



# VIRGINIA

## REGISTER OF REGULATIONS

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Virginia Code Commission

<http://register.dls.virginia.gov>

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# THE VIRGINIA REGISTER INFORMATION PAGE

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**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

Unless exempted by law, an agency wishing to adopt, amend, or repeal regulations must follow the procedures in the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia). Typically, this includes first publishing 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 proposed regulation 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 of Regulations 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 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 the final regulation contains changes made after publication of the proposed regulation that 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*. Pursuant to § 2.2-4007.06 of the Code of Virginia, any person may request that the agency solicit additional public comment on certain changes made after publication of the proposed regulation. The agency shall suspend the regulatory process for 30 days upon such request from 25 or more individuals, 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 alternative to the standard process set forth in the Administrative Process Act for regulations deemed by the Governor to be noncontroversial. To use this process, the Governor's concurrence is required and advance notice must be provided to certain legislative committees. Fast-track regulations become effective on the date noted in the regulatory action if fewer than 10 persons object to using the process in accordance with § 2.2-4012.1.

## EMERGENCY REGULATIONS

Pursuant to § 2.2-4011 of the Code of Virginia, an agency may adopt emergency regulations if necessitated by an emergency situation or when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or fewer from its enactment. In either situation, approval of the Governor is required. The emergency regulation is effective upon its filing with the Registrar of Regulations, unless a later date is specified per § 2.2-4012 of the Code of Virginia. Emergency regulations are limited to no more than 18 months in duration; however, may be extended for six months under the circumstances noted in § 2.2-4011 D. Emergency regulations are published as soon as possible in the *Virginia Register* and are on the Register of Regulations website at [register.dls.virginia.gov](http://register.dls.virginia.gov).

During the time the emergency regulation is in effect, the agency may proceed with the adoption of permanent regulations in accordance with the Administrative Process Act. 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. **34:8 VA.R. 763-832 December 11, 2017**, refers to Volume 34, Issue 8, pages 763 through 832 of the *Virginia Register* issued on December 11, 2017.

*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; **Marcus B. Simon**, Vice Chair; **Ward L. Armstrong**; **Nicole Cheuk**; **Leslie L. Lilley**; **Jennifer L. McClellan**; **Christopher R. Nolen**; **Steven Popp**; **Don L. Scott, Jr.**; **Charles S. Sharp**; **Malfourd W. Trumbo**; **Amigo R. Wade**.

**Staff of the Virginia Register:** **Holly Trice**, Registrar of Regulations; **Anne Bloomsburg**, Assistant Registrar; **Nikki Clemons**, Regulations Analyst; **Rhonda Dyer**, Publications Assistant; **Terri Edwards**, Senior Operations Staff Assistant.

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## PUBLICATION SCHEDULE AND DEADLINES

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This schedule is available on the Virginia Register of Regulations website (<http://register.dls.virginia.gov>).

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### April 2022 through May 2023

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
38:18	April 6, 2022	April 25, 2022
38:19	April 20, 2022	May 9, 2022
38:20	May 4, 2022	May 23, 2022
38:21	May 18, 2022	June 6, 2022
38:22	June 1, 2022	June 20, 2022
38:23	June 15, 2022	July 4, 2022
38:24	June 29, 2022	July 18, 2022
38:25	July 13, 2022	August 1, 2022
38:26	July 27, 2022	August 15, 2022
39:1	August 10, 2022	August 29, 2022
39:2	August 24, 2022	September 12, 2022
39:3	September 7, 2022	September 26, 2022
39:4	September 21, 2022	October 10, 2022
39:5	October 5, 2022	October 24, 2022
39:6	October 19, 2022	November 7, 2022
39:7	November 2, 2022	November 21, 2022
39:8	November 14, 2022 ( <b>Monday</b> )	December 5, 2022
39:9	November 30, 2022	December 19, 2022
39:10	December 14, 2022	January 2, 2023
39:11	December 27, 2022 ( <b>Tuesday</b> )	January 16, 2023
39:12	January 11, 2023	January 30, 2023
39:13	January 25, 2023	February 13, 2023
39:14	February 8, 2023	February 27, 2023
39:15	February 22, 2023	March 13, 2023
39:16	March 8, 2023	March 27, 2023
39:17	March 22, 2023	April 10, 2023
39:18	April 5, 2023	April 24, 2023
39:19	April 19, 2023	May 8, 2023

\*Filing deadlines are Wednesdays unless otherwise specified.

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# PETITIONS FOR RULEMAKING

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## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF MEDICINE

#### Initial Agency Notice

**Title of Regulation: 18VAC85-20. Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic.**

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

**Name of Petitioner:** Michael J. Schultz.

**Nature of Petitioner's Request:** The petitioner requests that the board amend its regulations to (i) prohibit physicians, podiatrists, and chiropractors from refusing to provide medical care to patients or prospective patients if those individuals or their accompanying representatives refuse to wear masks; (ii) prohibit physicians, podiatrists, and chiropractors from enforcing any requirements for patients, prospective patients, or patient representatives to wear masks to receive medical care, including when following policies of insurers or organizations or when following guidance issued by the Centers for Disease Control and Prevention, local health departments, or the Virginia Department of Health; (iii) prohibit physicians, podiatrists, and chiropractors from refusing to provide medical care to any patient or prospective patient based on the vaccination status of the patient or the patient's representative for any COVID-19 vaccine or for any vaccine under Emergency Use Authorization status; and (iv) prohibit physicians, podiatrists, and chiropractors from refusing to provide medical care to any patient or prospective patient who refuses to disclose whether they have received any vaccine, including any COVID-19 vaccine.

**Agency Plan for Disposition of Request:** The petition for rulemaking will be published in the Virginia Register of Regulations on April 11, 2022, and on the Virginia Regulatory Town Hall. Public comment will open on April 11, 2022, and will close on May 11, 2022. The Board of Medicine will consider the petition and all comments in support or opposition at its next meeting on June 17, 2022. The petitioner will be notified of the board's decision after that meeting.

**Public Comment Deadline:** May 11, 2022.

**Agency Contact:** William L. Harp, M.D., Executive Director, Board of Medicine, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4558, or email [william.harp@dhp.virginia.gov](mailto:william.harp@dhp.virginia.gov).

VA.R. Doc. No. PFR22-28; Filed March 23, 2022, 9:00 a.m.

## BOARD OF NURSING

### Agency Decision

**Title of Regulation: 18VAC90-26. Regulations for Nurse Aide Education Programs.**

**Statutory Authority:** § 54.1-3005 of the Code of Virginia.

**Name of Petitioner:** Gary Bahena.

**Nature of Petitioner's Request:** Amend regulations to allow for the following: (i) the use of licensed hospitals for clinical education rather than nursing homes; (ii) the elimination of requirement that registered nurses and licensed practical nurses serving as clinical instructors have experience working in nursing homes; and (iii) an allowance for clinical instructors to be on site and to perform their regular work at the same time but reduce the ratio from 10-to-one to four-to-one for students to instructor.

**Agency Decision:** Request granted.

**Statement of Reason for Decision:** At its meeting on March 22, 2022, the Board of Nursing voted to initiate a fast-track rulemaking regulatory action to (i) amend the regulations governing nurse aide education to allow nurse aide training to occur in locations other than a nursing home facility focusing on geriatric care and (ii) amend the regulations governing nurse aide education to update requirements of the program coordinator, primary instructor, and other instructional personnel to clarify roles and duties of each and to allow instructional personnel from other health professions to supplement the primary instructor.

The board voted to take no action on the request to allow clinical instructors to be on site and to perform their regular work concurrent with clinical instruction but reduced the ratio for students to instructor from 10-to-one to four-to-one. The board made this decision because the decreased ratio would require programs to hire more instructors at a time when they have struggled to fill instructor spots. This would increase the burden on nurse aide education programs and increase costs for students. Additionally, the division of the instructor's attention between their regular duties and instructor duties could lead to a decrease in the quality of instruction for the students.

