Lenders and Brokers

BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia

BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, revised and reissued June 1, 2011, §§ 6.2-1606 and 6.2-1619 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1625 of the Code of Virginia

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued June 1, 2011, § 6.2-326 of the Code of Virginia

BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1616 B 4 of the Code of Virginia

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, revised and reissued June 1, 2011, § 6.2-1604 of the Code of Virginia

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, revised and reissued June 1, 2011, §§ 6.2-422 and 6.2-423 of the Code of Virginia

BFI-AL-1611, Nontraditional Mortgage Products, revised and reissued June 1, 2011

Payday Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 6.2-1816 of the Code of Virginia

Forms and Instructions:

Banks

Bank Directors Responsibilities, revised October 2010, <http://www.scc.virginia.gov/publicforms/47/bankresp.pdf>

CCB-1117, Bank Directors Responsibilities Certification, revised October 2010, <http://www.scc.virginia.gov/publicforms/46/ccb1117.pdf>

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000, <http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000, <http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised October 2010, <http://www.scc.virginia.gov/publicforms/53/ccb1125.pdf>

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.2, Chapter 8, Article 3 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/66/ccb1127.pdf>

CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/56/ccb1128.pdf>

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 3 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/64/ccb1129.pdf>

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/102/ccb1131.pdf>

CCB-1133, Notice to Establish an Electronic Funds Transfer Terminal, revised October 2010, <http://www.scc.virginia.gov/publicforms/55/ccb1133.pdf>

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.2-704 A of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/57/ccb1137.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010, <http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1138, Notice of Intent to Acquire a Bank outside Virginia Pursuant to § 6.2-715 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/61/ccb1138.pdf>

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Title 6.2, Chapter 7 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/59/ccb1139.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010, <http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution Pursuant to § 6.2-1146 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/62/ccb1144.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998, <http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010, <http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

Savings Institutions

Responsibilities of Savings Institutions' Directors, revised September 1991

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000, <http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000, <http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010, <http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010, <http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

Guidance Documents

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998, <http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised October 2010, <http://www.scc.virginia.gov/publicforms/104/ccb2201.pdf>

CCB-2206, Supplemental Sheet - Application of Savings Institutions for a Certificate of Authority to Begin Business, revised March 2008, <http://www.scc.virginia.gov/publicforms/101/ccb2206.pdf>

CCB-2207, Application of a Savings Institution Holding Company for Acquisition of Control Pursuant to § 6.2-1147 of the Code of Virginia and 10VAC5-30-10 et seq., revised October 2010, <http://www.scc.virginia.gov/publicforms/107/ccb2207.pdf>

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/108/ccb2209.pdf>

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/109/ccb2210.pdf>

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to § 6.2-1160 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/110/ccb2211.pdf>

CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution, revised October 2010, <http://www.scc.virginia.gov/publicforms/105/ccb2212.pdf>

CCB-2213, Notice of Intent to Establish a Nondepository Office by a Savings Institution Pursuant to § 6.2-1133 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/106/ccb2213.pdf>

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Title 6.2, Chapter 11, Article 2 of the Code of Virginia, revised October

2010, <http://www.scc.virginia.gov/publicforms/103/ccb2215.pdf>

Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010, <http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.2-1321 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/80/ccb3302.pdf>

CCB-3304, Consent to Service of Process (Insurer of Shares), revised October 2010, <http://www.scc.virginia.gov/publicforms/82/ccb3304.pdf>

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.2-1379 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/81/ccb3305.pdf>

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.2-1344 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/83/ccb3306.pdf>

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.2-1326 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/84/ccb3307.pdf>

CCB-3308, Credit Union Request for Field of Membership Expansion, revised October 2010, <http://www.scc.virginia.gov/publicforms/79/ccb3308.pdf>

Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004, <http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-4401, Annual Report of a Consumer Finance Company, revised November 2014, <http://www.scc.virginia.gov/publicforms/119/ccb4401.pdf>

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised May 2013, <http://www.scc.virginia.gov/publicforms/68/ccb4402.pdf>

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised October 2010, <http://www.scc.virginia.gov/publicforms/70/ccb4403.pdf>

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010, <http://www.scc.virginia.gov/publicforms/71/ccb4406.pdf>

CCB-4407, Application for an Additional Consumer Finance Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010, <http://www.scc.virginia.gov/publicforms/72/ccb4407.pdf>

CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.2-1510 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/73/ccb4408.pdf>

Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004, <http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised June 2014, <http://www.scc.virginia.gov/publicforms/85/ccb5500.pdf>

CCB-5507, Annual Report of Money Transmitters, revised November 2014, <http://www.scc.virginia.gov/publicforms/121/ccb5507.pdf>

CB-5509, Surety Bond for Money Order Sales and Money Transmission, revised October 2010, <http://www.scc.virginia.gov/publicforms/86/ccb5509.pdf>

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised

2011, <http://www.scc.virginia.gov/publicforms/122/ccb5511.pdf>

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised 2011, <http://www.scc.virginia.gov/publicforms/123/ccb5512.pdf>

CCB-5513, Deposit Agreement under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised October 2010, <http://www.scc.virginia.gov/publicforms/87/ccb5513.pdf>

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter Licensee Pursuant to § 6.2-1914 of the Code of Virginia, revised June 2014, <http://www.scc.virginia.gov/publicforms/88/ccb5514.pdf>

Check Cashers

CCB-5510, Check Casher Registration Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/44/ccb5510.pdf>

Payday Lenders

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004, <http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/95/ccb5515.pdf>

CCB-5516, Surety Bond Pursuant to § 6.2-1804 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/96/ccb5516.pdf>

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to § 6.2-1807 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/97/ccb5517.pdf>

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.2-1808 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/98/ccb5518.pdf>

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised October 2010, <http://www.scc.virginia.gov/publicforms/99/ccb5519.pdf>

Guidance Documents

CCB-5521, Annual Report of Payday Lenders, revised November 2014,
<http://www.scc.virginia.gov/publicforms/120/ccb5521.pdf>

CCB-5529, Annual Report of Motor Vehicle Title Lenders, revised November 2014,
<http://www.scc.virginia.gov/publicforms/591/ccb5529.pdf>

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2014,
<http://www.scc.virginia.gov/publicforms/124/ccb6602.pdf>

Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012,
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1148, Personal Information and Disclosure Statement for Directors of Credit Counseling Agencies, revised June 2006,
<http://www.scc.virginia.gov/publicforms/75/ccb1148.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004,
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010,
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Chapter 20, Title 6.2 of the Code of Virginia, revised October 2010,
<http://www.scc.virginia.gov/publicforms/74/ccb7700.pdf>

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to § 6.2-2006 of the Code of Virginia, revised October 2010,
<http://www.scc.virginia.gov/publicforms/77/ccb7702.pdf>

CCB-7703, Surety Bond Pursuant to § 6.2-2003 of the Code of Virginia, revised October 2010,
<http://www.scc.virginia.gov/publicforms/76/ccb7703.pdf>

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.2-2007 of the Code of Virginia, revised October 2010,
<http://www.scc.virginia.gov/publicforms/78/ccb7704.pdf>

CCB-7705, Semiannual Report of Agencies Providing Debt Management Plans, revised July 2015,
<http://www.scc.virginia.gov/publicforms/126/ccb7705.pdf>

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2014,
<http://www.scc.virginia.gov/publicforms/125/ccb7706.pdf>

Mortgage Lenders and Mortgage Brokers

Effective January 3, 2011, mortgage lenders and mortgage brokers licensed pursuant to Chapter 16, Title 6.2 of the Code of Virginia began transitioning to the National Mortgage Licensing System (NMLS). Also, applicants for mortgage lender and mortgage broker licenses and for additional offices are required to apply online through NMLS.

CCB-8805, Annual Report of Mortgage Lenders and Brokers, revised November 2014,
<http://www.scc.virginia.gov/publicforms/118/ccb8805.pdf>

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers, revised November 2014,
<http://www.scc.virginia.gov/publicforms/590/ccb8820.pdf>

CCB-8821, Application for Determination of a Bona Fide Non-profit Status Pursuant to § 6.2-1701 of the Code of Virginia, revised November 2014,
<http://www.scc.virginia.gov/publicforms/602/ccb8821.pdf>

CCB-8823, Exclusive Agent Conditions of Licensure, July 2014,
<http://www.scc.virginia.gov/publicforms/619/ccb8823.pdf>

Mortgage Loan Originators

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender or Broker Licensed Pursuant to § 6.2-1608 of the Code of Virginia, revised November 2012

CCB-8812, Criminal History Records Consent and Fingerprinting, revised October 2011

CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised October 2010

CCB-8814, Surety Bond Pursuant to § 6.1-431.4 of the Code of Virginia, revised October 2010

CCB-8815, Employment Verification Form, revised October 2010

CCB-8816, Virginia Mortgage Business Certification Form, revised October 2010

CCB-8817, Mortgage Loan Originator Personal Financial Report, revised November 2009

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers for the Year Ending December 31, 2014, revised November 2014

CCB-8821, Application for Determination of a Bona Fide Nonprofit Status Pursuant to 6.2-1701.1 of the Code of Virginia, revised September 2013

CCB-8823, Exclusive Agent Conditions of Licensure, revised July 2014

MUA, Uniform Individual Mortgage License Registration and Consent Form, revised April 2012

Trust Companies

CCB-1122, Oath of Office for Multiple Directors, revised January 2000, <http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000, <http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012, <http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010, <http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010, <http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 2 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/111/ccb9900.pdf>

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.2-1024 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/112/ccb9901.pdf>

CCB-9902, Bond for a Trust Company, revised October 2010, <http://www.scc.virginia.gov/publicforms/113/ccb9902.pdf>

CCB-9904, Dual Service Certificate - Affiliated Trust Companies, revised January 2005, <http://www.scc.virginia.gov/publicforms/114/ccb9904.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010, <http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.2-1023 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/116/ccb9906.pdf>

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to § 6.2-1028 of the Code of Virginia, revised October 2010, <http://www.scc.virginia.gov/publicforms/115/ccb9907.pdf>

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised October 2010, <http://www.scc.virginia.gov/publicforms/117/ccb9908.pdf>

Settlement Agents

CCB-10001, Settlement Agent Registration Form for a Financial Institution or its Affiliate or Subsidiary Pursuant to Chapter 27.3 of Title 55 of the Code of Virginia, revised

October 2010, <http://www.scc.virginia.gov/publicforms/520/ccb10001.pdf>

Publications:

"The Compliance Connection," a newsletter for consumer finance companies, mortgage lenders, mortgage brokers, and industrial loan associations, published quarterly, http://www.scc.virginia.gov/bfi/cc_news.aspx

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly, http://www.scc.virginia.gov/bfi/sb_news.aspx

"Regulatory Report" (formerly "Payday Pre\$\$"), regulatory news for Virginia payday lender and motor vehicle title lender licensees, published on an as-needed basis, http://www.scc.virginia.gov/bfi/rr_news.aspx

Virginia Mortgage Law and Regulation Overview, revised April 6, 2010, <http://www.scc.virginia.gov/bfi/files/mortguide.pdf>

Bureau of Insurance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance at telephone (804) 371-9741 or toll free in Virginia (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at P.O. Box 1157, Richmond, VA 23218, telephone (804) 371-9694, or FAX (804) 371-9873. Many of these documents are available online at the bureau's website at <http://www.scc.virginia.gov/boi>.

Administrative Letters:

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977, <http://www.scc.virginia.gov/boi/adminlets/77-4.pdf>

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1), <http://www.scc.virginia.gov/boi/adminlets/77-5.pdf>

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1), <http://www.scc.virginia.gov/boi/adminlets/77-6.pdf>

Guidance Documents

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33), <http://www.scc.virginia.gov/boi/adminlets/77-7.pdf>

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781), <http://www.scc.virginia.gov/boi/adminlets/77-8.pdf>

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6), <http://www.scc.virginia.gov/boi/adminlets/77-9.pdf>

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7), <http://www.scc.virginia.gov/boi/adminlets/77-11.pdf>

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56), <http://www.scc.virginia.gov/boi/adminlets/77-14.pdf>

Administrative Letter 1977-15, Amendment of § 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7), <http://www.scc.virginia.gov/boi/adminlets/77-15.pdf>

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978, <http://www.scc.virginia.gov/boi/adminlets/78-2.pdf>

Administrative Letter 1978-5, (1) Amendment of §§ 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of § 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of § 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10), <http://www.scc.virginia.gov/boi/adminlets/78-5.pdf>

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978, <http://www.scc.virginia.gov/boi/adminlets/78-7.pdf>

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76), <http://www.scc.virginia.gov/boi/adminlets/78-8.pdf>

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5), <http://www.scc.virginia.gov/boi/adminlets/78-10.pdf>

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978, <http://www.scc.virginia.gov/boi/adminlets/78-12.pdf>

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978, <http://www.scc.virginia.gov/boi/adminlets/78-13.pdf>

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33), <http://www.scc.virginia.gov/boi/adminlets/79-9.pdf>

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-12.pdf>

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident and Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (7) (c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348.7) and 38.2-3541 (formerly § 38.1-348.11), <http://www.scc.virginia.gov/boi/adminlets/79-14.pdf>

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400), <http://www.scc.virginia.gov/boi/adminlets/79-15.pdf>

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-17.pdf> (also see [Administrative Order 7245](#))

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)), <http://www.scc.virginia.gov/boi/adminlets/79-20.pdf>

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)), <http://www.scc.virginia.gov/boi/adminlets/79-21.pdf>

Administrative Letter 1979-22, The Arson Reporting Immunity Act, issued August 30, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-22.pdf>

Administrative Letter 1979-23, Readability of All Insurance (Property and Casualty) Policies in Virginia, issued September 27, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-23.pdf>

Administrative Letter 1979-24, Readability of All Insurance (Life and Health) Policies in Virginia, issued September 27, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-24.pdf>

Administrative Letter 1979-25, Single Interest, issued October 2, 1979, <http://www.scc.virginia.gov/boi/adminlets/79-25.pdf> (also see [Administrative Order 7245](#))

Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15), <http://www.scc.virginia.gov/boi/adminlets/80-1.pdf>

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980, <http://www.scc.virginia.gov/boi/adminlets/80-5.pdf>

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980, <http://www.scc.virginia.gov/boi/adminlets/80-6.pdf>

Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4), <http://www.scc.virginia.gov/boi/adminlets/80-8.pdf>

Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5), <http://www.scc.virginia.gov/boi/adminlets/80-12.pdf>

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12), <http://www.scc.virginia.gov/boi/adminlets/80-13.pdf>

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals § 38.1-348.12 and Enacts § 38.2-3417 (formerly § 38.1-348.12:1), <http://www.scc.virginia.gov/boi/adminlets/81-2.pdf>

Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-3.pdf>

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024/Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745), <http://www.scc.virginia.gov/boi/adminlets/81-5.pdf>

Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, § 13.1-400.1, <http://www.scc.virginia.gov/boi/adminlets/81-6.pdf>

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-9.pdf>

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173), <http://www.scc.virginia.gov/boi/adminlets/81-10.pdf>

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-12.pdf>

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-14.pdf>

Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981, <http://www.scc.virginia.gov/boi/adminlets/81-17.pdf>

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8), <http://www.scc.virginia.gov/boi/adminlets/82-2.pdf>

Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17), <http://www.scc.virginia.gov/boi/adminlets/82-3.pdf>

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982, <http://www.scc.virginia.gov/boi/adminlets/82-5.pdf>

Administrative Letter 1982-6, Changes in the Insurance Code of Virginia Regarding Credit Life Insurance and Credit Accident and Sickness Insurance, issued May 6, 1982, <http://www.scc.virginia.gov/boi/adminlets/82-6.pdf>

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21), <http://www.scc.virginia.gov/boi/adminlets/82-10.pdf>

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Administrative Letter 2015-10, Insurance-Related Legislation Enacted by the 2015 Virginia General Assembly, issued May 20, 2015, <https://www.scc.virginia.gov/boi/adminlets/15-10.pdf>

Administrative Letter 2015-11, Assessment Practices and Procedures Replacement of Administrative Letter 2014-01, issued October 1, 2015, <https://www.scc.virginia.gov/boi/adminlets/15-11.pdf>

Administrative Letter 2015-12, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2016, issued October 1, 2015, <https://www.scc.virginia.gov/boi/adminlets/15-12.pdf>

Financial Regulation Unit Guidance Documents:

Future Year-End Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division by calling 804-371-9589).

Future Year-End Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, September 2002, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division, by calling 804-371-9589).

Future Year-End Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, November 2005, (This letter is available upon request from the Actuarial Support Section of the Financial Regulation Division, by calling 804-371-9589).

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer is to Provide to the Bureau of Insurance Staff, revised December 2014, (This letter is available upon request from the Financial Examination Section of the Financial Regulation Division, by calling 804-371-9123).

Annual renewal letters for all entities licensed, approved, registered, authorized, accredited, or certified by the Virginia Bureau of Insurance, December 2015

The following documents are available at <http://scc.virginia.gov/boi/co/miscforms.aspx>:

Certified Reinsurers, Form CR-E and Instructions for Form CR-E

Certified Reinsurers Form CR-S and Instructions for Form CR-S

The following documents are available at http://www.scc.virginia.gov/boi/co/lic_reg.aspx:

Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-6102

Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, § 38.2-1348

Requirements for Surplus Lines Approval in Virginia for an Alien Insurer, revised July 2011, § 38.2-4805.1

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised July 2011, § 38.2-4805.1

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised July 2011, § 38.2-5800

Home Protection Company Requirements for Organizing and Licensing in Virginia, revised August 2012, §§ 38.2-1024 and 38.2-2603

Home Service Contract Provider Requirements for Organizing and Licensing in Virginia, revised August 2012, Article 2 of Chapter 26 of Title 38.2

Captive Insurers Requirements for Organizing and Licensing in Virginia, revised April 2012, §§ 38.2-1024 and 38.2-1102

Health Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4200

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Virginia Legal Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4413

Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

Insurance Premium Finance Company Requirements for Organizing and Licensing in Virginia, revised August 2015, § 38.2-4701

Community-Based Continuing Care Providers Registration and Disclosure Filing Guidelines, August 2012, § 38.2-4919

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised August 2012, § 38.2-4901

Viatical Settlement Providers Requirements for Operating in Virginia, revised September 2014, § 38.2-6002

Automobile Club Requirements for Organizing and Licensing in Virginia, revised August 2015, § 13.1-400.2

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Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised January 2014, Article 3 of Chapter 34 of Title 38.2

Requirements for Accredited Substantially Similar, and Trusteed Reinsurers, October 2013, § 38.2-1316.2

Requirements for Certified Reinsurers, October 2013, § 38.2-1316.2 B

Requirements for Organizing and Licensing of a Group Self-Insurance Association, revised December 2010, § 65.2-802

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions and Application), revised October 2005, § 38.2-1359

Information Concerning Purchasing Group Registration, September 2014, § 38.2-5108

Information Concerning Risk Retention Group Registration, September 2014, §§ 38.2-5102 and 38.2-5103

The following document is available at http://www.naic.org/industry_ucaa.htm:

Uniform Certificate of Authority Application, revised August 2014, §§ 38.2-1024 and 38.2-1206,

The following documents are available at <http://www.scc.virginia.gov/boi/co/holdco.aspx>:

Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260

Form C, Instructions for Summary of Changes to Registration Statement Pursuant to § 38.2-1329, revised January 2015, 14VAC5-260

Form D, Instructions for Prior Notice and Application for Approval of Certain Transactions Pursuant to § 38.2-1330 B, revised January 2015, 14VAC5-260

Form E, Instructions for Pre-Acquisition Notification Form Regarding the Potential Competitive Impact of a Proposed Merger or Acquisition by a Nondomiciliary Insurer Doing Business in this Commonwealth or by a Domestic Insurer Pursuant to § 38.2-1323, revised January 2015, 14VAC5-260

Form F, Instructions for Enterprise Risk Report Pursuant to § 38.2-1329 L, January 2015, 14VAC5-260

Form G, Instructions for Notice of Dividends and Distributions to Shareholders Pursuant to §§ 38.2-1329 F and 38.2-1330.1, revised January 2015, 14VAC5-260

The following documents are available at http://www.scc.virginia.gov/boi/co/an_renew.aspx

NAIC Financial Standard State Filing Checklists for filings due in 2016 for Fraternal Societies, Health Organizations, Life, Accident and Health companies, Property and Casualty Companies, and Title Companies

Virginia Specific Financial and License Renewal Forms:

Form R01, Analysis of Excess Capital and Surplus Investments Report

Form R2A, Application for Renewal of License

Form R2B, Application for Renewal of License - Fraternal Benefit Society

Form R17, Application for Renewal of License - Home Service Contract Provider

Form R03, Audited Financial Statements Exemption Affidavit

Form R05, Certificate of Assuming Insurer

Form R05Q, Certificate of Assuming Insurer Quarterly Update

Form R15, Certificate of Certified Reinsurer

Form R06, Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements

Form R18, Home Service Contract Provider Demographic Information and Requirements for Doing Business in Virginia

Form R19, Multiple Employer Welfare Arrangement Policy Verification

Multiple Employer Welfare Arrangement Renewal

PG Annual Renewal

Premium Finance Annual Statement Form

Form R08, Producer-Controlled Insurer Report

Reinsurance Intermediary License Renewal Application

Form R09, Report of Assessable Ocean and Inland Marine Premium

Form R10, Report of Assets Pledged, Hypothecated or Encumbered

Form R12, Request for Information Regarding Reinsurance Intermediaries (RIs)

Form R13, Statement of Material Changes

Form R14, Supplementary Statement of Covered and Uncovered Expenses

Form R16, Surplus Lines Annual Filing Information

Market Regulation Unit Guidance Documents:

Assigned Risk Workers' Compensation Rates, revised April 2016, http://scc.virginia.gov/boi/co/pc/ar_wcomp.aspx

Common Problems Found during Agent Investigations, revised August 2015, <http://www.scc.virginia.gov/boi/pro/files/comprob.pdf>

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10 Tips to Help You Understand Your Coverage and Rights under Your Manage Care Health Insurance Plan, revised October 2005, <http://www.scc.virginia.gov/boi/omb/tentips.aspx>

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Tips on Buying Life Insurance, http://www.scc.virginia.gov/boi/pubs/naic_lifebuytips.pdf

Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/oontips.pdf>

Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised October 2005, <http://www.scc.virginia.gov/boi/omb/files/appealtips.pdf>

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Virginia Commercial Insurance Consumer's Guide, revised 2012, <http://www.scc.virginia.gov/boi/pubs/commguide.pdf>

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When a Disaster Strikes: What to Do after an Insured Homeowners Loss, revised 2012, http://www.scc.virginia.gov/boi/pubs/ho_dis.pdf

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Form 4052, Application for Business Entity Insurance License, March 2014, <http://scc.virginia.gov/PublicForms/580/4052.pdf>

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Guidance Documents

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Form 4052, Application for Business Entity Insurance
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Form SLB-2, Bond for Surplus Lines Broker, January 2004,
<http://scc.virginia.gov/PublicForms/583/slb-2.pdf>

Form SLB-8, Annual Assessment Report, revised 2013,
<http://www.scc.virginia.gov/boi/pro/slb.aspx>

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Forms and Guides Respecting Licensing of Public Adjusters (Individuals and Agencies):

Public Adjuster Licensing, Renewal and Continuing
Education Guide, May 2014,
http://www.scc.virginia.gov/boi/pro/files/adj_guide.pdf

Form PA-2, Bond for Public Adjusters, July 2014,
<http://www.scc.virginia.gov/publicforms/603/pa2bond.pdf>

Division of Securities and Retail Franchising

Copies of the following documents may be viewed during
regular work days from 8:15 a.m. until 5 p.m. in the State
Corporation Commission, Division of Securities and Retail
Franchising, 9th Floor, Tyler Building, 1300 East Main
Street, Richmond, VA 23219. The mailing address is P.O.
Box 1197, Richmond, VA 23218-1197. Copies may be
obtained free of charge by contacting Kathy O'Sullivan at the
same address, telephone (804) 371-9784, or FAX (804) 371-
9911.

Questions regarding interpretation or implementation of these
documents may be directed to Amanda Blanks, Investor
Education Coordinator, at the same address, telephone (804)
371-9088, or FAX (804) 371-9911.

Guidance Documents:

Capital Formation Alternatives for Small Business in
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Virginia Securities Act Forms:

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Broker-Dealer's Surety Bond (Form S.A. 11), July 1999,
<http://www.scc.virginia.gov/publicforms/269/sa11.pdf>

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<http://www.scc.virginia.gov/publicforms/273/sd4b.pdf>

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Agent Multiple Employment Agreement (Form S.A. 16), July 2007, <http://www.scc.virginia.gov/publicforms/276/sa16.pdf>

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Investment Advisor

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Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

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Securities Registration

Intrastate Crowdfunding Exemption (ICE) Notice Filing Form (Form ICE), July 2015, <http://www.scc.virginia.gov/publicforms/625/ice.docm>

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Uniform Consent to Service of Process (Form U-2), July 1981, <http://www.scc.virginia.gov/publicforms/281/u2.pdf>

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Impounding Agreement (Form S.A. 13), July 1999, <http://www.scc.virginia.gov/publicforms/288/sa13.pdf>

Notice of Limited Offering of Securities (Form VA-1), November 1996, <http://www.scc.virginia.gov/publicforms/289/val.pdf>

Uniform Investment Company Notice Filing (Form NF), April 1997, <http://www.scc.virginia.gov/publicforms/290/nf.pdf>

Notice of Exempt Offering of Securities (Form SEC Form D), revised September 2013, <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form Model Form), July 1999, <http://www.scc.virginia.gov/publicforms/291/model.pdf>

Application for Coordinated State Review - Coordinated Review-Equity (Form CR-Equity-1), August 2003, http://www.scc.virginia.gov/publicforms/292/cr_equity1.pdf

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form CR-SCOR Mid-Atlantic), May 2002, http://www.scc.virginia.gov/publicforms/293/cr_scor.pdf

Virginia Retail Franchising Act Forms:

Uniform Franchise Registration Application (Form A), July 2008, <http://www.scc.virginia.gov/publicforms/294/forma.pdf>

Franchisor's Costs and Sources of Funds (Form B), July 2008, <http://www.scc.virginia.gov/publicforms/295/formb.pdf>

Guidance Documents

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<http://www.scc.virginia.gov/publicforms/296/formc.pdf>

Affidavit of Compliance - Franchise Amendment and Renewal (Form E), July 2008,
<http://www.scc.virginia.gov/publicforms/298/forme.pdf>

Guarantee of Performance (Form F), March 2013,
<http://www.scc.virginia.gov/publicforms/299/formf.pdf>

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<http://www.scc.virginia.gov/publicforms/300/formg.pdf>

Notice of Claim of Exemption (Form H), July 2008,
<http://www.scc.virginia.gov/publicforms/301/formh.pdf>

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<http://www.scc.virginia.gov/publicforms/302/formk.pdf>

Application for Coordinated Review of Franchise Registration (Form CR-FRAN), June 1999,
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Virginia Trademark Act Forms:

Application for Registration of a Trademark or Service Mark (Form TM1), November 2014,
<http://www.scc.virginia.gov/publicforms/304/tmapp.pdf>

Application for Renewal Registration of a Trademark or Service Mark (Form TM2), November 2014,
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Certificate of Name Change of an Applicant or Registrant (Form TM3), November 2014,
<http://www.scc.virginia.gov/publicforms/306/tm3.pdf>

Assignment of Trademark or Service Mark Registration (Sample TM4), November 2014,
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Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the State Corporation Commission, Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$.50 per page. To obtain copies, contact Renee Salmon at the same address, telephone (804) 371-9947, FAX (804) 371-9734, or email renee.salmon@scc.virginia.gov. Some of the documents may be downloaded from the division website at
<http://www.scc.virginia.gov/urs/mutility/pubs.aspx>.

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Assistant Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9843, FAX (804) 371-9734, or email

james.hotinger@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Outreach Documents:

Marking Color Code Card, 2 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/colorcode.pdf>

Virginia Professional Excavator's Manual, revised April 2014, 90 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/exman.pdf>

Virginia Care Brochure: A Guide for Safe Excavation or Demolition, July 2011, 2 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/carebroch.pdf>

Virginia Underground Utility Marking Standards, February 2014, 24 pages,
http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages,
http://www.scc.virginia.gov/urs/mutility/docs/exp_bp.pdf

Impact Mole Requirements and Best Practices, January 2011, 14 pages,
http://www.scc.virginia.gov/urs/mutility/docs/imole_bp.pdf

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/te.pdf>

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Coloring Book for Children: Wally's Digging Adventure, 20 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/color.pdf>

For copies of the following DVDs, email vadamageprevention@scc.virginia.gov:

Dig with C.A.R.E. Keep Virginia Safe, Training DVD, English and Spanish versions, August 2008

Dig With C.A.R.E. Keep Virginia Safe, Requirements and Best Practices for Trenchless Excavation, Training DVD, English and Spanish versions, January 2011

Wally's Digging Adventure DVD, July 2010. A children's DVD for use in conjunction with the Wally's Digging Adventure Coloring Book for Children.

Advisory Committee Information:

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages,
<http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La información en Español:

CARE Folleto: Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages, <http://www.scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Tarjeta de Código de Colores, 2 pages, <http://www.scc.virginia.gov/urs/mutility/docs/colores.pdf>

Division of Utility Accounting and Finance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission, Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Contact Yolanda Suitte at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$.50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Kimberly Pate, Director, or Kent Peterson, Patrick Carr, Kathleen Cummings, or Lawrence T. Oliver, Deputy Directors, Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9950, or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Some of the listed documents may be downloaded from the Division of Utility Accounting and Finance Section on the State Corporation Commission's website at <http://www.scc.virginia.gov>.

Guidance Documents:

Hard copies are available. Contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at accounting@scc.virginia.gov.

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2014 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2015, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2015, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2015, § 56-249

Forms for Annual Reports:

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company, http://www.scc.virginia.gov/uaf/TelephoneRequestForm_resp.aspx

Annual Financial and Operating Report for Class A Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Class C Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company, http://www.scc.virginia.gov/uaf/WaterRequestForm_resp.aspx

Guidelines:

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act), <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Supplemental Guidelines for Filing Chapter 5 Applications under Streamlined Review, 1 page, §§ 56-88 through 56-92, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Guidance Documents

Chapter 5 - Transaction Summary - Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92, <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, updated December 15, 2015, 20VAC5-10-20, updated annually, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56, <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the State Corporation Commission, Office of the Public Service Taxation Division, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting Dee Deskins at the same address, telephone (804) 371-9855, FAX (804) 371-9797, or email dee.deskins@scc.virginia.gov. Many of these forms are available on the website at <http://www.scc.virginia.gov/pst>.

Questions regarding interpretation or implementation of these documents may be directed to Dee Deskins, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, (FAX) 804 371-9797, or email dee.deskins@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1 (Contact the Division of Public Service Taxation at (804) 371-9855.)

CCTD-3, Tax Report, Electric Companies, revised December 2014, § 58.1-2628, <http://www.scc.virginia.gov/publicforms/129/etax.pdf>

CCTD-6, Tax Report, Telecommunications Companies, revised December 2014, § 58.1-2628, <http://www.scc.virginia.gov/publicforms/143/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2014, § 58.1-2628, <http://www.scc.virginia.gov/publicforms/133/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised December 2014, § 58.1-2628, <http://www.scc.virginia.gov/publicforms/145/wtax.pdf>

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2014, § 58.1-2654, <http://www.scc.virginia.gov/publicforms/137/rolstock.pdf>

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2014, § 58.1-2663, <http://www.scc.virginia.gov/publicforms/135/mctax.pdf>

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2014, § 58.1-2663, <http://www.scc.virginia.gov/publicforms/139/patax.pdf>

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2014, § 58.1-2663, <http://www.scc.virginia.gov/publicforms/141/rrtax.pdf>

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, December 2014, §§ 58.1-2640 and 58.1-2647, (Contact the Division of Public Service Taxation at (804) 371-9855.)

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2901 and 58.1-2902, <http://www.scc.virginia.gov/publicforms/131/emon.pdf>

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2905 and 58.1-2906, <http://www.scc.virginia.gov/publicforms/132/gmon.pdf>

Real Estate Transaction Form Purchase/Conveyance, 2013, § 58.1-2628, <http://www.scc.virginia.gov/publicforms/128/restran.pdf>

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660, (Contact the Division of Public Service Taxation at (804) 371-9855.)

Application for Registration as a Payphone Service Provider, revised December 2013, <http://www.scc.virginia.gov/publicforms/147/psp.pdf>

Application for Registration as an Operator Service Provider, revised December 2013, <http://www.scc.virginia.gov/publicforms/149/osp.pdf>

State Corporation Commission Annual Reports:

The State Corporation Commission issues an annual report each year that contains the leading matters disposed of by formal orders that year. The annual reports of the commission may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond,

VA 23219. Annual Reports for the years 2002 through 2014 are available on the commission website at http://scc.virginia.gov/comm/an_rept.aspx.

Questions regarding interpretation of the annual reports may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

DEPARTMENT OF CORRECTIONS

Copies of guidance documents may be viewed at Department of Corrections headquarters during regular work days from 8 a.m. until 5 p.m. at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained at a cost of \$.10 per page by contacting Jim Bruce, Regulatory Coordinator, at the above address, telephone (804) 887-8215, or email james.bruce@vadoc.virginia.gov. Interpretive or implementation questions may be directed to the same contact.

Guidance documents may also be viewed and printed, at no cost, at the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or by using the links below.

Guidance Documents:

- [\[BOC Policy 10-1\] Board of Corrections Policy Process, \(6/1/13\)](#)
- [\[BOC Policy 10-2\] Board of Corrections Regulations, \(6/1/13\)](#)
- [\[BOC Policy 10-3\] Equal Employment Opportunity, \(6/1/13\)](#)
- [\[BOC Policy 10-4\] Budget, \(6/1/13\)](#)
- [\[BOC Policy 10-7\] Negotiations with Low Bidder, \(6/1/13\)](#)
- [\[BOC Policy 10-8\] Volunteer Program, \(6/1/13\)](#)
- [\[BOC Policy 20-7\] Inmate Pay, \(6/1/13\)](#)
- [\[BOC Policy 20-8\] Extending Limits of Confinement for Work and Educational Programs, \(6/1/13\)](#)
- [\[BOC Policy 20-9\] Good Conduct Allowance and Earned Sentence Credits, \(6/1/13\)](#)
- [\[BOC Policy 20-10\] Agribusiness, \(6/1/13\)](#)
- [\[BOC Policy 20-11\] Correctional Enterprises, \(6/1/13\)](#)
- [\[BOC Policy 20-13\] Offender Co-Payment Program for Health Care Services, \(1/1/12\)](#)
- [\[BOC Policy 20-14\] Offender Health Records, \(1/1/12\)](#)
- [\[BOC Policy 30-1\] Local Correctional Facility Standards, \(6/1/13\)](#)

[\[BOC Policy 30-2\] Furlough, Work, Educational and Rehabilitative Releases from Local Correctional Facilities, \(6/1/13\)](#)

[\[BOC Policy 30-5\] Purchase of Services Authorized, \(1/1/12\)](#)

[\[BOC Policy 30-6\] Cost of Maintenance of Jails, \(6/1/13\)](#)

[\[BOC Policy 30-7\] Regional Contracts for Cooperative Jailing of Offenders, \(6/1/13\)](#)

[\[BOC Policy 30-8\] Community Facilities for Offenders, \(6/1/13\)](#)

[\[BOC Policy 30-9\] Approval for Jail Construction and Reimbursement, \(6/1/13\)](#)

[\[Compliance Jail 2013\] Compliance Documentation for Jails effective 7/1/13 audits, \(12/13/12\)](#)

[\[Compliance Jail 2015\] Compliance Documentation for Jails effective 1/1/15 audits, \(11/10/14\)](#)

[\[Compliance LU 2013\] Compliance Documentation for Lockups effective 7/1/13, \(12/13/12\)](#)

[\[Joint Policy 1-1\] Graduated Release from Confinement, \(6/1/13\)](#)

BOARD OF COUNSELING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/counseling> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at coun@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle, Executive Director of the Board, at the address above or by telephone at (804) 367-4610. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/counseling/counseling_guidelines.htm

115-1.1, Possible Disciplinary or Alternative Actions for Noncompliance with Continuing Education Requirements, revised May 1, 2015

115-1.2, Bylaws of the Board, revised November 15, 2013

115-1.3, Meeting Degree Program Requirements for Licensure, revised April 1, 2010

115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, revised November 13, 2015

115-1.5, Instruction Manual for Use of Sanction Reference Points in Disciplinary Cases, adopted June 5, 2009

Guidance Documents

115-1.7, Applicants Whose Degree Programs Do Not Meet Requirements of 18VAC115-20-49B, adopted August 24, 2012

115-1.8, Examinations Approved by the Board for Rehabilitation Provider Certification, adopted September 11, 2015

115-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure or Certification, adopted November 15, 2013

115-2.1, Excerpt from 1987 Newsletter, Guidance That Hypnosis Is an Appropriate Counseling Tool, re-adopted August 8, 2008

115-2.2, Guidance on Participation by Substance Abuse Counselors in Planned Interventions, revised November 13, 2015

115-4.1, Evidence of Clinical Practice for Licensure by Endorsement, adopted August 7, 2009

115-4.3, Direct Client Contact Hours in an Internship That Can Be Applied towards the Residency, adopted February 19, 2010

115-4.11, Board Guidance on Use of Confidential Consent Agreements, February 27, 2004

115-5, Board Guidance on the Process of Conducting Informal Fact-Finding Proceedings by an Agency Subordinate, revised September, 2010

115-6, Coursework Necessary to Begin Supervision for Licensure as a Professional Counselor, adopted February 18, 2011

115-7, Supervised Experience for the Delivery of Clinical Services for Professional Counselor Licensure, revised November 13, 2015

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219, <http://www.dcjs.virginia.gov>. Copies may be obtained by contacting Shannon Dion at the above address, telephone (804) 225-4300, FAX (804) 786-0588, or email shannon.dion@dcjs.virginia.gov. Copies of guidance documents are free and can be accessed on the agency's website or Regulatory Town Hall at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of these documents may be directed to Shannon Dion at the above address, telephone (804) 225-4300, FAX (804) 786-0588, or email shannon.dion@dcjs.virginia.gov.