**Agency Contact:** Jay P. Douglas, R.N., Executive Director, Board of Nursing, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4520, or email [jay.douglas@dhp.virginia.gov](mailto:jay.douglas@dhp.virginia.gov).

VA.R. Doc. No. PFR22-16; Filed March 22, 2022, 1:43 p.m.

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# Petitions for Rulemaking

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## BOARD OF PSYCHOLOGY

### Agency Decision

Title of Regulation: **18VAC125-20. Regulations Governing the Practice of Psychology.**

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

Name of Petitioner: Diana Rexach.

Nature of Petitioner's Request: Amend requirements for residency in school psychology to accept five years of experience working as a school psychologist limited in lieu of 1,500 hours of a supervised residency.

Agency Decision: Request denied.

Statement of Reason for Decision: At its meeting on March 15, 2022, the Board of Psychology voted to take no action on this petition. This decision was based on the variety of experience school psychologists limited obtain and the inability to provide a general acceptance of all school psychologist limited experience as equivalent to residency training. The board, however, intends to review this issue and related training and residency requirement issues at a later meeting.

Agency Contact: Jaime Hoyle, Executive Director, Board of Psychology, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4406, or email [jaime.hoyle@dhp.virginia.gov](mailto:jaime.hoyle@dhp.virginia.gov).

VA.R. Doc. No. PFR22-09; Filed March 15, 2022, 4:25 p.m.

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# PERIODIC REVIEWS AND SMALL BUSINESS IMPACT REVIEWS

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## TITLE 12. HEALTH

### STATE BOARD OF HEALTH

#### Agency Notice

Pursuant to Executive Order 14 (as amended July 16, 2018) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the following regulation is undergoing a periodic review and a small business impact review: **12VAC5-20, Regulations for the Conduct of Human Research**. The review will be guided by the principles in Executive Order 14 (as amended July 16, 2018). The purpose of this review is to determine whether this regulation should be repealed, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public comment period begins April 11, 2022, and ends May 2, 2022.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of both reviews will be posted on the Virginia Regulatory Town Hall and published in the Virginia Register of Regulations.

Contact Information: Janice Hicks, Coordinator, Institutional Review Board, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7675.

#### Report of Findings

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the State Board of Health conducted a periodic review and a small business impact review of **12VAC5-80, Regulations for Administration of the Virginia Hearing Impairment Identification and Monitoring System**, and determined that this regulation should be amended. The department is publishing its report of findings dated August 6, 2021, to support this decision

The regulation meets the criteria set out in Executive Order 14 (2018) as it is necessary for the protection of public health, safety, and welfare of infants born in the Commonwealth of Virginia and their families. The regulation is clearly written and understandable. The Virginia Department of Health (VDH) is recommending the regulation be amended to reflect updated language and current program practices relevant to the regulation.

There is a continued need for the regulation because newborn hearing screenings are conducted on infants born in the

Commonwealth of Virginia and this regulation establishes the requirements for conducting these tests. No public comments were received concerning the regulation during the public comment period. The regulation is clearly written and easily understandable. The regulation does not overlap, duplicate, or conflict with any known federal or state law or regulation. Regulations are evaluated on an ongoing basis, and this regulation was last amended effective December 2013 as a result of a periodic review. The regulation was amended to include screening for congenital cytomegalovirus in newborns who fail the newborn hearing screen through a final exempt regulatory action effective September 2020. VDH does not anticipate that amending the regulation will have an adverse economic impact on small businesses in the Commonwealth of Virginia.

Contact Information: Robin Buskey, Policy Analyst, Office of Family Health Services, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 863-7253.

#### Agency Notice

Pursuant to Executive Order 14 (as amended July 16, 2018) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the following regulation is undergoing a periodic review and a small business impact review: **12VAC5-431, Sanitary Regulations for Hotels**. The review will be guided by the principles in Executive Order 14 (as amended July 16, 2018). The purpose of this review is to determine whether this regulation should be repealed, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public comment period begins April 11, 2022, and ends May 2, 2022.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of both reviews will be posted on the Virginia Regulatory Town Hall and published in the Virginia Register of Regulations.

Contact Information: Briana Bill, Program Manager, Tourist Establishments Regulation, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 584-6340.



## TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

### BOARD OF DENTISTRY

#### Agency Notice

Pursuant to Executive Order 14 (as amended July 16, 2018) and §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the following regulations are undergoing a periodic review and a small business impact review: **18VAC60-21, Regulations Governing the Practice of Dentistry; 18VAC60-25, Regulations Governing the Practice of Dental Hygiene; and 18VAC60-30, Regulations Governing the Practice of Dental Assistants.** The review will be guided by the principles in Executive Order 14 (as amended July 16, 2018). The purpose of this review is to determine whether each regulation should be repealed, amended, or retained in its current form. Public comment is sought on the review of any issue relating to each regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public comment period begins April 11, 2022, and ends May 11, 2022.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency. Following the close of the public comment period, a report of both reviews will be posted on the Virginia Regulatory Town Hall and published in the Virginia Register of Regulations.

Contact Information: Erin Barrett, Senior Policy Analyst, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688.



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# NOTICES OF INTENDED REGULATORY ACTION

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## TITLE 9. ENVIRONMENT

### STATE WATER CONTROL BOARD

#### Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Water Control Board intends to consider amending **9VAC25-151, Virginia Pollutant Discharge Elimination System (VPDES) General Permit Regulation for Storm Water Discharges Associated with Industrial Activity**. The purpose of the proposed action is to amend and reissue the Virginia Pollutant Discharge Elimination System (VPDES) general permit regulation for discharges of stormwater from industrial activity. The general permit regulation expires on June 30, 2024, and needs to be reissued so that industrial facilities with point source discharges of stormwater to surface waters from regulated industrial activities can continue to have general permit coverage. Changes to the existing general permit regulation include updating the effective dates of the general permit, clarifying permit definitions and requirements, and correcting typographical errors. Additional amendments may be identified following the submittal of public comments on this notice, through the work of the technical advisory committee, or to comply with federal requirements and watershed plans.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 62.1-44.15 of the Code of Virginia; § 402 of the federal Clean Water Act; 40 CFR Parts 122, 123, and 124.

Public Comment Deadline: May 11, 2022.

Agency Contact: Joseph Crook, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218, telephone (804) 814-8324, FAX (804) 698-4178, or email [joseph.crook@deq.virginia.gov](mailto:joseph.crook@deq.virginia.gov).

VA.R. Doc. No. R22-7009; Filed March 11, 2022, 12:23 p.m.



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## TITLE 12. HEALTH

### STATE BOARD OF HEALTH

#### 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 Health intends to consider amending **12VAC5-381, Home Care Organization Regulations**. The purpose of the proposed action is to address remote supervision of personal care services by home care organizations. Chapter 470 of the 2021 Acts of Assembly, Special Session I, directs the State Board of Health to promulgate regulations for home care organizations that govern the delivery of personal care services to provide for

supervision of home care attendants providing personal care services by a licensed nurse through use of interactive audio or video technology. The intended regulatory action implements this requirement.

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

Statutory Authority: §§ 32.1-12 and 32.1-162.12 of the Code of Virginia.

Public Comment Deadline: May 11, 2022.

Agency Contact: Rebekah E. Allen, Senior Policy Analyst, Virginia Department of Health, 9960 Mayland Drive, Suite 401, Richmond, VA 23233, telephone (804) 367-2102, FAX (804) 527-4502, or email [regulatorycomment@vdh.virginia.gov](mailto:regulatorycomment@vdh.virginia.gov).

VA.R. Doc. No. R22-7120; Filed March 9, 2022, 3:07 p.m.

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# REGULATIONS

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

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## 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.

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## TITLE 4. CONSERVATION AND NATURAL RESOURCES

### MARINE RESOURCES COMMISSION

#### Final Regulation

**REGISTRAR'S NOTICE:** The Marine Resources Commission is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4006 A 11 of the Code of Virginia; however, the commission is required to publish the full text of final regulations.