Guidance Documents:

5460, Guidance for School Systems in the Event That Victims Arise from an Emergency, 11/25/2013

5461, Threat Assessment in Virginia Public Schools: Model Policies, Procedures and Guidelines, 11/17/2013

5462, Governor's School and Campus Safety Task Force - Legislation and Summary of Requirements for Schools - 2013, 7/17/2013

5464, Guidance on School Safety Inspection Checklist, 8/8/2013

5465, Guidance on Emergency Manager Designee, 11/17/2013

5469, Certified Crime Prevention Community Program Manual, 12/31/2009

5470, Certified Crime Prevention Community Program Recertification Guidelines, 12/31/2009

5482, Guidance Documents for Comprehensive Community Corrections Act and Pretrial Services Act, 2013, 12/31/2013

5483, Local Community-based Probation and Pretrial Services Grant Application Guide for FY 2015–2016 Continuation Funding, 2/27/2015

5943, Forfeited Asset Sharing Program Manual, 7/1/2015

Criminal Justice Services Board

5124, Virginia Criminal Justice Training Reference Manual, 9/1/2012

5459, Virginia Juvenile Law Handbook for School Administrators, 5/13/2015

5463, 2015 School Safety Inspection Checklist for Virginia Public Schools, 6/24/2015

5468, Critical Incident Response for School Faculty and Staff, 2/20/2015

5481, CASA/CJA Advisory Committee Guidance Policy for Court Appointed Special Advocates Programs, 12/31/2013

5618, Virginia Juvenile Justice Training Reference Manual, 7/30/2015

5693, Virginia Criminal Justice Training Reference Manual for Basic Corrections Officer, 9/17/2015

5851, Field Training Officer Requirements, 11/19/2015

5852, Guidance for Divisionwide Safety Audit Committee Formation and Responsibilities, 1/21/2014

5853, Guidance for Technical Assistance for Threat Assessment and Management Teams for Virginia Schools and Institutions of Higher Education, 2/10/2015

[5854, Guidance for Threat Assessment Teams and Reporting, 2/10/2015](#)

[5855, Virginia Educator's Guide to Conducting Emergency Drills, 5/16/2015](#)

[5859, 2015 School Crisis, Emergency Management and Medical Response Plan, 8/3/2015](#)

[5860, 2015 School Crisis, Emergency Management and Medical Response Plan Quick Guide, 8/3/2015](#)

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4 p.m. at the Superintendent's Office of the Virginia School for the Deaf and the Blind, 104 VSDB Drive, Staunton, VA 24402-2069. Copies may be obtained free of charge by contacting Jane Nessar at P.O. Box 2069, Staunton, VA 24402, by telephone (540) 332-9000, FAX (540) 332-9042, or email jane.nessar@vsdb.k12.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Patricia Trice, Superintendent, P.O. Box 2069, Staunton, VA 24402-2069, telephone (540) 332-9216, FAX (540) 332-9042, or email patricia.trice@vsdb.virginia.gov.

Guidance Documents:

[VSDB Policy Manual](#)

[Program of Studies](#)

[Student Handbook and Code of Conduct](#)

[VSDB Board of Visitors Bylaws](#), revised March 2010

BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/dentistry> or the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at denbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board, at the address above or by telephone at (804) 367-4538. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm

60-1, Board Policy on Confidential Consent Agreements, revised September 13, 2013

60-2, Sanction Reference Point Instruction Manual, revised December 11, 2015

60-3, Periodic Inspection of Sedation and Anesthesia in Dental Offices, revised December 11, 2015

60-4, Questions and Answers about Sedation, revised December 11, 2015

60-5, Sanctioning for Violations for Continuing Education Requirements, revised December 11, 2015

60-6, Policy on Sanctioning for Practicing with an Expired License, revised December 11, 2015

60-7, Chart on Delegable Duties for Dental Assistants, revised March 9, 2012

60-8, Educational Requirements for Dental Assistant II, revised December 11, 2015

60-9, Code of Conduct for Board Members, June 12, 2009

60-10, Policy on Sanctioning for Failure to Comply with Advertising Guidelines, revised December 11, 2015

60-11, Guidance on Treatment of Patient if Fees Not Paid, revised September 12, 2008

60-12, Board Guidance on Administration of Topical Oral Fluorides by Dental Hygienists in the Virginia Department of Health, revised September 7, 2007

60-14, Bylaws of the Board of Dentistry, revised March 7, 2013

60-15, Standards for Professional Conduct in the Practice of Dentistry, revised March 13, 2015

60-17, Policy on Recovery of Disciplinary Costs, revised December 11, 2015

60-18, Dental Laboratory Work Order, revised December 11, 2015

60-19, Dental Laboratory Subcontractor Work Order, adopted December 7, 2012

60-20, Guidance on Radiation Certification, revised December 11, 2015

60-22, Policy on Sanctioning for Failure to Comply with Insurance and Billing Practices, revised December 11, 2015

60-23, Policy on Teledentistry, adopted December 11, 2015

76-24.3, Inspection Report for Dental Offices, revised December 11, 2015

DEPARTMENT OF EDUCATION

For copies of documents, please contact Melissa Luchau at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2924, FAX (804) 225-2524, or email melissa.luchau@doe.virginia.gov. Questions may also be directed to Melissa Luchau.

Guidance Documents

Guidance Documents:

Adult Education

[High School Equivalency \(HSE\) Examination Guidelines, 9/10/2015](#)

Assessment

[Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments, 12/30/2010](#)

[Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval, 1/30/2003](#)

[Protocol for State-Directed Investigations of Testing Irregularities, 4/30/2008](#)

[Guidelines for Local Alternative Assessments for 2014-2015, 9/18/2014](#)

[Guidelines for Instruction-Based Assessments, 12/31/2004](#)

[Eligibility Criteria for Expedited Retakes on Spring 2015 Grades 3 through 8 Non-Writing Standards of Learning Tests, 3/26/2015](#)

Employment and Licensing

[Guidelines for Mentor Teachers Programs, 6/30/2000](#)

[Virginia License Renewal Manual, 1/19/2011](#)

[Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas, 8/7/2001](#)

[The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools, 6/30/2004](#)

[Virginia's High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Experienced Teachers, 4/30/2005](#)

[Virginia's Definition of Alternate Route for Highly Qualified Teachers, 4/30/2004](#)

[Virginia Requirements to be a Highly Qualified Special Education Teacher, 9/30/2006](#)

[Virginia High Objective Uniform State Standard of Evaluation \(HOUSSE\) for Visiting International Faculty \(VIF\) Cultural Exchange Teachers, 3/30/2007](#)

[Guidelines for Prescribed Professional Teacher's Examinations, 1/8/2011](#)

[High-Quality Professional Development Criteria, 4/30/2004](#)

[Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure, 10/30/2005](#)

[Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment, 11/30/2005](#)

[Virginia Standards for the Professional Practice of Teachers, 4/28/2011](#)

[Advancing Virginia's Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Documentation for the Principal of Distinction \(Level II\) Administration and Supervision Endorsement, 9/27/2012](#)

[Guidelines Pertaining to the Employment of Substitute Teachers, 3/24/2011](#)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, 7/23/2015](#)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents, 7/23/2015](#)

[Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, 7/23/2015](#)

[Guidelines for Distributing National Board Incentive Awards, 6/28/2012](#)

Elementary and Secondary Education Act

[Guidelines for Implementation of No Child Left Behind Act of 2001 Public School Choice Requirements, 11/30/2002](#)

[Criteria for the Providers of Supplemental Educational Services Under the No Child Left Behind Act of 2001, 11/30/2002](#)

Finance and Operations

[Use of Literary Fund Proceeds, 6/29/2007](#)

[Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, 5/28/2004](#)

[Eligibility Criteria and Procedures for Supplemental Funding for School Divisions in the Commonwealth of Virginia That Enter Into Cost-Saving or Service-Sharing Agreements, 7/23/2009](#)

[Criteria for Making Distributions from the Public Charter School Fund, 1/10/2008](#)

Flag/Moment of Silence

[Guidelines on the Recitation of the Pledge of Allegiance, Including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag, 7/26/2001](#)

[Guidelines on the Minute of Silence Requirements, 6/13/2000](#)

[Guidelines Concerning Religious Activity in Public Schools, 12/30/1995](#)

Instruction

[Guidelines for the K-3 Record for Reading and Mathematics, 5/30/2003](#)

[Objectives for Personal Living and Finance, 12/30/2006](#)

[Criteria for Character Education, 7/26/2012](#)

[Curriculum and Administrative Guide for Driver Education in Virginia, 12/30/2010](#)

[Guidelines for Banking-In-School Demonstration Partnership Programs, 12/30/2006](#)

[Virginia Plan for the Gifted, 12/30/2006](#)

[Procedures for Initiating Academic Year Governor's Schools, 1/30/1999](#)

[Homebound Instructional Services Guidelines, 2/1/2012](#)

[Criteria for Establishing Governor's Career and Technical Academies, 1/30/2008](#)

[Guidelines for Alternatives to Animal Dissection, 7/30/2004](#)

[Virginia's Definition of School Readiness, 4/30/2008](#)

[Criteria and Process for Adoption of Instructional Models/Programs That Include Instructional Methods to Satisfy Provisions in Regulations Establishing Accrediting Standards for Public Schools in Virginia, 1/30/2004](#)

[Revisions to the Terminology Used in the Criteria and Disclaimers to Identify and Select Instructional Interventions in Regulations Establishing Standards for Accrediting Public Schools in Virginia, 2/5/2007](#)

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- Virginia Comprehensive Services Act for At-Risk Youth and Families Implementation Manual, 7/30/2002
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- Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs Required by the Regulations Governing the Review and Approval of Education Programs in Virginia, 11/29/2012
- Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia

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Virginia School Bus Specifications, 11/21/2013

DEPARTMENT OF ELECTIONS

The Virginia Department of Elections is located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policymaking board responsible for approving regulations, forms, and guidance documents. Copies of guidance documents authorized to be provided are subject to costs stated in the agency's Freedom of Information Act (FOIA) policy published on its website at <http://elections.virginia.gov> and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, via telephone (804) 864-8901, or toll free (800) 552-9745, by emailing info@elections.virginia.gov, or by faxing (804) 371-0194. Questions will be directed to the appropriate staff member for response.

To obtain the most up-to-date information on many of the SBE and Department of Elections guidance documents, visit the Department of Elections website. Additionally, most of these guidance documents are available electronically for no charge through the Regulatory Town Hall at <http://townhall.virginia.gov>.

Guidance Documents:

DEL-1, State Board of Elections Policy 2004-007 as amended 9.14.2010, 9/14/2010

DEL-2, Campaign Finance and Advertising Delegations to Secretary (Updating Policy 2004-007), 8/19/2011

FW, Forms Warehouse, 7/9/2015

GREB, General Registrars and Electoral Board Members Handbook, 7/1/2015

GUIDE-MED, Guidelines for the Media, 10/27/2014

OTHDOCS-1, Other Guidance Documents, 12/29/2015

DEPARTMENT OF EMERGENCY MANAGEMENT

Copies of the guidance document may be viewed at <http://www.vaemergency.gov/emcommunity/plans/2012COV EOP>. The document may also be viewed using the link below.

Questions regarding interpretation or implementation of this document may be directed to Marilyn Harris, Virginia Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236, telephone (804) 897-9715, or email marilyn.harris@vdem.virginia.gov.

Guidance Document:

2012 Commonwealth of Virginia Emergency Operations Plan, 9/1/11

VIRGINIA EMPLOYMENT COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the central office of the Virginia Employment Commission, 703 East Main Street, Richmond, VA 23219. Copies of the guidance documents may be obtained by contacting Lisa J. Rowley at the Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7263, FAX (804) 786-9034, or email lisa.rowley@vec.virginia.gov. Unless otherwise indicated, there is a \$1.00 per document copying charge. These documents may be accessed from the Virginia Employment Commission's website at www.vec.virginia.gov by clicking on "Unemployed?" and then clicking on "File an Appeal." Documents may be downloaded from the website at no charge.

Questions regarding interpretation or implementation of the guidance documents may be directed to Lisa J. Rowley, Chief Administrative Law Judge, Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7263, FAX (804) 786-9034, or email lisa.rowley@vec.virginia.gov.

Guidance Documents:

[VEC-01] Guide to Effective Unemployment Insurance Adjudication, 12/12/12

[VEC-02] Precedent Decision Manual, 12/28/12

[VEC-03] Precedent Decision Manual Supplement, 12/12/12

[VEC-04] Employer as Claimant Interoffice Communication, 5/20/11

DEPARTMENT OF ENVIRONMENTAL QUALITY

The list which follows contains documents prepared by the department. It does not include documents that merely restate regulatory provisions in a different format such as checklists or boilerplates, nor does it include guidance documents

developed by other federal and state agencies. Requests for copies of those documents not available electronically on the Regulatory Town Hall at <http://townhall.virginia.gov> or copies of any of the documents listed are considered a request for information under the Freedom of Information Act (FOIA). There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

For FOIA requests, please contact DEQ's FOIA Officer at (540) 574-7886. For a listing of regional office FOIA contacts, please go to our FOIA webpage at <http://www.deq.virginia.gov/ConnectWithDEQ/FreedomofInformationAct/RegionalFOIAContacts.aspx>.

Copies may also be requested by writing to: FOIA Officer, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Coordinator, Recycling and Tire Program, Department of Environmental Quality, 629 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4029.

Guidance Documents:

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- [2281, Virginia Litter and Recycling Educational Projects, 12/1/2003](#)
- [2282, Litter Prevention and Recycling Grant Programs, 11/21/2006](#)
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- [2596, 2010 Virginia Coastal Resources Management Program Grant Proposal Guidance, 2/24/2010](#)
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- [LPR-REM-2011-07, Review Process for the Uniform Environmental Covenants Act Environmental Covenants, 11/28/2011](#)
- [LPR-SW-09-2002, Guidance for the Certification of Recycling Machinery and Equipment, 7/20/2007](#)
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- [REW2011-01S2, Wind Permit by Rule Guidance - Section II: Methodology, 11/22/2013](#)
- [REW2011-01S3, Wind Permit by Rule Guidance - Section III: Coastal Avian Protection Zone \(CAPZ\) Narrative, 9/6/2011](#)
- [REW2012-01, Solar Permit by Rule Guidance - Cover Memo, 7/18/2012](#)
- [REW2012-01S1, Solar Permit by Rule Guidance - Section I: General, 7/18/2012](#)
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- [REW2012-01S3, Solar Permit by Rule Guidance - Section III: Coastal Avian Protection Zone \(CAPZ\) Narrative, 7/18/2012](#)
- [REW2013-01, Combustion Permit by Rule Guidance - Cover Memo, 8/27/2013](#)
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- [2951, Regulatory Guidance Development, 4/17/2006](#)
- [4012, Division of Enforcement Case Referrals, 8/20/2009](#)
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APG-204, Common Control Determinations for Title V Permit Applicability (Memo No. 98-1002), 1/25/2010

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APG-213, Sample MACT Place Holder Conditions, 3/5/2004

APG-214, Title V New Source Review (NSR) Conflicts, 9/30/2004

APG-250, Permit Writer's Guide to Acid Rain Permitting (Memo No. 03-1002), 3/26/2003

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APG-303, Prevention of Significant Deterioration Definitions, 9/14/2009

APG-304, Interpretation of the Term "Designed To Accommodate," 9/14/2009

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- APG-350, New Source Review Permits Program Manual, 4/1/2002
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- APG-356, Revised Article 6 Regulation, 12/19/2012
- APG-400A, State Operation Permits Manual, 9/30/1999
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- APG-552, Evaluation and Air Permitting Requirements for Landfills in Virginia (ADP Statement No. 1-96), 1/20/2010
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- APG-561, Residual Oil Procedure for Writing New and Modified Permits for Boilers, 9/17/1998
- APG-562, Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers, 8/18/2008
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- APG-570, Interim Guidance for Permit Applicability for Emergency Generators Participating in an Emergency Load Response Program, 5/15/2009
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- APG-573, Lumber Kiln Emissions Calculations, 9/30/2010
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- AQM-001, Quality Assurance Project Plan for the Ozone Ambient Air Monitoring Program, 11/1/2011
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AQP-03, Procedures for the Measurement of Capture Efficiency for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations and Graphic Arts Printing Processes, 4/1/1996

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AQP-11, Implementation of the Prevention of Significant Deterioration (PSD) of Air Quality Program, 1/1/1993

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DEPARTMENT OF FORENSIC SCIENCE

The following documents are available on the department's website at <http://dfs.virginia.gov>. Questions regarding these documents may be directed to Amy M. Curtis, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-2281, or email amy.curtis@dfs.virginia.gov.

Guidance Documents:

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DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7 a.m. until 5:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903. Copies of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 220-9042, or FAX (434) 296-2369. Copies of the Water Quality Enforcement documents may be obtained free of charge by contacting Matt Poirot at the same address, telephone (434) 220-9027, or FAX (434) 296-2369. The documents may be downloaded from the Department of Forestry's website <http://www.dof.virginia.gov>.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9042, or FAX (434) 296-2369, or email dean.cumbia@dof.virginia.gov.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 220-9027, FAX (434) 296-2369, or email matt.poirot@dof.virginia.gov.

Guidance Documents:

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BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa R. Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4479. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/funeral/fun_guidelines.htm

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DEPARTMENT OF GENERAL SERVICES

Copies of the following guidance documents are available for electronic viewing on the Regulatory Town Hall at no cost at <http://www.townhall.virginia.gov>. Copies of the Guidance Documents are also available by contacting the Department of General Services. That contact information is Rhonda Bishton, Regulatory Coordinator, Virginia Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, or by visiting the DGS website at <http://www.dgs.virginia.gov>.

Guidance Documents:

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BOARD OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at bhp@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the Board, at the address above or by telephone at (804) 367-4403. Copies are free of charge.

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DEPARTMENT OF HEALTH

The documents may be viewed using the links below. This process is free and is the most efficient means by which citizens and others may obtain access to these documents. The provision by the agency of a paper copy of a guidance document, upon a particular request, may involve a fee to be paid by the person requesting a document.

Questions regarding interpretation or implementation of these documents may be directed to Joseph Hilbert, Regulatory Coordinator, 109 Governor Street, Richmond VA 23219, telephone (804) 864-7006, or email joe.hilbert@vdh.virginia.gov. Mr. Hilbert will redirect such questions to knowledgeable program administrators.

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WTR-915(W), Disinfection of Groundwater Sources, 5/6/2015

WTR-918(W), Disinfection of Water Mains, Distribution Storage Tanks, Wells and Treatment Facilities, 9/22/2015

DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the department's website at <http://www.dhp.virginia.gov> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at elaine.yeatts@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine Yeatts, Agency Regulatory Coordinator, at the address above or by telephone at (804) 367-4688. Copies are free of charge.

Department Policies:

http://www.dhp.virginia.gov/dhp_guidelines/default.htm

76-1.1, Mission Statement of the Department, April 20, 2010

76-1.6, Disclosure of Information, revised October 21, 2015

76-1.7, Disclosure of Information to Health Practitioner Monitoring Program, April 13, 2010

76-1.8, Conduct of Surveys, April 20, 2010

76-1.9, Internet Privacy Policy, April 22, 2010

76-1.12, Extension of Time for Active Duty Servicemen, revised March 26, 2015

76-1.17, Publication of Notices and Orders on the Department Website, revised July 15, 2013

76-1.18, Website Policies, April 22, 2010

76-1.22, Reproduction of a Public Meeting, August 13, 2010

76-1.24, Summary Suspensions and Restrictions, December 9, 2011

76-1.25, Front Desk and Visitor Log, January 30, 2015

76-3.1, Execution of Disciplinary Orders, December 28, 2009

76-3.2, Providing Sanction Reference Point Worksheets to Respondents, July 19, 2011

76-3.3, Subpoenas for Disciplinary Hearings, revised January 9, 2012

76-3.4, Complainant Notification of Case Proceedings, May 6, 2011

76-3.5, Reporting to the National Data Bank, May 19, 2014

76-3.6, Process for Cases Involving Noncompliance with § 54.1-2400.6, April 5, 2012

76-4.1, Receipt and Investigation of Allegations of Misconduct, October 20, 2010

76-4.4, Requesting Information from the National Data Banks, May 19, 2014

76.4.5, Disciplinary Cases Involving Board Members, August 26, 2013

76-4.6, Agency Standards for Case Resolution, April 30, 2010

76-5.1, Procurement of Nonprofessional Services, revised November 16, 2015

76-5.2, Procurement of Goods, revised November 16, 2015

76-5.3, Sole Source Approval for Examination Services, revised November 16, 2015

76-5.5, Principles/Establishment of Fees, April 21, 2010

Guidance Documents

76-5.8, Equal Opportunity in Agency Procurement, revised November 16, 2015

76-6.1, Recruitment and Filling Vacant Positions, April 23, 2010

76-7.3, Custodians of Records, revised July 22, 2011

76-7.5, Prescription Drug Monitoring Advisory Panel, June 14, 2012

76-20, The Adjudication Process, revised July 1, 2014

76-32, Letter to Sentara on Confidentiality Agreements, April 24, 2002

76-33, Foreign Applicants; Requirement to Provide Social Security Numbers, November 15, 2013

76-34, Requirements Imposed on Hospitals, Other Health Care Institutions, and Health Care Professionals to Report Disciplinary Actions against and Allegations of Misconduct by Certain Health Care Practitioners to the Virginia Department of Health Professions, revised November, 2015

76-35, Rights and Responsibilities: The Virginia Freedom of Information Act, revised November, 2015

76-39, Guidelines for Pro Hac Vice Admission of Out-of-State Counsel and Practice by Nonlawyers, adopted August 26, 2010

Enforcement Documents:

76-20, Adjudication Manual - Disciplinary Process, October 1, 2009

Inspection Plans and Inspection Reports:

76-21.1, Pharmacy Inspection Report, January 2013

76-21.1:1, New/Change of Location/Remodel Pharmacy Inspection Report, November 2015

76-21.1:2, Inspection Deficiency Notice and Consent Order, February 2012

76-21.1:4, Humane Society and Animal Shelter Inspection Report, June 2010

76-21.1:10, Controlled Substance Registration Inspection Report A, September 2014

76-21.1:11, Controlled Substance Registration Inspection Report B, September 2014

76-21.1:12, Medical Equipment Supplier Inspection Report, September 2013

76-21.1:13, Controlled Substance Registration Inspection Report - Alternative Delivery Sites, December 2010

76-21.1:14, Wholesale Distributor Inspection Report, December 2010

76-21.1:15, Warehouse Inspection Report, December 2010

76-21.1:16, Physicians Selling Drugs Inspection Report, August 2013

76-21.1:17, Permitted Physicians Inspection Report, December 2009

76-21.1:18, Manufacturer, Restricted and Unrestricted, Inspection Report, April 2011

76-21.2:1, Veterinary Establishment Inspection Report, October 2013

76-21.3:1, Funeral Establishment Inspection Report, August 2015

76-21.3:2, Crematory Inspection Report, September 2013

76-21.4, Inspection Summary, May 2006

76-24.3, Dental Office Inspection Report, June 2014

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the State Council of Higher Education for Virginia, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lee Ann Rung, at the same address, telephone (804) 225-2600, FAX (804) 225-2604, or email leeannrung@schev.edu. All documents are available on SCHEV's website at <http://www.schev.edu>.

Guidance Documents:

[2855, Policies and Procedures for Program Approval, 5/1/2002](#)

[2857, Program Productivity/Viability at Public Institutions, 4/1/2003](#)

[2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes, 12/1/2003](#)

[2859, Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields, 4/30/1990](#)

[2860, Higher Education Facilities Condition Reporting Guidelines, 3/23/2001](#)

[2861, Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data, 7/9/2001](#)

[2863, Chart of Accounts for Virginia State-Supported Colleges and Universities, 12/14/2015](#)

[2868, Higher Education Fixed Assets Guidelines for Educational and General Programs, 11/1/2010](#)

[2869, Equipment Trust Funds Policies and Procedures, 6/26/2013](#)

3125, [Guidelines for Transfer, Articulation, and Dual Admissions](#), 12/19/2006

5018, [Academic Credentialing Evaluation Services](#), 8/23/2012

5272, [Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions](#), 3/19/2013

5798, [Virginia Two-Year College Transfer Grant Program](#), 7/1/2015

5864, [Public Institutions Conflict of Interest Guidelines for Contracts](#), 6/1/2015

5898, [Financial Assistance for Industry-Based Certification and Related Programs](#), 7/22/2015

3122, [Virginia Tuition Relief, Refund, and Reinstatement Guidelines](#), 12/18/2006

4044, [Domicile Guidelines](#), 10/15/2009

5452, [Domicile Guidelines - Addendum A](#), 1/12/2010

5453, [Domicile Guidelines - Addendum B](#), 10/15/2009

DEPARTMENT OF HISTORIC RESOURCES

All agency guidance documents are available electronically on Regulatory Town Hall at <http://townhall.virginia.gov> and on the agency website at <http://dhr.virginia.gov>. Hard copies can be made available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221 or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency archives manager, Quatro Hubbard, at the address above, telephone (804) 482-6102, or FAX (804) 367-2391.

Interpretation or implementation questions should be addressed to staff working in the appropriate program area. A staff listing by unit and program area can be found on the agency website at http://www.dhr.virginia.gov/homepage_features/staff3.htm.

Regional office addresses and phone numbers are as follows (the Eastern Regional Preservation Office is collocated at the central office address given above): Agency forms, information in the documents listed below, and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

Western Regional Preservation Office, Department of Historic Resources, 962 Kime Lane, Salem, VA 24153, telephone (540) 387-5396.

Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519, 5357 Main Street, Stephens City, VA 22655 (send all mail inquiries to the P.O. Box), telephone (540) 868-7029.

Guidance Documents:

4629, [Instructions to Apply For State and Federal Rehabilitation Tax Credits](#), 11/12/2010

4631, [Department of Historic Resources State Collections Management Standards](#), 6/16/2011

4632, [Guidelines for Conducting Historic Resources Survey in Virginia](#), 12/30/2014

4634, [Citizen Cemetery Recordation Form](#), 8/4/2010

4635, [Eligible and Ineligible Expenses in Tax Credit Project](#), 10/1/2007

4637, [Application for Archaeological Investigation on State Lands](#), 7/1/1998

4638, [Cell Tower Review Submission Guidelines](#), 7/1/2010

4639, [Guidelines for Assessing Visual Effects on Historic Properties](#), 6/30/2010

4640, [Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia](#), 1/8/2010

4641, [How to Apply for Designation as a Certified Local Government in Virginia](#), 12/28/2015

4642, [Civil War Sites Preservation Fund Grants Guidelines for applications, prioritization, and award of grants 2014-2015 Grants](#), 12/28/2015

4643, [Civil War Sites Preservation Fund Grants 2014 Grants Application Form](#), 12/28/2015

4630, [Historic Preservation Easement Program Policies \(1 through 11\)](#), 12/28/2015

5684, [Easement Program Information Packet](#), 12/28/2015

5685, [Easement Application Form](#), 12/30/2014

Board of Historic Resources

4593, [Virginia's Historic Registers: A Guide for Property Owners](#), 12/30/2014

4594, [Preliminary Information Form: Archaeological Site](#), 12/30/2014

4595, [Preliminary Information Form: Individual Property \(Building, Structure, Site, etc.\)](#), 12/30/2014

4596, [Preliminary Information Form: Historic District](#), 12/30/2014

4597, [National Register of Historic Places Nomination Form](#), 12/30/2014

Guidance Documents

4598, Legal Notification Form - State/Federal Register Process, 12/28/2015

4599, Photographic Guidance for National Register Nominations in Virginia, 12/28/2015

4600, National Register of Historic Places and Virginia Landmarks Register Evaluation Process, 12/30/2014

4601, Application and Criteria for a State Historical Highway Marker, 12/30/2014

4636, Permit for Application for Archaeological Removal of Human Burial, 7/1/1998

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 600 East Main, Suite 300, Richmond, VA 23219, <http://www.dhcd.virginia.gov>. Copies may be obtained at agency cost by contacting Barbara Johnson at the same address or by telephone (804) 371-7024.

Questions regarding interpretation or implementation of these documents may be directed to Barbara Johnson at the above address or telephone number or by email at barbara.johnson@dhcd.virginia.gov.

Guidance Documents:

5888, Virginia Main Street - Program Guidelines, 12/16/2015

5889, Virginia Main Street Designation Application, 12/16/2015

5890, Indoor Plumbing Rehabilitation Program, 12/16/2015

5891, 2016 Industrial Revitalization Fund Program Design, 12/16/2015

5892, Vibrant Community Initiative, 12/16/2015

5893, Building Collaborative Communities Program Guidelines, 12/16/2015

5894, Neighborhood Stabilization Program (NSP) Manual, 12/16/2015

5895, Virginia Appalachian Regional Commission 2016 Request for Proposals, 12/16/2015

5896, Four-Year Development Plan for the Appalachian Region of Virginia, 12/16/2015

5901, HOMEownership Down Payment and Closing Assistance Program Guidelines, 12/18/2015

5903, Affordable and Special Needs Housing Program Guidelines, 12/18/2015

5904, Communities of Opportunity - Virginia Tax Credit Program Guidelines, 12/18/2015

5905, Child Care for Homeless Children Grant Program Guidelines, 12/18/2015

5906, Virginia Homeless Solutions Program Guidelines - Amended, 6/19/2015

5907, Virginia Weatherization Assistance Program Operations Manual, 12/18/2015

5908, Housing Trust Fund: Competitive Loan Pool Program Guidelines, 12/18/2015

5909, Housing Trust Fund: Homeless Reduction Grants Program Guidelines, 12/18/2015

5910, 2015 Virginia Private Activity Bond Allocation Guidelines, 12/18/2015

5911, Livable Home Tax Credit Program (LHTC) Application, 12/18/2015

5923, 2015 Community Development Block Grant (CDBG) Program Design, 12/21/2015

5924, Virginia Department of Housing and Community Development Emergency Home and Accessibility Repairs Program, 6/23/2015

5925, Community Housing Development Organization (CHDO) Capacity Self-Assessment Tool, 12/21/2015

5926, Affordable Housing Preservation (AHP) Program Minimum Design, Construction, and Housing Rehabilitation Standards, 12/21/2015

5927, Lead Safe Housing Policies and Procedures with HOME Program Funds, 12/21/2015

5928, Environmental Review of Projects Assisted with HOME Program Funds, 11/6/2012

5931, Acquisition and Relocation, 12/21/2015

5933, Section 3 Policies and Procedures for Recipients of HOME Program Funds, 12/21/2015

5934, Section 504 Procedures for Recipients of HOME Program Funds, 12/21/2015

5935, Federal Labor Standards with HOME Program Funds, 12/21/2015

Board of Housing and Community Development

5884, Grant Year 2014 Job Creation Grant Instruction Manual, 12/16/2015

5885, Grant Year 2014 Real Property Investment Grant Instruction Manual, 12/16/2015

5886, Grant Year 2014 CPA Agreed-Upon Procedures Instruction Manual, 12/16/2015

5887, Local Zone Administrator's Management Manual, 12/16/2015

5902, Continuing Education Policy Applicable to BHCD Certified Code Enforcement Personnel, 10/1/2012

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 South Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Paul Brennan at the same address or by telephone at (804) 343-5798. All of these documents are available electronically for no charge on the Regulatory Town Hall at <http://townhall.virginia.gov>.

Questions regarding interpretation or implementations of these documents may be directed to Paul Brennan at the above address or telephone number.

Guidance Documents:

- [4368, Multifamily Development Policy and Procedures Manual, 4/16/2013](#)
- [5629, Homebuyer Handbook, 3/9/2015](#)
- [5630, Homebuyer Handbook - Spanish Version, 12/19/2014](#)
- [5631, Homeownership Originations Guide, 7/31/2015](#)
- [5632, Housing Choice Voucher Program Operations Manual, 12/19/2014](#)
- [5633, Low-Income Housing Tax Credit Manual, 12/21/2015](#)
- [5634, Compliance and Asset Management Operations Manual, 12/19/2014](#)
- [5635, Single-Family Development Policy and Procedures Manual, 12/19/2014](#)
- [5914, Multifamily Loan Compliance Guidelines - Taxable Bonds, 2/5/2014](#)
- [5916, Multifamily Loan Compliance Guidelines - REACH, 2/5/2014](#)
- [5917, Multifamily Loan Compliance Guidelines - Tax Exempt Alternative Minimum Tax Bonds, 2/5/2014](#)
- [5918, Multifamily Loan Compliance Guidelines - Tax Exempt Bonds 20% @ 80%, 2/5/2014](#)
- [5919, Multifamily Loan Compliance Guidelines - Tax Exempt Bonds 20% @ 80% AFS, 2/5/2014](#)
- [5929, Homebuyer Handbook - Addendum, 8/11/2015](#)
- [5930, Homebuyer Handbook Spanish Version - Addendum, 9/2/2015](#)
- [5932, Mortgage Credit Certificates \(MCC\) Program Guide, 7/31/2015](#)

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 101 North 14th Street, 13th Floor, Richmond, VA 23219. Copies may be obtained by contacting Barbara Owens at the same address, or by telephone at (804) 786-4045, FAX at (804) 371-0231, or by email at barbara.owens@dhrm.virginia.gov. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Barbara Owens.

Guidance Documents:

- Human Resource Policy Manual - ongoing updates, <http://www.dhrm.virginia.gov/hrpolicies>
- Employee Handbook, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/employeehandbook.pdf?sfvrsn=4>, revised October 2014
- Employee Recognition Program Handbook, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/emprechbnk.pdf?sfvrsn=2>, September 2000
- Handbook for Agency Heads, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/agencyheadhandbook.pdf?sfvrsn=4>, revised - February 2014
- Frequently Asked Questions - Work Hours Limitation for Wage Employees, <http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/faqsworkhourlimitationsforwageemployees.pdf?sfvrsn=2>, published April 2013
- Human Resource Management Manual, <http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/hrmanual.pdf?sfvrsn=2>, revised July 2003
- Job Structure, <http://www.dhrm.virginia.gov/agencyhumanresourceservices/joborganizationstructure>, revised September 2000
- Personnel Management Information System (PMIS) User Guides**
- Enhanced Retirement Personal Management Information System Keying Guide 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>
- Accessing a Secure Message Outside Commonwealth of Virginia Network 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>
- Personal Management Information System Screen Changes Employee Time Status Guide 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>
- Performance Management Guide 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Guidance Documents

New Personal Management Information System PSE200 Rollback Transaction 2015, <http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html>

Employee Position Reports 421 Faculty Keying Guide, <http://web1.dhrm.virginia.gov/itech/files/PMISEPR421FacultyKeyingGuide.pdf>, 2012

Personal Management Information System Top Ten Transaction Guide, <http://web1.dhrm.virginia.gov/itech/>, 2012

Reset Your Personal Management Information System Password, <http://web1.dhrm.virginia.gov/itech/>, 2012

Employee Position Reports Keying Guide, <http://web1.dhrm.virginia.gov/itech/files/EPRKeyingGuide.pdf>, 2012

Frequently Asked Questions, <http://web1.dhrm.virginia.gov/itech/files/PMISFaq.pdf>, published 2013

PSE029 RESTORE New Transaction and Training Guide, <http://web1.dhrm.virginia.gov/itech/files/AccessingPSE029TrainingInTheKnowledgeCenter.pdf>, published 2013

Personal Management Information System Screen Changes Employee Time Status Guide, <http://web1.dhrm.virginia.gov/itech/>, published October 2014

Policies and Procedures Manual (individual policies are updated on a regular basis), <http://www.dhrm.virginia.gov/hrpolicies>, revised October 2014

Salary Structure, <http://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/salarystructure072513.pdf?sfvrsn=2>, revised August 10, 2015

Talent Management and Workforce Planning, <http://web1.dhrm.virginia.gov/itech/talentmanagement/index.html>, September 2012

Telework and Alternate Work Schedule Guidance, <http://www.dhrm.virginia.gov/agencyhumanresourceservices/telework> revised April 2014

Teleworking Work Mode Categories Guide, http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/pol1_61workcategoriesmatrix.pdf?sfvrsn=4, Revised July 2014

Mental Health Crisis Guides for the Workplace 2015, <http://www.dhrm.virginia.gov/docs/default-source/hr/Mental-Health-Guides/mental-health-crisis-in-the-workplace.pdf?sfvrsn=0>

Workers' Compensation Claims Procedure Manual, <http://www.dhrm.virginia.gov/docs/default-source/workerscomp/agencyclaimsmanual.pdf?sfvrsn=2>, December 2010

State Health Benefits Program

COVA Care Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covacarememberhandbook2015.pdf?sfvrsn=0>, revised July 2015

COVA HDHP Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahdhpmemberhandbk2008.pdf?sfvrsn=2>, published July 2008

COVA HealthAware Member Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahealthawarememberhandbook.pdf?sfvrsn=0>, revised July 2015

Flexible Spending Account (FSA) Sourcebook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/anthem-fsa-sourcebook-201564DE0EE27D94.pdf?sfvrsn=0>, revised 2015

State Retiree Health Benefits Program

Medicare Coordinating Handbook, <http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covamedicarecoordinatingplans.pdf?sfvrsn=2>, revised January 2016

Dental/Vision Handbook Insert, <http://www.dhrm.virginia.gov/healthcoverage/planhandbooks>, revised January 2014

Prescription Drug Handbook Insert, <http://www.dhrm.virginia.gov/healthcoverage/planhandbooks>, revised January 2015

Express Scripts Medicare Prescription Plan Evidence of Coverage for 2016, <http://www.dhrm.virginia.gov/healthcoverage/medicareretiree/medicare-rate-notification-2016>

Express Scripts Medicare Prescription Plan 2016 Formulary, <http://www.dhrm.virginia.gov/healthcoverage/medicareretiree/medicare-rate-notification-2016>

The Local Choice Health Benefits Program

2011 The Local Choice Key Advantage Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/kyadvmemberhandbook.pdf>, revised 2011

Key Advantage Member Handbook 2014 Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantage2014HandbookAmendment.pdf>

2015 The Local Choice Key Advantage Expanded Benefits Summary, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCKKeyAdvantagewithExpandedBenefits.pdf, effective July 1, 2015

2015 The Local Choice Key Advantage 250 Benefits Summary Insert, <http://www.thelocalchoice.virginia.gov/>

[planinfo/plans2015_16/TLCKeyAdvantage250BenefitSummary.pdf](#), effective July 1, 2015

2015 The Local Choice Key Advantage 500 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCKeyAdvantage500BenefitSummary.pdf, effective July 1, 2015

2015 The Local Choice Key Advantage 1000 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCKeyAdvantage1000BenefitSummary.pdf, effective July 1, 2015

The Local Choice Prescription Drugs - Key Advantage Plans, <http://www.thelocalchoice.virginia.gov/planinfo/prescriptiondrugs.html>, effective July 1, 2015

2015 The Local Choice Kaiser Permanente Benefits Summary, http://www.thelocalchoice.virginia.gov/planinfo/regionalplans2015_2016.html, effective July 1, 2015

2011 The Local Choice Member Handbook Medicare Coordinating Plans, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCMedicareHandbook092011.pdf>, revised 2011

2011 The Local Choice Dental/Vision Summary Handbook Insert, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/DentalVision092011.pdf>, effective January 1, 2011

2015 The Local Choice Advantage 65 Medical Only Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCAdvantage65BenefitSummary.pdf, effective July 1, 2015

2015 The Local Choice Dental/Vision Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCAdv65withDentalVisionBenefitSummary.pdf, effective July 1, 2015

2015 The Local Choice Medicare Complementary (Option I) Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCMedicareComplementaryBenefitSummary.pdf, effective July 1, 2015

2008 The Local Choice High Deductible Health Plan Member Handbook, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPmemberhandbook2008.pdf>, published 2008

2015 High Deductible Health Plan Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2015_16/TLCHDHPBenefitSummary.pdf, effective July 1, 2015

2014 High Deductible Health Plan Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendment2014.pdf>, effective July 1, 2012

2014 High Deductible Health Plan Amendment on Residential Treatment, http://www.thelocalchoice.virginia.gov/planinfo/plans2014_15/amendments/TLCHDHPAmendmentResidentialTreatment011215.pdf, effective July 1, 2014

[gov/planinfo/plans2014_15/amendments/TLCHDHPAmendmentResidentialTreatment011215.pdf](#), effective July 1, 2014

2010 Chiropractic Amendment, <http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPChiroNotificationofChanges.pdf>, effective October 1, 2010

VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Indigent Defense Commission, 1604 Santa Rosa Road, Suite 200, Richmond, VA 23229. Free copies may be accessed and downloaded from the commission's website at <http://www.indigentdefense.virginia.gov/>.