Title of Regulation: **4VAC20-490. Pertaining to Sharks (amending 4VAC20-490-48).**

Statutory Authority: § 28.2-201 of the Code of Virginia.

Effective Date: April 1, 2022.

Agency Contact: Alexa Galvan, Marine Resources Commission, 380 Fenwick Road, Fort Monroe, VA 23551, telephone (757) 247-2069, or email [alexa.galvan@mrc.virginia.gov](mailto:alexa.galvan@mrc.virginia.gov).

#### Summary:

*The amendment provides that the total allowable commercial landings of smooth dogfish shall be limited to a quota in dressed weight calculated pursuant to the Interstate Coastal Sharks Fishery Management Plan.*

#### **4VAC20-490-48. Smooth dogfish commercial quota and harvest limitations.**

A. ~~The annual commercial quota for smooth dogfish shall be 922,030 pounds in dressed weight. During each calendar year, total allowable commercial landings of smooth dogfish shall be limited to a quota in dressed weight calculated pursuant to the Interstate Coastal Sharks Fishery Management Plan.~~

B. It shall be unlawful for any person to take, harvest, or possess aboard any vessel or to land in Virginia any smooth dogfish harvested from federal waters once the National Oceanic and Atmospheric Administration (NOAA) Fisheries has determined and announced that 80% of the smooth dogfish coastwide quota has been harvested.

C. It shall be unlawful for any person to harvest or to land in Virginia any smooth dogfish for commercial purposes after the quota specified in subsection A of this section has been landed and announced as such.

D. Any smooth dogfish harvested from state waters or federal waters for commercial purposes shall only be sold to a federally permitted dealer.

E. It shall be unlawful for any buyer of seafood to receive any smooth dogfish harvested from federal waters once NOAA Fisheries has determined and announced that 80% of the smooth dogfish coastwide quota has been harvested.

F. It shall be unlawful for any buyer of seafood to receive any smooth dogfish after the commercial quota specified in subsection A of this section has been attained and announced as such.

VA.R. Doc. No. R22-7132; Filed March 22, 2022, 1:45 p.m.

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## TITLE 9. ENVIRONMENT

### STATE WATER CONTROL BOARD

#### Forms

**REGISTRAR'S NOTICE:** Forms used in administering the regulation have been filed by the agency. The forms are not being published; however, online users of this issue of the Virginia Register of Regulations may click on the name of a form with a hyperlink to access it. The forms are also available from the agency contact or may be viewed at the Office of the Registrar of Regulations, 900 East Main Street, 11th Floor, Richmond, Virginia 23219.

Title of Regulation: **9VAC25-32. Virginia Pollution Abatement (VPA) Permit Regulation.**

Agency Contact: Valerie Rourke, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219, telephone (804) 774-9126, FAX (804) 698-4178, or email [valerie.rourke@deq.virginia.gov](mailto:valerie.rourke@deq.virginia.gov).

FORMS (9VAC25-32)

[Virginia Pollution Abatement Permit Application, General Instructions \(rev. 5/2014\)](#)

[Virginia Pollution Abatement Permit Application, Form A, All Applicants \(rev. 6/2014\)](#)

[Virginia Pollution Abatement \(VPA\) Permit Application, Form B, Animal Feeding Operations \(AFOs\) \(rev. 2/2013\)](#)

[Virginia Pollution Abatement Permit Application, Form C, Industrial Waste \(rev. 10/1995\)](#)

[Virginia Pollution Abatement Permit Application, Form D, Municipal Effluent and Biosolids Cover Page \(rev. 6/2013\):](#)

**TITLE 16. LABOR AND EMPLOYMENT**

**SAFETY AND HEALTH CODES BOARD**

**Final Regulation**

Part D-I: Land Application of Municipal Effluent (rev. 4/2009)

Part D-II: Land Application of Biosolids (rev. 9/2018)

Part D-II: Worksheet (eff. 9/2018)

~~Part D-III: Effluent Characterization Form (rev. 4/2009)~~

[Part D-III: Effluent Characterization Form \(rev. 1/2022\)](#)

Part D-IV: Biosolids Characterization Form (rev. 9/2018)

Part D-V: Non-Hazardous Waste Declaration (rev. 6/2013)

Part D-VI: Land Application Agreement - Biosolids and Industrial Residuals (rev. 6/2018)

Application for Land Application Supervisor Certification (rev. 2/2011)

Application for Renewal of Land Application Supervisor Certification (rev. 2/2011)

Request for Extended Setback from Biosolids Land Application Field (rev. 8/2015)

Sludge Disposal Site Dedication Form, Form A-1 (rev. 11/2009)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form I, Insurance Liability Endorsement (rev. 10/2013)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form II, Certificate of Liability Insurance (rev. 10/2013)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form III, Corporate Letter (rev. 11/2009)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form IV, Corporate Guarantee (rev. 11/2009)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form V, Letter of Credit (rev. 11/2009)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form VI, Trust Agreement (rev. 11/2009)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form VII, Local Government Financial Test (rev. 10/2013)

Liability Requirements for Transport, Storage, and Land Application of Biosolids, Form VIII, Local Government Guarantee (rev. 10/2013)

VA.R. Doc. No. R22-7117; Filed March 9, 2022, 3:06 p.m.

**REGISTRAR'S NOTICE:** Pursuant to subdivision (6a) of § 40.1-22 of the Code of Virginia, the Safety and Health Codes Board may adopt an emergency temporary standard to take immediate effect upon publication in a newspaper of general circulation, published in the City of Richmond, Virginia, if the board determines that employees are exposed to grave danger from exposure to substances or agents determined to be toxic or physically harmful or from new hazards, and that such emergency standard is necessary to protect employees from such danger. The newspaper publication constituted notice that the board intends to adopt such standard within a period of six months. The board by similar publication shall prior to the expiration of six months give notice of the time and date of, and conduct a hearing on, the adoption of a permanent standard.

**Title of Regulation:** 16VAC25-220. Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus that Causes COVID-19 (repealing 16VAC25-220-10 through 16VAC25-220-90).

**Statutory Authority:** § 40.1-22 of the Code of Virginia.

**Effective Date:** March 23, 2022.

**Agency Contact:** Cristin Bernhardt, Regulatory Coordinator, Department of Labor and Industry, 600 East Main Street, Suite 207, Richmond VA 23219, telephone (804) 786-2392, or email [cristin.bernhardt@doli.virginia.gov](mailto:cristin.bernhardt@doli.virginia.gov).

**Summary:**

*This action is taken pursuant to Executive Order Number Six (2022), Reinvigorating Job Growth by Removing Burdensome Regulations from Virginia's Business Community. The Safety and Health Codes Board adopted the action repealing the Virginia Standard for Infectious Disease Prevention of the SARSCoV-2 Virus That Causes COVID-19 (16VAC25-220) on March 21, 2022. The regulation being repealed provides requirements for employers to control, prevent, and mitigate the spread of SARS-CoV-2, thereby protecting employees and the general public. The Safety and Health Codes Board conducted (i) a 30-day comment period from February 17, 2022, to March 19, 2022, and (ii) a public hearing on March 14, 2022, to provide opportunity for public comment prior to the final vote to repeal the standard. The repeal is effective upon publication in the Richmond Times-Dispatch on March 23, 2022.*

VA.R. Doc. No. R22-6165; Filed March 22, 2022, 3:13 p.m.

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# Regulations

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## TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

### DEPARTMENT OF MOTOR VEHICLES

#### Notice of Extension of Public Comment Period

Titles of Regulations: **24VAC20-80. Overload Permit Regulations (repealing 24VAC20-80-10 through 24VAC20-80-50).**

**24VAC20-81. Hauling Permit Regulation (repealing 24VAC20-81-10 through 24VAC20-81-250).**

**24VAC20-82. Permit Regulations (adding 24VAC20-82-10 through 24VAC20-82-180).**

Notice is hereby given that the Department of Motor Vehicles is extending the public comment period regarding the proposed regulatory action published in [Volume 38, Issue 11 of the Virginia Register of Regulations, January 17, 2022](#). The Department of Motor Vehicles proposes repealing **Overload Permit Regulations (24VAC20-80)** and **Hauling Permit Regulation (24VAC20-82)**, and promulgating a new set of regulations, **Overload and Hauling Permits Regulation (24VAC20-81)**. The proposed action consolidates the existing regulations into one new chapter to more clearly describe permitting requirements, to bring the regulations into conformity with existing law, and to incorporate procedural changes adopted to enhance efficiency and user experience. The Department of Motor Vehicles is extending the public comment period to ensure that the regulated community has received notice of the proposed regulations and has had adequate time to review the proposed regulations and respond with comments.

Statutory Authority: § 46.2-203 of the Code of Virginia.

Public Comment Deadline: April 18, 2022.

Agency Contact: Melissa Velazquez, Legislative Services Manager, Department of Motor Vehicles, P.O. Box 27412, Richmond, VA 23269-0001, telephone (804) 367-1844, FAX (804) 367-6631, TDD (800) 272-9268, or email [melissa.velazquez@dmv.virginia.gov](mailto:melissa.velazquez@dmv.virginia.gov).

VA.R. Doc. No. R21-6542; Filed January 1, 0001, 12:00 a.m.

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# GUIDANCE DOCUMENTS

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## PUBLIC COMMENT OPPORTUNITY

Pursuant to § 2.2-4002.1 of the Code of Virginia, a certified guidance document is subject to a 30-day public comment period after publication in the Virginia Register of Regulations and prior to the guidance document's effective date. During the public comment period, comments may be made through the Virginia Regulatory Town Hall website (<http://www.townhall.virginia.gov>) or sent to the agency contact. Under subsection C of § 2.2-4002.1, the effective date of the guidance document may be delayed for an additional period. The guidance document may also be withdrawn.

The following guidance documents have been submitted for publication by the listed agencies for a public comment period. Online users of this issue of the Virginia Register of Regulations may click on the name of a guidance document to access it. Guidance documents are also available on the Virginia Regulatory Town Hall (<http://www.townhall.virginia.gov>) or from the agency contact or may be viewed at the Office of the Registrar of Regulations, 900 East Main Street, Richmond, Virginia 23219.

### DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Title of Document: [Commonwealth of Virginia Department for Aging and Rehabilitative Services Senior Community Service Employment Program State Plan PY 2020-2023 Program Year 2021 Modification.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Elizabeth Patacca, Administrative Staff Assistant, Department for Aging and Rehabilitative Services, 8004 Franklin Farms Drive, Henrico, VA 23229, telephone (804) 726-6625, or email [elizabeth.patacca@dars.virginia.gov](mailto:elizabeth.patacca@dars.virginia.gov).

### BOARD OF DENTISTRY

Titles of Documents: [Dental Clinical Competency Examination Requirements for Licensure.](#)

[Dental Hygiene Clinical Competency Examination Requirements for Licensure.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Erin Barrett, Senior Policy Analyst, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688, or email [erin.barrett@dhp.virginia.gov](mailto:erin.barrett@dhp.virginia.gov).

### STATE BOARD OF EDUCATION

Title of Document: [Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Jim Chapman, Regulatory and Legal Coordinator, Department of Education, James Monroe Building, 25th Floor, 101 North 14th Street, Richmond, VA 23219, telephone (804) 225-2540, or email [jim.chapman@doe.virginia.gov](mailto:jim.chapman@doe.virginia.gov).

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Title of Document: [Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Emily V. Webb, Director of Board Relations, Department of Education, James Monroe Building, 25th Floor, 101 North 14th Street, Richmond, VA 23219, telephone (804) 225-2924, or email [emily.webb@doe.virginia.gov](mailto:emily.webb@doe.virginia.gov).

### DEPARTMENT OF ENVIRONMENTAL QUALITY

Title of Document: [Guidelines for the Virginia Litter Prevention and Recycling Grants.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Sanjay Thirunagari, Program Manager, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219, telephone (804) 659-1532, or email [sanjay.thirunagari@deq.virginia.gov](mailto:sanjay.thirunagari@deq.virginia.gov).

### STATE BOARD OF HEALTH

Titles of Documents: [Guidelines for Care Connection for Children Network - Virginia Department of Health Pharmacy Services.](#)

[Virginia School Health Guidelines.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Michael Capps, Legislative and Regulatory Coordinator, Virginia Department of Health, James Madison Building, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7190, or email [michael.capps@vdh.virginia.gov](mailto:michael.capps@vdh.virginia.gov).

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# Guidance Documents

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## DEPARTMENT OF LABOR AND INDUSTRY

Title of Document: [Division of Labor and Employment Law Field Operations Manual - Chapter Ten Payment of Wage.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Cristin Bernhardt, Regulatory Coordinator, Department of Labor and Industry, Main Street Centre, 600 East Main Street, Richmond, VA 23219, telephone (804) 786-2392, or email [cristin.bernhardt@doli.virginia.gov](mailto:cristin.bernhardt@doli.virginia.gov).

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Document: [The Home and Community-Based Services \(HCBS\) Modifications Process Explained.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Emily McClellan, Policy and Research, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-6043, or email [emily.mcclellan@dmas.virginia.gov](mailto:emily.mcclellan@dmas.virginia.gov).

## BOARD OF OPTOMETRY

Title of Document: [Disposition of Disciplinary Cases for Optometrists Involving Practicing with an Expired License.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Erin Barrett, Senior Policy Analyst, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688, or email [erin.barrett@dhp.virginia.gov](mailto:erin.barrett@dhp.virginia.gov).

## BOARD OF PHARMACY

Title of Document: [Pharmacy Working Conditions.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Erin Barrett, Senior Policy Analyst, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688, or email [erin.barrett@dhp.virginia.gov](mailto:erin.barrett@dhp.virginia.gov).

## BOARD OF PSYCHOLOGY

Titles of Documents: [Virginia Board of Psychology Bylaws Article I: Authorization.](#)

[Guidance Document on Psychologists' Use of Social Media.](#)

Public Comment Deadline: May 11, 2022.

Effective Date: May 12, 2022.

Agency Contact: Erin Barrett, Senior Policy Analyst, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4688, or email [erin.barrett@dhp.virginia.gov](mailto:erin.barrett@dhp.virginia.gov).

**ANNUAL LIST**

Section 2.2-4103.1 of the Code of Virginia requires annual publication in the Virginia Register of Regulations of guidance document lists from state agencies. 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.

**BOARD OF ACCOUNTANCY**

Copies of the following documents may be viewed or obtained on regular work days from 8:15 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Henrico, VA 23233, telephone (804) 367-8505, or FAX (804) 527-4409. There are no costs associated with obtaining printed copies of the documents listed.

Questions regarding obtaining copies, interpretation, or implementation of these documents may be directed to Nancy J. Glynn, CPA, Executive Director, at the address provided.

**Guidance Documents:**

- [3638, Board of Accountancy Rights and Responsibilities under FOIA, 8/22/2019](#)
- [5970, Virginia Board of Accountancy \(VBOA\) Policy #1: Trust Account, 4/1/2020](#)
- [5971, VBOA Policy #2: Continuing Professional Education Guidelines for Sponsors, 8/20/2020](#)
- [5972, VBOA Policy #3: Substantially Equivalent Jurisdictions, 8/20/2020](#)
- [5973, VBOA Policy #4: Continuing Professional Education \(CPE\) Guidelines for Certified Public Accountants \(CPAs\), 8/20/2020](#)
- [5974, VBOA Policy #5: Publication of Disciplinary Action, 12/31/2018](#)
- [5975, VBOA Policy #6: CPA and International Qualification Examinations, 12/31/2018](#)
- [5976, VBOA Policy #7: Peer Review Oversight Committee, 12/31/2018](#)
- [5977, VBOA Policy #8: Ethics Committee, 8/20/2020](#)
- [5978, VBOA Policy #9: Inactive Status Procedure for Approval, Denial, Appeal, 3/5/2020](#)
- [5979, VBOA Policy #10: Electronic Participation in Virginia Board of Accountancy Meetings, 12/12/2019](#)
- [6132, Education Handbook, 9/1/2017](#)
- [6831, Virginia Board of Accountancy Bylaws, 4/30/2020](#)

[6848, Enforcement Processes, 10/29/2020](#)

[7030, Disposition of Cases Involving Unlicensed Use of the CPA Title by Previously Licensed Individuals, 4/22/2021](#)

[7082, CPE Violation Penalties - Guidelines, 9/30/2021](#)

[7155, Delegations of Authority, 1/11/2022](#)

**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 with the document title. Hard copies of all documents except the CAPP Manual may be obtained free of charge by contacting Rudy Burgess at P.O. Box 1971, Richmond, VA 23218-1971, telephone (804) 225-3051, or email at [rudy.burgess@doa.virginia.gov](mailto:rudy.burgess@doa.virginia.gov).