Questions regarding interpretation and implementation of these documents may be directed to Maria Jankowski, Deputy Executive Director, 1604 Santa Rosa Road, Suite 200, Richmond, VA 23229, telephone (804) 662-7249 ext. 144, FAX (804) 662-7359, or email mjankowski@adm.idc.virginia.gov.

Guidance Documents:

Court Appointed Attorney Initial Certification Application in Noncapital Cases, revised November 2014, §§ 19.2-163.01, 19.2-163.03

Capital Counsel Initial Certification Application, revised April 2015, § 19.2-163.8

Waiver of Initial Capital Certification Training Application, dated April 30, 2015

Court Appointed Attorney Initial Certification Application for Current Prosecutor in Noncapital Cases, created April 2012, revised August 2012, §§ 19.2-163.01, 19.2-163.03

Court Appointed Attorney Certification Renewal Application (capital and noncapital), revised November 2014, §§ 19.2-163.01, 19.2-163.03, 19.2-163.8

Standards of Practice for Indigent Defense Counsel in Noncapital Criminal Cases at the Trial Level, revised March 2015, § 19.2-163.01

Standards of Practice Complaint Process (Guidelines for Removal of an Attorney from the Certified Counsel List), revised March 2015, § 19.2-163.01

Standards of Practice Complaint Form, issued April 2007, revised August 2012, § 19.2-163.01

OFFICE OF THE STATE INSPECTOR GENERAL

Copies of the following documents may be viewed or obtained on regular work days from 8 a.m. until 5 p.m. at the Office of the State Inspector General, James Monroe Building, 101 North 14th Street, 7th Floor, Richmond, VA 23219, telephone (804) 625-3255, or FAX (804) 786-2341.

Guidance Documents

There are no costs associated with obtaining printed copies of the documents listed. These documents may be viewed using the links below.

Questions regarding obtaining copies, interpretation, or implementation of these documents may be directed to Julie C. Grimes, Communications Coordinator, telephone (804) 625-3276, or email julie.grimes@osig.virginia.gov.

Guidance Documents:

[AuditGD2014, Oversight of State and Specific Nonstate Agencies' Internal Audit Programs, 3/16/2015](#)

[HotlineGD2014, State Fraud, Waste, and Abuse Hotline Policies and Procedures Manual, 9/15/2014](#)

[WhistleBlowerGD2014, The Fraud and Abuse Whistle Blower Protection Act Regulations, Policies, and Procedures Manual, 8/1/2014](#)

JAMES MADISON UNIVERSITY

Copies of the following documents are available by contacting the Office of Public Affairs at James Madison University, MSC 8505, 217 South Liberty Street, Harrisonburg, VA 22801, telephone (540) 568-5322. All of the documents are available at www.jmu.edu and may be viewed using the links below.

Guidance Documents:

[Classified Employee Handbook](#)

[Faculty Handbook](#)

[Financial Procedures Manual](#)

[Graduate Catalog](#)

[University Policies](#)

[Parking Regulations](#)

[Student Handbook](#)

[Undergraduate Catalog](#)

[Wage Employee Handbook](#)

DEPARTMENT OF JUVENILE JUSTICE

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Certification Unit of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, FAX (804) 371-6490, or email kenneth.e.bailey@djj.virginia.gov.

Guidance Documents:

[3371, Guidance Document for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, \(6VAC35-150\), 7/1/2011](#)

[3652, Guidelines for Transporting Juveniles in Detention, 9/8/2004](#)

[3710, Compliance Manual Regulation Governing Juvenile Group Homes and Halfway House, \(6VAC35-41\), 11/25/2014](#)

[3720, Compliance Manual Regulation Governing Juvenile Correctional Centers, \(6VAC35-71\), 11/25/2014](#)

[3730, Compliance Manual Regulation Governing Juvenile Secure Detention Centers, 11/25/2014](#)

[4225, Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice, 10/15/2015](#)

[4226, Guidelines for Approval and Reimbursement for Local Facility Construction, 7/27/2010](#)

Questions regarding interpretation or implementation of these documents may be directed to Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, FAX (804) 371-6490, or email kenneth.e.bailey@djj.virginia.gov.

Design and Construction of Juvenile Facilities

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3847, FAX (804) 786-1557, or email robert.wilburn@djj.virginia.gov.

Guidance Document:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5 (See detention homes and other services. NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation).

Questions regarding interpretation or implementation of this document may be directed to Angela Valentine, Chief Deputy Director, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3903, or email angela.valentine@djj.virginia.gov.

Virginia Juvenile Community Crime Control Act

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Community Programs Unit at the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email or paper copy by contacting Beth Stinnett, Statewide Program Manager, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3908, or email beth.stinnett@djj.virginia.gov.

Guidance Document:

[3373, Virginia Community Crime Control Act \(VJCCCA\) Manual, 7/1/2014](#)

Questions regarding interpretation or implementation of the document may be directed to, Beth Stinnett, Statewide Program Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3908, or email beth.stinnett@djj.virginia.gov.

Grants

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Legislative and Research Division, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email or paper copy by contacting Jared Miller, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3920, or email jared.miller@djj.virginia.gov.

Guidance Document:

[3326, Department of Juvenile Justice Grants Manual, 1/1/2003](#)

Questions regarding interpretation or implementation of the document may be directed to, Janet Van Cuyk, Legislative and Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3879, or email janet.vancuyk@djj.virginia.gov.

Community Programs Reporting System

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Angela Valentine at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3903, or email angela.valentine@djj.virginia.gov.

Guidance Document:

[4256, Community Programs Reporting: A Quick Reference Guide for Reporting Community-Based Service Data to the Virginia Department of Juvenile Justice, § 16.1-322.3, 7/1/2009](#)

Questions regarding interpretation or implementation of the document may be directed to Angela Valentine at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 588-3903, or email angela.valentine@djj.virginia.gov.

Interstate Compact Relating to Juveniles

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit, Community Programs Unit, 20th Floor, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23218. Copies may be obtained free of charge.

Guidance Documents:

[Interstate Compact for Juveniles - Form I, Requisition for Runaway Juvenile, 3/1/2012, § 16.1-323](#)

[Interstate Compact for Juveniles - Form II: Requisition for Escape or Absconder, Requisition for Juvenile Charged with Being Delinquent \(Rendition Amendment\), 4/1/2014, § 16.1-323](#)

[Interstate Compact for Juveniles - Form III: Consent for voluntary Return by Runaway, Escapee, Absconder, or Juvenile Charged as Delinquent, 3/1/2012, § 16.1-323](#)

[Interstate Compact for Juveniles - Form IV: Parole or Probation Investigation Request, 3/1/2012, § 16.1-323](#)

[Interstate Compact for Juveniles - Form V: Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State, 1/11/2011, § 16.1-323](#)

[Interstate Compact for Juveniles - Form IA/VI: Application for Services and Waiver, 2/23/2015, § 16.1-323](#)

[Interstate Compact for Juveniles - Form VII: Out of State Travel Permit and Agreement, 4/1/2014, § 16.1-323](#)

[Interstate Compact for Juveniles - Form VIII: Home Evaluation Report, 1/1/2011, § 16.1-323](#)

[Interstate Compact for Juveniles - Form IX: Quarterly Progress Report, 4/1/2014, § 16.1-323](#)

[Interstate Compact for Juveniles - Form X: Case Closure Notification, 8/6/2015, § 16.1-323](#)

Questions regarding the interpretation or implementation of these documents may be directed to Natalie Dalton at Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23219-1110, telephone (804) 588-3904, FAX (804) 371-6490, or email natalie.dalton@djj.virginia.gov.

DEPARTMENT OF LABOR AND INDUSTRY

Copies of these guidance documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, Main Street Center, 600 East Main Street, Suite 207, Richmond, VA 23219, or at any of the department's regional offices.

Guidance Documents

For questions regarding guidance documents used by the Virginia Department of Labor and Industry, contact the following:

Boiler and Pressure Vessel Safety - Ed Hilton, telephone (804) 786-3262, or email ed.hilton@doli.virginia.gov

Cooperative Programs - Warren Rice, telephone (804) 786-6613, or email rice.warren@dol.gov

Labor and Employment Law - Division of Labor and Employment Law, telephone (804) 786-0574, or email laborlaw@doli.virginia.gov

Occupational Health - Ron Graham, telephone (804) 786-0574, or email graham.ronald@dol.gov

Occupational Safety - Jennifer Rose, telephone (804) 786-7776, or email rose.jennifer@dol.gov

Registered Apprenticeship - Kathleen Eddington, telephone (804) 786-2382, or email kathleen.eddington@doli.virginia.gov

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, Regina Cobb, telephone (804) 786-0610, or email cobb.regina@dol.gov

Voluntary Protection Program - Milford Stern, telephone (540) 562-3580, or email stern.milford@dol.gov

Guidance Documents:

[12-152D, Occupational Injury and Illness Recording and Reporting Requirements, '1904.0 through 1904.46; and Amendments, 9/15/2015](#)

[LEL - 00, Field Operations Manual Disclaimer, 3/30/2010](#)

[LEL - 01, Division of Labor and Employment Law Field Operations Manual - Chapter 1 Minimum Wage Act, 7/30/2009](#)

[LEL - 02, Division of Labor and Employment Law Field Operations Manual - Chapter 2 Use of Polygraphs in Certain Employment Situations, 10/30/2007](#)

[LEL - 03, Division of Labor and Employment Law Field Operations Manual - Chapter 3 Equal Pay, 1/20/2000](#)

[LEL - 04, Division of Labor and Employment Law Field Operations Manual - Chapter 4 Prevention of Employment, 1/30/2000](#)

[LEL - 05, Division of Labor and Employment Law Field Operations Manual - Chapter 5 Payment of Medical Exams as a Condition of Employment, 1/30/2000](#)

[LEL - 06, Division of Labor and Employment Law Field Operations Manual - Chapter 6 Right to Work, 3/1/2010](#)

[LEL - 07, Division of Labor and Employment Law Field Operations Manual - Chapter 7 Garnishment, 7/30/2009](#)

[LEL - 09, Division of Labor and Employment Law Field Operations Manual - Chapter 9 Child Labor, 8/30/2007](#)

[LEL - 10, Division of Labor and Employment Law Field Operations Manual - Chapter 10 Payment of Wage, 4/30/2015](#)

Apprenticeship Council

[APP - 01, Bylaws of the Virginia Apprenticeship Council, 11/18/2010](#)

[APP - 02, State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship, 5/10/2010](#)

[APP - 03, Virginia Surveyor Apprenticeship Standards, 1/3/2003](#)

[APP - 05, Standards of Apprenticeship for Opticians, 7/1/2000](#)

[APP - 08, Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor, 7/23/2002](#)

[APP - 09, Apprenticeship Directive 81-4, Granting Credit for Previous Experience, 5/21/1981](#)

[APP - 10, Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices, 9/15/1986](#)

[APP - 11, Apprenticeship Directive 90-3, Participation by Minors Between the Ages 16 and 18 in Certain Hazardous Occupations, 4/27/1990](#)

[APP - 12, Apprenticeship Directive 01-1, Signature on Standards \(VAC and Industry Specific\), 8/15/2001](#)

[APP - 13, Apprenticeship Directive 03-3, Exemption from Full-Time Employment, 12/13/2007](#)

[APP - 14, Apprenticeship Directive 03-04, Temporary Staffing Agencies, 3/21/2002](#)

[APP - 15, Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses, 3/21/2002](#)

[APP - 16, Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, Nail Technician, 9/7/1998](#)

[APP - 17, Apprenticeship Directive 03-09, Progressive Wage Policy, 3/20/2003](#)

[App - 18, Commonwealth of Virginia Registered Apprenticeship Field Operation Manual, 9/30/2013](#)

[APP - 19, Minimum Standards for Apprenticeship, 7/1/2015](#)

Safety and Health Codes Board

[01-001C, Program Directive Development, Classification and Numbering System for VOSH, 5/1/2015](#)

- 01-003, VOSH Internal Performance Audit Program, 3/15/1992
- 01-004SR, Responsibilities of the Central and Regional Office Directors and Managers, 5/1/2000
- 01-007, Cancellation of Selected VOSH Program Directives, 12/1/1994
- 01-008, Statewide Settlement Agreements, 3/1/1996
- 01-009A, Citation Policy for Paperwork and Written Program Requirement Violations, 10/15/2007
- 01-010, Local Emphasis Programs: Development and Approval of Special Targeting Activities, 2/15/2014
- 01-015A, State Plan Policies and Procedures Manual (Through CH-5), 3/1/1996
- 01-017, Expedited Informal Settlement Agreement (EISA) Program, 3/1/2005
- 01-020, OSHA Support of National Institute for Occupational Safety and Health "FACE" Program, 3/1/2005
- 01-024, Cancellation and Revision of VOSH/OSHA Instructions Related to Standard Alleged Violation Elements (SAVEs), 8/1/2010
- 02-001G, VOSH Field Operations Manual (FOM), 10/1/2013
- 02-003P, VOSH Procedures to Comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 02-00-051 (formerly CPL 2-0.51J); Appendix "A" Revision, 4/1/2015
- 02-004A, Collection of OSHA-300 Log Data, 2/15/2004
- 02-006B, Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual (ARM) - Enforcement Policies and Procedures, 1/1/2010
- 02-009B, Prison Inmate Form Letter, 1/15/2014
- 02-010, Information to be Included in Closing Conferences, 8/15/1993
- 02-011, Temporary Help Supply Services Used by Employers, 10/1/1993
- 02-012, Complaint Policies and Procedures, 4/1/2003
- 02-013, Compliance Policy for Emergency Action Plans and Fire Prevention Plans, 4/1/2003
- 02-016, Safety and Health Information Bulletins, 2/15/2004
- 02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequence, 1/15/1994
- 02-021, Interpretative Rule Addressing OSHA's Policy on Employee Rescue Efforts, 29 CFR 1903.14, 8/15/1995
- 02-022A, 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records, 11/1/2009
- 02-023, Citation and Institute for the Management of Information Systems Guidance for the Administrative Regulations Manual (ARM), 8/15/2009
- 02-024A, Severe Violator Enforcement Program (SVEP), 9/1/2013
- 02-032, Guidelines for Implementing the Field Sanitation Standard, § 1928.110, 4/15/1993
- 02-033, Quick-Fix Program, 12/15/1996
- 02-050A, General Schedule Inspection Errors: Guidance for Inspection of Establishments, 12/15/2013
- 02-053C, Procedures for Photographs, Audio and Video Recordings Taken during VOSH Inspections or Investigations, 8/15/2011
- 02-054A, Process Safety Management of Highly Hazardous Chemicals, 1910.119 - Inspection Procedures and Interpretive Guidance, 8/1/1999
- 02-058, Procedures for Combining, Grouping and Assessing Penalties for Willful Violations, 1/15/1988
- 02-060A, Inspection Procedures for the Hazard Communication Standard, 1910.1200, 1915.99, 1917.28, 1918.90, 1926.59 and 1928.21, 9/15/1998
- 02-061, Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions, 4/4/1988
- 02-062A, Application of the Permit-Required Confined Spaces (PRCS) Standards, § 1910.146, 4/1/2003
- 02-064A, Procedure for Handling Issuance of Citations to VDOT, 12/15/2007
- 02-065B, Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations Manual, CNSP 146 and 1910.268 (t), 9/15/1993
- 02-067C, Overhead High Voltage Line Safety Inspection Procedures and Interpretations, 10/15/2005
- 02-071, Inspection Guidelines for Post-Emergency Response Operations under 29 CFR 1910.120, 9/15/1991
- 02-072B, Index of General Industry Standards Applicable to the Construction Industry, 5/15/1994
- 02-073B, Inspection Procedures for 29 CFR 1910.120 and 1926.65, Paragraph (q): Emergency Response to Hazardous Substance Releases, 10/1/2007
- 02-076, Revision of the Gravity Based Penalty (GBP) Scale, 10/1/2009

Guidance Documents

- 02-101, OSHA/U.S. Coast Guard Authority over Vessels, 11/15/1998
- 02-105A, Inspection Scheduling for Construction, 1/15/2014
- 02-106, Nursing and Residential Care Facilities, Inspection Procedures, 6/1/2013
- 02-206A, Inspection of Grain Handling Facilities, § 1910.272, 11/15/1998
- 02-208A, Acceptance of U.S. Department of Transportation (DOT) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device (DID), 9/1/1994
- 02-209, Fixed Ladders Used on Outdoor Advertising Structures/Billboards in the Outdoor Advertising Industry, 4/15/1993
- 02-210, Excavation and Trench Procedures and Interpretations Manual, 3/5/1990
- 02-211B, The Control of Hazardous Energy - Enforcement Policy and Inspection Procedures, 5/1/2008
- 02-213, Inspection Procedures and Guidelines for Lift-Slab Construction Operations, 9/1/1991
- 02-214, Home-Based Worksites, 10/1/2000
- 02-215, Enforcement Authority at the Department of Energy's Government Owned, Contractor Operated (GOCO) Sites, 5/1/1992
- 02-216, Electrical Safety-Related Work Practices - Inspection Procedures and Interpretive Guidelines, 7/15/1992
- 02-217, Guarding of Three-Roller Printing Ink Mills, 9/1/1994
- 02-218, Awareness Barriers Installed on Metal Cutting Shears, 9/1/1994
- 02-223, Abrasive Operations Using Cutoff Wheels and Masonry Saws, §§ 1910.215, 1926.303 and 1926.702(i), 8/15/1995
- 02-224B, Inspection Policy and Procedures for OSHA's Steel Erection Standards for Construction; Clarification of OSHA's Enforcement Policies Relating to Floors/Nets and Shear Connectors; Cancellation of CPL 02-01-046, 12/1/2010
- 02-225D, Focused Inspections in Construction - Renewal, 7/1/2013
- 02-226A, Enforcement of Electric Power Generation, Transmission, and Distribution Standard, § 1910.269, 2/15/2004
- 02-228, Guidelines for Point of Operation Guarding of Power Press Brakes, 9/15/1998
- 02-230, Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction - 29 CFR 1926.450-454, 3/15/1999
- 02-231B, Inspection Procedures for Accessing Communication Towers by Hoist, 9/30/2014
- 02-232A, Compliance Assistance for the Powered Industrial Truck Operator Training Standards, 2/1/2002
- 02-234A, 29 CFR Part 1910, Subpart T - Commercial Diving Operations, 9/1/2011
- 02-235, Slide-locks - Enforcement Policy, Inspection Procedures and Performance Guidance Criteria, 12/15/2007
- 02-240, Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations, 9/15/2009
- 02-243A, Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry, 1/15/2012
- 02-244, Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations (corrected), 5/9/2011
- 02-245, Compliance Policy for Manufacture, Storage, Sale, Handling, Use and Display of Pyrotechnics, 1/15/2012
- 02-390B, Compliance Guidance for Residential Construction, 6/15/2011
- 02-395, Logging Operations, Inspection Procedures and Interpretive Guidance Including 12 Previously Stayed Provisions, 11/15/1998
- 02-399, Chocking of Tractor Trailer under the Powered Industrial Truck Standard, 8/15/2000
- 02-400C, Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens, 2/1/2014
- 02-403A, Compliance Dates for the Lead Standard with Clarification of the Implementation Schedule, 1910.1025, 1/15/1992
- 02-406, Air Contaminants Standard, 1910.1000 - Inspection Procedures and Enforcement Guidance Resulting from Court Decision Vacating 1989 Permissible Exposure Limits, 9/15/1993
- 02-407, Lead Exposure in Construction: Interim Final Rule - Inspection and Compliance Procedures, 5/1/1994
- 02-410, Brass and Bronze Ingot Manufacturing Industry Compliance Requirements and Dates under the Lead Standard, § 1910.1025, 5/15/1998
- 02-411A, Inspection Procedures for the Respiratory Protection Standard, 1910.134, 9/30/2014

- 02-413, Guidelines for Noise Enforcement; Appendix A, 11/15/2009
- 02-415, Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152, 2/1/2002
- 02-419, Audiometric Testing Using Insert Phones, 5/12/1989
- 02-421, Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities, 8/20/1986
- 02-422A, Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001, 8/15/1996
- 02-423, Occupational Exposure to Hazardous Chemicals in Laboratories, 6/15/1991
- 02-424, Indoor Air Quality, 9/15/1991
- 02-426A, Enforcement Procedures for Occupational Exposure to Formaldehyde, 5/1/1992
- 02-432, Inspection Procedures for Occupational Exposure to 1,3-Butadiene (BD), § 1910.1051, 11/15/1998
- 02-433A, Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis, 8/15/2015
- 02-436, Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101, 2/1/2002
- 02-437, Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-up Operations, 9/15/2006
- 02-439, Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds, 9/15/2006
- 02-440, Inspection Procedures for the Chromium (VI) Standards, 5/1/2008
- 02-441, Enforcement Procedures for High to Very High Occupational Exposure Risk to 2009 H1N1 Influenza, 1/15/2010
- 02-800B, Longshoring and Marine Terminals "Tool Shed" Directive, 1/1/2013
- 02-801C, Shipyard Employment "Tool Bag" Directive, 9/1/2014
- 02-802A, Maritime Cargo Gear Standards and Part 1919 Certification, 2/15/2014
- 02-803A, 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 8/15/2011
- 02-804, Subpart I, Personal Protective Equipment (PPE) for Shipyard Employment (Public Sector) - Inspection Procedures and Interpretive Guidelines, 8/1/2011
- 03-001B, Consultation Policies and Procedures Manual, 10/1/2008
- 03-007, Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification, 5/15/2007
- 03-100, Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Compounds, 12/12/1986
- 03-101, Guidelines on the Stability of Well Servicing Derricks, 9/15/1991
- 03-102, Changes in Reporting Hazard Correction Verification, 2/15/2004
- 04-001D, VOSH Whistleblower Investigation Manual, 2/1/2015
- 05-001, A Professional Development Training Program for VOSH Compliance and Consultation Personnel, 7/1/2000
- 06-002, Designated First Aid Providers - Applicability of Bloodborne Pathogens Standard in General Industry, 8/15/2000
- 06-003, Definition of "Employee" for Purposes of VOSH Enforcement Program, 5/13/1986
- 06-005, Radford Arsenal and Radford Army Ammunition Plant: VOSH Cession of Enforcement Jurisdiction to Federal OSHA, 7/21/1986
- 06-008, Procedures for Requesting Interpretation of the Conflict of Interests Act, 4/4/1988
- 06-009, Applicability of the Logging Standard, § 1910.266, to Arborists, 5/15/2000
- 06-011A, Letter of Interpretation Concerning Volunteer Firefighters and 16VAC25-60-10 of the Administrative Regulations Manual, 5/15/2008
- 06-013, Standard Interpretation of 1926.50(c); First Aid Training on Construction Sites, 5/18/1988
- 06-016A, Standard Interpretation: Applicability of Permit-Required Confined Space Standard for General Industry, § 1910.146, to Insurance Companies Employing Boiler and Pressure Vessel Safety Inspectors, 9/1/1994
- 06-104, Standard Interpretation of 1926.451(d)(7), Securing Scaffolding to a Building or Structure, 8/15/2005
- 06-150, Standard Interpretation of 1910.151(b), Medical and First Aid, 8/15/2005
- 06-201, Use of 1910.132(a) and 1926.95(a) to Require Use of Seat Belts in General Industry and Construction Vehicles Potentially Subject to Tip over Due to Operational or Workplace Hazards, 3/1/2005

Guidance Documents

06-222, Interpretations of Electrical Standard for Construction Industry (§§ 1926.432(a) and 1926.417(b)), 8/15/2005

07-006B, Public Participation Guidelines for the Safety and Health Codes Board, 4/1/2010

07-007, Amendment to Bylaws of the Safety and Health Codes Board, 7/1/2007

08-001, Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens, 3/15/2014

08-005A, Compliance Safety and Health Officer/Inspector Medical Examination Program, 9/1/2012

09-002, State Program Requirements for Statistical Information on the Incidence of Occupational Injuries and Illnesses by Industry; on the Injured or Ill Worker; and on the Circumstances of the Injuries or Illnesses, 10/15/1992

09-003F, Administrative Regulations Manual (ARM) for the Virginia Occupational Safety and Health Program, 10/15/2013

09-004, Respiratory Protection Manual, 8/1/2012

09-010, Partnership Programs, 7/15/1997

09-052C, OSHA Technical Manual (OTM), 6/15/2015

09-104A, Recordkeeping Policies and Procedures Manual (RKM), 4/15/2014

09-425, OSHA Occupational Chemical Database (formerly Chemical Information Manual), 9/1/2012

10-001, Information Dissemination System for Ergonomic Inspections and Consultative Visits Resulting in Significant Benefits, 10/19/1990

11-201, Permanent Variance From § 1910.178(n)(7)(iii); Virginia Precast Corporation, 4/20/1990

12-008, Access to Employee Exposure and Medical Records, § 1910.1020, 11/1/2009

12-013, Exit Routes, Emergency Action Plans, and Fire Prevention Plans, §§ 1910.33 through 1910.39, Subpart E; Final Rule and Changes to Related Standards, 4/1/2003

12-015M, Standards Improvement Project - Phase III (SIP - III) Parts 1910, 1915, 1917, 1918, 1919, and 1926, 11/1/2013

12-101, Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21, 4/1/1995

12-102E, Respiratory Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926, 12/15/2012

12-105C, Lead Standard, General Industry, § 1910.1025; Amendments, 2/15/1996

12-108B, Commercial Diving Operations: Subpart T of Part 1910, 3/1/2005

12-114B, Mechanical Power-Transmission Apparatus, §§ 1910.219 and 1926.307; Mechanical Power Presses, § 1910.217; Telecommunications, § 1910.268; and Hydrogen, § 1910.103, 7/15/2014

12-115, Amendment to Virginia Commercial Diving Standard, 1910.430, 3/9/1987

12-118H, Occupational Exposure to Asbestos, General Industry, § 1910.1001, Shipyard Employment, § 1915.1001, and Construction, § 1926.1101; Revised Final Rule, 12/15/1998

12-119A, Amendment to the Virginia Confined Space Standard for the Construction Industry, CNSP.146, 8/1/1993

12-120, Virginia Confined Space Standard for the Telecommunications Industry, 1910.268(t), 10/7/1987

12-122, Lead Exposure in Construction, § 1926.62, 8/1/1993

12-123C, Hazard Communication Standard, 1910.1200; and Other Related Standards in Parts 1910, 1915, and 1926; Corrections and Technical Amendment, 6/1/2013

12-124B, Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146, 8/1/1999

12-125, Retention of Department of Transportation (DOT) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61, 4/1/1995

12-126, Employer Payment for Personal Protective Equipment (PPE); Final Rule, 4/1/2008

12-127, Employer Duty to Provide Personal Protective Equipment (PPE) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction, 5/15/2009

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Questions regarding interpretation or implementation of these documents may be directed to Carol Adams, Deputy Director, Library Development and Networking at the above address, telephone (804) 692-3774, FAX (804) 692-3771, or email carol.adams@lva.virginia.gov.

Copies of the documents are available electronically for no charge on the Regulatory Town Hall at <http://townhall.virginia.gov> or by using the links below.

Guidance Documents:

[LVA-LDND-001] Virginia Public Library Trustees Handbook, 7/1/05

[LVA-LDND-002] Planning for Library Excellence, 1/13/09

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[LVA-RM-001] The Virginia Public Records Management Manual, 10/1/14

[LVA-RM-002] Guidance Document on the Timely Destruction of Records, 7/30/06

BOARD OF LONG-TERM CARE ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nha> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at ltc@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4595. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/nha/nha_guidelines.htm

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, revised July 7, 2011

95-2, Board Procedures for Auditing Continuing Education, revised July 7, 2011

95-3, Sanction Reference Manual, March 8, 2010

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95-11, Disposition of Cases for Practicing with an Expired License, June 19, 2012

LONGWOOD UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Vice President for Administration and Finance, 201 High Street, Lancaster 207, Farmville, VA 23909. Copies may be obtained free of charge by contacting the Office of the Vice President for Administration and Finance at the same address, telephone (434) 395-2016, FAX (434) 395-2635, or

email copelandpk@longwood.edu. The documents are also available using the links below.

Questions concerning the interpretation or implementation of these documents may also be directed to the Vice President for Administration and Finance, at the above address.

Guidance Documents:

Longwood University 2014-2015 Student Handbook, <http://www.longwood.edu/studenthandbook>

Longwood University 2014-2015 Graduate Catalog, http://www.longwood.edu/assets/graduatestudies/2014-2015_GraduateCatalogfinal.pdf

Longwood University 2014-2015 Undergraduate Catalog, http://www.longwood.edu/assets/academicaffairs/2014-2015_Undergraduate_Catalog_updated.pdf

Longwood University Faculty Policies and Procedures Manual 2014-2015, <http://www.longwood.edu/assets/academicaffairs/FPPM.pdf>

Longwood University Administrative Policies, <http://www.longwood.edu/policies/index.html>

VIRGINIA LOTTERY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. Requests for copies as well as questions regarding interpretation or implementation of these documents may be directed to Amy P. Roper, Policy, Process, and Legal Document Administrator, Virginia Lottery, 900 East Main Street, Richmond, VA 23219, telephone (804) 692-7133, FAX (804) 692-7688, or email aroper@valottery.com.