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

**Guidance Documents:**

- [5739, Agency Risk Management and Internal Control Standards \(ARMICS\), 7/19/2011](#)
- [5740, Commonwealth Accounting Policies and Procedures \(CAPP\) Manual, 4/14/2015](#)
- [5741, Financial Statement Preparation for Agencies and Institutions, 5/15/2015](#)
- [5742, Year End Closing Procedures, 5/15/2015](#)

**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

All guidance documents are available at no charge from the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) or from the department website where indicated. However, documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the department's central office location at

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## Guidance Documents

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8004 Franklin Farms Drive, Richmond Virginia 23229. Contact the individual listed under the individual document for more information. If no listing appears, contact Elizabeth Patacca, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 726-6625. Costs for printing hard copies of these documents vary with the document requested.

### Guidance Documents:

#### Board for Aging and Rehabilitative Services

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

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

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

4522, [Division of Rehabilitative Services \(DRS\) Policy and Procedure Manual](#), 12/3/2018

4525, [Long Term Employment Support Services \(LTESS\) and Extended Employment Services \(EES\) Policy Manual](#), 4/1/2020

4526, [2020-2023 Workforce Innovation and Opportunity Act Combined State Plan](#), 1/25/2021

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

4532, [Personal Assistance Services Program Handbook](#), 9/12/2011

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

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

4540, [State Plan for Independent Living](#), 11/26/2020

4541, [Centers for Independent Living General Policies and Procedures Manual](#), 1/10/2017

4545, [Wilson Workforce and Rehabilitation Center Governance Manual](#), 11/8/2018

5079, [Vendor Application for Licensed Behavioral Health Services Provider A1205 - Guidance Document](#), 8/1/2014

5081, [Guidance for Provision of Therapeutic Behavioral Services \(TBS\)](#), 1/1/2017

5100, [Virginia State Plan for Aging Services](#), 10/1/2019

5158, [VDA National Family Caregiver Support Guidance](#), 7/27/2017

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

5160, [VDA Grants Manual](#), 1/24/2018

5161, [VDA Farm Market Fresh for Seniors Handbook for Farmers](#), 5/13/2021

5162, [Criminal Background Check Policy for Area Agencies on Aging and Subcontractors](#), 7/1/2017

5335, [Adult Services Assisted Living Facility Private Pay Assessment Manual](#), 12/1/2015

5343, [Adult Services Broadcast 5696 Revised Adult Protective Services \(APS\) Minimum Training Standards](#), 6/23/2009

5346, [Adult Services Auxiliary Grant Policy Manual Chapters A through L and Transmittals](#), 12/6/2018

5348, [Adult Services Assisted Living Facility Public Pay Assessment Manual](#), 11/14/2019

5349, [Adult Services Manual, Chapters 1 through 9](#), 12/19/2018

6264, [Licensed Behavioral Health Services Guidance and Fees Document](#), 10/1/2013

6494, [Work Incentives Specialist Advocate \(WISA\) Manual](#), 1/23/2020

6495, [VDA Aging Services Standards: All Standards Combined](#), 4/4/2019

6496, [Pre-Employment Transition Services Manual](#), 12/12/2019

6497, [Office of State Long-Term Care Ombudsman Policies and Procedures](#), 8/1/2018

6498, [Senior Community Service Employment Program State Plan for Program Years 2020-2023](#), 1/21/2021

6499, [Board and Advisory Council Handbook for Virginia's Area Agencies on Aging](#), 12/23/2015

6500, [Auxiliary Grant in Supportive Housing: Provider Operating Manual](#), 8/22/2019

6501, [User Manual: Uniform Assessment Instrument](#), 2/1/2017

6504, [Assisted Living Facility Relocation Plan](#), 6/29/2018

6758, [Senior Community Service Employment Program Operations Manual](#), 12/26/2019

6883, [State Plan for Assistive Technology](#), 7/9/2020

6964, [Electronic Storage of CIL Consumer Service Records](#), 3/6/2021

6992, [Electronic Signatures Guidance for Independent Living Centers](#), 5/13/2021

7073, [Nutrition Education Service Standard](#), 10/1/2021

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA or on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>. For information about



guidance documents of the Department of Agriculture and Consumer Services, including interpretation, please contact:

For guidance documents relating to dairy and foods, contact Ryan Davis at (804) 786-8899.

For guidance documents relating to meat and poultry, contact JoAnn Connell at (540) 830-2691.

For guidance documents relating to approved capture drugs, methods approved for animal euthanasia, commercial breeder guidelines, and the Animal Care Civil Penalty Matrix, contact Carolynn Bissett at (804) 786-2483.

For guidance documents relating to avian influenza, contact Carolynn Bissett at (804) 786-2483.

For guidance documents relating to the Milk Commission, contact Crafton Wilkes at (804) 786-2013.

For guidance documents relating to agricultural stewardship, contact Darrell Marshall at (804) 786-3538.

For guidance documents relating to pesticides, contact Liza Fleeson Trossbach at (804) 371-6559.

For guidance documents relating to honey bees, contact Keith Tignor at (804) 786-3515.

For guidance documents relating to charitable gaming and charitable solicitations, contact Michael Menefee at (804) 786-3983.

For guidance documents relating to weights and measures (including motor fuel), contact Gary Milton at (804) 786-1274.

For guidance documents relating to industrial coproducts, gypsy moths, or ginseng, contact David Gianino at (804) 786-3515.

Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available for no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Guidance Documents:

#### Charitable Gaming Board

4309, [Use of Proceeds](#), 12/1/2012

4310, [Progressive Games](#), 6/2/2010

4311, [Electronic Pull-Tab Game Displays, Themes, and Sounds](#), 11/14/2012

5328, [Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations](#), 9/13/2013

#### Board of Agriculture and Consumer Services

750, [Guidelines for the Virginia Ginseng Management Program](#), 12/16/2016

756, [Virginia Entry Requirements for Honey Bee Hives and Appliances](#), 12/16/2016

1115, [Industrial Coproducts Guidelines](#), 12/16/2016

1743, [Agricultural Stewardship Act Guidelines](#), 4/1/2010

2552, [Virginia Shipping Requirements for Package Bees and Queens](#), 12/16/2016

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

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, [Information Regarding Commercial Dog Breeder Legislation](#), 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

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](#), 12/19/2018

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

5033, [Product Registration - When Two Pesticide Products May Be Registered for a Single Fee](#), 9/29/2010

5034, [Product Registration - Submission of 24\(c\) Special Local Need Registration](#), 12/11/2014

5035, [Production Registration - Submission of Labels](#), 12/11/2014

5036, [Registration Label Review](#), 8/24/2017

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## Guidance Documents

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5037, [Supervision of Registered Technicians, Including Government Employees and Not-for-Hire Individuals](#), 12/19/2018

5328, [Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations](#), 9/13/2013

6450, [Certification of Individuals Treating Cooling Towers or Swimming Pools](#), 12/19/2018

6451, [Guidelines for Home Manufactured Pet Foods and Treats](#), 12/19/2018

6479, [Guidelines Governing Veterinary Protocols](#), 12/26/2018

CACL MATRIX, [Virginia Comprehensive Animal Care Laws and Related Regulations Civil Penalty Matrix](#), 2/20/2020

LIVESTOCK MATRIX, [Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix](#), 2/20/2020

OACER 2018-01, [Guidelines Governing the Approval of Continuing Education Training for Animal Control Officers](#), 1/1/2018

OPIS 2020-01, [Guidelines for Beehive Distribution Program](#), 7/31/2020

OPIS Gypsy Moth, [Virginia Cooperative Gypsy Moth Suppression Program, 2022 Guidelines](#), 11/11/2021

OPS-AdminProc, [Office of Pesticide Services - Administrative Procedure for Compliance Actions](#), 12/19/2018

OWM 2016-01, [Handling of Diesel Exhaust Fluid Dispensed for Testing](#), 5/1/2016

OWM 2017-01, [Guidelines for Approval of Public Weighmaster Licenses](#), 4/1/2017

Produce Safety Matrix, [Virginia Produce Safety Law and Related Regulations Civil Penalty Matrix Guidelines for Enforcement](#), 3/4/2021

### State Milk Commission

2727, [Virginia State Milk Commission Monthly Report Audit Manual](#), 11/27/2012

### VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY

Copies of guidance documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the office of the Virginia Alcoholic Beverage Control Authority, 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 LaTonya D. Hucks-Watkins, Senior Legal Counsel, at the same address, telephone (804) 213-4698, FAX (804) 213-4574, or email at [latonya.hucks-watkins@abc.virginia.gov](mailto:latonya.hucks-watkins@abc.virginia.gov). Guidance documents are available

for no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Guidance Documents:

#### Virginia Alcoholic Beverage Control Board of Directors

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

[1843, Farm Winery Remote Festivals Bulletin](#), 7/19/2001

[1847, Licensee Bulletin Vol. 56, No. 1; Mixed Beverage Restaurant](#), 1/1/2000

[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](#), 12/1/2017

[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

[3394, Circular Letter 06-01; CO<sub>2</sub> Filters Provided to Retailers](#), 2/14/2006

3397, Circular Letter 06-04; Solicitor Tasting Permits, 9/1/2006

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

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

5949, Circular Letter 15-06; Temporary Extensions Increase, 12/30/2015

5958, Circular Letter 16-01; Distillery Store Events, 2/2/2016

5983, Circular Letter 16-02; Wineries, Farm Wineries, and Brewery Tasting Rooms, 3/23/2016

6201, Brewery License Bulletin, 4/1/2014

16-03, Circular Letter 16-03; Licensees with On-Premises and Mixed Beverage Privileges, 4/7/2016

17-01, Chanel Pricing for Retail Licensees Possessing both On-Premises and Off-Premises Privileges, 4/25/2017

17-02, Agency Liability for Delivery Permittees, 5/3/2017

19-02, Wine and Beer Wholesalers Tastings, 9/19/2019

19-03, Manufacturing on Brewery Premises, 9/19/2019

19-04, Shared Equipment and Alternation of Premises between Manufacturing Types, 10/17/2019

20-01, Retail Licensee Bulletin Marketplace Licenses, 11/17/2020

21-01, 2021 Retail Licensee Bulletin, 5/3/2021

21-02, Approval of Outdoor Dining Areas, 7/22/2021

21-03, June 2021 Retail Licensee Bulletin (Expiration of Pre-reform licenses), 6/2/2021

### **COMMISSION ON THE VIRGINIA ALCOHOL SAFETY ACTION PROGRAM**

A copy of the following documents may be viewed on regular work days from 8:30 a.m. until 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. 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.virginia.gov](mailto:rfoy@vasap.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Richard Foy, telephone (804) 786-5895, or [rfoy@vasap.virginia.gov](mailto:rfoy@vasap.virginia.gov).

#### **Guidance Documents:**

6761, Ignition Interlock and Remote Alcohol Monitoring Process and Procedure Manual, 7/1/2021

6762, VASAP Operational Guidelines, 1/1/2022

### **AUDITOR OF PUBLIC ACCOUNTS**

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

Questions regarding interpretation or implementation of these documents may be directed to Rachel Reamy, auditor,

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# Guidance Documents

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Auditor of Public Accounts, telephone (804) 362-8436, or email [rachel.reamy@apa.virginia.gov](mailto:rachel.reamy@apa.virginia.gov).

## Guidance Documents:

[ABC SPEC21, Specifications for Audits of Authorities, Boards, and Commissions, 7/1/2021](#)

[CCT SPEC21, Specifications for Audits of Counties, Cities, and Towns, 7/1/2021](#)

[GRAcct21, General Receiver Accounting Manual, 6/1/2021](#)

[Sheriffs21, Virginia Sheriffs Accounting Manual, 6/1/2021](#)

[UFRM21, Uniform Financial Reporting Manual, 11/1/2021](#)

## VIRGINIA DEPARTMENT OF AVIATION

For questions regarding the Airport Program Manual or to request a copy, please contact Susan Simmers with the Airport Services Division of the Virginia Department of Aviation (DOAV) at telephone (804) 236-3636, email [susan.simmers@doav.virginia.gov](mailto:susan.simmers@doav.virginia.gov), or postal mail 5702 Gulfstream Road, Richmond, VA 23250.

This guidance document is available for no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

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

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

## Guidance Document:

[Program Manual, Virginia Department of Aviation Airport Program Manual 2021, 12/2/2021](#)

## 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 Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.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 any DBHDS guidance documents should be directed to Ruth Anne Walker, Director of Regulatory Affairs, email [ruthanne.walker@dbhds.virginia.gov](mailto:ruthanne.walker@dbhds.virginia.gov), telephone (804) 225-2252, or FAX (804) 371-4609.

## Guidance Documents:

[CSB MH-1, Discharge Protocols for Community Services Boards and State Mental Health Facilities, 11/15/2018](#)

[CSB MH-2, Discharge Assistance Program Manual, 11/30/2018](#)

[DD 1, 2021 Person-Centered Individual Support Plan Guidance, 6/7/2021](#)

[DD 4, DSP and DSP Supervisor DD Waiver Orientation and Competencies Protocol, 3/27/2020](#)

[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, 11/1/2016](#)

[FOR 3, Not Guilty By Reason of Insanity: Reference Manual for Community Services Boards or Behavioral Health Authorities, 1/15/2017](#)

[FOR 4, Adult Outpatient Competency Restoration Manual for Community Services Boards or Behavioral Health Authorities, 1/15/2017](#)

[HR 1, Office of Human Rights, Protocols, Procedures, and Practices Manual, 1/30/2018](#)

[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 8, Fall Risk Assessments, 6/5/2017](#)

[LIC 9, Nutrition Guidelines and Form, 6/5/2017](#)

[LIC 10, Guidance on Ceiling Height Requirements, 6/8/2017](#)

[LIC 12, Guidance for Certificate of Use and Occupancy, 6/9/2017](#)

[LIC 14, Office of Licensing Frequently Asked Questions \(FAQs\), 6/28/2017](#)

[LIC 15-OL, Guidance for Counseling in Medication Assisted Opioid Treatment Services, 3/1/2018](#)

[LIC 16, Guidance for Quality Improvement Plan, 11/28/2020](#)

[LIC 17, Guidance for Serious Incident Reporting, 11/28/2020](#)

[LIC 18, Individuals with Developmental Disabilities with High Risk Health Conditions, 6/1/2020](#)

[LIC 19, Corrective Action Plans \(CAPs\), 8/22/2020](#)

[LIC 20, Incident Reporting, 8/22/2020](#)

[LIC 21, Guidance for Risk Management, 8/27/2020](#)

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

MH 1a, [Mandatory Outpatient Treatment Guidance](#), 12/30/2016

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

ORS-01, [Certified Recovery Residences](#), 3/7/2020

Part C 5, [Child Indicators Booklet](#), 12/20/2018

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

Part C 9, [Early Intervention Practice Manual](#), 7/9/2021

Part C 10, [Transition from Part C to Part B Questions and Answers](#), 12/28/2018

Plan I, [Comprehensive State Plan 2016-2022](#), 12/1/2016

## VIRGINIA BIRTH-RELATED NEUROLOGICAL INJURY COMPENSATION PROGRAM

Copies of the following document may be viewed or obtained on regular work days from 8:30 a.m. until 5 p.m. at the office of the Virginia Birth-Related Neurological Injury Compensation Program, 7501 Boulders View Drive, Suite 201, Richmond, VA 23225, telephone (804) 330-2471, or FAX (804) 330-3054. There are no costs associated with obtaining copies of the document listed. The documents may be viewed using the link provided or on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

Please address any questions concerning the guidance document to George Deebo, Executive Director, telephone (804) 330-2471, or email [gdeebo@vabirthinjury.com](mailto:gdeebo@vabirthinjury.com).