Director's Orders:

All Director's Orders are issued by the department's Executive Director as Administrative Orders. These Orders interpret and implement the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11VAC5-31-10 through 11VAC5-31-200) and the games, promotions, and retailer incentives conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340). The following Director's Orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, 8/15/1994

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, 2/22/1999

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery Online Games, 8/8/2005

42(09), Virginia's Online Game Lottery; "Fast Play Bonus Bingo" Final Rules for Game Operation, 5/28/2009

70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, 10/13/2009

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- 11(11), Virginia's Online Game Lottery; "Fast Play Blackjack" Final Rules for Game Operation, 1/28/2011
- 13(13), Virginia's Instant Game Lottery 1390; "Silver and Gold" Final Rules for Game Operation, 5/17/2013
- 14(13), Virginia's Online Game Lottery: "Fast Play Find the 9's" Final Rules for Game Operation, 1/11/2013
- 27(13), Virginia's Instant Game Lottery 1417: "Millions to the Max" Final Rules for Game Operation, 4/5/2013
- 49(13), Virginia Lottery's "On the Spot Award Program" Retailer Incentive Final Requirements for Operation, 5/17/2013
- 74(13), Virginia's Instant Game Lottery 1469; "50X the Money" Final Rules for Game Operation, 8/9/2013
- 125(13), Virginia's Instant Game Lottery 1466; "\$52 Million Cash Spectacular" Final Rules for Game Operation, 11/26/2013
- 4(14), Virginia's Instant Game Lottery 1428; "Wild Number Bingo" Final Rules for Game Operation, 10/23/2013
- 5(14), Virginia's Instant Game Lottery 1464; "\$3,000,000 Jackpot" Final Rules for Game Operation, 11/14/2013
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- 10(14), Virginia's Instant Game Lottery 1343; "Lucky Cherry Slots" Final Rules for Game Operation, 11/15/2013
- 14(14), Virginia's Instant Game Lottery 1472; "\$4 Million Mega Multiplier" Final Rules for Game Operation, 12/20/2013
- 54(14), Virginia's Instant Game Lottery 1478; "\$5,000,000 Cash Blowout!" Final Rules for Game Operation, 4/22/2014
- 55(14), Virginia's Instant Game Lottery 1481; "Extreme 13" Final Rules for Game Operation, 5/9/2014
- 72(14), Virginia's Instant Game Lottery 1497; "All About the Benjamins" Final Rules for Game Operation, 5/12/2014
- 75(14), Virginia's Instant Game Lottery 1489; "Big Winning Numbers" Final Rules for Game Operation, 5/14/2014
- 97(14), Virginia's Instant Game Lottery 1499; "20X the Money" Final Rules for Game Operation, 8/17/2014
- 99(14), Virginia's Instant Game Lottery 1473; "Win it All" Final Rules for Game Operation, 8/5/2014
- 101(14), Virginia's Instant Game Lottery 1508; "Jewel 7's" Final Rules for Game Operation, 8/17/2014
- 102(14), Virginia's Instant Game Lottery 1484; "10X the Money" Final Rules for Game Operation, 8/17/2014
- 127(14), Virginia's Instant Game Lottery 1501; "Gold" Final Rules for Game Operation, 9/23/2014
- 150(14), Virginia's Instant Game Lottery 1523; "\$250,000 Jackpot Doubler" Final Rules for Game Operation, 11/12/2014
- 153(14), Virginia's Instant Game Lottery 1525; "5X the Money" Final Rules for Game Operation, 12/2/2014
- 158(14), Virginia's Instant Game Lottery 1521; "Cash King" Final Rules for Game Operation, 12/2/2014
- 162(14), Virginia's Computer-Generated Game "FastPlay Crossword" Final Rules for Game Operation, 12/2/2014
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- 179(14), Virginia's Instant Game Lottery 1542; "\$3,000,000 Silver Spectacular" Final Rules for Game Operation, 12/24/2014
- 34(15), Virginia's Instant Game Lottery 1545; "20 X the Money" Final Rules for Game Operation, 3/19/2015
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- 36(15), Virginia's Instant Game Lottery 1558; "Money, Money, Money" Final Rules for Game Operation, 3/19/2015
- 37(15), Virginia's Instant Game Lottery 1551; "Find the 9's" Final Rules for Game Operation, 3/19/2015
- 46(15), Virginia's Instant Game Lottery 1514; "Blackjack" Final Rules for Game Operation, 4/6/2015
- 48(15), Virginia's Instant Game Lottery 1554; "Red, White & Blue Winnings" Final Rules for Game Operation, 4/16/2015
- 55(15), Virginia's Instant Game Lottery 1556; "Aces High" Final Rules for Game Operation, 5/14/2015
- 56(15), Virginia's Instant Game Lottery 1552; "5X the Money" Final Rules for Game Operation, 4/6/2015
- 58(15), Virginia's Computer-Generated Game Lottery "\$1,000,000 Money Ball" Final Rules for Game Operation, 5/14/2015
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- 68(15), Virginia Lottery's Instant Game 1578: "Wild Time Gold" Final Rules for Game Operation, 6/10/2015
- 70(15), Virginia Lottery's Instant Game 1570: "Spades" Final Rules for Game Operation, 6/22/2015
- 71(15), Virginia Lottery's Instant Game 1569: "Triple Your Luck" Final Rules for Game Operation, 6/22/2015
- 72(15), Virginia Lottery's Instant Game 1563: "\$5,000 Bankroll" Final Rules for Game Operation, 6/17/2015
- 73(15), Virginia Lottery's Instant Game 1577: "Cash is King" Final Rules for Game Operation, 6/17/2015
- 74(15), Virginia Lottery's "Raise the Bar" Retailer Incentive Program Final Requirements for Operation, 6/22/2015
- 75(15), Virginia Lottery's "Redskins Champions Club" Promotion Final Rules for Operation, 6/23/2015
- 77(15), Virginia Lottery's Instant Game 1544: "Platinum Payout" Final Rules for Game Operation, 6/15/2015
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- 89(15), Virginia Lottery's "Grocery Bag Bucks" Promotion Final Rules for Operation, 7/16/2015
- 94(15), Virginia Lottery's Instant Game 1555: "10X the Money" Final Rules for Game Operation, 7/16/2015
- 95(15), Virginia Lottery's "Retailer Recruitment Incentive Promotion" Final Requirements for Operation, 6/30/2015
- 98(15), Virginia Lottery's "Social Media Contest Rules - Generic - Standing" Final Rules for Operation, 6/30/2015
- 100(15), Virginia Lottery's "Lucky Lines Promotion" Final Rules for Operation, 7/16/2015
- 102(15), Virginia Lottery's Instant Game 1572: "Deuces Wild" Final Rules for Game Operation, 7/30/2015
- 103(15), Virginia Lottery's Instant Game 1580: "Cash Club" Final Rules for Game Operation, 7/30/2015
- 104(15), Virginia Lottery's Instant Game 1588: "Redskins Champions Club" Final Rules for Game Operation, 7/30/2015
- 105(15), Virginia Lottery's Instant Game 1574: "Lucky Streak" Final Rules for Game Operation, 8/11/2015
- 106(15), Virginia Lottery's Instant Game 1590: "Grocery Bag Bucks" Final Rules for Game Operation, 8/11/2015
- 107(15), Virginia Lottery's Instant Game 1568: "On the Money" Final Rules for Game Operation, 7/30/2015
- 108(15), Virginia Lottery's Instant Game 1584: "\$1,000 Frenzy" Final Rules for Game Operation, 8/11/2015
- 109(15), Virginia Lottery's Instant Game 1589: "Lucky Lines" Final Rules for Game Operation, 8/11/2015
- 110(15), Virginia Lottery's Instant Game 1559: "Double Dollar Fortune" Final Rules for Game Operation, 8/11/2015
- 111(15), Virginia Lottery's Instant Game 1581: "Treasure Hunt" Final Rules for Game Operation, 8/3/2015
- 112(15), Virginia Lottery's Instant Game 1561: "\$2,500,000 Cash Winfall" Final Rules for Game Operation, 8/3/2015
- 113(15), Virginia Lottery's Instant Game 1592: "\$40,000 Payday" Final Rules for Game Operation, 8/11/2015
- 114(15), Virginia Lottery's Instant Game 1571: "Cash Blast" Final Rules for Game Operation, 8/11/2015
- 115(15), Virginia Lottery's Instant Game 1557: "20X the Money" Final Rules for Game Operation, 8/11/2015
- 117(15), Virginia Lottery's Instant Game 1591: "Spooktacular Fast 50's" Final Rules for Game Operation, 8/18/2015
- 119(15), Virginia Lottery's Instant Game 1593: "Turkey Tripler" Final Rules for Game Operation, 8/18/2015
- 120(15), Virginia Lottery's "New Year's Millionaire Raffle Promotion" Final Rules for Operation, 10/30/2015
- 121(15), Virginia Lottery's "Premium Registration Coupon Promotion - 9/15/15 - 1/31/16" Final Rules for Operation, 9/15/2015
- 122(15), Virginia Lottery's "eXTRA Holiday Promotion" Final Rules for Operation, 9/20/2015
- 123(15), Virginia Lottery's "Sheetz FY16 Retailer Incentive Plan" Final Requirements for Operation, 9/11/2015
- 129(15), Virginia Lottery's "Power Up Promotion" Final Rules for Operation, 9/20/2015
- 133(15), Virginia Lottery's "Grocery Out of Stock Retailer Incentive Promotion" Final Rules for Operation, 9/20/2015
- 134(15), Virginia Lottery's "Holiday Lucky 15% Retailer Incentive Promotion" Final Rules for Operation, 9/20/2015
- 135(15), Virginia Lottery's Instant Game 1575: "Green" Final Rules for Game Operation, 9/20/2015
- 136(15), Virginia Lottery's Instant Game 1608: "Whole Lotta \$100's" Final Rules for Game Operation, 9/20/2015
- 137(15), Virginia Lottery's Instant Game 1550: "Jewel 7's" Final Rules for Game Operation, 9/20/2015
- 138(15), Virginia Lottery's Instant Game 1619: "Crossword Tripler" Final Rules for Game Operation, 9/20/2015
- 139(15), Virginia Lottery's Instant Game 1573: "Hot Dice" Final Rules for Game Operation, 9/20/2015
- 141(15), Virginia Lottery's Instant Game 1596: "Happy Holidays" Final Rules for Game Operation, 9/20/2015
- 142(15), Virginia Lottery's Instant Game 1598: "Holiday Double Match" Final Rules for Game Operation, 9/20/2015

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- 143(15), Virginia Lottery's Instant Game 1599: "Merry Money" Final Rules for Operation, 9/20/2015
- 144(15), Virginia Lottery's Instant Game 1597: "Season's Greetings" Final Rules for Game Operation, 9/20/2015
- 145(15), Virginia Lottery's Instant Game 1595: "Season's Winnings" Final Rules for Game Operation, 9/20/2015
- 148(15), Virginia Lottery's Instant Game 1585: "\$3,500,000 Ultimate Millions" Final Rules for Game Operation, 9/20/2015
- 154(15), Amendment to Virginia Lottery's "Redskins Champions Club Promotion" Final Rules for Operation, 9/25/2015
- 155(15), Virginia Lottery's "All That Glitters Promotion" Final Rules for Operation, 10/23/2015
- 158(15), Virginia Lottery's Computer-Generated Game: "FastPlay Lucky Bucks" Final Rules for Game Operation, 10/23/2015
- 160(15), Virginia Lottery's "Bank A Million Coupon Promotion" Final Rules for Operation, 10/16/2015
- 161(15), Virginia Lottery's "Holiday Games Llama Sign Retailer Incentive Promotion" Final Rules for Operation, 11/19/2015
- 162(15), Virginia Lottery's "Food Lion MVP Kiosk Coupon Promotion" Final Rules for Operation, 10/30/2015
- 163(15), Virginia Lottery's Instant Game 1648: "Pirate's Treasure" Final Rules for Game Operation, 11/30/2015
- 164(15), Virginia Lottery's Computer-Generated Game: "FastPlay \$15,000 Money Mania" Final Rules for Game Operation, 12/7/2015
- 165(15), Virginia Lottery's Computer-Generated Game: "FastPlay \$50,000 Blackjack" Final Rules for Game Operation, 12/7/2015
- 166(15), Virginia Lottery's Computer-Generated Game: "FastPlay Bankroll Bingo" Final Rules for Game Operation, 12/7/2015
- 167(15), Virginia Lottery's Computer-Generated Game: "FastPlay Crossword" Final Rules for Game Operation, 12/7/2015
- 172(15), Virginia Lottery's "Game Guy Player Experience Promotion" Final Rules for Operation, 12/15/2015
- 173(15), Virginia Lottery's "eXTRA Chances Promotion" Final Rules for Operation, 12/9/2015
- 174(15), Virginia Lottery's Instant Game 1621: "2016" Final Rules for Game Operation, 12/10/2015
- 175(15), Virginia Lottery's Instant Game 1639: "Lucky 7 Crossword" Final Rules for Game Operation, 12/15/2015
- 176(15), Virginia Lottery's Instant Game 1651: "5X the Money" Final Rules for Game Operation, 12/15/2015
- 178(15), Amendment to Virginia Lottery's "Food Lion MVP Kiosk Coupon Promotion" Final Rules for Operation, 11/30/2015
- 179(15), Virginia Lottery's "7-Eleven Market Battle Retailer Incentive Promotion" Final Rules for Operation, 12/7/2015
- 180(15), Virginia Lottery's Instant Game 1600: "All that Glitters" Final Rules for Game Operation, 11/30/2015
- 181(15), Virginia Lottery's Instant Game 1627: "Chocolate" Final Rules for Game Operation, 12/15/2015
- 182(15), Virginia Lottery's Instant Game 1576: "\$3,000,000 Fortune" Final Rules for Game Operation, 11/30/2015
- 183(15), Virginia Lottery's Instant Game 1624: "Blackjack" Final Rules for Game Operation, 12/15/2015
- 184(15), Virginia Lottery's Instant Game 1601: "Dogs Playing Poker" Final Rules for Game Operation, 12/15/2015
- 185(15), Virginia Lottery's Instant Game 1625: "Neon 9's" Final Rules for Game Operation, 12/15/2015
- 186(15), Virginia Lottery's Instant Game 1583: "Cloud 9" Final Rules for Game Operation, 12/1/2015
- 187(15), Virginia Lottery's "Super Teacher Awards Contest" Final Rules for Operation, 12/9/2015
- 188(15), Virginia Lottery's Instant Game 1623: "Casino Thrills" Final Rules for Game Operation, 12/15/2015
- 189(15), Virginia Lottery's Instant Game 1645: "Jacks Are Wild" Final Rules for Game Operation, 12/16/2015
- 191(15), Virginia Lottery's Instant Game 1612: "50X the Money" Final Rules for Game Operation, 12/18/2015
- 192(15), Virginia Lottery's Computer-Generated Game: "Bank a Million" Final Rules for Game Operation, 12/10/2015
- 193(15), Virginia Lottery's Computer-Generated Game: "Cash4Life - Virginia-Specific" Final Rules for Game Operation, 12/10/2015
- 194(15), Virginia Lottery's Computer-Generated Game: "Cash 5" Final Rules for Game Operation, 12/10/2015
- 195(15), Virginia Lottery's Computer-Generated Game: "Mega Millions - Virginia-Specific" Final Rules for Game Operation, 12/10/2015
- 196(15), Virginia Lottery's Computer-Generated Game: "Pick 3" Final Rules for Game Operation, 12/10/2015
- 197(15), Virginia Lottery's Computer-Generated Game: "Pick 4" Final Rules for Game Operation, 12/10/2015

198(15), Virginia Lottery's Computer-Generated Game: "Powerball - Virginia-Specific" Final Rules for Game Operation, 12/10/2015

199(15), Virginia Lottery's Computer-Generated Game: "New Year's Millionaire Raffle" Final Rules for Game Operation, 12/11/2015

MARINE RESOURCES COMMISSION

Questions regarding interpretation or implementation of habitat documents may be directed to Tony Watkinson, Chief, Habitat Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2250, or FAX (757) 247-8062.

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Rick Lauderman, Chief, Law Enforcement Division, Marine Resources Commission, Newport News, VA 23607, telephone(757) 247-2278, or FAX (757) 247-2020.

Guidance Documents:

[Coastal Primary Sand Dune/Beaches Guidelines](#), 10/1/90

[Guidelines for Establishment, Use and Operation of Tidal Wetland Mitigation Banks](#), 12/6/11

[Guidelines on Repeat Offenders](#), 1/28/16

[Rent and Royalty Guidelines](#), 12/1/05

[Resolution by the VMRC Citizen Board Interpreting Code § 28.2-1203 a 5 \(iv\) and Delegating Authority to Make the Determination Called for by Code § 28.2-1203 a 5 \(iv\)](#), 12/6/11

[Subaqueous Guidelines](#), 10/1/05

[Wetlands Guidelines](#), 12/1/82

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219. Copies of Medicaid Memos, booklets, and brochures may be obtained at the specified charge by contacting the Freedom of Information Act (FOIA) staff at the same address, telephone (804) 371-6391, or FAX (804) 371-4981. Copies of the provider manuals and updates may be downloaded free of charge at www.dmas.virginia.gov, or printed copies may be purchased by calling Commonwealth Mailing at (804) 780-0076 to obtain an order blank. The order blank includes the manual prices for both paper and compact disc (CD) copies. The paper copies of manuals are priced individually (as noted by each manual on this list), and CDs are \$18 per CD. Charges for paper copies are the cost of the individual

manual, plus 5.0% sales tax, and \$5.00 per manual for shipping and handling. Charges for CDs are \$18 per CD, plus 5.0% sales tax and \$5.00 for shipping and handling regardless of the quantity of CDs ordered. Provider manual updates are also available free of charge at <http://dmas.virginia.gov> and from Commonwealth Mailing for \$15 per update, plus 5.0% sales tax, and \$5.00 shipping and handling per manual update.

Medicaid Memos, Booklets, and Brochures:

Questions regarding interpretation or implementation of policies contained in these documents should be directed to the FOIA staff, at the numbers specified above, who will determine the appropriate staff person to respond and then direct the caller to that appropriate individual. Copies are available at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/MedicaidMemostoProviders>.

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12VAC30-60-360 and 12VAC30-120 Part I, no charge for copy.

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12VAC30-80-170, no charge for copy.

Special 2/16/96 Medicaid Memo, Timeframes by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12VAC30-110, unavailable in electronic format.

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12VAC30-10-410, no charge for copy.

Brochure 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12VAC30-130-800 et seq., no charge for copy.

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12VAC30-10, revised annually, no charge for copy.

Special 5/21/97 Medicaid Memo, Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued May 21, 1997, Public Law 104-191, no charge for copy.

Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12VAC30-50-95 et seq., no charge for copy, not available electronically.

Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12VAC30-120-10 et seq., no charge for copy.

Guidance Documents

Letter 5/26/99, Health Care Financing Administration Report for the Elderly and Disabled Waiver, issued May 26, 1999, 12VAC30-120-10 through 12VAC30-120-70, no charge for copy.

Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12VAC30-120-140 through 12VAC30-120-200 and 12VAC30-120-70 through 12VAC30-120-130, no charge for copy.

Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12VAC30-120, no charge for copy.

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12VAC30-50-300 and 12VAC30-50-530, no charge for copy.

Special 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12VAC30-80-40, no charge for copy.

Special 4/26/2002 Medicaid Memo Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12VAC30-50-510, no charge for copy.

Special 8/8/2002 Medicaid Memo, New Virginia Medicaid Management Information System (MMIS) and HIPAA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy.

Special 11/8/2002 Medicaid Memo, Changes in the Distribution of Virginia Medicaid Provider Manuals, issued November 8, 2002, 42 CFR 431.18, no charge for copy of memo.

Special Revisions to the Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form (ID # 04-16-2003); 12VAC30-50; no charge for copy.

Special Implementation of the New Virginia Medicaid Management Information Systems (MMIS) (ID #'s 05-01-2003-01, 05-01-2003-02, 05-01-2003-03, 05-01-2003-04); 12VAC30-10; no charge for copy.

Special Telemedicine Services (ID # 06-10-2003-01); 12VAC30-50; no charge for copy.

Special Pharmacy Claims Processing Information in NCPDP Version 5.1 (ID # 06-10-2003-02); 12VAC30-80; no charge for copy.

Special Medicaid and FAMIS New ID Cards and Eligibility Verification (ID # 08-01-2003); 12VAC30-10 and 12VAC30-141; no charge for copy.

Special Escalation of HIPAA Transactions and Codes (ID # 08-08-2003); Public Law 104-191; no charge for copy.

Special Implementation of New Virginia Medicaid Management Information Systems (MMIS) (ID # 08-15-2003-01); 12VAC30-10; no charge for copy.

Special Changes to Residential Treatment Services Billing Process (ID # 09-01-2003); 12VAC30-50; no charge for copy.

Special Trading Partner Contingency Plan for HIPAA Transactions and Code Sets (ID # 09-16-2003-01); Public Law 104-191; no charge for copy.

Special Revised Effective Date for Changes to Residential Treatment Services Billing Process (ID # 10-01-2003); 12VAC30-50; no charge for copy.

Special VAMMIS Issues Resolution (ID # 10-08-2003); 12VAC30-10; no charge for copy.

Special Clarification of Billing for Residential Treatment Services for Children and Adolescents (ID # 02-27-2003); 12VAC30-50; no charge for copy.

Special Prior Authorization of Nonemergency, Outpatient MRI, PET and CAT Scans (ID # 06-01-2003); 12VAC30-50; no charge for copy.

Special Revised Effective Date for Prior Authorization of Nonemergency, Outpatient MRI, PET and CAT Scans (ID # 07-01-2003); 12VAC30-50; no charge for copy.

Special Community Mental Health Services FAMIS Coverage (ID # 07-25-2003); 12VAC30-141; no charge for copy.

Special Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised) (ID # 08-15-2003); 12VAC30-50; no charge for copy.

Special Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements (ID # 09-12-2003); 12VAC30-50; no charge for copy.

Special 12/1/2003 Prescriber ID Numbers for Pharmacy Claims; 12VAC30-50; no charge for copy.

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12VAC30-50; no charge for copy.

Special 11/20/2003 Mandatory Use of ASC X12 Formats for Electronic Transactions; 12VAC30-10; no charge for copy.

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12VAC30-80; no charge for copy.

Special 10/8/2003 Acknowledgment of BabyCare VAMMIS Issues; 12VAC30-50; no charge for copy.

HMO Project Managers Memos (various topics and dates); 12VAC30-120; no charge for copies.

Emergency room procedure codes policy (9/25/2003); 12VAC30-50 and 12VAC30-80; no charge for copy.

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12VAC30-10-130, no charge for memo copy.

Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the Continued Receipt of Paper Remittances Advices Past 30 Days, issued February 6, 2004, 12VAC30-10, no charge for memo copy.

Special 3/1/2004 Medicaid Memo, Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 1, 2004, 12VAC30-50, no charge for memo copy.

Special 3/5/2004 Medicaid Memo Correction, Correction to March 1, 2004, Medicaid Memo Titled: Phase II of the Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services - April 2004, issued March 5, 2004, 12VAC30-50, no charge for correction copy.

Special 3/18/2004 Medicaid Memo, Billing Information Correction for Submitting Paper UB-92 Medicare Part A and B Claims, issued March 18, 2004, 12VAC30-20, no charge for memo copy.

Special 3/22/2004 Medicaid Memo, Update of Medicaid, FAMIS, and FAMIS Plus ID Cards and Eligibility Verification Systems Information, issued March 22, 2004, 12VAC30-141, no charge for memo copy.

Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12VAC30-50, no charge for memo copy.

Special 4/13/2004 Medicaid Memo, Claim Repayments Due to ClaimCheck, issued April 13, 2004, 12VAC30-10, no charge for memo copy.

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12VAC30-50, no charge for memo copy.

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12VAC30-10 and 12VAC30-130, no charge for memo copy.

Special 5/25/2004 Medicaid Memo, Billing Alert - Processing of Certain Community Mental Health Services Covered under

FAMIS, issued May 25, 2004, 12VAC30-141, no charge for memo copy.

Special 6/1/2004 Medicaid Memo, COX-2 Clinical Edits, Phase III of the Virginia Medicaid Preferred Drug List (PDL) Program and PDA Download for PDL Quick List - July 2004, issued June 1, 2004, 12VAC30-50, no charge for memo copy.

Special 7/1/2004 Medicaid Memo, Claims Edits and Extensions for Prior Authorization of Home and Community Based Waiver Services and Offline Billing for MR Waiver Claims, issued July 1, 2004, 12VAC30-120, no charge for memo copy.

Special 7/19/2004 Medicaid Memo, Sending Attachments to 837 Electronic Claims Transactions, issued July 19, 2004, 12VAC30-10, no charge for memo copy.

Special 7/26/2004 Medicaid Memo, Re-Implementation of the 180-Day Outstanding Check and Claim Void Process, issued July 26, 2004, 12VAC30-10, no charge for memo copy.

Special 8/1/2004 Medicaid Memo, Mandatory Generic Edits, ePocrates, Weight Loss Drugs - New Prior Approval Procedure and Over-the-Counter Drugs, issued August 1, 2004, 12VAC30-50, no charge for memo copy.

Special 8/15/2004 Medicaid Memo, Billing Information Update for Submitting Paper UB-92 Medicare Crossover Part A and B Claims, issued August 15, 2004, 12VAC30-20, no charge for memo copy.

Special 8/6/2004 Medicaid Memo, Rate Increase for Specific Home and Community-Based Waiver Services, issued August 6, 2004, 12VAC30-120, no charge for memo copy.

Special 8/16/2004 Medicaid Memo, Rate Increase for Obstetrical and Gynecological Services, issued August 16, 2004, 12VAC30-80, no charge for memo copy.

Special 8/20/2004 Medicaid Memo, Use of Electronic Signatures, issued August 20, 2004, 12VAC30-10, no charge for memo copy.

Special 8/30/2004 Letter, Change in Medicaid AP DRG Grouper Software - Effective October 1, 2004, issued August 30, 2004, 12VAC30-70, no charge for letter copy.

Special 8/31/2004 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued August 31, 2004, 12VAC30-50, no charge for memo copy.

Special 9/1/2004 Medicaid Memo, Threshold/Polypharmacy Program, issued September 1, 2004, 12VAC30-50, no charge for memo copy.

Special 9/3/2004 Medicaid Memo, Changes to the Review Process for Residential Treatment Services, issued September 3, 2004, 12VAC30-50, no charge for memo copy.

Guidance Documents

Special 10/1/2004 Medicaid Memo, Implementation of the New Provider Remittances for Professionals and Facilities, issued October 1, 2004, 12VAC30-70 and 12VAC30-90, no charge for memo copy.

Special 10/15/2004 Medicaid Memo, Maximum Allowable Cost (MAC) Program for Virginia Medicaid and Notification of COX-II Drug Class Changes to Preferred Drug List (PDL), issued October 15, 2004, 12VAC30-80, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Changes to the Review Process for Treatment Foster Care-Case Management Services - Effective December 15, 2004, issued November 5, 2004, 12VAC30-50, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Waiver Billing and Maintenance Issues, issued November 5, 2004, 12VAC30-120, no charge for memo copy.

Special 11/5/2004 Medicaid Memo, Clarification of Family Planning Waiver - Covered Services and Billing Procedures, issued November 5, 2004, 12VAC30-135, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Annual Review of Phase I of the Virginia Medicaid Preferred Drug List Program and PDL Quicklist, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/1/2004 Medicaid Memo, Medicaid Eligibility for Infants Born to Non-Medicaid-Eligible Alien Women Whose Deliveries Were Covered by Medicaid as an Emergency Medical Service, issued December 1, 2004, 12VAC30-50, no charge for memo copy.

Special 12/3/2004 Medicaid Memo, Long-Acting Narcotics Step Therapy and the Preferred Drug List, issued December 3, 2004, 12VAC30-50, no charge for memo copy.

Special 12/13/2004 Medicaid Memo, Enrollment of Licensed Marriage and Family Therapists, issued December 13, 2004, 12VAC30-50, no charge for memo copy.

Special 1/5/2005 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued January 5, 2005, 12VAC30-50, no charge for memo copy.

Special 1/10/2005 Medicaid Memo, Services Requiring Claims Submission through the VAMMIS - Effective February 1, 2005, issued January 10, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, New Billing Requirements for Nonemergency, Outpatient MRI/CAT/PET Scans - Effective May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 3/28/2005 Medicaid Memo, Patient Pay Recorded on Paper Claim Submissions for Waiver Services - Effective

May 1, 2005, issued March 28, 2005, 12VAC30-50, no charge for memo copy.

Special 5/19/2005 Medicaid Memo, Change in Reimbursement Policy for School-Based Health Screenings of Children Enrolled in Medicaid Managed Care Organizations - Effective July 1, 2005, issued May 19, 2005, 12VAC30-50, no charge for memo copy.

Special 6/3/2005 Medicaid Memo, Termination of Erectile Dysfunction (ED) Drug Coverage for Individuals Convicted of a Sex Offense - Effective May 27, 2005, issued June 3, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Annual Review of Phases II and III of the Virginia Medicaid Preferred Drug List (PDL) Program, Review of New Drugs, Dispensing Fee for Generic Drugs, and PDL Quicklist - Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/10/2005 Medicaid Memo, Smiles For Children, Virginia's Dental Program for Medicaid, FAMIS, and FAMIS Plus Children - Effective July 1, 2005, issued June 10, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Dental Program Coverage of Medical/Surgical Procedures for Medicaid, FAMIS, and FAMIS Plus Children - Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/14/2005 Medicaid Memo, Coverage of Orthodontics Billing Procedures for Medicaid, FAMIS, and FAMIS Plus Children - Effective July 1, 2005, issued June 14, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Preferred Drug List (PDL) Changes Affecting Nursing Home Providers - Effective August 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 6/28/2005 Medicaid Memo, Billing Changes to Date of Discharge for Hospice Services - Effective July 1, 2005, issued June 28, 2005, 12VAC30-50, no charge for memo copy.

Special 7/8/2005 Medicaid Memo, Coverage Changes to the FAMIS Program (FAMIS MOMS and FAMIS Select) - Effective August 1, 2005, issued July 8, 2005, 12VAC30-50, no charge for memo copy.

Special 7/14/2005 Medicaid Memo, Reimbursement for Dental Services under Smiles For Children - Effective July 1, 2005, issued July 14, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Rate Increases and New Patient Pay Payroll Procedure for Consumer-Directed Services - Effective July 1, 2005, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/1/2005 Medicaid Memo, Correction to the Billing Instructions for the UB-92 Claim Form, issued August 1, 2005, 12VAC30-50, no charge for memo copy.

Special 8/9/2005 Medicaid Memo, Expansion of Managed Care Organization (MCO) Program in Northern Virginia, issued August 9, 2005, 12VAC30-50, no charge for memo copy.

Special 8/19/2005 Medicaid Memo, FAMIS MOMS Enrollees - How to Apply for Newborn Coverage, issued August 19, 2005, 12VAC30-50, no charge for memo copy.

Special 9/6/2005 Medicaid Memo, Changes to Orthotic Services Pre-authorization (PA) Process - Effective October 1, 2005, issued September 6, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, Sent to All Providers and Managed Care Organizations, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, Sent to All Pharmacy Providers, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process and FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12VAC30-50, no charge for memo copy.

Special 11/7/2005 Medicaid Memo, Medicaid Reimbursement Rate Changes for Culpeper and King George Counties - Effective January 1, 2006, issued November 7, 2005, 12VAC30-50, no charge for memo copy.

Special 11/30/2005 Medicaid Memo, Managed Care Organization (MCO) Program Expands into the Winchester Region - Effective December 1, 2005, issued November 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/2/2005 Medicaid Memo, Implementation of ClaimCheck for all Physician and Laboratory Services - Effective January 9, 2006, issued December 2, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Pending Cancellation of DMAS Disaster Relief Health Care Coverage for Victims of Hurricane Katrina, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/5/2005 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist and Medicare Part D Implementation - Effective January 1, 2005, issued December 5, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Monitoring Kidney Functions and the Classification Stages of Chronic Kidney

Disease (CKD), issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Managed Care Organization (MCO) Merger between Anthem HealthKeepers Plus and UniCare Health Plan of Virginia - Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Termination of Erectile Dysfunction Drug Coverage for Medicaid Enrollees - Effective January 1, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/20/2005 Medicaid Memo, Virginia Medicaid Healthy ReturnsSM Disease Management Program Expands - Effective January 13, 2006, issued December 20, 2005, 12VAC30-50, no charge for memo copy.

Special 12/27/2005 Medicaid Memo, New Federal Requirements Regarding the Compliance with Seclusion and Restraint Regulations - Effective Immediately, issued December 27, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Upcoming Changes to the Processing of Medicare "Crossover" Claims, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Discontinuation of Default Medicaid Prescriber ID Numbers - Effective February 1, 2006, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 12/30/2005 Medicaid Memo, Proper Procedure for Sending Checks for Claims Processing Errors, issued December 30, 2005, 12VAC30-50, no charge for memo copy.

Special 1/12/2006 Medicaid Memo, Changes to Processing of Medicare "Crossover" Claims -Addendum, issued January 12, 2006, 12VAC30-50, no charge for memo copy.

Special 1/30/2006 Medicaid Memo, New Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles - Effective January 31, 2006, issued January 30, 2006, 12VAC30-50, no charge for memo copy.

Special 2/1/2006 Medicaid Memo, Changes to Virginia Medicaid Billing Instructions for HIPAA Compliance - Utilization of Interim Bill Types, issued February 1, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Atypical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

Special 2/27/2006 Medicaid Memo, Implementation of the National Provider Identification Number: Typical Anticipated Initial Implementation Date: January 1, 2007, issued February 27, 2006, 12VAC30-50, no charge for memo copy.

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Special 3/1/2006 Medicaid Memo, Discontinuation of Virginia Medicaid Interim Reimbursement for Medicare Part D Drugs for Dual Eligibles - March 8, 2006, issued March 1, 2006, 12VAC30-50, no charge for memo copy.

Special 3/20/2006 Medicaid Memo, Notification of Contract Award and New Prior Authorization and Utilization Review Process - Spring 2006, issued March 20, 2006, 12VAC30-50, no charge for memo copy.

Special 3/24/2006 Medicaid Memo, EPSDT Blood Lead Testing Requirements, Lead-Safe Virginia, and the Discontinued Usage of the Division of Consolidated Laboratories, issued March 24, 2006, 12VAC30-50, no charge for memo copy.

Special 3/31/2006 Medicaid Memo, Rate Increase for Personal Care and Related Services and Adult Day Health Care - May 1, 2006, issued March 31, 2006, 12VAC30-50, no charge for memo copy.

Special 4/1/2006 Medicaid Memo, Increased Dispensing Fee for Brand Name Drug Products - May 1, 2006, issued April 1, 2006, 12VAC30-50, no charge for memo copy.

Special 4/3/2006 Medicaid Memo, Contracting of Services to a Qualified Fiscal Agent for Consumer-Directed Fiscal Agent Services - Summer 2006, issued April 3, 2006, 12VAC30-50, no charge for memo copy.

Special 4/13/2006 Medicaid Memo, Updates and Changes in the Processing of Medicare "Crossover" Claims, issued April 13, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Mental Health Clinic Provider Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

Special 4/26/2006 Medicaid Memo, Changes to the Preauthorization of Outpatient Psychiatric Services and Changes to the Psychiatric Services Manual, issued April 26, 2006, 12VAC30-50, no charge for memo copy.

Special 5/3/2006 Medicaid Memo, Correction to March 31, 2006, Medicaid Memo Regarding Rate Increase for Personal Care and Related Services and Adult Day Health Care - May 1, 2006, issued May 3, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Durable Medical Equipment and Supplies Provider Manual and New Prior Authorization Contractor - Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

Special 5/5/2006 Medicaid Memo, Update to the Home Health Provider Manual and New Prior Authorization Contractor - Effective June 5, 2006, issued May 5, 2006, 12VAC30-50, no charge for memo copy.

Special 5/11/2006 Medicaid Memo, Update to the Rehabilitation Provider Manual and New Prior Authorization Contractor - Effective June 5, 2006, issued May 11, 2006, 12VAC30-50, no charge for memo copy.

Special 5/22/2006 Medicaid Memo, Prior Authorization Transition Information - Change in Hospital Service Transition Date to KePRO - June 12; One-Time Change in PA Number for Certain Types of Requests; Clarification of Outpatient Psychiatric Service Limits, issued May 22, 2006, 12VAC30-50, no charge for memo copy.

Special 5/26/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Services and Changes to the Psychiatric Services Manual - Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

Special 5/26/2006 Medicaid Memo, Update to the Hospital Provider Manuals and New Prior Authorization Contractor - Effective June 12, 2006, issued May 26, 2006, 12VAC30-50, no charge for memo copy.

Special 6/1/2006 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and PDL Quicklist and Termination of Automatic PDL Prior Authorizations for Long-Acting Narcotics - Effective July 1, 2006, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

Special 6/1/2006 Medicaid Memo, Update to the Technology Assisted Waiver Services (TAWs) Provider Manual, issued June 1, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Inpatient Psychiatric Residential and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Changes to the Preauthorization of Treatment Foster Care Case Management and Changes to the Psychiatric Services Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the AIDS Waiver Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the EDCD Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the Elderly Case Management Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/2/2006 Medicaid Memo, Update to the IFDDS Waiver Services Provider Manual, issued June 2, 2006, 12VAC30-50, no charge for memo copy.

Special 6/6/2006 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services Provider Manual and Changes to the Prior Authorization Process for Extensions to Intensive In-Home Services (H2012), issued June 6, 2006, 12VAC30-50, no charge for memo copy.

Special 6/7/2006 Medicaid Memo, Program Updates for Virginia's Medicaid, FAMIS and FAMIS Plus Children Dental Program (Smiles For Children) - Spring 2006, issued June 7, 2006, 12VAC30-50, no charge for memo copy.

Special 6/9/2006 Medicaid Memo, Expansion of Medallion II and FAMIS Programs in Culpeper - Summer 2006, issued June 9, 2006, 12VAC30-50, no charge for memo copy.

Special 6/13/2006 Medicaid Memo, Update to the Physician Provider Manual, issued June 13, 2006, 12VAC30-50, no charge for memo copy.

Special 6/16/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Health Care Providers, issued June 16, 2006, 12VAC30-50, no charge for memo copy.

Special 6/26/2006 Medicaid Memo, Update Regarding Behavioral Therapeutic Consultation Provider Qualifications, issued June 26, 2006, 12VAC30-50, no charge for memo copy.

Special 7/7/2006 Medicaid Memo, Expansion of Medallion II and FAMIS Programs in Danville - September 2006, issued July 7, 2006, 12VAC30-50, no charge for memo copy.

Special 7/13/2006 Medicaid Memo, Rate Increase for Private Duty Nursing and Services That Are Unique to the MR and DD Waivers - July 1, 2006, issued July 13, 2006, 12VAC30-50, no charge for memo copy.

Special 7/14/2006 Medicaid Memo, BabyCare Covered Service Changes and Mileage Rate Increase, issued July 14, 2006, 12VAC30-50, no charge for memo copy.

Special 7/26/2006 Medicaid Memo, Request to Calculate and Report the Estimated Glomerular Filtration Rate (eGFR) Value for Medicaid Recipients, issued July 26, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/4/2006 Medicaid Memo, Updates and Clarification of the Outpatient Prior Authorization Process for Outpatient Services, issued August 4, 2006, 12VAC30-50, no charge for memo copy.

Special 8/15/2006 Medicaid Memo, Intensity of Treatment Criteria for Acute Inpatient Hospital Psychiatric Services, issued August 15, 2006, 12VAC30-50, no charge for memo copy.

Special 8/16/2006 Medicaid Memo, Coverage of Spacers and Peak Flow Meters through the Durable Medical Equipment and Supply (DME) Program, issued August 16, 2006, 12VAC30-50, no charge for memo copy.

Special 8/21/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management and Residential Treatment Services, issued August 21, 2006, 12VAC30-50, no charge for memo copy.

Special 8/30/2006 Medicaid Memo, Revision of the DMAS-30R 5/06 and DMAS-31R 5/06 (Title XVIII) Medicare Part B Deductible and Coinsurance Original and Adjustment/Void Invoice Forms, issued August 30, 2006, 12VAC30-50, no charge for memo copy.

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute, Psychiatric, and Rehabilitation Care Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.

Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.

Special 10/4/2006 Medicaid Memo, National Provider Identifier (NPI) Update, issued October 4, 2006, 12VAC30-50, no charge for memo copy.

Special 10/4/2006 Medicaid Memo, National Provider Identifier (NPI) Implementation Plans for the Virginia Medicaid Program: Atypical Providers, issued October 4, 2006, 12VAC30-50, no charge for memo copy.

Special 10/12/2006 Medicaid Memo, Clarification of Review of Psychiatric Records, issued October 12, 2006, 12VAC30-50, no charge for memo copy.

Special 10/12/2006 Medicaid Memo, Clarification of School Services, issued October 12, 2006, 12VAC30-50, no charge for memo copy.

Special 10/17/2006 Medicaid Memo, General Billing Instructions for the New CMS-1500 (08-05) Form - Effective October 1, 2006, issued October 17, 2006, 12VAC30-50, no charge for memo copy.

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Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 10/23/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.

Special 12/7/2006 Medicaid Memo, Modifications to Virginia Medicaid Preferred Drug List (PDL), issued December 7, 2006, 12VAC30-50, no charge for memo copy.

Special 12/11/2006 Medicaid Memo, Family Planning Services Program: Clarification of Eligibility, Covered Services and Billing Requirements, issued December 11, 2006, 12VAC30-50, no charge for memo copy.

Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

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Special 12/22/2006 Medicaid Memo, False Claims Act Educational Requirements Mandated by the Federal Deficit Reduction Act, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Rate Increase for Procedure Code S5102 (Adult Day Health Care) - Effective January 1, 2007, issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 12/22/2006 Medicaid Memo, Testing Electronic Transactions for the National Provider Identifier (NPI), issued December 22, 2006, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Treatment Foster Care Case Management, Residential Treatment Services, and Intensive In-Home Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Inpatient Prior Authorization Process for Inpatient Acute Care Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.

Special 1/19/2007 Medicaid Memo, New Website for the Automated Response System (ARS) and National Provider Identifier (NPI) Compliance for the ARS - Effective February 19, 2007, issued January 19, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Changes to Treatment Foster Care Case Management Reimbursement - Effective March 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 1/31/2007 Medicaid Memo, Baby Care Mileage Rate Increase - Effective February 1, 2007, issued January 31, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period - March 26 - May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

Special 2/9/2007 Medicaid Memo, Atypical Provider Identifier (API) Update: DMAS Dual Use Period - March 26 - May 22, 2007, issued February 9, 2007, 12VAC30-50, no charge for memo copy.

Special 2/12/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Requirements for National Taxonomy Codes, issued February 12, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

Special 2/14/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Inpatient Services, issued February 14, 2007, 12VAC30-50, no charge for memo copy.

Special 2/21/2007 Medicaid Memo, General Billing Instructions for the New CMS-1450 (UB-04) - Effective April 1, 2007, issued February 21, 2007, 12VAC30-50, no charge for memo copy.