### Guidance Document:

[6252, Administrative Guidance Regarding Changes in the Program's Manner of Processing Claims](#), 8/15/2017

## CHRISTOPHER NEWPORT UNIVERSITY

Copies of the Christopher Newport University guidance documents may be viewed during regular workdays from 9 a.m. until 4 p.m. in the Office of Institutional Research, 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 [ir@cnu.edu](mailto:ir@cnu.edu). Copies are also available free of charge from the Virginia Regulatory Town Hall website at [www.townhall.virginia.gov](http://www.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](#), 12/9/2021

[Catalog\\_02, Graduate Catalog](#), 12/9/2021

[Handbook, Student Handbook](#), 12/9/2021

[Handbook 01, University Handbook](#), 12/9/2021

[Handbook\\_03, Residence Life Handbook](#), 12/9/2021

## 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, Pocahontas Building, 900 East Main Street, 11th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 698-1881, or email [tedwards@dls.virginia.gov](mailto:tedwards@dls.virginia.gov).

### Guidance Document:

[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104

## 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. 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 documents.

### Guidance Documents:

#### Board of Conservation and Recreation

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

[DCR-NH-064, Natural Heritage Resources of Virginia - Rare Animal Species](#), 9/1/2021

[DCR-NH-065, The Natural Communities of Virginia: Ecological Groups and Community Types](#), 7/1/2021

[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](#), 9/1/2021

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## Guidance Documents

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- DCR-PRR-001, 2018 Virginia Outdoors Plan, 1/1/2018
- DCR-PRR-002, Virginia Recreational Trails Program, 8/1/2019
- DCR-PRR-003, Land and Water Conservation Fund Application Manual, 9/15/2020
- DCR-PRR-010, Bear Creek State Park Master Plan, 2/25/2015
- DCR-PRR-011, Belle Isle State Park Master Plan, 7/21/2017
- DCR-PRR-012, Caledon State Park Master Plan, 4/25/2012
- DCR-PRR-013, Chippokes State Park Master Plan, 4/1/2012
- DCR-PRR-014, Claytor Lake State Park Master Plan, 12/29/2015
- DCR-PRR-015, Douthat State Park Master Plan, 10/15/2014
- DCR-PRR-016, False Cape State Park Master Plan, 6/15/2010
- DCR-PRR-017, First Landing State Park Master Plan, 6/15/2010
- 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, 6/17/2011
- DCR-PRR-022, Mason Neck State Park Master Plan, 7/21/2017
- DCR-PRR-023, New River Trail 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, 7/17/2018
- DCR-PRR-026, Pocahontas State Park Master Plan, 11/21/2017
- DCR-PRR-027, Raymond R. Guest, Jr. Shenandoah River State Park, 9/26/2012
- DCR-PRR-028, Sailor's Creek Battlefield Historical 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, 3/2/2020
- DCR-PRR-031, Staunton River Battlefield State Park Master Plan, 12/29/2015
- DCR-PRR-032, Wilderness Road State Park Master Plan, 7/7/2014
- DCR-PRR-033, Grayson Highlands State Park Master Plan, 4/17/2017
- DCR-PRR-034, Leesylvania State Park Master Plan, 6/15/2010
- 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, 12/29/2015
- DCR-PRR-038, Westmoreland State Park Master Plan, 7/21/2017
- DCR-PRR-039, Fairy Stone State Park Master Plan, 4/17/2017
- DCR-PRR-040, Powhatan State Park Master Plan, 8/6/2012
- DCR-PRR-041, High Bridge Trail 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 Historical State Park Master Plan, 9/2/2011
- DCR-PRR-045, Middle Peninsula State Park Master Plan, 6/1/2015
- DCR-PRR-046, Staunton River State Park Master Plan, 7/7/2014
- DCR-VLCF-002, Virginia Land Conservation Foundation's Grant Manual, 6/10/2021
- 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-019, Virginia Soil and Water Conservation Board Guidance - Impounding Structure Ownership, 9/7/2016

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](#), 11/30/2010

DCR-VSWCB-023, [Guidance Document on Roadways On or Below Impounding Structures](#), 11/30/2010

DCR-VSWCB-033, [Financial Commitments For Establishment of a New Soil and Water Conservation District \(SWCD/district\), or Realignment of an Existing District](#), 10/15/2003

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](#), 9/27/2018

DCR-VSWCB-037, [Guidance Document on New Probable Maximum Precipitation \(PMP\) Implementation](#), 3/29/2018

DCR-VSWCB-038, [Dam Break Inundation Zone Modeling and Mapping Procedures](#), 9/27/2018

DCR-VSWCB-039, [Impounding Structure Hazard Classification Procedures](#), 9/7/2016

DCR-VSWCB-040, [The Determination of Insurance Levels in Accordance with § 10.1-605 of the Code of Virginia](#), 9/7/2016

DCR-VSWCB-041, [Virginia Dam Safety Program Enforcement Manual](#), 9/7/2016

DCR-VSWCB-042, [The Use of Overtopping Protection Systems on Existing Dams](#), 12/6/2017

DCR-VSWCB-043, [Engineering Job Approval Authority Procedures](#), 12/6/2017

VSWCB-DCR-046, [Design and Use of Devices to Lower the Reservoir Water Level](#), 12/16/2020

VSWCB-DCR-047, [Methodology for Identifying Perennial Streams](#), 12/16/2020

VSWCB-DCR-048, [2022 Grant Manual for the Virginia Dam Safety, Flood Prevention, and Protection Assistance Fund](#), 9/23/2021

### STATE CORPORATION COMMISSION

#### Office of the Clerk of the Commission

Most business entity and Uniform Commercial Code (UCC) documents may be viewed and printed from the online Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/>. All business entity and Uniform Commercial Code documents are available during regular workdays 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.

Copies of forms and documents may also be obtained free of charge by writing the Clerk's Office at P.O. Box 1197, Richmond, VA 23218-1197 or by contacting the Clerk's Office by telephone (804) 371-9733 or toll-free (866) 722-2551.

Most of the forms may be downloaded from the Clerk's Office section on the State Corporation Commission's website. Find business entity forms at <https://scc.virginia.gov/pages/Forms-and-Fees>. Find UCC forms at <https://scc.virginia.gov/pages/UCC-Forms-Fees>.

Questions regarding interpretation or implementation of the forms and documents may be directed to Bernard J. Logan, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9733, or toll-free (866) 722-2551. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

#### 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](mailto: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](mailto:bfquestions@scc.virginia.gov). The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information (including items such as annual reports, annual summary of operations, newsletters, bulletins, and forms) are available online at the bureau's website at <https://www.scc.virginia.gov/bfi/>.

The listed Administrative Letters can be found at <https://scc.virginia.gov/pages/BFI-Laws-Regulations> or contact the Bureau of Financial Institutions at telephone (804) 371-9657, FAX (804) 371-9416, or email [bfquestions@scc.virginia.gov](mailto:bfquestions@scc.virginia.gov).