Special 3/12/2007 Medicaid Memo, Changes to the Prior Authorization Process for Treatment Foster Care Case Management - Effective March 1, 2007, issued March 12, 2007, 12VAC30-50, no charge for memo copy.

Special 3/19/2007 Medicaid Memo, National Provider Identifier Update: DMAS Requirements for National Taxonomy Codes for Home Health, Private Duty, and Atypical Service Providers, issued March 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and DS Waivers - Effective July 1, 2007, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/19/2007 Medicaid Memo, New Questionnaires Available to Facilitate Waiver Services Requests for Prior Authorization, issued April 19, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment, issued April 23, 2007, 12VAC30-50, no charge for memo copy.

Special 4/23/2007 Medicaid Memo, Changes to the Prior Authorization Request Form for Intensive In-Home Services, issued April 23, 2007, 12VAC30-50, no charge for memo copy.

Special 5/8/2007 Medicaid Memo, National Provider Identifier (NPI) Update: DMAS Dual Use Period Extended beyond May 23, 2007 and Paper Claim Form Deadline (June 1, 2007), issued May 8, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Enhanced Prospective Drug Utilization Review Programs, National Provider Identifier (NPI) Dual Use Extension, and Pharmacy Web-Based Prior Authorization Process, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 5/31/2007 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Drug-Related Healthcare Common Procedure Coding System (HCPCS) J-Codes - Effective July 1, 2007, issued May 31, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Northern Virginia Rate Differential for MR, DD, and Day Support Waiver Services - Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Rate Increase for Personal Care and Related Services - Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/5/2007 Medicaid Memo, Physician Rate Increases - Effective July 1, 2007, issued June 5, 2007, 12VAC30-50, no charge for memo copy.

Special 6/7/2007 Medicaid Memo, Physician BabyCare Rate Changes - Effective July 1, 2007, issued June 7, 2007, 12VAC30-50, no charge for memo copy.

Special 6/12/2007 Medicaid Memo, Medicaid Coverage of Substance Abuse Services - Effective July 1, 2007, issued June 12, 2007, 12VAC30-50, no charge for memo copy.

Special 6/26/2007 Medicaid Memo, Increase in the Personal Needs Allowance for Institutionalized Individuals Residing in Nursing Facilities and in Intermediate Care Facilities for the Mentally Retarded (ICF-MR) - Effective July 1, 2007, issued June 26, 2007, 12VAC30-50, no charge for memo copy.

Special 7/5/2007 Medicaid Memo, Expansion of Managed Care Services in Lynchburg - Effective October 1, 2007, issued July 5, 2007, 12VAC30-50, no charge for memo copy.

Special 7/13/2007 Medicaid Memo, New Rates and Processing of Emergency Room Physician Claims - Effective July 1, 2007, issued July 13, 2007, 12VAC30-50, no charge for memo copy.

Special 7/31/2007 Medicaid Memo, Provider Satisfaction Survey for Prior Authorization Services, issued July 31, 2007, 12VAC30-50, no charge for memo copy.

Special 8/1/2007 Medicaid Memo, Enrollment of Additional Specialties of Licensed Nurse Practitioners - Effective August 1, 2007, issued August 1, 2007, 12VAC30-50, no charge for memo copy.

Special 8/8/2007 Medicaid Memo, Integration of Acute and Long Term Care Services - Phase I, issued August 8, 2007, 12VAC30-50, no charge for memo copy.

Special 8/23/2007 Medicaid Memo, Early Periodic Screening Diagnosis and Treatment (EPSDT) Screening and Developmental Assessments, issued August 23, 2007, 12VAC30-50, no charge for memo copy.

Special 8/27/2007 Medicaid Memo, Provider Education for the Hospital Utilization Review Audit Process, issued August 27, 2007, 12VAC30-50, no charge for memo copy.

Special 8/30/2007 Medicaid Memo, Update to Second Edition of the Durable Medical Equipment and Supplies Provider Manual, issued August 30, 2007, 12VAC30-50, no charge for memo copy.

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Special 9/5/2007 Medicaid Memo, Implementation of Tamper-Resistant Prescription Pad Requirements - Effective October 1, 2007, issued September 5, 2007, 12VAC30-50, no charge for memo copy.

Special 9/12/2007 Medicaid Memo, Virginia Medicaid Healthy ReturnsSM Disease Management Program Expanded to Include Chronic Obstructive Pulmonary Disease (COPD) - Effective May 1, 2007, issued September 12, 2007, 12VAC30-50, no charge for memo copy.

Special 10/2/2007 Medicaid Memo, Discontinuation of Legacy Automated Response System (ARS) Access, issued October 2, 2007, 12VAC30-50, no charge for memo copy.

Special 10/3/2007 Medicaid Memo, Delayed Implementation of Tamper Resistant Prescription Pad Requirements - Effective April 1, 2008, issued October 3, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Prior Authorization Updates - Waivers - Effective Immediately, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/9/2007 Medicaid Memo, Changes to the Prior Authorization and Billing Process for Psychiatric Residential Treatment and Treatment Foster Care - Effective October 1, 2007, issued October 9, 2007, 12VAC30-50, no charge for memo copy.

Special 10/11/2007 Medicaid Memo, Medicaid Enrollment and Coverage of Certified Professional Midwives, issued October 11, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

Special 10/19/2007 Medicaid Memo, Outpatient Substance Abuse Services that require Prior Authorization for Fee-for-Service Enrollees, issued October 19, 2007, 12VAC30-50, no charge for memo copy.

Special 12/4/2007 Medicaid Memo, Changes to Enhanced Prospective Drug Utilization Review Programs and Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2008, issued December 4, 2007, 12VAC30-50, no charge for memo copy.

Special 12/11/2007 Medicaid Memo, Children's Mental Health Program - Effective December 1, 2007, issued December 11, 2007, 12VAC30-50, no charge for memo copy.

Special 12/20/2007 Medicaid Memo, Prior Authorization - Outpatient Substance Abuse Services That Will Transition to KePRO for Fee-for-Service Enrollees - Effective January 1, 2008, issued December 20, 2007, 12VAC30-50, no charge for memo copy.

Special 12/26/2007 Medicaid Memo, Plan First - The Medicaid Fee-for-Service Family Planning Waiver Program - Eligible Population, Enrollment, Covered Services, Service Limits and Billing Requirements as well as Upcoming Training Dates - Effective January 1, 2008, issued December 26, 2007, 12VAC30-50, no charge for memo copy.

Special 2/4/2008 Medicaid Memo, Introduction of New Fax Form to Request Prior Authorization for Acute Inpatient Psychiatric Care Services and Freestanding Inpatient Psychiatric Care Services - Concurrent Review Only, issued February 4, 2008, 12VAC30-50, no charge for memo copy.

Special 2/20/2008 Medicaid Memo, Physician Assistant Supervision Requirements, issued February 20, 2008, 12VAC30-50, no charge for memo copy.

Special 2/29/2008 Medicaid Memo, Update on Tamper-Resistant Prescription Pad Requirements - Effective April 1, 2008 and National Provider Identifier (NPI) Compliance for Pharmacy Claims Processing - Effective May 23, 2008, issued February 29, 2008, 12VAC30-50, no charge for memo copy.

Special 3/1/2008 Medicaid Memo, Billing for Emergency and Nonemergency Transportation Services - Effective 04/01/2008, issued March 1, 2008, 12VAC30-50, no charge for memo copy.

Special 3/5/2008 Medicaid Memo, National Provider Identifier (NPI) Compliance begins May 23, 2008, issued March 5, 2008, 12VAC30-50, no charge for memo copy.

Special 4/1/2008 Medicaid Memo, Using Your National Provider Identification/Atypical Provider Identification (NPI/API) through iEXCHANGE for Requests Submitted to KePRO - Effective May 23, 2008, issued April 1, 2008, 12VAC30-50, no charge for memo copy.

Special 4/2/2008 Medicaid Memo, New National Drug Code (NDC) Billing Requirement for Pharmacy Claims Submissions (UB04/837I) - Effective July 1, 2008, issued April 2, 2008, 12VAC30-50, no charge for memo copy.

Special 4/2/2008 Medicaid Memo, Prior Authorization - Children's Mental Health Program will Transition to KePRO for Fee-for-Service Enrollees - Effective May 1, 2008, issued April 2, 2008, 12VAC30-50, no charge for memo copy.

Special 4/9/2008 Medicaid Memo, Summary of New Federal Targeted Case Management Final Regulations - Effective March 3, 2008, issued April 9, 2008, 12VAC30-50, no charge for memo copy.

Special 5/1/2008 Medicaid Memo, Changes to Prior Authorization Process Performed by KePRO for Outpatient Substance Abuse Services, issued May 1, 2008, 12VAC30-50, no charge for memo copy.

Special 5/23/2008 Medicaid Memo, Medicaid Coverage of Substance Abuse Services Screening Codes, issued May 23, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, Physician Rate Changes - Effective July 1, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/28/2008 Medicaid Memo, New Remittance Advice (RA) Format - June 21, 2008 and NPI Reminder - May 23, 2008, issued May 28, 2008, 12VAC30-50, no charge for memo copy.

Special 5/29/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Effective July 1, 2008; Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization); and Implementation of the Specialty Maximum Allowable Cost Program, issued May 29, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, New Prior Authorization Process for Level A (Children's Group Home) and Level B (Therapeutic Group Home) Psychiatric Residential Treatment Facility Providers - Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 5/30/2008 Medicaid Memo, Changes to the Prior Authorization Process for Intensive In-Home Services - Effective July 1, 2008, issued May 30, 2008, 12VAC30-50, no charge for memo copy.

Special 6/11/2008 Medicaid Memo, Introduction of Money Follows the Person (MFP) - Effective Date July 1, 2008; New Services Added to Existing Waivers - Effective Date July 1, 2008, issued June 11, 2008, 12VAC30-50, no charge for memo copy.

Special 6/18/2008 Medicaid Memo, Rate Increases for Congregate Residential and Agency-Directed Individual Supported Employment Services - Effective July 1, 2008, issued June 18, 2008, 12VAC30-50, no charge for memo copy.

Special 6/20/2008 Medicaid Memo, Rate Corrections for Outpatient Substance Abuse Services - Effective July 1, 2008, issued June 20, 2008, 12VAC30-50, no charge for memo copy.

Special 7/1/2008 Medicaid Memo, Expansion of Medallion II and FAMIS Programs in the Charlottesville Area: Albemarle, Augusta, Buckingham, Charlottesville, Fluvanna, Greene, Louisa, Nelson, Orange, Staunton, and Waynesboro - November 1, 2008, issued July 1, 2008, 12VAC30-50, no charge for memo copy.

Special 7/3/2008 Medicaid Memo, Reimbursement for New Ambulatory Surgery Center Procedure Codes, issued July 3, 2008, 12VAC30-50, no charge for memo copy.

Special 8/13/2008 Medicaid Memo, Physician Rate Changes Update - Effective July 1, 2008, issued August 13, 2008, 12VAC30-50, no charge for memo copy.

Special 8/15/2008 Medicaid Memo, Screening for Technology Assisted Waiver for Community Based Assessments, issued August 15, 2008, 12VAC30-50, no charge for memo copy.

Special 9/3/2008 Medicaid Memo, Phase II of Tamper-Resistant Prescription Pad (TRPP) Requirements - Effective October 1, 2008, issued September 3, 2008, 12VAC30-50, no charge for memo copy.

Special 9/17/2008 Medicaid Memo, Moratorium on Federal Case Management Regulations, issued September 17, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Maternal and Infant Care Coordination (MICC) Prior Authorization Changes - Effective November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/6/2008 Medicaid Memo, Requirement for Present on Admission (POA) Indicator for Inpatient Hospital Claims Submitted by Paper - November 1, 2008, issued October 6, 2008, 12VAC30-50, no charge for memo copy.

Special 10/15/2008 Medicaid Memo, Changes to the Prior Authorization Process for Psychiatric Residential Treatment - Level C, Children's Group Home - Level A, Therapeutic Group Home-Level B, and Treatment Foster Care Case Management Services, issued October 15, 2008, 12VAC30-50, no charge for memo copy.

Special 10/20/2008 Medicaid Memo, Changes to the Billing Process for Multiple Outpatient CAT, MRI, PET Scans Performed on the Same Day and the Associated Prior Authorization - Effective October 27, 2008, issued October 20, 2008, 12VAC30-50, no charge for memo copy.

Special 11/12/2008 Medicaid Memo, Update to the Changes to the Prior Authorization Process for Psychiatric Residential Treatment-Level C, Children's Group Home-Level A, Therapeutic Group Home-Level B and Treatment Foster Care Case Management Services, issued November 12, 2008, 12VAC30-50, no charge for memo copy.

Special 11/25/2008 Medicaid Memo, Removal of Requirement for Secondary Screenings for Waiver Recipients - Effective January 1, 2009, issued November 25, 2008, 12VAC30-50, no charge for memo copy.

Special 12/1/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2009; the U.S. Food and Drug Administration (FDA) Requirement to Phase-Out Chlorofluorocarbon-Containing (CFC) Propelled Albuterol Inhalers from the Market and Changes to the Enhanced Prospective Drug Utilization Review Program (Dose

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Optimization), issued December 1, 2008, 12VAC30-50, no charge for memo copy.

Special 12/5/2008 Medicaid Memo, Implementation of Correct Coding Initiative (CCI) and Revision of ClaimCheck Edits - Effective January 1, 2009, issued December 5, 2008, 12VAC30-50, no charge for memo copy.

Special 2/10/2009 Medicaid Memo, Recommended Developmental Screening Tools for Well-Child and Early Periodic Screening Diagnosis and Treatment (EPSDT) Visits, issued February 10, 2009, 12VAC30-50, no charge for memo copy.

Special 2/10/2009 Medicaid Memo, Notice of Changes to the Process for Obtaining Patient Pay Information for Medicaid Enrollees - Effective March 1, 2009, issued February 10, 2009, 12VAC30-40, no charge for memo copy.

Special 2/13/2009 Medicaid Memo, Changes to Certified Registered Nurse Anesthetist (CRNA) Supervision Requirements, issued February 13, 2009, 12VAC30-50, no charge for memo copy.

Special 2/17/2009 Medicaid Memo, Direct Enrollment of Licensed School Psychologists, issued February 17, 2009, 12VAC30-50, no charge for memo copy.

Special 3/4/2009 Medicaid Memo, Patient Pay Information for Medicaid Enrollees - Effective March 1, 2009, issued March 4, 2009, 12VAC30-40, no charge for memo copy.

Special 4/7/2009 Medicaid Memo, Excluded Individuals/Entities from State/Federal Health Care Programs, issued April 7, 2009, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 4/23/2009 Medicaid Memo, Suspension of the State and Local Hospitalization Program - Effective May 1, 2009, issued April 23, 2009, 12VAC30-100, no charge for memo copy.

Special 4/30/2009 Medicaid Memo, Delayed Remittance Scheduled for June 26, 2009, issued April 30, 2009, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 5/20/2009 Medicaid Memo, Revision of the Present on Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued May 20, 2009, 12VAC30-70, no charge for memo copy.

Special 5/27/2009 Medicaid Memo, Update on Outpatient Reimbursement Rates and Billing for Rehabilitation Agencies and Comprehensive Outpatient Rehabilitation Facilities - Effective July 1, 2009, issued May 27, 2009, 12VAC30-80, no charge for memo copy.

Special 6/1/2009 Medicaid Memo, Rate Changes for Certain Contraceptive Supplies - Effective May 1, 2009, issued June 1, 2009, 12VAC30-80, no charge for memo copy.

Special 6/1/2009 Medicaid Memo, Discontinuation of Environmental Modification Service and Assistive Technology Service in the Elderly or Disabled with Consumer-Direction Waiver and the HIV/AIDS Waiver - Effective July 1, 2009, issued June 1, 2009, 12VAC30-120, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Modifications to the Virginia Medicaid PDL Program - Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/2/2009 Medicaid Memo, Reduction of the Dispensing Fee for Brand and Generic Name Drug Products and Modifications to the Virginia Medicaid PDL Program - Effective July 1, 2009, issued June 2, 2009, 12VAC30-80, no charge for memo copy.

Special 6/8/2009 Medicaid Memo, Rate Changes for Congregate Residential and Personal Care Services - Effective July 1, 2009, issued June 8, 2009, 12VAC30-80, no charge for memo copy.

Special 6/9/2009 Medicaid Memo, Rate Changes for Home Health Providers - Effective July 1, 2009, issued June 9, 2009, 12VAC30-80, no charge for memo copy.

Special 6/23/2009 Medicaid Memo, Notice of Assessments and Prior Authorization Requirements for Therapeutic Day Treatment for Children and Adolescents, Intensive Community Treatment, Psychosocial Rehabilitation, Mental Health Supports, Mental Health Case Management, Day Treatment/Partial Hospitalization - Effective August 1, 2009; Notice of Service Limit Edits for Claims Processing - Effective August 1, 2009; Notice of New Mental Health Auditing Contractor - Effective July 1, 2009, issued June 23, 2009, 12VAC30-50, no charge for memo copy.

Special 6/30/2009 Medicaid Memo, Revision of the Present-on-Admission Indicator, Implementation of Never Events Policy, and Information on Hospital Acquired Conditions Policy, issued June 30, 2009, 12VAC30-70, no charge for memo copy.

Special 7/14/2009 Medicaid Memo, Prior Authorization (PA) Request Process through KePRO - Electronic Submission of PA Requests through iEXCHANGE, issued July 14, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Prior Authorization (PA) Request Process through KePRO - Electronic Submission of PA Requests through iEXCHANGE, issued September 4, 2009, 12VAC30-50, no charge for memo copy.

Special 9/4/2009 Medicaid Memo, Specific Guidance for Hospital Outpatient Clinics Billing on UB-04-CMS-1450 Claim Form for the Plan First Family Planning Services

Program - Effective October 1, 2009, issued September 4, 2009, 12VAC30-141, no charge for memo copy.

Special 9/9/2009 Medicaid Memo, Early Intervention Services, issued September 9, 2009, 12VAC30-141, no charge for memo copy.

Special 9/23/2009 Medicaid Memo, Virginia Premier Health Plan Exits from Six Localities - Effective October 1, 2009, issued September 23, 2009, 12VAC30-120, no charge for memo copy.

Special 9/30/2009 Medicaid Memo, Expansion of DMAS Telemedicine Coverage - Effective November 1, 2009, issued September 30, 2009, 12VAC30-50, no charge for memo copy.

Special 10/2/2009 Medicaid Memo, Medicaid Transportation Billing: Changing to a 2-Code System - Effective November 1, 2009, issued October 2, 2009, 12VAC30-50, no charge for memo copy.

Special 10/6/2009 Medicaid Memo, Termination of Virginia Medicaid Healthy ReturnsSM Disease Management Program - Effective October 8, 2009, issued October 6, 2009, 12VAC30-50, no charge for memo copy.

Special 10/8/2009 Medicaid Memo, Notice of Changes to the Prior Authorization Process for Intensive In-Home Program - Effective December 1, 2009; Notice of Service Limit Edits for Claims Processing - Effective December 1, 2009; Notice of Additional Program Eligibility Data Required for Assessment - Effective December 1, 2009; Notice of New Mental Health Auditing Contractor, issued October 8, 2009, 12VAC30-50 and 12VAC30-40, no charge for memo copy.

Special 10/30/2009 Medicaid Memo, Reimbursement Procedure for Medical Screening and Assessment during Emergency Custody in Absence of Emergency Custody Order (ECO), issued October 30, 2009, 12VAC30-50, no charge for memo copy.

Special 11/20/2009 Medicaid Memo, AMERIGROUP Community Care's Expansion into Three Localities (Madison, Orange, and Rappahannock Counties) - Effective December 1, 2009, issued November 20, 2009, 12VAC30-120, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Hospital Acquired Conditions - Effective January 2, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/2/2009 Medicaid Memo, Implementation of Medicaid Reimbursement Process for Never Events - Effective January 1, 2010, issued December 2, 2009, 12VAC30-70, no charge for memo copy.

Special 12/3/2009 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, Addition to the Enhanced Prospective Drug Utilization

Review Program (Maximum Quantity Limits) - Effective January 1, 2010, issued December 3, 2009, 12VAC30-60, no charge for memo copy.

Special 12/17/2009 Medicaid Memo, Prior Authorization (PA) Request Process through KePRO - Electronic Submission of PA Requests through iEXCHANGETM, issued December 17, 2009, 12VAC30-80, no charge for memo copy.

Special 12/28/2009 Medicaid Memo, Rate Change for Clinical Laboratory Services, issued December 28, 2009, 12VAC30-80, no charge for memo copy.

Special 12/28/2009 Medicaid Memo, Rate Change for Intensive In-Home, Community-Based Residential Services (Level A), and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued December 28, 2009, 12VAC30-80, no charge for memo copy.

Special 1/5/2010 Medicaid Memo, Transition of Virginia Medicaid Fiscal Agent and Provider Enrollment Services to ACS State Healthcare (ACS), issued January 5, 2010, no charge for memo copy.

Special 1/13/2010 Medicaid Memo, Rate Change for Intensive In-Home Assessment - Effective February 1, 2010, issued January 13, 2010, 12VAC30-80, no charge for memo copy.

Special 2/26/2010 Medicaid Memo, Clarification on 17 Alpha-Hydroxyprogesterone Caproate (17P) Coverage - Effective Immediately, issued February 26, 2010, 12VAC30-50, no charge for memo copy.

Special 3/4/2010 Medicaid Memo, Enhanced Ambulatory Patient Group (EAPG) for Ambulatory Surgery Centers, issued March 4, 2010, 12VAC30-80, no charge for memo copy.

Special 3/5/2010 Medicaid Memo, Update to the Community Mental Health Rehabilitative Services (CMHRS) Manual, issued March 5, 2010, 12VAC30-50, no charge for memo copy.

Special 3/5/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program; Changes to the Enhanced Prospective Drug Utilization Review Program (Maximum Quantity Limits and Dose Optimization), issued March 5, 2010, 12VAC30-50, no charge for memo copy.

Special 4/6/2010 Medicaid Memo, Elimination of Medicare Part B Point of Sale Drug Claims Submissions for Coinsurance and Deductibles for Dually Eligible Medicare and Medicaid Recipients - Effective June 1, 2010, issued April 6, 2010, 12VAC30-50, no charge for memo copy.

Special 4/14/2010 Medicaid Memo, Clarification of Cost Sharing for Dually Eligible Medicaid/Medicare Recipients, issued April 14, 2010, 12VAC30-40, no charge for memo copy.

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Special 5/10/2010 Medicaid Memo, New Codes Approved, Billing Guidance for Plan First Family Planning Services Program as well as the Essure Sterilization Procedure. Effective April 1, 2010, issued May 10, 2010, 12VAC30-80, no charge for memo copy.

Special 5/14/2010 Medicaid Memo, Delayed Remittance Scheduled for June 25, 2010, issued May 14, 2010, 12VAC30-70, 12VAC30-80 and 12VAC30-90, no charge for memo copy.

Special 5/26/2010 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies - Effective July 1, 2010, issued May 26, 2010, 12VAC30-80, no charge for memo copy.

Special 5/26/2010 Medicaid Memo, Transition of Virginia Medicaid Fiscal Agent and Provider Enrollment Services to ACS State Healthcare (ACS) - UPDATED, issued May 26, 2010, no charge for memo copy.

Special 5/27/2010 Medicaid Memo, No Inflation Adjustment for Home Health Providers - Effective July 1, 2010, issued May 27, 2010, 12VAC30-80, no charge for memo copy.

Special 5/27/2010 Medicaid Memo, Rate Changes for Home and Community Based Care Waiver Services and Mental Health Therapeutic Day Treatment, issued May 27, 2010, 12VAC30-80, no charge for memo copy.

Special 6/9/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective July 1, 2010, issued June 9, 2010, 12VAC30-50, no charge for memo copy.

Special 6/9/2010 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - July 1, 2010 and September 1, 2010, issued June 9, 2010, 12VAC30-50, no charge for memo copy.

Special 6/29/2010 Medicaid Memo, Notice of Service Authorization Requirements for Outpatient Rehabilitation Services Provided by Physicians and Professionals - Effective August 1, 2010, issued June 29, 2010, 12VAC30-50, no charge for memo copy.

Special 7/9/2010 Medicaid Memo, Rate Changes for EPSDT Personal Care and Nursing Services, issued July 9, 2010, 12VAC30-80, no charge for memo copy.

Special 7/14/2010 Medicaid Memo, MEDALLION Option for Warren County, issued July 14, 2010, 12VAC30-120, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Day Support Services Billing Changes - September 1, issued July 23, 2010, 12VAC30-80, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Billing Guidance for DMAS Fee-for-Service Coverage of Physician/Practitioner Administered Contraception and Rate Changes for Mirena

IUD - Effective March 1, 2010, issued July 23, 2010, 12VAC30-80, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Changes to Children Community Mental Health Rehabilitative Services - Children's Services - July 1, 2010, September 1, 2010, issued July 23, 2010, 12VAC30-50, no charge for memo copy.

Special 7/23/2010 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - Adult Oriented Services - July 1, 2010, September 1, 2010, issued July 23, 2010, 12VAC30-50, no charge for memo copy.

Special 8/17/2010 Medicaid Memo, CareNet/Southern Health Services, Inc. MCO Plan Exits from 11 Localities - Effective September 1, 2010, issued August 17, 2010, 12VAC30-120, no charge for memo copy.

Special 8/18/2010 Medicaid Memo, Revisions to Newborn Eligibility Notification Form (DMAS-213 and DMAS-213 MCO) for Hospitals and Managed Care Organizations, issued August 18, 2010, 12VAC30-40, no charge for memo copy.

Special 9/2/2010 Medicaid Memo, Rate Changes - Effective October 1, 2010, as a Result of Additional Medicaid Funding and Other Program Changes, issued September 2, 2010, 12VAC30-70, 12VAC30-80, 12VAC30-90, no charge for memo copy.

Special 9/9/2010 Medicaid Memo, Licensing Requirements for Personal Care and Respite Care Agencies Not Otherwise Licensed by DBHDS or VDSS - This memo replaces the Changes to the Licensing Requirements for Hospice, Personal Care, and Respite Care Providers Memo, dated August 4, 2010, issued September 9, 2010, 12VAC30-60, no charge for memo copy.

Special 9/15/2010 Medicaid Memo, Service Authorization (SA) Request Process through KePRO - Electronic Submission of SA Requests through iEXCHANGE™, issued September 15, 2010, 12VAC30-50, no charge for memo copy.

Special 10/1/2010 Medicaid Memo, Changes to Required Documentation Submitted to KePRO for IFDDS Waiver Services - Effective November 1, 2010, issued October 1, 2010, 12VAC30-120, no charge for memo copy.

Special 10/25/2010 Medicaid Memo, Changes to the Process for Obtaining Service Authorization for Services Available under the Children's Mental Health Program - Effective November 1, 2010, issued October 25, 2010, 12VAC30-50, no charge for memo copy.

Special 11/24/2010 Medicaid Memo, Coverage of Tobacco Cessation Counseling for Pregnant Women - Effective October 1, 2010, issued November 24, 2010, 12VAC30-50, no charge for memo copy.

Special 12/8/2010 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program -

Effective January 1, 2011, issued December 8, 2010, 12VAC30-50, no charge for memo copy.

Special 3/21/2011 Medicaid Memo, Medicaid Coverage of Makena (17 Alpha-Hydroxyprogesterone Caproate) - Effective March 14, 2011, issued March 21, 2011, 12VAC30-50, no charge for memo copy.

Special 4/6/2011 Medicaid Memo, Outpatient Hospital Coding of Procedure Codes and Modifiers, issued April 6, 2011, 12VAC30-50, no charge for memo copy.

Special 4/14/2011 Medicaid Memo, Clarification on Medicaid Coverage of Progesterone Supplementation, issued April 14, 2011, 12VAC30-50, no charge for memo copy.

Special 5/11/2011 Medicaid Memo, 2011 General Assembly of Virginia Appropriation Act - 300H-Electronic Participation with Virginia Medicaid, issued May 11, 2011, 12VAC30-50, no charge for memo copy.

Special 5/31/2011 Medicaid Memo, Rate Changes for Community-Based Residential Services (Level A) and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued May 31, 2011, 12VAC30-50, no charge for memo copy.

Special 5/31/2011 Medicaid Memo, Rate Changes for Home and Community Based Care Services and Mental Health Therapeutic Day Treatment, issued May 31, 2011, 12VAC30-50, no charge for memo copy.

Special 6/1/2011 Medicaid Memo, Changes to the Estimated Acquisition Cost (EAC) for Single Source, Innovator Drugs, Elimination of the Unit Dose Add-On Fee, Clarification of Pharmacy Coverage for Active Pharmaceutical Ingredients (APIs), Modifications to the Virginia Medicaid Preferred Drug List (PDL), New Service Authorization (SA) Requirement for Synagis®, Placement of Synagis® in the DMAS Specialty Maximum Allowable Cost (SMAC) Program, and Notification to Pharmacies about the Coverage of Smoking Cessation Counseling for Pregnant Women, issued June 1, 2011, 12VAC30-50, no charge for memo copy.

Special 6/1/2011 Medicaid Memo, Notice of Changes to Service Limits for Respite Care Services - Effective July 1, 2011, issued June 1, 2011, 12VAC30-50, no charge for memo copy.

Special 6/6/2011 Medicaid Memo, Clarification of Inpatient Hospital Admissions vs. Observations, issued June 6, 2011, 12VAC30-50, no charge for memo copy.

Special 6/16/2011 Medicaid Memo, New Service Authorization Requirement for an Independent Clinical Assessment for Medicaid and FAMIS Children's Community Mental Health Rehabilitative Services, issued June 16, 2011, 12VAC30-50, no charge for memo copy.

Special 8/22/2011 Medicaid Memo, Revision in Medicaid and FAMIS Physician Rates - Effective July 1, 2011, issued August 22, 2011, 12VAC30-50, no charge for memo copy.

Special 9/6/2011 Medicaid Memo, Intellectual Disability Online System - Effective Immediately, issued September 6, 2011, 12VAC30-50, no charge for memo copy.

Special 9/12/2011 Medicaid Memo, Early Intervention (EI) Targeted Case Management Program - Effective October 1, 2011, issued September 12, 2011, 12VAC30-50, no charge for memo copy.

Special 9/14/2011 Medicaid Memo, Coverage of Medicaid Fee-for-Service Compound Drugs - Effective October 1, 2011, issued September 14, 2011, 12VAC30-50, no charge for memo copy.

Special 9/16/2011 Medicaid Memo, Money Follows the Person (MFP) Program: Program Extension through 2016 and Eligibility Changes - Effective June 1, 2011, issued September 16, 2011, 12VAC30-50, no charge for memo copy.

Special 9/19/2011 Medicaid Memo, Changes to Plan First, Virginia's Family Planning Services Program - Effective October 1, 2011, issued September 19, 2011, 12VAC30-50, no charge for memo copy.

Special 9/23/2011 Medicaid Memo, Request for Proposals for Coordination of Community Mental Health Rehabilitative Services, issued September 23, 2011, 12VAC30-50, no charge for memo copy.

Special 9/28/2011 Medicaid Memo, Notice of Implementation of Personal Care Cap - Revised Exception Criteria, issued September 28, 2011, 12VAC30-50, no charge for memo copy.

Special 10/3/2011 Medicaid Memo, Notification of the Implementation of KePRO's New Provider Portal System and Web-Ex Sessions - Effective October 31, 2011, issued October 3, 2011, 12VAC30-50, no charge for memo copy.

Special 10/3/2011 Medicaid Memo, Update on the Independent Clinical Assessment (ICA) Process for Medicaid Children's Behavioral Health Services, issued October 3, 2011, 12VAC30-50, no charge for memo copy.

Special 10/21/2011 Medicaid Memo, Transition of City of Richmond DSS Foster Care Children to Managed Care - Effective December 1, 2011, issued October 21, 2011, 12VAC30-50, no charge for memo copy.

Special 10/21/2011 Medicaid Memo, Entry of Managed Care Organizations (MCOs) for the Medicaid/FAMIS Programs in the Roanoke and Alleghany Regions, issued October 21, 2011, 12VAC30-50, no charge for memo copy.

Special 10/27/2011 Medicaid Memo, Changes in Pharmacy Billing for Influenza Vaccine - Effective October 17, 2011,

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issued October 27, 2011, 12VAC30-50, no charge for memo copy.

Special 11/9/2011 Medicaid Memo, Service Authorization (SA) Requirement for the Use of Atypical Antipsychotics in Children under the Age of Six, issued November 9, 2011, 12VAC30-50, no charge for memo copy.

Special 11/23/2011 Medicaid Memo, Intellectual Disability Online System (IDOLS) Service Authorization, issued November 23, 2011, 12VAC30-50, no charge for memo copy.

Special 12/8/2011 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program - Effective January 1, 2012, issued December 8, 2011, 12VAC30-50, no charge for memo copy.

Special 3/9/2012 Medicaid Memo, Services Currently Reviewed by DMAS Medical Support Unit Moving to KePRO for Review and New Procedure Codes Requiring Service Authorization - Effective April 1, 2012, issued March 9, 2012, 12VAC30-50, no charge for memo copy.

Special 4/4/2012 Medicaid Memo, Entry of Managed Care Organizations (MCOs) for the Medicaid/FAMIS Programs in Far Southwest Virginia - July 1, 2012, issued April 4, 2012, 12VAC30-50, no charge for memo copy.

Special 5/1/2012 Medicaid Memo, Changes to Virginia Medicaid Billing Instructions for UB Claims for Inpatient Residential Treatment and Intermediate Care Facilities - June 1, 2012, issued May 1, 2012, 12VAC30-50, no charge for memo copy.

Special 6/8/2012 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program and New Drug Utilization Review (DUR) Board Approved Service Authorization (SA) Requirements - Effective July 1, 2012, issued June 8, 2012, 12VAC30-50, no charge for memo copy.

Special 6/11/2012 Medicaid Memo, Provider Aide Record (DMAS-90) Revision, issued June 11, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, Fee-for-Service Ambulance Service and Mileage Rate Adjustment - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, Reimbursement Rate Change for Targeted Case Management Services in the Early Intervention Program - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, State Fiscal Year 2013 Rate Change for Early Periodic Screening, Diagnostic and Treatment and Home and Community Based Care Waiver Services - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies - Effective July 1, 2012 through June 30, 2014, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/12/2012 Medicaid Memo, No Inflation Adjustment for Home Health Providers - Effective July 1, 2012, issued June 12, 2012, 12VAC30-50, no charge for memo copy.

Special 6/13/2012 Medicaid Memo, Updates to the Medicaid Reimbursement Process for Hospital Acquired Conditions (HACs) - Effective July 1, 2012, issued June 13, 2012, 12VAC30-50, no charge for memo copy.

Special 6/18/2012 Medicaid Memo, HIV/AIDS Waiver Expiration - Effective June 30, 2012, issued June 18, 2012, 12VAC30-50, no charge for memo copy.

Special 6/27/2012 Medicaid Memo, Update on the Virginia Independent Clinical Assessment Program, issued June 27, 2012, 12VAC30-50, no charge for memo copy.

Special 7/18/2012 Medicaid Memo, Termination of the MEDALLION PCCM Program - Effective April 30, 2012, issued July 18, 2012, 12VAC30-50, no charge for memo copy.

Special 7/23/2012 Medicaid Memo, Entry of Anthem HealthKeepers Plus, a Virginia Managed Care Organization (MCO), for the Medicaid/FAMIS Programs in Culpeper - September 1, 2012, issued July 23, 2012, 12VAC30-50, no charge for memo copy.

Special 8/29/2012 Medicaid Memo, Enrollment Change for the Children's Mental Health Program - Effective October 1, 2012, issued August 29, 2012, 12VAC30-50, no charge for memo copy.

Special 9/12/2012 Medicaid Memo, Entry of Anthem HealthKeepers Plus for Medicaid/FAMIS Programs into City of Lynchburg, and the Counties of Amherst, Campbell, and Appomattox - November 1, 2012, issued September 12, 2012, 12VAC30-50, no charge for memo copy.

Special 9/26/2012 Medicaid Memo, Contract Award for Service Authorization Administrator and Upcoming Changes for November 1, 2012, issued September 26, 2012, 12VAC30-50, no charge for memo copy.

Special 10/3/2012 Medicaid Memo, Development of Special Criteria for the Purposes of Pre-Admission Screening, issued October 3, 2012, 12VAC30-50, no charge for memo copy.

Special 10/3/2012 Medicaid Memo, Notification of Long Term Care (LTC) Service Authorization Processing Moving to Keystone Peer Review Organization (KePRO) - Effective November 1, 2012, issued October 3, 2012, 12VAC30-50, no charge for memo copy.

Special 10/3/2012 Medicaid Memo, Notification of Early Periodic Screening, Diagnostic and Treatment Service

Authorization Processing Moving to Keystone Peer Review Organization (KePRO) - Effective November 1, 2012, issued October 3, 2012, 12VAC30-50, no charge for memo copy.

Special 10/4/2012 Medicaid Memo, Updated Training for Direct Support Professionals and Their Supervisors/Trainers - revised, issued October 4, 2012, 12VAC30-50, no charge for memo copy.

Special 11/26/2012 Medicaid Memo, Notification of Procedural Changes to Waiver Service Authorization End Dates and Changes to Duration of Service Authorizations - Effective January 1, 2013, issued November 26, 2012, 12VAC30-50, no charge for memo copy.

Special 11/26/2012 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, New Drug Utilization Review (DUR) Board Approved Service Authorization (SA) Requirements, and Changes to the Coverage of Benzodiazepines and Barbiturates for Medicare/Medicaid Dual Eligibles - Effective January 1, 2013, issued November 26, 2012, 12VAC30-50, no charge for memo copy.

Special 11/30/2012 Medicaid Memo, Change to Reimbursement Methodology for Labor Epidurals (CPT 01967) - Effective January 1, 2013, issued November 30, 2012, 12VAC30-50, no charge for memo copy.

Special 12/21/2012 Medicaid Memo, Notification of Enhancements to the Reimbursement Process of Transition Services - Effective January 1, 2013, issued December 21, 2012, 12VAC30-50, no charge for memo copy.

Special 12/21/2012 Medicaid Memo, Changes to the 2013 American Medical Association's (AMA) Current Procedural Terminology (CPT) for Psychiatry Services - Effective January 1, 2013, issued December 21, 2012, 12VAC30-50, no charge for memo copy.

Special 12/28/2012 Medicaid Memo, Higher Payments for Medicaid Primary Care Services - Effective January 1, 2013 through December 31, 2014, issued December 28, 2012, 12VAC30-50, no charge for memo copy.

Special 1/14/2013 Medicaid Memo, Medicare-Medicaid Alignment Demonstration, issued January 14, 2013, 12VAC30-50, no charge for memo copy.

Special 2/6/2013 Medicaid Memo, Notification of a Procedural Change for Out-of-State Providers Submitting Requests for Service Authorization through KePRO - Effective March 1, 2013, issued February 6, 2013, 12VAC30-50, no charge for memo copy.

Special 3/22/2013 Medicaid Memo, Higher Payments for Medicaid Primary Care Services - Effective January 1, 2013 through December 31, 2014 - Second Memo, issued March 22, 2013, 12VAC30-50, no charge for memo copy.

Special 4/3/2013 Medicaid Memo, Transition of Children in Foster Care or Receiving Adoption Assistance to Managed Care - Effective July 1, 2013 for Central and Tidewater Managed Care Regions, issued April 3, 2013, 12VAC30-50, no charge for memo copy.

Special 4/19/2013 Medicaid Memo, Conversion of Specialized Care and Long Stay Hospital Service Types in the Keystone Peer Review Organization (KePRO) Web Portal from Inpatient to Outpatient and the Service Authorization Information Checklist, issued April 19, 2013, 12VAC30-50, no charge for memo copy.

Special 5/1/2013 Medicaid Memo, Implementation of the Medicaid National Correct Coding Initiative (NCCI), Procedure to Procedure (PTP), and Medically Unlikely Edits (MUE) - Effective June 3, 2013, issued May 1, 2013, 12VAC30-50, no charge for memo copy.

Special 5/29/2013 Medicaid Memo, State Fiscal Year 2014 Rate and Service Unit Changes for Private Duty Nursing Services - Effective July 1, 2013, issued May 29, 2013, 12VAC30-50, no charge for memo copy.

Special 5/31/2013 Medicaid Memo, State Fiscal Year 2014 Rate Changes for Adult Day Health Care - Effective July 1, 2013, issued May 31, 2013, 12VAC30-50, no charge for memo copy.

Special 6/7/2013 Medicaid Memo, Vaccine Administration Billing Changes, issued June 7, 2013, 12VAC30-50, no charge for memo copy.

Special 6/7/2013 Medicaid Memo, Virginia Medicaid Preferred Drug List (PDL) Program Changes, issued June 7, 2013, 12VAC30-50, no charge for memo copy.

Special 6/10/2013 Medicaid Memo, Billable Activities for Individual Supported Employment - July 1, 2013, issued June 10, 2013, 12VAC30-50, no charge for memo copy.

Special 6/12/2013 Medicaid Memo, Changes in IFDDS Waiver Screening Locations - Effective July 1, 2013, issued June 12, 2013, 12VAC30-50, no charge for memo copy.

Special 7/2/2013 Medicaid Memo, Notification of Behavioral Health Services Administrator Contract Award, issued July 2, 2013, 12VAC30-50, no charge for memo copy.

Special 7/31/2013 Medicaid Memo, Implementation of the CMS Affordable Care Act Provider Enrollment and Screening Requirements, issued July 31, 2013, 12VAC30-50, no charge for memo copy.

Special 8/13/2013 Medicaid Memo, Respite Care Service Authorizations Extended to 8/31/13, issued August 13, 2013, 12VAC30-50, no charge for memo copy.

Special 8/23/2013 Medicaid Memo, Respite Care Service Authorizations Extended to 8/31/13 - Provider Questions,

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issued August 23, 2013, 12VAC30-50, no charge for memo copy.

Special 8/28/2013 Medicaid Memo, Clarification Regarding the Behavioral Health Services Administrator (BHSA) and Magellan Correspondence to Providers, issued August 28, 2013, 12VAC30-50, no charge for memo copy.

Special 9/20/2013 Medicaid Memo, EDCD Service Authorizations - Processing Backlog in September 2013, issued September 20, 2013, 12VAC30-50, no charge for memo copy.

Special 10/11/2013 Medicaid Memo, Transfer of the IFDDS Waiver Daily Operations to the Department of Behavioral Health and Development Services (DBHDS) - Effective November 12, 2013, issued October 11, 2013, 12VAC30-50, no charge for memo copy.

Special 10/25/2013 Medicaid Memo, Pre-Admission Screening Guidance, issued October 25, 2013, 12VAC30-50, no charge for memo copy.

Special 10/31/2013 Medicaid Memo, Update on Administrative Processes with the Implementation of the Behavioral Health Services Administrator (BHSA) - Magellan of Virginia - Effective December 1, 2013, revised, issued October 31, 2013, 12VAC30-50, no charge for memo copy.

Special 10/31/2013 Medicaid Memo, Changes to Community Mental Health Rehabilitative Services - Emergency Regulations Pertaining to Mental Health Support Services, Crisis Stabilization, and Crisis Intervention, issued October 31, 2013, 12VAC30-50, no charge for memo copy.

Special 11/6/2013 Medicaid Memo, Entry of MajestaCare for Medicaid/FAMIS Programs into the Following Localities: Albemarle, Augusta, Buckingham, Fluvanna, Greene, Louisa, Madison, Nelson, Orange, Rockingham, Charlottesville, Harrisonburg, Staunton, and Waynesboro - Effective January 1, 2014, issued November 6, 2013, 12VAC30-50, no charge for memo copy.

Special 11/8/2013 Medicaid Memo, Enhanced Ambulatory Patient Group (EAPG) for Outpatient Hospital Services, issued November 8, 2013, 12VAC30-50, no charge for memo copy.

Special 11/11/2013 Medicaid Memo, Update to the Durable Medical Equipment and Supplies Program - Effective 1/01/2014, issued November 11, 2013, 12VAC30-50, no charge for memo copy.

Special 11/26/2013 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program, issued November 26, 2013, 12VAC30-50, no charge for memo copy.

Special 12/4/2013 Medicaid Memo, Update to the Incontinence Durable Medical Equipment and Supplies

Program (2nd Memo) - Effective January 1, 2014, issued December 4, 2013, 12VAC30-50, no charge for memo copy.

Special 12/20/2013 Medicaid Memo, Implementation of Hospital Presumptive Eligibility and Online Deemed Newborn Enrollment - Effective January 1, 2014, issued December 20, 2013, 12VAC30-50, no charge for memo copy.

Special 1/3/2014 Medicaid Memo, Rate and Service Unit Changes for Skilled Nursing Services - Effective February 1, 2014, issued January 3, 2014, 12VAC30-50, no charge for memo copy.

Special 2/26/2014 Medicaid Memo, Procedure Change for the Pre-Admission Screening Process (PASRR) for Individuals Transferring from DBHDS State Facilities to Nursing Facilities - Effective March 1, 2014, issued February 26, 2014, 12VAC30-50, no charge for memo copy.

Special 3/4/2014 Medicaid Memo, Respite Care Service Authorizations - Effective March 1, 2014, issued March 4, 2014, 12VAC30-50, no charge for memo copy.

Special 3/6/2014 Medicaid Memo, Medicare-Medicaid Financial Alignment Demonstration, issued March 6, 2014, 12VAC30-50, no charge for memo copy.

Special 3/7/2014 Medicaid Memo, Implementation of the CMS Affordable Care Act Provider Enrollment and Screening Requirements, issued March 7, 2014, 12VAC30-50, no charge for memo copy.

Special 3/21/2014 Medicaid Memo, General Billing Instructions for the New CMS-1500 (02-12) Form - Effective April 1, 2014, issued March 21, 2014, 12VAC30-50, no charge for memo copy.

Special 3/24/2014 Medicaid Memo, Notification of a Procedural Change for Annual Level of Care Reviews (LOCERI) for Waiver and Program for the All-Inclusive Care of the Elderly (PACE) Participants and Policy Manual Updates - Effective May 1, 2014, issued March 24, 2014, 12VAC30-50, no charge for memo copy.

Special 4/3/2014 Medicaid Memo, Molecular Pathology Codes No Longer Requiring a Service Authorization - Effective May 1, 2014, issued April 3, 2014, 12VAC30-50, no charge for memo copy.

Special 4/3/2014 Medicaid Memo, ID and DD Respite Service Authorizations - Effective April 1, 2014, issued April 3, 2014, 12VAC30-50, no charge for memo copy.

Special 4/16/2014 Medicaid Memo, Update to Hospital Presumptive Eligibility - Effective April 28, 2014, issued April 16, 2014, 12VAC30-50, no charge for memo copy.

Special 4/21/2014 Medicaid Memo, Ending of Service Authorization Requirements for Vision Codes - Effective May 1, 2014, issued April 21, 2014, 12VAC30-50, no charge for memo copy.

Special 5/13/2014 Medicaid Memo, Updates to Telemedicine Coverage, issued May 13, 2014, 12VAC30-50, no charge for memo copy.

Special 5/20/2014 Medicaid Memo, DD Case Management Training and Data Collection - Effective June 1, 2014, issued May 20, 2014, 12VAC30-50, no charge for memo copy.

Special 5/20/2014 Medicaid Memo, ICD-10 Fee-for-Service Testing, issued May 20, 2014, 12VAC30-50, no charge for memo copy.

Special 5/20/2014 Medicaid Memo, Implementation on Quality Service Reviews (QSR) Pursuant to the Commonwealth's Settlement Agreement with the U.S. Department of Justice (DOJ), issued May 20, 2014, 12VAC30-50, no charge for memo copy.

Special 5/30/2014 Medicaid Memo, Medicaid Managed Care Program Name Change and Program Enhancements - Effective July 1, 2014, issued May 30, 2014, 12VAC30-50, no charge for memo copy.

Special 6/5/2014 Medicaid Memo, Virginia Medicaid Preferred Drug List (PDL) Program Changes, Drug Utilization Review (DUR) Board Approved Drug Service Authorization (SA) Requirements - Effective July 1, 2014; DUR Service Authorization Requirements for Antipsychotics and DMAS' Policy on Submission of 340B Pharmacy Claims, issued June 5, 2014, 12VAC30-50, no charge for memo copy.

Special 6/9/2014 Medicaid Memo, New Requirements for Billing of Services Provided under Arrangement Furnished to Medicaid Members under the Age of 21 in Residential Treatment Centers - Level C or Freestanding Psychiatric Hospitals, issued June 9, 2014, 12VAC30-50, no charge for memo copy.

Special 6/11/2014 Medicaid Memo, National Drug Code (NDC) and Unit of Measure (UOM) Required for All Drug Related Health Care Procedure Coding System Codes - Effective May 26, 2014 - REVISED, issued June 11, 2014, 12VAC30-50, no charge for memo copy.

Special 6/18/2014 Medicaid Memo, Beneficiary Choice in Health Care Decisions, issued June 18, 2014, 12VAC30-50, no charge for memo copy.

Special 6/25/2014 Medicaid Memo, Implementation of Nursing Facility Price-Based Payment Methodology - revised, issued June 25, 2014, 12VAC30-50, no charge for memo copy.

Special 6/25/2014 Medicaid Memo, Composition of Pre-Admission Screenings for Teams, issued June 25, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, No Inflation Adjustment for Home Health Providers - Effective July 1, 2014, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, No Inflation Adjustment for Outpatient Rehabilitation Agencies - Effective July 1, 2014, through June 30, 2016, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, Rate Changes for Clinical Laboratory Services - Effective July 1, 2014, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/2/2014 Medicaid Memo, Modify Durable Medical Equipment (DME) Rates to Match Medicare Competitive Bid Rates, issued July 2, 2014, 12VAC30-50, no charge for memo copy.

Special 7/9/2014 Medicaid Memo, Nutritional Counseling for Children under the Age of 21 and Pregnant Women - Service Unit Changes for CPT Codes 97802 and 97803 - Effective 4/1/2014 - revised, issued July 9, 2014, 12VAC30-50, no charge for memo copy.

Special 7/24/2014 Medicaid Memo, New Expedited Managed Care Enrollment Process for Medallion 3.0 Enrollees, issued July 24, 2014, 12VAC30-50, no charge for memo copy.

Special 7/28/2014 Medicaid Memo, Commonwealth Coordinated Care Program Update, issued July 28, 2014, 12VAC30-50, no charge for memo copy.

Special 8/20/2014 Medicaid Memo, Inpatient Hospital Reimbursement Changes - Effective October 1, 2014 - All Patient Refined Diagnosis-Related Group Grouper, issued August 20, 2014, 12VAC30-50, no charge for memo copy.

Special 9/19/2014 Medicaid Memo, Health and Acute Care Program (HAP) - Effective December 1, 2014, issued September 19, 2014, 12VAC30-50, no charge for memo copy.

Special 9/26/2014 Medicaid Memo, Implementation of Nursing Facility Price-Based Payment - Effective November 1, 2014, issued September 26, 2014, 12VAC30-50, no charge for memo copy.

Special 10/1/2014 Medicaid Memo, Medicare Crossover Billing Instructions on the Paper CMS 1500 (02-12) Form - Effective November 2, 2014, issued October 1, 2014, 12VAC30-50, no charge for memo copy.

Special 10/7/2014 Medicaid Memo, New Regulations for Temporary Detention Orders (TDOs) and Emergency Custody Orders (ECOs), issued October 7, 2014, 12VAC30-50, no charge for memo copy.

Special 10/7/2014 Medicaid Memo, Medallion 3.0 Change - MajestaCare Exiting the Western, Roanoke and Allegheny Regions - Effective December 1, 2014, issued October 7, 2014, 12VAC30-50, no charge for memo copy.

Special 10/24/2014 Medicaid Memo, Exceptional Supports Reimbursement Rate - Effective November 1, 2014, issued October 24, 2014, 12VAC30-50, no charge for memo copy.

Guidance Documents

Special 12/3/2014 Medicaid Memo, Virginia Governor's Access Plan for the Seriously Mentally Ill (GAP), issued December 3, 2014, 12VAC30-50, no charge for memo copy.

Special 12/5/2014 Medicaid Memo, Virginia Medicaid Preferred Drug List (PDL) Program Changes Effective January 1, 2015, Drug Utilization Review (DUR) Board Approved Drug Service Authorization (SA) Requirements, DMAS Policy Medicaid Coverage of Physician Administered Drugs and Devices, Submission of Partial Fills for CII Drugs by Long-term Care Facilities, Provider Enrollment and Screening Requirements, and Submission of DAW9 Code, issued December 5, 2014, 12VAC30-50, no charge for memo copy.

Special 12/17/2014 Medicaid Memo, Reinstatement of FAMIS MOMS - Effective December 1, 2014, issued December 17, 2014, 12VAC30-50, no charge for memo copy.

Guidance Documents:

1/30/2008 Guidance Memorandum, Transportation Coverage for Adult Dental Services, issued January 30, 2008, no charge for memo copy.

2/6/2008 Guidance Memorandum, Early Periodic Screening Diagnosis and Treatment (EPSDT) Private Duty Nursing Services, issued February 6, 2008, no charge for memo copy.

7/2008 Fact Sheet, Estate Recovery Fact Sheet, issued July 2008, no charge for copy.

Provider Manuals:

Copies of DMAS Provider Manuals are available at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderManual>

Alzheimer's Assisted Living Waiver Provider Manual, second edition, issued February 27, 2013, continuously revised, 12VAC30-120-1600 through 12VAC30-120-1660, \$24

BabyCare Provider Manual, second edition, issued June 24, 1999, continuously revised, 12VAC30-50, \$24

Children's Mental Health Program Provider Manual, issued December 11, 2007, continuously revised, 12VAC30-135-1000 through 12VAC30-135-1940, \$24

Community Mental Health Rehabilitative Services Provider Manual, first edition, issued August 1, 2000, continuously revised, 12VAC30-50, \$28

Durable Medical Supplies and Equipment Provider Manual, second edition, issued February 1, 2000, continuously revised, 12VAC30-50-95 et seq., \$28

Early Intervention Services Manual, first edition, issued on September 9, 2009, continuously revised, 12VAC30-50-131, et seq., \$20

Elderly or Disabled with Consumer Direction Waiver Services Provider Manual, first edition, issued June 20, 2003, continuously revised, 12VAC30-50, \$36

Freestanding Renal Dialysis Clinic Provider Manual, second edition, issued May 21, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

Home Health Provider Manual, second edition, issued June 1, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

Hospice Provider Manual, second edition, issued April 1, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

Hospital Provider Manual, second edition, issued November 1, 2000, continuously revised, 12VAC30-50-95 et seq. and 12VAC30-70 Part V, \$32

Independent Laboratory Provider Manual, second edition, issued June 15, 1999, continuously revised, 12VAC30-50-95 et seq., \$20

Individual and Family Developmental Disabilities Support Waiver Services Manual, issued October 1, 2003, continuously revised, 12VAC30-120-700 et seq., \$24

Local Education Agency Provider Manual, first edition, issued August 11, 2010, continuously revised, 12VAC30-50-130, \$24

Mental Health Clinic Provider Manual, second edition, issued April 14, 2000, continuously revised, 12VAC30-50, \$24

Mental Retardation/Intellectual Disability Community Services Provider Manual, first edition, issued May 1, 2001, continuously revised, 12VAC30-50, \$32

Nursing Home Provider Manual, second edition, issued April 15, 2000, continuously revised, 12VAC30-90 Part II, \$32

Pharmacy Provider Manual, second edition, issued April 1, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

Physician/Practitioner Provider Manual, second edition, issued February 15, 2000, continuously revised, 12VAC30-50-95 et seq., \$36

Plan First Manual, first edition, issued on April 21, 2009, continuously revised, 12VAC30-141, \$20

Podiatry Provider Manual, second edition, issued May 21, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

Pre-Admission Screening Provider Manual, first edition, issued June 20, 2003, continuously revised, 12VAC30-130 Part III, \$24

Prosthetic Device Provider Manual, second edition, issued January 4, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

Psychiatric Services Provider Manual, second edition, issued April 28, 2000, continuously revised, 12VAC30-50, \$28

Rehabilitation Provider Manual, second edition, issued February 1, 2000, continuously revised, 12VAC30-50-95 et seq., \$28

Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition, issued November 1, 2000, continuously revised, 12VAC30-120 Part II, \$24

Transportation Provider Manual, second edition, issued February 1, 1999, continuously revised, 12VAC30-50-95 et seq., \$20

Vision Provider Manual, second edition, issued July 15, 1999, continuously revised, 12VAC30-50-95 et seq., \$24

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/medicine> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at medbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board, at the address above or by telephone at (804) 367-4600. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm

85-1, Bylaws of the Board of Medicine, reapproved April 5, 2013

85-2, Assistant Attorney General Opinion of October 25, 1986 on Who Can Do a School Physical Examination

85-3, Board Motion on Process for an Applicant Requesting an Informal Conference, adopted June 22, 2006

85-4, Acceptance of Providers of Approved Continuing Education (PACE) for Chiropractic CE, adopted February 19, 2015

85-5, Guidance of Questions Concerning Medical Records, revised June 22, 2006

85-6, Guidance on Competency Assessments for Three Paid Claims, revised July 2, 2011

85-7, Guidance on Light-Based Hair Removal in Physician Practices, adopted February 21, 2008

85-8, Authority for Physician Assistants to Write Do Not Resuscitate Orders, adopted February 23, 2012

85-9, Policy on United States Medical Licensing Exam Step Attempts, adopted October 24, 2013

85-10, High-Risk Pregnancy Disclosures for Licensed Midwives, revised October 22, 2015

85-11, Sanctioning Reference Points Instruction Manual, revised by Board, August 2011

85-12, Telemedicine, adopted February 19, 2015

85-13, Board Motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004

85-14, Procedure for Enforcement of Continuing Competency Requirements, adopted June 18, 2015

85-15, Board Motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004

85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine, revised December 3, 2007

85-18, Practitioners' Help Section, Definitions and Explanations for Terminology Used in Practitioner Profile System and Frequently Asked Questions, revised November 22, 2010

85-19, Practitioner Information System - Glossary of Terms, revised November 22, 2010

85-20, Official Opinion of the Attorney General, December 1992 on Employment of Surgeon by a Nonstock, Nonprofit Corporation

85-21, Official Opinion of the Attorney General, May 1995 on Employment of Physician by a For-Profit Corporation

85-23, Policy of the Virginia Board of Medicine on the Use of Confidential Consent Agreements, October 9, 2003

85-24, Board Motion, Adoption of Federation of State Medical Boards Model Policy for the Use of Controlled Substances for the Treatment of Pain, revised October 24, 2013

85-25, Board Motion, Process for Delegation of Informal Fact-finding to an Agency Subordinate, October 14, 2004

85-26, Laws Pertaining to the Practice of Licensed Midwives, revised June 20, 2013

85-27, Role of Licensed Midwives in Newborn Hearing Screening, Documentation, and Reporting, revised June 20, 2013

DEPARTMENT OF MILITARY AFFAIRS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Headquarters of the Department of Military Affairs, Office of the Director of Personnel and Administration, 5901 Beulah Road, Sandston, VA 23150. Copies may be obtained free of

Guidance Documents

charge by contacting Stephen Huxtable at the same address, telephone (804) 236-7890, or email stephen.l.huxtable.nfg@mail.mil.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Huxtable at the address above.

Guidance Documents:

VaARNG Regulation No. 56-3/VaANG Instruction No. 24-301, Registration of Privately Owned Vehicles by Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised December 1, 2003, § 46.2-725, 46.2-744 and 46.1-105.9

VaARNG Regulation No. 56-5/VaANG Instruction No. 24-3011, Registration of Privately Owned Vehicles by Retired Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised May 1, 2000, §§ 46.2-725, 46.2-726 and 46.2-765.5

VaARNG Regulation No. 621.1, Education, Virginia National Guard Tuition Assistance Program, July 1, 2010, § 23-7.4:2

VaARNG Regulation No. 405-1, Armory Management, Army Control Board and Non-Military Use of Armories, July 15, 1994, § 44-135.1

VIRGINIA MILITARY INSTITUTE

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 4:30 p.m. in the office of the Chief of Staff, 201 Smith Hall, Lexington, VA 24450. Copies may be obtained free of charge by contacting Katrina Butner at the same address, telephone (540) 464-7104, FAX (540) 464-7660, or email butnerkk@vmi.edu. The documents are also available using the links shown on the document list below.

Questions regarding interpretation or implementation of these documents may be directed to Colonel James Inman, VMI Chief of Staff, 201 Smith Hall, Lexington, VA 24450, telephone (540) 464-7104 and FAX (540) 464-7660.

Guidance Documents:

Board of Visitors Bylaws, http://www.vmi.edu/Administration/BOV/Board_of_Visitors/, revised May 2015; § 23-2.04.

Board of Visitors Statement of Governance, http://www.vmi.edu/Administration/BOV/Board_of_Visitors/, issued September 2013; § 23-2.04.

General Orders (Policies and Procedures), <http://www.vmi.edu/content.aspx?id=36119>, policies reviewed on rotating basis and updated as needed, latest revisions August 2015.

Overarching Institute Regulations, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, revised May 2015.

Institute Regulations Part I, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, revised September 2012.

Institute Regulations Part II, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, revised November 2014.

Academic Regulations, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, revised May 2015.

Athletic Regulations, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, issued October 2004.

Faculty Handbook, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, revised September 2014.

Administrative and Professional Faculty Handbook, http://www.vmi.edu/Administration/Chief_of_Staff/Institute_Regulations/Institute_Regulations/, revised November 2011.

2015-16 Academic Catalog, <http://catalog.vmi.edu/index.php>, revised August 2015.

Annual Security Report, http://www.vmi.edu/uploadedFiles/Administration/VMI_Police/2014%20Annual%20Security%20Report%5B1%5D.pdf, revised October 2015; 20 USC § 1092.

DEPARTMENT OF MINES, MINERALS AND ENERGY

This list meets the requirements of §§ 2.2-4008 and 2.2-4101 of the Code of Virginia. Questions regarding this list of guidance documents may be directed to Michael Skiffington, Regulatory Coordinator, Department of Mines, Minerals and Energy, 1100 Bank Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or email mike.skiffington@dmme.virginia.gov.

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

Division of Mines

Study and Instruction Material

Study and instruction materials relating to coal mine safety are available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Carroll Green, Inspector

Supervisor, Division of Mines, at the same address, telephone (276) 523-8232, or FAX (276) 523-8239.

Notices and Memorandum to Operators

Division of Mines Notices and Memorandum to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Randy Moore, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Procedures

Division of Mines procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq. of the Code of Virginia

Questions regarding interpretation or implementation of these procedures may be directed to Randy Moore, Chief, Division of Mines, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq. of the Code of Virginia.

Questions regarding interpretation or implementation of these documents may be directed to Mike Willis, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Division of Mined Land Reclamation

Memoranda

Division of Mined Land Reclamation Memorandum may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Cindy Ashley, telephone (276) 523-8233, (276) 523-8235, or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Harve Mooney, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157, or FAX (276) 523-8163.

Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Cindy Ashley, telephone (276) 523-8233, (276) 523-8235, or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Harve Mooney, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, (276) 523-8157, or FAX (276) 523-8163.

Other Documents

Other documents issued by the Division of Mined Land Reclamation may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Cindy Ashley, telephone (276) 523-8233, (276) 523-8235, or FAX (276) 523-8141.

Division of Mineral Mining

Documents and Communication Memoranda

Division of Mineral Mining documents and communication Memorandum may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311, or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

Procedures

Division of Mineral Mining procedures may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311, or FAX (434) 951-6325. These procedures are used by agency staff to implement 4VAC25-31, 4VAC25-35, and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

Guidance Documents

Forms

Division of Mineral Mining forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311, or FAX (434) 951-6325. These forms are used by agency staff to implement 4VAC25-31, 4VAC25-35, and 4VAC25-40.

Questions regarding interpretation or implementation of these forms may be directed to Phil Skorupa, same address, telephone (434) 951-6312, or FAX (434) 951-6325.

Division of Gas and Oil

Memoranda to Operators and Bulletins

Division of Gas and Oil Memorandum to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. Drawer 159,135 Highland Drive, Lebanon, VA 24266. Copies may be obtained by contacting Sarah Gilmer at the same address, telephone (276) 415-9700, or FAX (276) 415-9671.

Questions regarding interpretation or implementation of these documents may be directed to Rick Cooper, Director, Division of Gas and Oil, same address and telephone.

Forms

Division of Gas and Oil forms may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. Drawer 159,135 Highland Drive, Lebanon, VA 24266. Copies may be obtained by contacting Sarah Gilmer at the same address, telephone (276) 415-9700, or FAX (276) 415-9671.

Questions regarding interpretation or implementation of these forms may be directed to Rick Cooper, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

[DM-14-05-2015, 2015 Certification Examination Schedule, 8/27/2014](#)

[DM-14-06, Division of Mines Certification Examinations Available Online, 9/19/2014](#)

[DM-14-07, DMME Mine Incident Response, Rescue and Recovery Plan, 12/2/2014](#)

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MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed on regular work days between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100, ext. 3001, FAX (804) 367-1053, or email alice.weedon@mvdv.virginia.gov. The documents are also available at the links shown on the document list below.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, telephone (804) 367-1100, ext. 3002, FAX (804) 367-1053, or email bruce.gould@mvdv.virginia.gov.

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DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular work days 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Many of these documents are available on the DMV website at <http://www.dmv.virginia.gov/forms/>. Copy and paste the links into your browser or click on the links below. Copies totaling fewer than 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of \$.50 per page. Requests for copies of these documents may

Guidance Documents

be made by contacting Melissa Velazquez at the same address, telephone (804) 367-1844, FAX (804) 367-4336, or email melissa.velazquez@dmv.virginia.gov.

Guidance Documents:

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Review and Issuance of Personalized License Plates, 7/12/13

Driver's Manual Course Curriculum, 10/1/15

Sample Virginia Addendum

NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during normal business hours from 8 a.m. to 5 p.m. in the Harrison B. Wilson Archives at Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of

charge by contacting Annette Montgomery at (757) 823-2003, Fax (757) 823-2005, or email amontgomery@nsu.edu. The documents are also available online at www.nsu.edu.

Unless otherwise noted, questions regarding the interpretation or implementation of these guidance documents may be directed to Clementine S. Cone, Executive Assistant to the President for University Compliance, telephone (757) 823-8485, FAX (757) 823-2342, or email cscone@nsu.edu.

Guidance Documents:

Board of Visitors Bylaws, <https://www.nsu.edu/Assets/websites/bov/documents/Bylaws.pdf>

University Policy Library, <https://www.nsu.edu/president/policy-library/index>

Parking Regulations (Last updated: June 1, 2015), <https://www.nsu.edu/finance/parking/parking-rules-and-regulations>

Safety and Campus Security (Last updated: October 1, 2015), <https://www.nsu.edu/Assets/websites/police/security-booklet/NSU-Security-Booklet.pdf>

Student Handbook (Last updated: December 1, 2015), <https://www.nsu.edu/Assets/websites/student-affairs/student-handbook/NSU-Student-Handbook.pdf>

Questions regarding the interpretation and enforcement of the Teaching Faculty Handbook and the Graduate and Undergraduate Catalogs should be directed to Dr. Mildred Fuller, Vice Provost at (757) 823-8408 or email mkfuller@nsu.edu.

Guidance Documents:

Teaching Faculty Handbook (Revised: August 28, 2015), <https://www.nsu.edu/Assets/websites/provost/forms/pdf/Teaching-Faculty-Handbook.pdf>

NSU Graduate Catalogue (Last updated: June 1, 2015), <https://www.nsu.edu/Assets/websites/catalogs/graduate/graduate-catalog.pdf>

NSU Undergraduate Catalogue (Last updated: June 1, 2015), <https://www.nsu.edu/Assets/websites/catalogs/undergraduate/Undergraduate-catalog.pdf>

BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/nursing> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at nursebd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or

requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board, at the address above or by telephone at (804) 367-4515. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/nursing/nursing_guidelines.htm

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90-4, Opinion on How Licensure as a Nurse Relates to Service on a Volunteer Rescue Squad, revised by Board Motion, revised November 18, 2003, and reviewed August 22, 2012

90-5, Board Opinion of the Administration of Neuromuscular Blocking Agents by Nurses, adopted November 1990, revised by Board motion, November 18, 2003

90-6, Peripherally Inserted Central Catheters and Removal by Registered Nurses, revised September 11, 2012

90-7, Sanctioning Reference Points Instruction Manual, revised June 1, 2013

90-8, Delegation of Task of Obtaining Specimens to Unlicensed Personnel, revised September 11, 2012

90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, revised July 17, 2013

90-10, Guidelines for Processing Applications for Licensure by Examination, Endorsement, and Reinstatement, revised November 17, 2015

90-11, Continuing Competency and Protocol Requirements Violations for Nurse Practitioners, revised by Board of Nursing July 14, 2015 and Board of Medicine June 18, 2015

90-12, Delegation of Authority to Board of Nursing Registered Nurse Education and Discipline Staff, revised November 17, 2015

90-15, Use of Cervical Ripening Agents, revised November 18, 2003, and reviewed August 22, 2012

90-16, Evaluation Form and Protocols for Adult Immunizations, revised February 24, 2013

90-17, Opinion of Cutting of Corns and Warts with a Scalpel by Licensed RN or Licensed LPN, revised November 18, 2003, and reviewed August 22, 2012

90-19, Epidural Anesthesia by Registered Nurses, revised September 11, 2012

90-20, Nursing Employment Practice under Board-Ordered Probation, adopted May 15, 2012

90-21, Clinical Learning Experiences in RN and LPN Educational Programs, adopted July 17, 2012

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90-24, Use of Simulation in Nursing Education Programs, reaffirmed March 19, 2013

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90-33, Authority of Licensed Nurse Practitioners to Write Do Not Resuscitate Orders, revised by Board of Nursing on July 17, 2012, and by the Board of Medicine on August 3, 2012

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90-38, Disposition of Cases against Nurses Practicing with Expired Licenses, revised January 29, 2013

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90-46, Administration of Over-the-Counter Drugs by Certified Nurse Aides, revised January 29, 2013

90-47, Guidance on Massage Therapy Practice and Use of Titles, revised November 20, 2013

90-48, Use of Social Media by Practitioners Regulated by the Board, May 17, 2012

Guidance Documents

90-52, Delegation of the Removal of Venous and Arterial Sheaths by Registered Nurses to Unlicensed Personnel Not Permitted, revised September 11, 2012

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90-62, Medication Administration Training Curriculum, adopted November 18, 2014

90-63, Registered Nurses and Procedural Sedation, adopted November 17, 2015

90-64, Telemedicine for Nurse Practitioners, adopted July 14, 2015

OLD DOMINION UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the University Policy Manager/Executive Secretary to the Board of Visitors, Koch Hall, Room 2010 E, Norfolk, VA 23529. Copies may be obtained, free of charge, by contacting Donna Meeks at the same address, telephone (757) 683-3072, or email dmeeks@odu.edu. All of the documents are available at www.odu.edu and may be viewed using the links below. Questions regarding interpretation or implementation of these guidance documents should also be directed to Ms. Meeks.

Guidance Documents:

[Board of Visitors Bylaws](#)

[Board of Visitors Policies](#)

[University Policies and Procedures](#)

[Teaching and Research Faculty Handbook](#)

[Adjunct Faculty Handbook](#)

[Administrative and Professional Faculty Guidebook](#)

[Classified Employee Guidebook](#)

[Wage Employee Guidebook](#)

[Undergraduate Catalog, 2014-2015](#)

[Graduate Catalog, 2013-2014](#)

[Gun and Weapon Regulation](#)

[Parking Regulations](#)

BOARD OF OPTOMETRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/optometry> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at optbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director of the Board, at the address above or by telephone at (804) 367-4508. Copies are free of charge.

Guidance Documents:

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105-10, End of a Contact Lens Fitting, adopted May 12, 2012

105-11, Disposition of Cases Involving Practicing with an Expired License, adopted February 8, 2012

105-12, Continuing Education Audits and Sanctions for Noncompliance, adopted July 20, 2011

105-13, Guidance on Performing Free Eye Screenings, adopted May 11, 2011

105-14, Bylaws of the Board of Optometry, revised May 16, 2014

105-17, Guidelines on Use of "O.D." or "Optometrist" in Advertising, adopted February 1997, reaffirmed July 15, 2010

105-26, Board Motion on Delegation of Informal Fact-Finding to an Agency Subordinate, revised September 2010

105-28, Instruction Manual on Use of Sanction Reference Points, revised July 2011

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Copies of the following document may be obtained at no charge either online at <http://www.vaboard.org/grants.htm> or may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Board for People with Disabilities (VBPD), Washington Building, 1100 Bank Street, 7th Floor, Richmond, VA 23219.

Copies may be obtained free of charge by contacting Nan Pemberton, VBPD Director of Administration, by email at nan.pemberton@vbpd.virginia.gov or by telephone at (804) 786-7335 or for TTY/Voice at (804) 846-4464. Alternate formats are available upon request.

Questions regarding implementation of this document may be directed to Nan Pemberton, VBPD Director of Administration, by email at nan.pemberton@vbpd.virginia.gov or by telephone at (804) 786-7335 or for TTY/Voice at (804) 846-4464.

Based on available funding, VBPD may or may not issue a request for proposals (RFP) each December. The Grants Manual is revised/updated in each year when a RFP is issued, and is posted online at the VBPD website with the RFP.

Guidance Document:

[Grants Manual](#), revised January 2015

BOARD OF PHARMACY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Pharmacy> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at pharmbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Caroline D. Juran, Executive Director of the Board, at the address above or by telephone at (804) 367-4456. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm

110-1, List of Categories of Facility Licenses and a Brief Description of Each, revised September 2009

110-2, Instructions for Applicants for Pharmacist Licensure, revised September 2009

110-3, Guidance on Alternative Delivery of Prescriptions, Pharmacy to Physician or Pharmacy to Controlled Substance Registration Type of Delivery, revised September 9, 2014

110-4, Continuing Education Guide for Pharmacists, revised December 2015

110-5, Instructions and Forms for Reporting of Thefts or Losses of Drugs, February 2009

110-6, Sanctions for Noncompliance with Reporting to the Prescription Monitoring Program, revised March 12, 2013

110-7, Practitioner/Patient Relationship and the Prescribing of Drugs for Family or Self, revised September 2015

110-8, Information on Prescriptive Authority in Virginia, revised December 2015

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, revised December 9, 2014

110-10, Board Guidance on Dispensing of Drugs from Mobile Vans, revised April 2006

110-11, Board Guidance on Proof of Identity for Schedule II Drugs, revised July 1, 2011

110-12, Bylaws of the Board of Pharmacy, revised December 9, 2014

110-13, Consent Order for the Board of Pharmacy vs. CVS/Pharmacy, Case Decision Holding the Corporate Owner Responsible for Violations of Pharmacy Laws and Regulations, October 9, 1997

110-14, Consent Order for the Board of Pharmacy vs. Eckerd Corporation, Case Decision Holding the Corporate Owner Responsible for Violations of Pharmacy Laws and Regulations, August 19, 1997

110-15, Delegation of Authority in Disciplinary Matters, adopted June 8, 2011

110-16, Board Guidance on Performing Inventories, adopted September 20, 2011

110-17, Instructions for Graduates of Foreign Schools of Pharmacy, revised December 12, 2013

110-18, Advance Preparation of Medications for Administration, revised September 29, 2015

110-19, Transferring Valid Orders between Medical Equipment Providers, revised July 1, 2013

110-20, Practice as a Pharmacy Technician Trainee, adopted June 12, 2012

110-21, Sanction Reference Points Manual, revised September, 2013

110-22, Dispensing Records; Identification of Pharmacist, revised December 12, 2013

110-23, Monetary Penalties for Inspection Deficiencies for Physicians Selling Controlled Substances, adopted March 26, 2014

110-24, Competency Examination Required and Passing Score, adopted June 2009

Guidance Documents

110-25, Guidance for Life of a Prescription after a Prescriber no Longer in Practice, September 3, 2008

110-26, Re-Dispensing Drugs Previously Dispensed in Compliance Packaging, adopted September 29, 2015

110-27, Pharmacist-in-Charge Responsibilities, revised December 1, 2015

110-28, Guidance for Free Clinic Pharmacy Permit Applicants, revised September 2009

110-29, Guidance for Physician Dispensing, revised February 2011

110-30, Drugs within Animal Shelters and Pounds, revised March 2011

110-31, Approved Capture Drugs and Drug Administering Equipment, Directive from the State Veterinarian, revised June 2007

110-32, Use of a Drop-Box for the Collection of Prescriptions, adopted December 12, 2007

110-33, Pharmacy Interns as Pharmacy Technicians, Pharmacy Technician Ratio, revised September 2009

110-34, Manufacturer and Wholesale Distributor Licensure, revised September 29, 2015

110-35, Requirements for Prescription Blanks, revised May 2013

110-36, Compliance with United States Pharmacopeia Standards for Compounding, revised December 1, 2015

110-37, Guidance for Conducting Informal Fact-Finding by an Agency Subordinate, revised June 8, 2011

110-38, Requirement for Nonresident Pharmacies to Submit Current Inspection Report, revised June 4, 2014

110-40, Storage of Schedule II Drugs in a Pharmacy, adopted June 2, 2014

110-41, Changes a Pharmacist May Make to a Schedule II Prescription, revised December 14, 2011

110-42, Continuing Education Audit and Recommended Sanctions, adopted March 11, 2009

110-43, Dispensing with an Authorized Generic, adopted December 12, 2012

BOARD OF PHYSICAL THERAPY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/PhysicalTherapy> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or

requested by email at ptboard@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4674. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/PhysicalTherapy/physther_guide_lines.htm

112-1, Bylaws of the Board of Physical Therapy, revised January 27, 2006

112-2, Board Guidance on the Use of Confidential Consent Agreements, October 24, 2003

112-3, Board Guidance for Conduct of an Informal Conference by an Agency Subordinate, October 29, 2004

112-4, Board Guidance on Requirement for Licensure for Instructors in a Physical Therapy Program, adopted July 11, 2003, readopted January 19, 2007

112-5, Board Guidance on Acceptance of TOEFL iBT as Equivalent to TOEFL and TSE Examinations, adopted October 28, 2005, readopted January 19, 2007

112-6, Board Guidance on Licensure of Kinesiotherapists as Physical Therapists, adopted July 11, 2003, readopted January 19, 2007

112-7, Board Guidance on Physical Therapists and Individualized Educational Plans in Public Schools, November 15, 2002

112-8, Board Guidance on Review of Nonroutine Applications from Nonapproved Schools, adopted March 7, 2003, readopted January 19, 2007

112-9, Board Guidance on Use of Dry Needling in Physical Therapy, revised August 26, 2010

112-10, Board Guidance on Credits for Continuing Competency Requirements, revised November 16, 2012

112-11, Board Guidance on Functional Capacity Evaluations, adopted August 20, 2004, readopted January 19, 2007

112-12, Board Guidance on Physical Therapy Services in Home Health, readopted January 19, 2007

112-13, Approval of a Traineeship, revised August 6, 2014

112-14, Board Guidance on Electromyography (EMG) and Sharp Debridement in the Practice of Physical Therapy, adopted October 26, 2007

112-15, Board Guidance on Supervision of Unlicensed Persons in any Setting, adopted April 3, 2009

112-16, Board Guidance on Use of Initials with Practitioner's Name, revised August 26, 2010

112-17, Sanction Reference Points Manual, revised May 2012

112-18, Disciplinary Action for Practicing with an Expired Letter, adopted February 17, 2012

112-19, Performance of International Normalized Ratio Tests by Physical Therapists in Home Health Settings, adopted February 17, 2012

112-20, Supervision of Students in Nonapproved Physical Therapy and Physical Therapy Assistant Programs, adopted November 16, 2012

112-21, Telehealth for Physical Therapy Practice, adopted November 20, 2015

112-22, Auditing for Continuing Education Requirements, adopted August 11, 2015

DEPARTMENT OF PLANNING AND BUDGET

Copies of the following document may be viewed during regular work days from 9 a.m. to 5 p.m. at the Virginia Department of Planning and Budget located in the Patrick Henry Building, 1111 East Broad Street, Fifth Floor, Room 5040, Richmond, VA 23219. Copies may also be requested by contacting Melanie West at melanie.west@dpb.virginia.gov. Questions regarding interpretation or implementation of these documents may be directed to Melanie K. West, at the address above or by telephone at (804) 786-8812. Copies are free of charge.

Guidance Document:

[2872, Virginia Regulatory Town Hall Website User Manual](#), 11/1/2014

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. to 5 p.m. in the Information Management Section of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (866) 254-0312, or email publicrecords@dpor.virginia.gov. Documents are available electronically at no charge on the Regulatory Town Hall at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Information Management Director, Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8583, FAX (866) 254-0312, or email dawn.waters@dpor.virginia.gov.

Guidance Documents (applicable to all boards and the department):

[3295, Guidelines for the Evaluation of the Need to Regulate Professions and Occupations](#), 6/2/2003

[5534, Restricted Participation in Examination Development and Review](#), 6/3/2014

[5816, 2015_16 New Board Member Manual](#), 7/1/2015

[Policy #100-01, Establishing and Revising Policies and Related Procedures](#), 9/21/2009

[Policy #100-02, Americans with Disabilities Act Compliance](#), 10/14/2014

[Policy #100-03, Employee Use of Social Media](#), 3/14/2013

[Policy #100-04, Release of Information](#), 4/1/2015

[Policy #100-05, License Suspensions](#), 9/18/2009

[Policy #100-06, Subpoenas, Service of Process, and Notices](#), 9/18/2009

[Policy #100-09, Gifts and Honoraria](#), 9/23/2009

[Policy #100-14, Public Service Hours](#), 9/24/2009

[Policy #100-18, Alternative Dispute Resolution](#), 9/25/2009

[Policy #100-19, Ethics](#), 11/1/2012

[Policy #200-18, Equal Employment Opportunity](#), 3/17/2010

[Policy #300-01, Regulant Name and Address Change](#), 10/9/2009

[Policy #300-02, Application and Application Fee Expiration](#), 10/31/2011

[Policy #300-03, Expedited Licensing of Military Spouses](#), 7/1/2014

[Policy #500-01, Purchasing](#), 12/16/2009

[Policy #500-02, Contract and Purchase Order Modifications](#), 1/30/2008

[Policy #600-01, Examination Fees](#), 3/17/2010

[Policy #600-02, Examination Site Conduct](#), 6/26/2014

[Policy #600-03, Restricted Participation in Examination Development and Review](#), 6/3/2014

[Policy #700-03, Accounts Receivable and Debt Collection](#), 2/10/2012

[Policy #700-04, Revenue Refunds](#), 2/10/2012

[Policy #800-01, Criminal History Information and Online Public Records Information](#), 6/13/2011

[Policy #800-02, Complaints against Regulators](#), 3/5/2010

Guidance Documents

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

Guidance Documents:

1061, [APELSCIDLA Board Sanction Guidelines before 7/1/99, 3/6/2003](#)

1062, [APELSCIDLA Board Sanction Guidelines after 7/1/99, 3/6/2003](#)

4426, [Requirements for the Use of Topographic Surveys, Orthographic Maps, or other Geospatial Data in Virginia, 9/15/2015](#)

4919, [Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators, 3/17/2015](#)

4987, [Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations, 6/18/2012](#)

Virginia Board for Asbestos, Lead, and Home Inspectors

Guidance Documents:

4498, [Asbestos Regulation Interpretation, 8/23/2011](#)

4499, [Lead Regulation Interpretation, 8/23/2011](#)

4500, [Home Inspectors Regulation Interpretation, 8/23/2011](#)

5231, [Certified Home Inspector Requirement for General Liability Insurance, 2/7/2013](#)

5368, [Certified Home Inspector Written Competency Examination, 11/14/2013](#)

5499, [Lead-Based Paint Activities Regulations Interpretations and Policies, 2/6/2014](#)

5584, [Review of ALHI Applications with Criminal Convictions, 8/7/2014](#)

5590, [Home Inspector Minimum Insurance Coverage, 11/6/2014](#)

5707, [Identity Requirements for Asbestos and Lead Licensing and Home Inspector Certification, 2/5/2015](#)

5747, [Requirements for Individuals Who Analyze Phase Contrast Microscopy \(PCM\) Air Samples Onsite, 5/14/2015](#)

5834, [Lead Inspector Training Variance, 2/6/2014](#)

Auctioneers Board

See guidance documents applicable to all boards and the department.

Board for Barbers and Cosmetology

Guidance Documents:

5238, [Assessment of a Student's Competence in Esthetics, 2/11/2013](#)

5239, [Post-Secondary Educational Level, 11/8/2010](#)

5318, [Nontraditional Classroom Instruction, 8/11/2014](#)

5319, [Approved Health Education Providers, 5/11/2015](#)

5502, [Guidance Document - Barber and Cosmetology School Awarding Credits and/or Hours to Transfer Students, 5/12/2014](#)

5503, [Guidance Document - Substantial Equivalence, 8/11/2014](#)

5593, [Endorsement Candidate from State Offering Only One Licensing Exam, 11/17/2014](#)

5594, [Cosmetology Examiners, 11/17/2014](#)

5856, [Esthetics - Applying Makeup and Eyelashes, 11/2/2015](#)

Policy #800-03, [Random Inspections of Board for Barbers and Cosmetology Licensees, 7/10/2009](#)

Board for Branch Pilots

Guidance Document:

5008, [Branch Pilot Renewal Requirements, 8/1/2012](#)

Cemetery Board

Guidance Documents:

3730, [Sample General Price List, 10/23/2008](#)

5752, [Financial Report and Report Prepared by Independent Certified Public Accountant, 6/16/2015](#)

Common Interest Community Board

Guidance Documents:

4190, [Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant, 3/15/2010](#)

4382, [Definition of "Employee" as Used in § 54.1-2347 A of the Code of Virginia, 1/3/2011](#)

5048, [Common Interest Community Guidance Document 5, 9/20/2012](#)

5049, [Common Interest Community Guidance Document 6, 9/20/2012](#)

5308, [Letters of Credit in Lieu of Bonds, 6/27/2013](#)

5311, [Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 7/1/2014](#)

5331, [CIC Waiver of Filing Fee for Final Adverse Decision, 9/17/2013](#)

5603, [Required Documentation to Accompany Disclosure of Personal Adverse Financial History, 12/3/2014](#)

Board for Contractors

Guidance Documents:

2959, [Board for Contractors Policies and Interpretations](#), 7/31/2015

5271, [Waiver Exemption of Entry Requirements for Residential Building Energy Analysts](#), 6/24/2013

5718, [Contractors Criminal History Review Matrix](#), 7/31/2015

5719, [Contractors Financial Review Matrix](#), 10/1/2013

5724, [PSI Examination Equivalency](#), 4/15/2015

Fair Housing Board

See guidance documents applicable to all boards and the department.

Board for Hearing Aid Specialists and Opticians

Guidance Documents:

5727, [Interpretation of Board-Approved Opticianry Programs](#), 4/15/2015

5728, [Optician Test Date Requirements](#), 4/15/2015

Real Estate Appraiser Board

Guidance Documents:

2022, [Real Estate Appraisers Experience Hours](#), 11/18/2003

2920, [Signing Any Appraisal Report](#), 2/21/2006

3931, [Real Estate Appraiser - Submitting Assignments Electronically](#), 3/5/2009

Real Estate Board

Guidance Documents:

2021, [Real Estate Advisory Council's Report Regarding Post-Licensure Education](#), 7/12/2012

3178, [Proof of Financial Responsibility for Board-Approved Education Providers](#), 7/19/2007

3648, [Real Estate Pre-License Instructor Guidance Document](#), 3/24/2008

3665, [Continuing and Post License Education Course Reporting Requirements](#), 5/19/2008

3666, [Instructor Qualifications](#), 5/19/2008

3964, [Real Estate Distance Education Notarized Affidavit Requirement](#), 5/19/2009

4058, [Broker Price Opinion Guidance Document](#), 12/4/2009

4160, [Online Course Time Requirement](#), 12/17/2009

5039, [Necessity for Brokerage Agreements](#), 9/6/2012

5253, [Real Estate Board Transfer of Active Licenses](#), 5/9/2013

5529, [Real Estate Continuing Education Elective Courses](#), 5/22/2014

Board for Professional Soil Scientists, Wetland Professionals, and Geologists

See guidance documents applicable to all boards and the department.

Board for Waste Management Facility Operators

Guidance Document:

5721, [Waste Management Facility Operators Criminal History Review Matrix](#), 5/23/2013

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

Guidance Documents:

4919, [Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators](#), 3/17/2015

4920, [Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Interpretations and Policies](#), 1/12/2012

5495, [Processing of Applications Reporting Misdemeanor Convictions](#), 1/16/2014

5497, [Waterworks and Wastewater Works Operators Related Science Degree Requirements](#), 1/16/2014

5524, [Processing of Applications Pursuant to SB 657](#), 4/24/2014

5533, [Out-of-State Applicants for Onsite Sewage System Licensure](#), 4/10/2014

5554, [Waiver of Examination for Conventional Onsite Sewage System Operators in Limited Circumstances](#), 7/24/2014

5557, [Verification of Experience for Conventional and Alternative Onsite Sewage System Operator Applicants](#), 7/24/2014

BOARD OF PSYCHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/Psychology> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at psy@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle,

Guidance Documents

Executive Director of the Board, at the address above or by telephone at (804) 367-4697. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm

125-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure or Certification, adopted November 5, 2013

125-3.1, Submission of Evidence of Completion of Graduate Work, adopted February 16, 2010

125-3.2, Official Beginning of a Residency, adopted February 16, 2010

125-3.8, Flowchart and Narrative Explanation for Guidance on Conduct of an Informal Conference by an Agency Subordinate, revised September 2010

125-3.9, Policy on the Use of Confidential Consent Agreements in Lieu of Disciplinary Action by the Board, January 13, 2003

125-4, Acceptance of Certificate of Professional Qualification in Psychology Credential for Licensure by Endorsement, February 11, 2014

125-5.1, Board Guidance on Possible Disciplinary Action for Noncompliance with Continuing Education Requirements, revised February 11, 2014

125-5.2, Sanction Reference Manual, April 2009

125-6, Bylaws of the Board, revised November 5, 2013

VIRGINIA RACING COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Racing Commission at 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250. Copies may also be obtained free of charge by contacting David Lermond at the same address, telephone (804) 966-7404, or david.lermond@vrc.virginia.gov. Questions regarding interpretation of the document may be directed to David Lermond, Deputy Executive Secretary/Fiscal Officer, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7404, or email david.lermond@vrc.virginia.gov.

Guidance Documents:

VRC-001, Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances, 1/31/2014

VRC-002, Association of Racing Commissioners International Multiple Violations Penalty System, 7/31/2014

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Rail and Public Transportation is subdivided by the work unit that issued or has custody of the document.

Transit and Congestion Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of Lynne McCarthy, Public Relations and Marketing Coordinator, Virginia Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219. Copies may be obtained for a fee (varies depending on document) by contacting Lynne McCarthy at the same address, telephone (804) 786-4443, or FAX (804) 225-3664, or for free online at www.drpt.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Lynne McCarthy at the same address and phone number.

Guidance Documents:

[DRPT Public Transportation and Transportation Demand Management Grant Program Application Guidance](#) - includes guidance on applying for funds from the following state and federal programs:

State Aid Grant Programs

Operating Assistance

Capital Assistance

Demonstration Assistance

Technical Assistance

Public Transportation Intern Program

Transportation Demand Management (TDM)/Commuter Assistance

Transportation Efficiency Improvement Fund (TEIF) Projects

Senior Transportation Program

Federal Aid Grant Programs

FTA Section 5303 - Metropolitan Planning

FTA Section 5304 - Statewide Planning

FTA Section 5307 - Small Urban Areas Program

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities

FTA Section 5311 - Rural Areas

FTA Section 5316 - Jobs Access and Reverse Commute Program (JARC)

FTA Section 5317 - New Freedom Program

Rail Transportation

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of Linda Balderson, Rail Project Manager, Virginia Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219. Copies may be obtained for a fee (varies depending on document) by contacting Linda Balderson, at the same address, telephone (804) 786-3427, or FAX (804) 255-3752, or for free online at www.drpt.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Linda Balderson at the same address and phone number.

Guidance Documents:

Railroad Industrial Access Program Application Procedures

Rail Preservation Program Application Procedures

[Rail Enhancement Fund Application Procedures](#)

[Intercity Passenger Rail Operating and Capital \(IPROC\) Fund Application Procedures](#)

DEPARTMENT OF SMALL BUSINESS AND SUPPLIER DIVERSITY

Copies of the following document may be viewed during regular work days from 8 a.m. to 5 p.m. in the office of the Virginia Department of Small Business and Supplier Diversity, 101 North 14th Street, 11th Floor, Richmond, VA 23219. Questions regarding interpretation or implementation of this document or to obtain copies free of charge, please contact Mr. Duc Truong, at the same address, or via telephone at (804) 786-1648 or email at duc.truong@sbsd.virginia.gov.

To obtain the most up-to-date information on the Small, Women-owned and Minority-owned (SWaM) Business Program Certification guidance documents visit the agency's website at <http://www.sbsd.virginia.gov>.

Guidance Document:

[Small, Women-owned and Minority-owned Business Certification Program Updates](#) (11/20/08)

BOARD OF SOCIAL WORK

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/social> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at socialwork@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle,

Executive Director of the Board, at the address above or by telephone at (804) 367-4441. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/social/social_guidelines.htm

140-1, Board Guidance on Use of Confidential Consent Agreements, revised December 5, 2014

140-2, Impact of Criminal Convictions, Impairment, and Past History on Social Work Licensure in Virginia, revised December 5, 2014

140-3, Guidance on Technology-Assisted Therapy and the Use of Social Media, adopted October 25, 2013

140-4.2, Board Guidance on Possible Disciplinary or Alternative Actions in Response to Noncompliance with Continuing Education Requirements, revised December 5, 2014

140-5, Board Guidance for Process of Delegation of Informal Fact-Finding to an Agency Subordinate, revised September 2010

140-7, Bylaws of the Board of Social Work, revised October 25, 2013

140-8, Sanction Reference Points Instruction Manual, adopted April 17, 2009

140-9, Supervisor Training, adopted April 2010

140-10, Guidance on Supervised Experience for Clinical Social Work Licensure, revised October 28, 2011

140-11, Disposition of Disciplinary Cases Involving Practicing with an Expired License, adopted December 5, 2014

140-12, Disposition of Applicant Cases Involving Practicing without a License, adopted December 5, 2014

DEPARTMENT OF SOCIAL SERVICES

Citizens wanting printed copies of guidance documents or with interpretive or implementation questions may contact Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, email karin.clark@dss.virginia.gov, or telephone (804) 726-7017. All guidance documents are available electronically at no charge on the Regulatory Town Hall at <http://townhall.virginia.gov>. Costs associated with obtaining printed copies vary depending on the document.

Guidance Documents:

[APP1, Administrative Disqualification Hearings](#), 1/1/2010

[APP2, Child Protective Services Appeals](#), 4/1/2011

[APP3, Child Support Enforcement Appeals](#), 12/16/2010

[APP4, Benefits and Services Appeals](#), 12/16/2010

Guidance Documents

- APP5, Child Protective Services Appeals Handbook, 12/3/2007
- APP6, Electronic Benefits Transfer (EBT) Appeals, 7/8/2003
- APP7, Supplemental Nutrition Assistance Program (SNAP) Appeals Process, 1/1/2012
- APP8, Appeals and Fair Hearings Procedure Manual, 11/30/2011
- BI1, Procedures for Performing Background Investigations for Children's Residential Facilities, 7/12/2012
- BI2, Procedures for Conducting Background Investigations on Foster and Adoptive Parents, Adult Household members, and Birth Parents Requested by Child-Placing Agencies, 7/12/2012
- BI3, Procedures for Conducting Name-Based Checks When an Applicant's Fingerprints Are Unobtainable, 12/1/2010
- BI4, Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers, 6/29/2009
- BI5, Technical Assistance for Background checks for Child Welfare Agencies and Licensed Child Day Centers, 12/1/2013
- BI6, Barrier Crimes for Child Day Programs, 6/10/2013
- BI7, Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers, 6/10/2013
- BI8, Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved by Child-Placing Agencies, 6/10/2013
- BI9, Barrier Crimes for Children's Residential Facilities, 6/10/2013
- BP1, Volume IX - Energy Assistance Policy Manual, 9/1/2012
- BP2, Energy Assistance Program Quick Reference Guides, 10/1/2012
- BP3, Volume V - Supplemental Nutrition Assistance Program Certification Manual, 10/1/2012
- BP4, Supplemental Nutrition Assistance Program Quick Reference Guide, 10/1/2012
- BP5, Virginia Electronic Benefits Transfer (EBT) Policies and Procedures Guide, 11/1/2012
- BP6, Volume XIII - Medicaid Policy Manual, 10/1/2012
- BP7, Volume II - General Relief Policy - Part IV, 1/1/2007
- BP8, Temporary Assistance for Needy Families (TANF) Policy Manual, 10/1/2012
- CCD1, Child Care Subsidy Guidance Transmittal, 10/1/2015
- CCD2, Child Care and Development Fund State Plan 2011-2013, 12/8/2011
- CSE1, Division of Child Support Enforcement Program Manual, 12/3/2015
- CVS1, Neighborhood Assistance Program Donor Fact Sheet, 11/30/2011
- CVS10, 2011 Statement of Agency Operation, 11/30/2011
- CVS11, 2011 Outcomes Report, 11/30/2011
- CVS12, 2011 Other Outcomes Report, 11/30/2011
- CVS13, Clients by Locality, 11/30/2011
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DEPARTMENT OF TAXATION

Guidance documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Services, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Services, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670.

The Department of Taxation's guidance documents are listed and posted on the Department of Planning and Budget's

Regulatory Town Hall website at <http://townhall.virginia.gov/index.cfm>. The guidance documents list provides links to the Department of Taxation's website, <http://www.tax.virginia.gov/>, for certain categories of guidance documents, such as forms, instructions, rulings and publications.

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- Agreements, Reciprocal Income Tax Agreement between Commonwealth of Virginia and State of Maryland, 12/27/2006
- Agreements, Memorandum of Understanding for the Administration of the Land Preservation Credit Program, 6/12/2007
- Agreements, Disclosure Agreement between the Virginia Department of Taxation and the Northern Virginia Transportation Commission, 12/28/2009
- Agreements, Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles, 6/28/2012
- Corporate, Order to Allow Electronically Filed Returns to Omit Attaching a Copy of the Federal Return, 6/10/2014
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- Guidelines, Sales and Use Tax, Virginia Retail Sales and Use Tax Rate Increase Guidelines, 8/1/2004
- Guidelines, Sales and Use Tax, Public Service Corporation Exemption Repeal Guidelines, 8/30/2004
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Guidelines, 2014 Accelerated Sales Tax Guidelines, 4/28/2014

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Tax Credits, First-Year Companies Claiming the Research and Development Expenses Tax Credit, 5/23/2013

Withholding, Statute of Limitations on Processing Withholding Tax Returns, 5/1/2009

DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the

program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

Finance/Programming

Guidance Document:

VDOT Info & Service: Fiscal Year 2015 Commonwealth Transportation Fund Budget and Fiscal Year 2015 VDOT Budget, adopted June 17, 2015

Interprets/implements: § 33.2-221 C of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge at the same address or by telephone (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the document may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 East Broad Street, Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email laura.farmer@vdot.virginia.gov.

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the Commonwealth Transportation Board by July 1 of each year as required by § 33.2-221 C of the Code of Virginia. These items may also be viewed at the VDOT website at http://www.virginiadot.org/about/vdot_budget.asp.

Guidance Document:

The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, October, 2011

Interprets/implements: Article 1 (§ 33.2-1500 et seq.) of Chapter 15 of Title 33.2 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. The document may also be viewed at http://www.virginiadot.org/projects/virginia_transportation_infrastructure_bank.asp.

Questions regarding interpretation or implementation of this document may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 East Broad Street, Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or email laura.farmer@vdot.virginia.gov.

Guidance Document:

Virginia Six-Year Improvement Program, adopted June 17, 2015

Interprets/implements: § 33.2-214 of the Code of Virginia

This document (accessible as a database) may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Improvement Program (SYIP) may also be viewed at <http://www.virginiadot.org/projects/syp-default.asp>.

Questions regarding interpretation or implementation may be directed to the Infrastructure Investment Director at telephone (804) 786-2543 or FAX (804) 371-8719.

Guidance Document:

Administrative Services Division Procurement Procedures Manual, revised December 11, 2015

Interprets/implements: § 2.2-4300 et seq., of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to Toya Peterson at the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2721, or toya.peterson@vdot.virginia.gov.

Preliminary Engineering

Guidance Document:

VDOT Policy Manual for Public Participation in Transportation Projects, revised September 28, 2015

Interprets/implements: § 33.2-208 B of the Code of Virginia

This document is available electronically from the VDOT website at http://www.virginiadot.org/business/resources/LocDes/Public_Involvement_Manual.pdf.

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Document:

Guidance Document for Determination of Certain Financial Benefits for Displacees, effective October 1, 2014

Guidance Documents

Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923, or FAX (804) 786-1706. This document is also included as part of Chapter 6 of the Right-of-Way Manual of Instructions, which is available from VDOT's website at <http://www.virginiadot.org/business/row-default.asp>.

Guidance Document:

Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, November 2014

Interprets/implements: § 33.2-1800 et seq., of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Virginia Office of Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219. Copies may be obtained free of charge at the same address or by telephone (804) 786-0455 or FAX (804) 786-0476. This document is also accessible at http://www.virginiadot.org/office_of_transportation_public-private_partnerships/resources/UPDATED_PPTA_Implementation_Manual_11-07-14_FOR_POSTING_TO_WEBSITE_-_changes_accepted.pdf.

Questions regarding interpretation or implementation of the Public-Private Transportation Act Manual and Guidelines may be directed to Dusty Holcombe, Deputy Director, Virginia Office of Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219, telephone (804) 786-3173, FAX (804) 786-0476, or email dusty.holcombe@P3.virginia.gov.

Guidance Documents:

Design-Build Procurement Manual, October 2011

Interprets/implements: § 33.2-209 (B) of the Code of Virginia
Minimum Requirements for QA/QC on Design Build and Public-Private Transportation Act Projects, January 2012

Interprets/implements: § 33.2-209 B and § 33.2-1800 et seq., of the Code of Virginia

Design-Build Evaluation Guidelines, Revised May 2014

Interprets/implements: § 33.2-209 B of the Code of Virginia

Design-build documents are available at <http://www.virginiadot.org/business/design-build.asp>.

Questions regarding interpretation or implementation of these documents may be directed to Shailendra Patel, P.E., Alternate Project Delivery Office, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 692-0476, or email shailendra.patel@vdot.virginia.gov.

Guidance Document:

2009 Manual for the Procurement and Management of Professional Services, revised July 1, 2012, <http://www.virginiadot.org/business/gmpms.asp>.

Interprets/implements § 2.2-4300 et seq., of the Code of Virginia

Questions regarding interpretation or implementation of this document may be directed to Jeff Rodgers, Consultant Procurement Office, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2552, or email jeff.rodgers@vdot.virginia.gov.

Guidance Document:

Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended July 14, 2015)

Interprets/implements § 33.2-215 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1201 East Broad Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to the Noise Abatement Program Manager at telephone (804) 371-6766 or FAX (804) 786-7401.

Project Delivery

Guidance Document:

Economic Development Access Program Guide, revised October 1, 2014

Interprets/implements: § 33.2-1509 of the Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

Recreational Access Program Guide, revised October 1, 2014

Interprets/implements: § 33.2-1510 of the Code of Virginia

Airport Access Program Guide, revised October 1, 2014

Interprets/implements: § 33.2-1509 of the Code of Virginia, Airport Access Fund Policy (24VAC30-451)

Copies of these documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same

address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at <http://www.virginia.gov/business/local-assistance.asp>.

Guidance Document:

Transportation Alternatives Program Guide, August 1, 2015

Interprets/implements: §§ 33.2-221 C and 33.2-114 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. This document may also be accessed at http://www.virginia.gov/business/resources/transportation_enhancement/Transportation_Alternatives_Program_Guide.pdf.

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Alternatives Program Staff at toll free 1-800-444-7832 or telephone (804) 786-2264, FAX (804) 371-0847, or email h.chenault@vdot.virginia.gov or pamela.liston@vdot.virginia.gov.

Guidance Document:

Urban Construction Initiative Program Administration Guide, October 28, 2009

Interprets/implements: § 33.2-362 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219.

This document may be accessed at http://www.virginia.gov/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf.

Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, June 2015

Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

This document may be accessed at http://www.virginia.gov/business/resources/local_assistance/Urban_Construction_and_Maintenance_Program_Guidance.pdf.

Questions regarding interpretation or implementation of these documents may be directed to Todd Halacy at the same address or telephone (804) 786-3438.

Guidance Document:

Revenue Sharing Program Guidelines, July 2015

Interprets/implements: § 33.2-357 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Debbi Webb-Howells, Program Manager, at the same address, telephone (804) 786-1519, or FAX (804) 371-0847. This document may also be accessed at <http://www.virginia.gov/business/local-assistance.asp>.

Guidance Document:

Locally Administered Projects Manual, July 2010, revised April 2015

Interprets/implements: §§ 33.2-209, 33.2-214, 33.2-221, and 33.2-338 of the Code of Virginia

Copies of the above document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219.

Copies of this document may be obtained either free of charge or at a specified charge for excess copies by contacting John Simmers at the same address, telephone (804) 786-2571. The document may also be accessed at http://www.virginia.gov/business/locally_administered_projects_manual.asp.

Questions regarding interpretation or implementation of this document may be directed to John Simmers at the same address and telephone number given above.

Operations

Guidance Document:

Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: §§ 2.2-604, 33.2-224, and 46.2-830 of the Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24VAC30-315-10 E)

Copies of the Traffic Engineering Memoranda (1967-present) may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Harry Campbell at the same address, telephone (804) 786-6374, or email harry.campbell@vdot.virginia.gov or Marc Lipschultz at the same address, telephone (804) 371-6022, or email marc.lipschultz@vdot.virginia.gov. This document is also available online at http://www.virginia.gov/business/traffic_engineering_memoranda.asp.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer

Guidance Documents

during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, or telephone (804) 786-2965.

Guidance Document:

Traffic Calming Guide for Local Residential Streets, October 2002, revised July 2008

Interprets/implements: §§ 2.2-604, 33.2-224, and 46.2-830 of the Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24VAC30-315-10 E)

Copies of this document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Traffic Engineering Division, located at 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained by contacting Mike Nichols at the same address, telephone (804) 786-5709, or email mike.nichols@vdot.virginia.gov. This document is also available online at <http://www.virginiadot.org/programs/resources/TrafficCalmingGuideOct2002.pdf> with additional information about the process at <http://www.virginiadot.org/programs/faq-traffic-calming.asp>.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, or telephone (804) 786-2965.

Guidance Documents:

Traffic Impact Analysis Regulations Administrative Guidelines, revised November 2014, http://www.virginiadot.org/info/traffic_impact_analysis_regulations.asp.

Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

Frequently Asked Questions on the Access Management Regulations and Standards, November 2014, http://www.virginiadot.org/info/access_management_regulations_and_standards.asp.

Interprets/implements: Access Management Regulations (24VAC30-73).

Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, December 2011, revised August 2015, http://www.virginiadot.org/info/secondary_street_acceptance_requirements.asp.

Interprets/implements: Secondary Street Acceptance Requirements (24VAC30-92)

Frequently Asked Questions - Land Use Permits, revised October 2, 2014, <http://www.virginiadot.org/business/landUsePermits.asp>.

Interprets/implements: Land Use Permit Regulations (24VAC30-151)

Land Development Inspection Documentation Best Practices Manual, December 2014, http://www.virginiadot.org/info/land_development_inspection_documentation_best_practices_manual.asp.

Interprets/implements: Land Use Permit Regulations (24VAC30-151), Secondary Street Acceptance Requirements (24VAC30-92)

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Barbara House at the same address, telephone (804) 786-2963. Additional copies or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Robert W. Hofrichter, Assistant Transportation and Mobility Planning Division Administrator, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-0780, or email at robert.hofrichter@vdot.virginia.gov.

Guidance Documents:

Virginia Official State Transportation Map Policy and Procedures, revised November 13, 2012

Interprets/implements: § 33.2-316 of the Code of Virginia

Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012 (includes form and agreement)

Interprets/implements: § 33.2-384 of the Code of Virginia

Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012

Interprets/implements: § 33.2-405 et seq., of the Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation, Office of Communications, located at 1401 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, or FAX (804) 371-6846.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Guidance Document:

Criteria for Transferring Secondary Roads to the Primary System, (Department Memoranda 14-1), approved April 15, 2014

Interprets/implements: § 33.2-314 of the Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Maintenance Division, 1401 East Broad Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to Joseph Williams at the Virginia Department of Transportation, Maintenance Division, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-0783, or email joseph.williams@vdot.virginia.gov.

DEPARTMENT OF THE TREASURY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 North 14th Street, Richmond, VA 23219.

General questions regarding these documents may be directed to William Watt, telephone (804) 371-6242, FAX (804) 225-3187, or email william.watt@trs.virginia.gov. Copies may be obtained free of charge.

Debt Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 North 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to the Director of Debt Management, telephone (804) 371-6006 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Debt Calendar:
www.trsvirginia.gov/Documents/Debt/debtcalendar.pdf

Debt Capacity Advisory Committee Reports 2002-2014:
www.trsvirginia.gov/debt/dcac.aspx

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

Treasury Board Debt Structuring and Issuance Guidelines for the Issuance of Appropriation-Supported Debt, dated November 2003, §§ 2.2-2416, 33.1-12, and 23-19

Treasury Board Guidelines for Credit Purchases of Equipment and Energy Projects by State Agencies, Institutions, Boards and Authorities, dated May 17, 1995, § 2.2-2416

Treasury Board Guidelines for Regional Jail Projects Reimbursement, dated February 19, 1998, §§ 53.1-80 through 53.1-82

Treasury Board Interest Rate Risk Management Guidelines, dated May 18, 2005, § 2.2-2416 (8)

Treasury Board Post-Issuance Compliance Policy, dated January 20, 2010

Virginia College Building Authority Bylaws, dated October 15, 1996, § 23-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated August 1, 2002, amended April 20, 2004

Virginia College Building Authority Variable Rate Debt Policy, dated September 15, 2005, §§ 2.2-4517 and 23-30.28

Virginia College Building Authority Guidelines in Connection with Pooled Bond Financings for the Benefit of Public Institutions of Higher Education, dated April 18, 2006, § 23-14

Virginia College Building Authority Post-Issuance Compliance Policy, dated October 7, 2009

Virginia Public Building Authority Bylaws, dated July 25, 2002, § 2.2-2263

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, §§ 2.2-2263 and 53.1-80 through 53.1-82

Virginia Public Building Authority Variable Rate Debt Policy, dated October 12, 2005, §§ 2.2-4517 and 23-30.28

Virginia Public Building Authority Post Issuance Compliance Policy, dated January 19, 2010

Virginia Public School Authority Bylaws, dated December 18, 1962, amended January 25, 1988, § 22.1-171

Virginia Public School Authority General Pooled Bond Policy, dated September 8, 2005, § 22.1-171 A (5)

Virginia Public School Authority Stand Alone Bond Policy, dated September 8, 2005, § 22.1-171 A (5)

Virginia Public School Authority 1987 General Fund Balance Policy, dated September 27, 1999, § 22.1-171 A (5)

Virginia Public School Authority Variable Rate Debt Policy, dated March 17, 2006, § 22.1-162 et seq. and § 2.2-4517

Virginia Public School Authority Post-Issuance Compliance Policy, dated March 25, 2010

Cash Management and Investments

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building,

Guidance Documents

3rd Floor, 101 North 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email judy.milliron@trs.virginia.gov. Copies may be obtained free of charge.

Guidance Documents:

General Account Investment Policy and Guidelines, Effective April 16, 2014, § 2.2-4500 et seq.: www.trsvirginia.gov/Documents/Cash/GenAcctInvstPolicy.pdf

Tobacco Indemnification and Community Revitalization Endowment (TICR) Investment Guidelines: Taxable: http://www.trsvirginia.gov/Documents/Cash/TICR_TaxableInvPolicy.pdf

Tax-Exempt: http://www.trsvirginia.gov/Documents/Cash/TICR_Tax-ExemptInvPolicy.pdf

General Account Performance Information: Fiscal Years 2000-2016: www.trsvirginia.gov/cash

Various Local Government Investment Pool (LGIP) Reports, Applications and Forms: www.trsvirginia.gov/cash/lgip.aspx

Various Reports, Forms and Documents Relating to the State Non-Arbitrage Program: www.vasnap.com/forms-and-documents

Operations

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 North 14th Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents may be directed to Kristin Reiter, telephone (804) 225-3240, FAX (804) 225-3187, or email kristin.reiter@trs.virginia.gov. Copies may be obtained free of charge.

Guidance Documents:

Various Reports, Manuals and Guidelines Relating to the Security for Public Deposits Act (SPDA): www.trsvirginia.gov/Operations

Risk Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Risk Management, 101 North 14th Street, 4th Floor, James Monroe Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Joyce Lee, Division of Risk Management, P.O. Box 1879 Richmond, VA 23218-1879, telephone (804) 225-4621, FAX (804) 371-8400, or email joyce.lee@trs.virginia.gov.

Questions regarding these documents may be directed to Don LeMond, Division of Risk Management, 101 North 14th Street, 4th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4620, FAX (804) 371-8400, or email don.lemond@trs.virginia.gov.

Guidance Documents:

Virginia Risk Management Plan, revised January 6, 2005, § 2.2-1837

Virginia Property Risk Management Plan, revised January 6, 2005, § 2.2-1836

Virginia Faithful Performance of Duty Bond Plan, revised January 6, 2005, § 2.2-1840

Virginia Constitutional Officer Risk Management Plan "VaRISK," revised January 6, 2005, § 2.2-1839

Virginia Local Government Risk Management Plan "VaRISK 2," revised January 6, 2005, § 2.2-1840

DRM News: www.trsvirginia.gov/Drum

Unclaimed Property

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 North 14th Street, Richmond, VA 23219.

Questions regarding these documents may be directed to William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or email william.dadmun@trs.virginia.gov. Copies may be obtained free of charge and are available at www.trsvirginia.gov.

Guidance Documents:

2015 Holder Reporting Booklet: www.trsvirginia.gov/documents/Ucp/Booklet/Holderbook-web-2015.pdf

Various Unclaimed Property Briefs: www.vamoneysearch.org/Report/Forms

Most Frequently Asked Questions about Unclaimed Property: vamoneysearch.org/About

UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at email pqc2f@virginia.edu, or telephone (434) 982-2674. Contact information is provided for each document for copies or questions regarding the interpretation or implementation of the respective guidance document. If available, links are provided for electronic copies of guidance documents and are available for no charge.

Guidance Documents:

UVA-01, University of Virginia Policy Directory, 11/29/2012

[UVA-02, Higher Education Capital Outlay Manual](#), 5/17/2011

[UVA-03, Medical Center Policy Manual](#), 12/1/2011

[UVA-04, Health Sciences Library Policies](#), 12/21/201

BOARD OF VETERINARY MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at <http://www.dhp.virginia.gov/vet> or the Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at vetbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director of the Board, at the address above or by telephone at (804) 367-4497. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/vet/vet_guidelines.htm

150-1, Drug Recordkeeping at Shared Facilities, revised June 3, 2013

150-2, Expanded Duties for Licensed Veterinary Technicians, excerpt from board minutes of February 19, 2015

150-3, Preceptorships and Externships for Veterinary Technician Students, revised December 4, 2013

150-4, "Chip" Clinics outside Approved Facilities, excerpt from board minutes of June 15, 1994, revised November 14, 2007

150-5, Use of Compounded Drugs in Veterinary Practices, revised July 1, 2015

150-6, Mobile Facilities Allowed to Change Location without an Inspection, excerpt from board minutes of December 19, 1995, revised November 14, 2007

150-7, Use of Term "Specialist" or "Specialty," excerpt from board minutes of August 13, 1996

150-8, Disposition of Cases for Practicing on an Expired License or Permit, revised September 9, 2015

150-9, Content of a Medical Record, revised October 22, 2015

150-10, Allowances to Purchase, Possess, and Administer Drugs within an Animal Shelter or Pound, adopted May 17, 2011

150-11, Acceptable Continuing Education, Audits, and Sanctions for Noncompliance, revised June 3, 2013

150-12, Administration of Rabies Vaccine by Students or in Preceptorships, revised June 3, 2013

150-13, Controlled Substances in Veterinary Practices, revised October 14, 2015

150-14, Board Guidance on Process for Delegation of Informal Fact-Finding to an Agency Subordinate, revised September 2010

150-15, Disposition of Routine Inspections Violations, revised October 22, 2014

150-16, Board Motion on Protocol to Follow upon Discovery of a Loss or Theft of Drugs, revised May 17, 2012

150-17, Sanctioning Reference Points Instruction Manual, revised June, 2014

150-18, Bylaws of the Board of Veterinary Medicine, revised February 19, 2014

150-19, Delegation of Dental Polishing and Cleaning, adopted October 17, 2012

150-20, Duties of Unlicensed Assistants, adopted June 3, 2013

150-21, Chiropractic Care and Acupuncture for Animals, adopted June 3, 2013

150-22, Veterinarians and Wildlife Rehabilitators - Prescription Drugs, adopted October 22, 2014

150-23, Disposal of Deceased Animals, adopted July 15, 2015

76-21.2:1, Veterinary Establishment Inspection Report, revised October 28, 2013

VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, or email tedwards@dls.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, Richmond, VA 23219, telephone (804) 786-3591, or email jchaffin@dls.virginia.gov.

Guidance Documents:

[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104.

[Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations](#), revised December 2015, §§ 2.2-4008 and 2.2-4103

Guidance Documents

VIRGINIA COMMONWEALTH UNIVERSITY

Copies of the documents listed below are all available free of charge from the university's website at <http://www.vcu.edu>. Documents may be viewed using the links below. Questions concerning interpretation or implementation of these documents may be directed to Jacqueline Kniska, University Integrity and Compliance Officer, telephone (804) 828-2336, unless otherwise noted.

Guidance Documents:

VCU Code of Conduct, <http://www.codeofconduct.vcu.edu>

VCU Board of Visitor's Bylaws, <http://www.president.vcu.edu/board/bylaws.html>

VCU Board of Visitors Ethical Leadership Policy, http://www.president.vcu.edu/pdfs/BOV_Ethical_Leadership_Policy_final.pdf

Student Handbook, the VCU Insider, <https://docs.google.com/a/vcu.edu/file/d/0B7z3ZniSHWXVeGRCQjhuSHMtMTA/edit>

Questions concerning interpretation or implementation of the Student Handbook may be directed to Dean of Students, Dr. Reuban Rodriguez, or telephone (804) 828-8940.

Faculty Handbook, <http://provost.vcu.edu/faculty-resources/faculty-handbook/>

Questions concerning interpretation or implementation of the Faculty Handbook may be directed to Dr. Michael Davis, Vice Provost for Academic and Faculty Affairs, P.O. Box 842527, Richmond, VA 23284, or telephone (804) 828-6162.

VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular work days from 9 a.m. until 4:30 p.m. at the Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220.

Copies may be obtained free of charge by contacting Lee Anne Hurt, Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email leeanne.hurt@vmfa.museum.

Questions regarding interpretation or implementation of these documents may be directed to Lee Anne Hurt, Director of Museum Planning and Board Relations, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email leeanne.hurt@vmfa.museum.

Guidance Documents:

Smoking Policy 3-00, revised 2015

Gallery Guidelines Policy 7-00, revised 2015

Lost and Found Property Policy 2-01, revised 2015

Virginia Museum of Fine Arts Parking Deck Information and Guidance, May 2010, 8VAC103-20-10

Museum and Grounds Use and Access, June 2013, 8VAC103-10-10

Calendar + Events: <http://vmfa.museum/calendar/>

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Copies of the following documents may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of the President, c/o Director of Business Affairs, 319 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Shelia Collins, Office of the President, 221 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-1358, FAX (540) 231-4265, or email shcolli4@vt.edu. The documents may be downloaded from the Virginia Tech's website at <http://www.vt.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Christine Watkinson, Director of Business Affairs, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-5205, FAX (540) 231-4265, or email cawatkin@vt.edu.

Guidance Documents:

Board of Visitors Bylaws (amended August 2015), http://www.bov.vt.edu/bylaws/bov_bylaws.pdf

Faculty Handbook (revised August 2015), http://www.provost.vt.edu/faculty_handbook/faculty_handbook_pdf_15-16.pdf

Classified and University Employee Handbook (revised January 2009), http://www.hr.vt.edu/_files/file_hr_emp_handbook.pdf

Undergraduate Course Catalog and Academic Policies, 2015-16, <http://www.undergradcatalog.registrar.vt.edu/1516/index.html>

Graduate Policies and Procedures and Course Catalog, 2015-16, http://graduateschool.vt.edu/graduate_catalog/

Hokie Handbook (Student Handbook), 2015-16 <http://www.hokiehandbook.vt.edu/>

2014 Jeanne Clery Disclosure Report (revised 2014), http://www.police.vt.edu/VTPD_v2.1/assets/documents/2014_clery_report_blacksburg.pdf

Parking and Traffic Operational Manual, 2015-16, <https://www.parking.vt.edu/docs/info/ParkingOperationalManual.pdf>

University Policies, <http://www.policies.vt.edu/index.php>

Human Subjects Research Policy (revised August 2014), <http://www.policies.vt.edu/13040.pdf>

2014 Statement of Business Conduct Standards, http://www.cafm.vt.edu/busprac/_docs/2014_Statement_Business_Conduct_Standards.pdf

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, February 2014, <https://vascupp.org/hem.pdf>

Commonwealth Accounting Policies and Procedures (CAPP) Manual, (revised December 2015), http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm

Commonwealth of Virginia Executive Order 20 Advancing Equity for Small, Women, and Minority Owned Businesses, July 2014, <https://governor.virginia.gov/media/3349/eo-20-advancing-equity-for-small-women-and-minority-owned-businessesada.pdf>

VIRGINIA PORT AUTHORITY

Copies of the following documents may be obtained by contacting David James, Vice President, Contracts and Real Estate, Virginia Port Authority, telephone (757) 683-2168, or email dmjames@portofvirginia.com. A fee may apply for all Freedom of Information Act requests, contact Joe Harris, VPA FOIA Officer, telephone (757) 683-2137, or email jharris@portofvirginia.com.

Questions regarding interpretation or implementation of these documents may be directed to James Noel, Counsel to the Virginia Port Authority, telephone (757) 683-2119, or email jnoel@portofvirginia.com.

Guidance Documents:

Virginia Port Authority Procurement and Surplus Property Procurement Manual, revised 11/13, http://portofvirginia.com/pdfs/procurement/pspm__100_000.pdf

Virginia Port Authority Capital Outlay Manual, revised 07/01/97, http://portofvirginia.com/pdfs/procurement/capitaloutlaymanual_pkg.pdf

Virginia Port Authority Travel Policy, Supplement, revised 01/01/2009, State Travel Policy Revised 10/01/2014

Virginia Port Authority Aid to Local Ports Policy, revised 11/18/14, <http://www.portofvirginia.com/stewardship/economic-development/aid-to-local-ports-grant-program/>

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kathy Dimond, at the same address, telephone (804) 771-7363, or email kdimond@varetire.org. The documents may be downloaded from the Virginia Retirement

System website at www.varetire.org and <http://www.varetirement.org/hybrid>.

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Cynthia Wilkinson, Chief Operations Officer, Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219, telephone (888) 827-3847, FAX (804) 786-1541, or email cwilkinson@varetire.org.

Guidance Documents:

2015 Legislative Summary, published May 2015, Code of Virginia, Title 51.1, Chapters 1, 3

457 Deferred Compensation Plan Features and Highlights, revised October 2015, Code of Virginia, Title 51.1, Chapters 1, 3

457 Deferred Compensation and Cash Match Plan Features and Highlights, revised October 2015, Code of Virginia, Title 51.1, Chapters 1, 3

About the myVRS Retirement Planner, Code of Virginia, Title 51.1, Chapters 1, 3

Approved Domestic Relations Orders Guide, revised September 2012, Code of Virginia, Title 51.1, Chapter 1

Benefits for VRS Members, published January 2014, Code of Virginia, Title 51.1, Chapters 1-7

Choosing Your Retirement Plan - Plan 1 - Optional Retirement Plan for Higher Education Plan 1, Membership Date: Before July 1, 2010, revised June 2015, Code of Virginia, Title 51.1, Chapter 2

Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for Higher Education, Membership Date: July 1, 2010 through December 31, 2013, revised June 2015, Code of Virginia, Title 51.1, Chapter 2

Choosing Your Retirement Plan for Higher Education - Optional Retirement Plan, Hybrid - Membership Date: On or after January 1, 2014, revised June 2015, Code of Virginia, Title 51.1, Chapter 2

Choosing Your Retirement Plan - Plan 1 - the Optional Retirement Plan for School Superintendents, Membership Date: Before July 1, 2010, revised June 2015, Code of Virginia, § 51.1-126.6

Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for School Superintendents, Membership Date: July 1, 2010 through December 31, 2013, revised June 2015 Membership Date: Before July 1, 2010, revised June 2015

Choosing Your Retirement Plan - Optional Retirement Plan for School Superintendents - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, revised June 2015, Code of Virginia, § 51.1-126.6

Guidance Documents

Choosing Your Retirement Plan - Plan 1 - Optional Retirement Plan for Political Appointees, Membership Date: Before July 1, 2010, revised June 2015, Code of Virginia, § 51.1-126.5

Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for Political Appointees, Membership Date: July 1, 2010 through December 31, 2013, revised June 2015, Code of Virginia, § 51.1-126.5

Choosing Your Retirement Plan - Optional Retirement Plan for Political Appointees - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, revised June 2015, Code of Virginia, § 51.1-126.5

Commonwealth of Virginia 457 Deferred Compensation Plan Fund Profiles, published January 2015, Code of Virginia, Title 51.1, Chapters 1, 3

Comprehensive Annual Financial Report, published annually, last published December 2015, Code of Virginia, Title 51.1, Chapters 1-7

COV Voluntary Group Long Term Care Insurance Program Brochure, revised May 2014, Code of Virginia, Title 51.1, Chapters 1, 3

Employer Manual, revised December 2014, Code of Virginia, Title 51.1, Chapters 1-7

Employer Update, published monthly online, Code of Virginia, Title 51.1, Chapters 1-7

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members - Plan 1, revised July 2015, Code of Virginia, Title 51.1, Chapters 1, 3

Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members - Plan 2, revised November 2013, addendum July 2015, Code of Virginia, Title 51.1, Chapters 1, 3

Fee Disclosure Notice, published October 2015, Code of Virginia, § 51.1-126.5

Focus Newsletter for Participants in Hybrid Retirement Plan and 457 Deferred Compensation Plan, posted quarterly, Code of Virginia, § 51.1-126.5

Frequently Asked Questions about myVRS Navigator, revised October 2014, Code of Virginia, Title 51.1, Chapters 1, 3

Getting Ready to Retire Guide, revised August 2014, Code of Virginia, Title 51.1, Chapters 1, 3, 7

Getting Ready to Retire Guide for Hybrid Members, published September 2015, Code of Virginia, § 51.1-126.5

Hybrid Retirement Plan Features and Highlights Brochure, revised June 2015, § 51.1-126.5

Hybrid Retirement Plan - Handbook for Members, revised October 2015, Code of Virginia, Title 51.1, Chapters 1, 3, 7

Investment Guide, Commonwealth of Virginia Defined Contribution Plans, revised May 2015, Code of Virginia, Title 51.1, Chapter 2

Investment Option Performance, revised November 2015, Code of Virginia, Title 51.1, Chapter 2

Judicial Retirement System - Handbook for Members in the JRS Plan 1 and the JRS Plan 2, April 2013, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7

Leaving Employment Guide, Commonwealth of Virginia Defined Contribution Plans, revised December 2013, Code of Virginia, Title 51.1, Chapter 2

Losing a Loved One: Guide for Families, revised 2014, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Master Trust for the Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education, revised January 2014, Code of Virginia, Title 51.1, Chapter 2

Member Benefit Profile, published annually, last published September 2015, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News, published online February, May, September, and November, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Article, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Fact Sheet, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Navigator Course Catalog, revised September 2015, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Navigator Most Frequently Asked Questions, revised October 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Navigator Training Overview, revised October 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Poster, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Users Guide, revised summer 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS for Retirees Users Guide, revised July 2014, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Article, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Bookmark, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

myVRS Retirement Planner Tips, published 2008, Code of Virginia, Title 51.1, Chapters 1-7

- myVRS Retirement Planner Poster, published 2008, Code of Virginia, Title 51.1, Chapters 1-7
- Optional Retirement Plan for Higher Education Composite Copy, amended August 2011, Code of Virginia, Title 51.1, Chapters 1-7
- Optional Retirement Plan for Higher Education Handbook, revised July 2014, addendum July 2015, Code of Virginia, Title 51.1, Chapter 2
- Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education Investment Policy Statement, revised November 2013, Code of Virginia, Title 51.1, Chapter 2, **ORPPA Plan Features and Highlights Brochure**
- Optional Retirement Plan for Higher Education Master Trust, revised January 2014, Code of Virginia, Title 51.1, Chapters 1-7
- Optional Retirement Plan for Political Appointees Plan Features and Highlights, revised January 2014, Code of Virginia, Title 51.1, Chapters 1-7
- Optional Retirement Plan for School Superintendents Plan Features and Highlights, revised January 2014, Code of Virginia, Title 51.1, Chapters 1-7
- Optional Retirement Plan for Political Appointees Plan Features and Highlights Brochure, revised January 2014**, Code of Virginia, Title 51.1, Chapters 1-7
- Purchase of Prior Service Quick Facts, revised July 2015, Title 51.1, Chapters 1-7
- Quick and Easy Access to Your Account VRS Defined Contribution Plans, revised March 2015, Code of Virginia, Title 51.1, Chapters 1, 3
- Quicken Instructions VRS Defined Contribution Plans, published April 2014, Code of Virginia, Title 51.1, Chapters 1, 3
- Retiree Handbook, revised September 2015, Code of Virginia, Title 51.1, Chapters 1-7
- Retiree News - published semiannually, Code of Virginia, Title 51.1, Chapters 1-7
- Retirement Benefit Reduction Factors - Plan 1, revised August 2014, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- Stable Value Fund Disclosure, published November 2015, Code of Virginia, Title 51.1, Chapters 1, 3
- State Police Officers' Retirement System Handbook - Plan 1, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- State Police Officers' Retirement System Handbook - Plan 2, Revised January 2013, addendum July 2015, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- Understanding myVRS Navigator's Calculations and Business Rules, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- Understanding myVRS Navigator's Calculations and Business Rules for Employees Who Work Less Than 12 Months, revised March 2013, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- Virginia Retirement System Disability Retirement Handbook for Members - Plans 1 and 2, May 2011, Addendum July 2015, Code of Virginia, Title 51.1, Chapters 1-7
- Virginia Law Officers' Retirement System Handbook - Plan 1, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- Virginia Law Officers' Retirement System Handbook - Plan 2, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14
- Virginia Local Disability Program Long-Term Care Plan Brochure, published May 2015, Code of Virginia, Title 51.1, Chapters 1-7
- Virginia Local Disability Program (VLDP) Handbook - Handbook for Employees in the VRS Hybrid Retirement Plan whose School Division or Political Subdivision Participates in VLDP, published July 2015, Code of Virginia, Title 51.1, Chapters 1-7
- Virginia Local Disability Program Employer Manual, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7
- Virginia Sickness and Disability Program - Handbook for State Employees in the Virginia Retirement System, State Police Officers' Retirement System and Virginia Law Officers' Retirement System, revised July 2015, Code of Virginia, Title 51.1, Chapter 11
- Virginia Sickness and Disability Program Employer Manual, revised July 2015, Code of Virginia, Title 51.1, Chapter 11
- Virginia Retirement System Handbook for Members - Plan 1, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7
- Virginia Retirement System Handbook for Members - Plan 2, revised July 2015, Code of Virginia, Title 51.1, Chapters 1-7
- VRS/ICMA Payroll Guide for Political Subdivisions, School Divisions and Decentralized State Employers, published January 2014, Code of Virginia, Title 51.1, Chapters 1-7
- VRS Plan Comparison Guide, revised July 2015, Code of Virginia, Title 51.1, Chapters 1, 3
- VSDP Long-Term Care Plan Brochure, revised May 2015, Code of Virginia, Title 51.1, Chapters 1-7

Guidance Documents

VRS University Knowledge Center User Guide for Employers, published October 2014, Title 51.1, Chapters 1-7

VIRGINIA STATE BAR

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the office of the Virginia State Bar at 1111 East Main Street, Suite 700, Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Williams at the same address, telephone (804) 775-0530, or email williams@vsb.org.

Questions regarding interpretation of the document may be directed to James McCauley, Ethics Counsel, Virginia State Bar, 1111 East Main Street, Suite 700, Richmond, VA 23219, telephone (804) 775-0565, or email mccauley@vsb.org.

Guidance Document:

[Unauthorized Practice of Law \(UPL\) Guidelines](#), issued June 1997, revised October 2010, 15VAC5-80

VIRGINIA STATE UNIVERSITY

All guidance documents are available electronically at no charge from Virginia State University's website, <http://www.vsu.edu>, at the links provided below. For general questions concerning the university's guidance documents, contact Bonnie Holmes at email bdegen@vsu.edu or telephone (804) 524-5326. For each document contact information will be provided for questions regarding the interpretation or implementation of the respective guidance document or for hard copies.

Guidance Documents:

Board of Visitors Bylaws (revised August 2015), <https://www.nsu.edu/Assets/websites/bov/documents/Bylaws.pdf>

University Policies, <http://www.vsu.edu/hr/policies.php>

Faculty Handbook and Academic Procedures Manual (revised 2013), <http://www.vsu.edu/files/docs/faculty-staff/faculty-handbook.pdf>

Student Handbook 2014-2015, <http://www.vsu.edu/files/docs/student-activities/2014-2015-student-handbook.pdf>

Undergraduate catalog and Academic Regulations and Procedures (2015-2016), <http://www.vsu.edu/files/docs/academics/catalog/undergraduate-catalog-2015-2016.pdf>

Graduate catalog 2014-2016, <http://www.vsu.edu/files/docs/academics/catalog/graduate-catalog-2014-2016.pdf>

Parking Policy (revised July 2014), <http://www.vsu.edu/police/parking-traffic/parking-policy.php>

Annual Security and Fire Safety Report 2012-2014 Calendar Years (Published October 2015), <http://www.vsu.edu/files/docs/police/asr.pdf>

THE COLLEGE OF WILLIAM AND MARY

Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the President, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained from the college's website at <http://www.wm.edu/about/administration/bov/minutes/index.php>. The document may also be obtained free of charge by contacting Sandra Wilms at telephone (757) 221-1257, or email sjwilm@wm.edu. Questions regarding interpretation or implementation of the bylaws should also be directed to Ms. Wilms.

Guidance Document:

Board of Visitors Bylaws, revised November 2015, http://www.wm.edu/about/administration/bov/_documents/bylaws/bylaws.pdf

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Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Dean of Students, 109 Campus Center, 104 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge from the college's website at <http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>. The handbook may also be obtained free of charge by contacting David M. Gilbert, Associate Dean of Students and Director of Student Conduct, at telephone (757) 221-2509, FAX (757) 221-2538, or email dmgil2@wm.edu. Questions regarding interpretation or implementation of the handbook should also be directed to Mr. Gilbert.

Guidance Document:

Student Handbook, revised August 2015, <http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>

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Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Registrar, 124 Blow Memorial Hall, 262 Richmond Road, Williamsburg, VA 23185. Copies may be obtained free of charge from the college's website at <http://catalog.wm.edu/>. The academic regulations may also be obtained free of charge by contacting Sara L. Marchello, University Registrar, at telephone (757) 221-2801, FAX (757) 221-2151, or email slmarc@wm.edu. Questions regarding interpretation or implementation of the regulations should also be directed to Ms. Marchello.

Guidance Document:

Academic Regulations, revised effective August 2015,
<http://catalog.wm.edu/>

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Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. in the Office of the Provost, Brafferton Building, 105 Jamestown Road, Williamsburg, VA 23185. Copies may be obtained free of charge from the college's website at <http://www.wm.edu/about/administration/provost/documents/facultyhandbook.pdf>. The handbook may also be obtained free of charge by contacting Christy Fielder, Executive Assistant to the Provost, at telephone (757) 221-1993, FAX (757) 221-2791, or email cefielder@wm.edu. Questions regarding interpretation or implementation of the Handbook should also be directed to Ms. Fielder.

Guidance Document:

Faculty Handbook, revised April 2015,
<http://www.wm.edu/about/administration/provost/documents/facultyhandbook.pdf>

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Copies of the following document may be viewed during regular work days from 9 a.m. to 4 p.m. at the William and Mary Policy Department, 201 Ukrop Way, Williamsburg, VA 23185. Copies may be obtained free of charge from the college's website at http://www.wm.edu/offices/ir/crime_campus_security/. The report may also be obtained free of charge by contacting Deborah Cheesebro, Chief of William and Mary Police, at telephone (757) 221-4596, FAX (757) 221-1153, or email dcheesebro@wm.edu. Questions regarding interpretation or implementation of the Report should also be directed to Chief Cheesebro.

Guidance Document:

Campus and Fire Safety Report, October 2015,
http://www.wm.edu/offices/ir/crime_campus_security/

VIRGINIA WORKERS' COMPENSATION COMMISSION

Copies of the following forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Workers' Compensation Commission, Clerk's Office, 2nd Floor, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained (for the price indicated) by contacting the commission by telephone (877) 664-2566 or FAX (804) 367-9740. Several forms are available from the commission's website at www.workcomp.virginia.gov. Questions regarding these forms and documents may be directed to the staff person listed with each document.

Guidance Documents:Annual Reports

Questions regarding annual reports should be directed to Evelyn V. McGill, Executive Director, Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 205-2050. The reports for calendar years 2001-2012 are available upon request at StatisticRequests@workcomp.virginia.gov.

EDI Implementation Guide

Informational Guide for Employees - <http://www.workcomp.virginia.gov/content/injured-workers>

Informational Guide for Employers - <http://workcomp.virginia.gov/content/employers>

Rules and Regulations: Attorneys Not Licensed to Practice Law in Virginia - <http://www.workcomp.virginia.gov/content/new-attorney-rules>

Self-InsuranceVirginia Workers' Compensation Commission Act Books

Questions regarding the act books and opinions may be directed to James J. Szablewicz, Chief Deputy Commissioner, Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 367-8664, or toll-free (877) 664-2566. The Virginia Worker's Compensation Commission Act Books are no longer available for purchasing at the agency. LexisNexis is the authorized seller of future Act Books, including the 2013 edition, which can be purchased on the LexisNexis website. Copies of previous Act Books may be obtained during regular work days from 8:15 a.m. until 5 p.m., in the office of the Virginia Workers' Compensation Commission, Clerk's Office, 2nd Floor, 1000 DMV Drive, Richmond, VA 23220. Copy costs are \$.50 for first 10 pages and \$.12 for each additional page.

Workers' Compensation Act 2013

Opinions of the CommissionOnline Search: Opinions 1990 to the Present

Vol. 58 (1979) \$15.00 shipped; \$15.00 pickup

Vol. 59 (1980) \$19.00 shipped; \$19.00 pickup

Vol. 60 (1981) \$15.00 shipped; \$15.00 pickup

Vol. 61 (1982) \$21.00 shipped; \$21.00 pickup

Vol. 62 (1983) \$18.00 shipped; \$18.00 pickup

Vol. 63 (1984) \$16.00 shipped; \$16.00 pickup

Vol. 64 (1985) \$23.00 shipped; \$23.00 pickup

Vol. 65 (1986) \$20.00 shipped; \$20.00 pickup

Vol. 66 (1987) \$20.00 shipped; \$20.00 pickup

Vol. 67 (1988) \$22.00 shipped; \$22.00 pickup

Guidance Documents

Vol. 68 (1989) \$25.00 shipped; \$25.00 pickup

Vol. 69 (1990) \$21.00 shipped; \$21.00 pickup

Vol. 70 (1991) \$18.00 shipped; \$18.00 pickup

Vol. 71 (1992) \$19.50 shipped; \$19.50 pickup

Vol. 72 Cumulative Index Vols. 65-71 - \$22.00 shipped;
\$17.00 pickup

Vol. 73 - Selected 1994 Opinions; \$27.00 shipped; \$19.00
pickup

Vol. 74 - Selected 1995 Opinions; \$36.00 shipped; \$25.00
pickup

Vol. 75 - Selected 1996 Opinions; \$30.00 shipped; \$33.00
pickup

Vol. 76 - Selected 1997 Opinions; \$30.00 shipped; \$27.00
pickup

Vol. 77 - Selected 1998 Opinions; \$30.00 shipped; \$27.00
pickup

Vol. 78 - Selected 1999 Opinions; \$25.00 shipped; \$30.00
pickup

Vol. 79 - Selected 2000 Opinions; \$48.00 shipped or pickup

GENERAL NOTICES/ERRATA

STATE WATER CONTROL BOARD

Proposed Special Order by Consent for Bedford Regional Water Authority

An enforcement action has been proposed with the Bedford Regional Water Authority for violations in Moneta, Virginia. The special order by consent addresses and resolves violations of environmental law and regulations. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Jerry Ford, Jr. will accept comments by email at jerry.ford@deq.virginia.gov or postal mail at Department of Environmental Quality, Blue Ridge Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019, from March 7, 2016, to April 6, 2016.

Proposed Consent Order for Sirrah, LLC

An enforcement action has been proposed for Sirrah, LLC for violations in Rockbridge County, Virginia. The State Water Control Board proposes to issue a consent order to Sirrah, LLC to address noncompliance with State Water Control Law. A description of the proposed action is available at the Department of Environmental Quality office named below or online at www.deq.virginia.gov. Tiffany Severs will accept comments by email at tiffany.severs@deq.virginia.gov, FAX at (540) 574-7878, or postal mail at Department of Environmental Quality, Valley Regional Office, 4411 Early Road, P.O. Box 3000, Harrisonburg, VA 22801, from March 7, 2016, to April 7, 2016.

Total Maximum Daily Loads for Clinch River and Cove Creek Watersheds

The Department of Environmental Quality (DEQ) seeks written and oral comments from interested persons on the development of a total maximum daily load (TMDL) implementation plan for the Clinch River and Cove Creek watersheds. There are 11 different impaired stream segments in this study area, which include the following streams: Clinch River, Cove Creek, Stock Creek, Moll Creek, Valley Creek, Blackwater Creek, Copper Creek, and North Fork Clinch River. All segments are located in Lee, Russell, and Scott Counties and listed as impaired on Virginia's § 303(d) TMDL Priority List and Report due to violations of the state's water quality standard for bacteria.

Ten of the segments were first listed as impaired in 2008 and have remained on the § 303(d) list for bacteria impairments; one segment was listed in 2010. The Clinch River segment extends 9.69 miles from the Copper Creek confluence near Speers Ferry downstream to the Tennessee state line near Shelby. Cove Creek extends 6.94 miles from its confluence with Millstone Branch to the confluence with the Clinch River north of Starnes Slant. Stock Creek extends from stream mile 4.56 downstream to the Clinch River confluence at Clinchport. Moll Creek extends 4.20 miles from Copper

Creek upstream to a second tributary including Porter Hollow. Valley Creek extends 1.01 miles from near Farley Chapel to the confluence with Copper Creek. Blackwater Creek extends 2.11 miles from the East Fork Blackwater Creek confluence downstream to the Tennessee state line. Copper Creek extends 14 miles from the Grassy Creek confluence upstream through Dickensonville to stream mile 56.8. The North Fork Clinch River extends 11.01 miles from the Fraley Branch confluence downstream to the Cox Branch confluence. An additional segment of the North Fork Clinch River was listed in 2010 and extends 5.59 miles from the Cox Branch confluence near Fairview downstream to the Tennessee state line near Dona.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report. In addition, § 62.1-44.19:7 C of the Code of Virginia requires expeditious implementation of total maximum daily loads when appropriate. The implementation plan (IP) will provide measurable goals and the date of expected achievement of water quality objectives. The IP will also include corrective actions needed and their associated costs, benefits, and environmental impacts. DEQ completed bacteria TMDLs for the Clinch River and Cove Creek watershed in 2014. The TMDLs were approved by the Environmental Protection Agency in April of 2014 and by the State Water Control Board in June 2014. The TMDL report is available on the DEQ website at <http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLDevelopment/ApprovedTMDLReports.aspx>.

The Virginia Department of Environmental Quality will host two public meetings to initiate the development of a TMDL implementation plan for the Clinch River and Cove Creek watershed. Both meetings will be held on Thursday, March 10, 2016, from 6 p.m. to 8 p.m.

One meeting will be held at the Crooked Road Tech Center, 372 Technology Trail Lane, Duffield, VA 24244. An additional meeting will take place on the same day and time at the Senior and Community Building at Keith Memorial Park in Nickelsville, VA. The Senior and Community Building is located at 163 Spartan Band Avenue near the Dollar General Store. In the event of inclement weather, the meetings will be postponed until March 17. Please call Martha Chapman at the number provided below to confirm postponement of the meeting.

A 30-day public comment period for the meetings will begin March 10, 2016, and end April 11, 2016. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Martha Chapman, Department of Environmental Quality,

General Notices/Errata

355A Deadmore Street, Abingdon, VA 24210, telephone (276) 676-4845, or email martha.chapman@deq.virginia.gov.

Total Maximum Daily Loads for Kits Creek

The Department of Environmental Quality (DEQ) seeks written and oral comments from interested persons on the development of total maximum daily loads (TMDL) for Kits Creek in Lunenburg County. This stream is listed on the 2008 § 303(d) TMDL Priority List and Report as impaired due to violations of the state's water quality standards for the aquatic life use due to poor health of the benthic macroinvertebrate community.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the State Water Control Law require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report.

The Kits Creek stream segment is located in Lunenburg County. It is 4.8 miles in length and begins at the headwaters and continues to the confluence with the North Meherrin River.

The first public meeting on the development of the TMDL for Kits Creek watershed will be held on March 21, 2016, 6 p.m. - 8 p.m., 2nd Floor Courtroom, Lunenburg Courts Building, 160 Courthouse Square, Lunenburg, VA 23952. In case of inclement weather, the alternate meeting date is March 23, 2016, 6 p.m. - 8 p.m., 2nd Floor Courtroom, Lunenburg Courts Building, 160 Courthouse Square, Lunenburg, VA 23952.

The public comment period will begin March 22, 2016, and end April 22, 2016.

An advisory committee to assist in development of this TMDL will be established. Persons interested in assisting should notify the DEQ contact person listed at the end of this notice by the end of the comment period and provide their name, address, phone number, email address, and the organization represented (if any). Notification of the composition of the advisory committee will be sent to all applicants.

A component of a TMDL is the wasteload allocation (WLA); therefore, this notice is provided pursuant to § 2.2-4006 A 14 of the Administrative Process Act for any future adoption of the TMDL WLAs.

Information on the development of the TMDLs for the impairments is available upon request. Questions or information requests should be addressed to the DEQ contact person listed below. Please note, all written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Paula Main, Virginia Department of Environmental Quality, 7705 Timberlake Road, Lynchburg, VA 24502, telephone (434) 582-6216, or email paula.main@deq.virginia.gov.

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals conducted a small business impact review of **18VAC160-11, Public Participation Guidelines**, and determined that this regulation should be retained in its current form. The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals is publishing its report of findings dated February 5, 2016, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

Section 2.2-4007.02 of the Code of Virginia mandates the board to solicit the input of interested parties in the formation and development of its regulations. Therefore, the continued need for the regulation is established in statute. The regulation is necessary to protect public health, safety, and welfare by establishing public participation guidelines that promote public involvement in the development, amendment, or repeal of an agency's regulation. By soliciting the input of interested parties, the agency is better equipped to effectively regulate the occupation or profession. Since no complaints or comments were received during the public comment period, there does not appear to be a reason to amend or repeal the regulation. The regulation is clearly written and easily understandable. The regulation does not overlap, duplicate, or contravene federal or state law or regulation. A periodic review was completed on January 11, 2012. On January 14, 2016, the board reviewed the regulation and, for reasons stated, determined that the regulation should not be amended or repealed but should be retained in its current form.

Contact Information: Trisha Henshaw, Executive Director, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8595, FAX (866) 350-5354, or email waterwasteoper@dpor.virginia.gov.

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals conducted a small business impact review of **18VAC160-20, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulations**, and determined that this regulation should be retained in its current form. The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals is publishing its report of findings dated February 5, 2016, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

Sections 54.1-201.5 and 54.1-2301 of the Code of Virginia mandate the board to promulgate regulations. The continued

need for the regulation is established in statute. Repeal of the regulation would remove the current public protections provided by the regulation.

The comments received during the public comment either require a statutory change in order to remove the board's authority or did not pertain to this regulatory action; therefore a change is not warranted.

The regulation is clearly written and easily understandable. The regulation does not overlap, duplicate, or contravene federal or state law or regulation. A periodic review of the regulation was completed on January 11, 2012. On January 14, 2016, the board reviewed the regulation and, for reasons stated, determined that the regulation should not be amended or repealed but should be retained in its current form.

Contact Information: Trisha Henshaw, Executive Director, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8595, FAX (866) 350-5354, or email waterwasteoper@dpor.virginia.gov.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: *Mailing Address:* Virginia Code Commission, General Assembly Building, 201 North 9th Street, 2nd Floor, Richmond, VA 23219; *Telephone:* Voice (804) 786-3591; *Email:* varegs@dls.virginia.gov.

Meeting Notices: Section 2.2-3707 C of the Code of Virginia requires state agencies to post meeting notices on their websites and on the Commonwealth Calendar at <http://www.virginia.gov/connect/commonwealth-calendar>.

Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed: A table listing regulation sections that have been amended, added, or repealed in the *Virginia Register of Regulations* since the regulations were originally published or last supplemented in the print version of the Virginia Administrative Code is available at <http://register.dls.virginia.gov/documents/cumultab.pdf>.

Filing Material for Publication in the *Virginia Register of Regulations*: Agencies use the Regulation Information System (RIS) to file regulations and related items for publication in the *Virginia Register of Regulations*. The Registrar's office works closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.