#### Banks

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, [Investment by Banks in Shares of Investment Companies](#), issued August 10, 1987, § 6.2-874 of the Code of Virginia

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## Guidance Documents

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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 April 20, 2016, § 6.2-874 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, revised and reissued February 26, 2014, § 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

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued June 1, 2011 and May 4, 2021, §§ 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

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 Unions

BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued February 22, 2017, § 6.2-1376 of the Code of Virginia

BFI-AL-0402, Third Parties that Provide Data Processing Services to Credit Unions, issued February 13, 2018, Chapter 13 (§ 6.2-1300 et seq.) of Title 6.2 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-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-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-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



Publications listed below without a link may be found at: <https://www.scc.virginia.gov/pages/Reports-Publications> or contact the Bureau of Financial Institutions at telephone (804) 371-9657, FAX (804) 371-9416, or email [bfquestions@scc.virginia.gov](mailto:bfquestions@scc.virginia.gov).

"Bank Director Responsibilities," revised October 2010

"The Compliance Connection," regulatory news for Virginia mortgage lender, mortgage broker, and mortgage loan originator licensees

"Annual Report of the Bureau of Financial Institutions - Banks, Credit Unions, Savings Institutions, and Trust Companies," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Mortgage Lender and Broker Licensees, Industrial Loan Associations, Money Transmitters, and Credit Counseling Agencies," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Consumer Finance Licensees," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Annual Report of the Bureau of Financial Institutions - Payday Lender Licensees, Check Cashers and Motor Vehicle Title Lender Licensees," published on an annual basis, <https://www.scc.virginia.gov/bfi/annual.aspx>

"Summary of Operations of the Bureau of Financial Institutions," published annually to provide information regarding the bureau's regulatory activities, <https://www.scc.virginia.gov/bfi/sumops.aspx>

"Weekly Bulletin," information regarding the status of applications of various entities regulated by the bureau, published weekly, <https://scc.virginia.gov/typedfiles/Weekly-Bulletin>

### Consumer Alerts and Information:

"Notice to Virginia Residents Regarding Virtual Currency,"

"If You Have a Complaint," <https://www.scc.virginia.gov/bfi/complain.aspx>

### **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 at (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Policy Advisor

and Administrative Supervisor. 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. Most of these documents are available online at the State Corporation Commission's website at <https://scc.virginia.gov/pages/Insurance>.

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Notice of Certified Reinsurer Applications

List of Approved Certified Reinsurers

Qualified Jurisdictions

Form CR-F (Instructions for Form CR-F)

Form CR-S (Instructions for Form CR-S)

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Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, § 38.2-1348

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Requirements for Accredited Substantially Similar, and Trusteed Reinsurers, May 2018, § 38.2-1316.2

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Requirements for Organizing and Licensing of a Group Self-Insurance Association, § 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, November 2017, § 38.2-5108

Information Concerning Risk Retention Group Registration, January 2019, §§ 38.2-5102 and 38.2-5103

Application for License as an Insurance Rating Organization, Advisory Organization, or Statistical Agent, July 2011, § 38.2-1914

The following document is available at [https://www.naic.org/industry\\_ucaa.htm](https://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 [https://www.scc.virginia.gov/pages/Insurance-Holding-Companies-Forms-\(14VAC5-260\)](https://www.scc.virginia.gov/pages/Insurance-Holding-Companies-Forms-(14VAC5-260)):

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, May 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 <https://www.scc.virginia.gov/pages/Annual-License-Renewal-and-Financial-Filing-Submis>:

NAIC Financial Standard State Filing Checklists for filings due in 2021 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 R03, [Audited Financial Statements Exemption Affidavit](#)

Form R05, [Certificate of Assuming Insurer](#)

Form R05Q, [Certificate of Assuming Insurer Quarterly Update](#)

Form R06, [Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements](#)

Form R08, [Producer-Controlled Insurer Report](#)

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](#)

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Form R14, [Supplementary Statement of Covered and Uncovered Expenses](#)

Form R15, [Certificate of Certified Reinsurer](#)

Form R16, [Surplus Lines Annual Filing Information](#)

Form R19, [Multiple Employer Welfare Arrangement Policy Verification](#)

Form R20, [CBCC and CCRC Demographic Information Form Multiple Employer Welfare Arrangement Renewal](#)

[Purchasing Group Annual Renewal](#)

[Premium Finance Annual Statement Form](#)

[Reinsurance Intermediary License Renewal Application](#)

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[Common Problems Found during Agent Investigations](#), revised August 1, 2015, <https://www.scc.virginia.gov/getattachment/7dabf3ed-ad83-4854-8da7-4eec9a452c3f/comprob.pdf>

[Common Problems Found during Life and Health Market Conduct Examinations](#), revised April 2015, [https://www.scc.virginia.gov/getattachment/3a829497-4921-4493-a620-5ef4f604daf0/lh\\_prob.pdf](https://www.scc.virginia.gov/getattachment/3a829497-4921-4493-a620-5ef4f604daf0/lh_prob.pdf)

[Common Problems for Real Estate Settlement Agents \(RESA\)](#), updated periodically, § 55.1-1000 and 14VAC5-395, <https://www.scc.virginia.gov/getattachment/99dde81e-fb9b-461c-be1b-7cc893ccab36/agentresa.pdf>

[Credit Insurance Experience Exhibits Questionnaire](#), revised January 10, 2020, [https://www.scc.virginia.gov/getattachment/f4a7404e-abaa-4ee3-9fb5-8d8bb81934a8/ci\\_ques.pdf](https://www.scc.virginia.gov/getattachment/f4a7404e-abaa-4ee3-9fb5-8d8bb81934a8/ci_ques.pdf)

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[Market Issues Identified by the Market Conduct and Consumer Services Section](#), revised January 2017, [https://www.scc.virginia.gov/getattachment/c98d3023-36cf-4d7a-929f-25a28e0ef322/pc\\_prob.pdf](https://www.scc.virginia.gov/getattachment/c98d3023-36cf-4d7a-929f-25a28e0ef322/pc_prob.pdf)

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[Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures](#), issued January 28, 2014, <https://www.scc.virginia.gov/getattachment/d49538bc-3fa3-40a7-b887-52a9147c301e/14-02.pdf>

[Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces Administrative Letter 2015-11](#), Issued October 1, 2018, <https://www.scc.virginia.gov/getattachment/16199393-1201-4ea9-ab54-ad8631292f9c/18-05.pdf>

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[10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan](#), <https://www.scc.virginia.gov/pages/Ten-Tips-for-Managed-Care>

[2020 Choosing a Medigap Policy: A Guide to Health Insurance for People with Medicare](#), published 2020, <https://www.medicare.gov/Pubs/pdf/02110-Medicare-Medigap-guide.pdf>

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State Corporation Commission, Bureau of Insurance, Property and Casualty Insurance Consumer Complaint Form, April 2018, [https://scc.virginia.gov/getattachment/603f776e-964a-4445-94c3-50e029c80224/pc\\_fill.pdf](https://scc.virginia.gov/getattachment/603f776e-964a-4445-94c3-50e029c80224/pc_fill.pdf)

Teenager's Guide to Auto Insurance, 2020, [https://scc.virginia.gov/getattachment/0cf385c3-6a45-49ea-8ba5-f01d6f132cd0/auto\\_teen.pdf](https://scc.virginia.gov/getattachment/0cf385c3-6a45-49ea-8ba5-f01d6f132cd0/auto_teen.pdf)

Title Insurance Consumer's Guide, 2020, <https://scc.virginia.gov/getattachment/321b8a51-e206-49a5-bf6a-6e08a739de89/titleguide.pdf>

Commercial Insurance Consumer's Guide, 2020, <https://scc.virginia.gov/getattachment/ba0948de-be5f-47f4-a5dd-ada6797054c6/commguide.pdf>

When a Disaster Strikes: What to Do after an Insured Commercial Property Loss, 2020, [https://scc.virginia.gov/getattachment/396af389-ba2c-4077-8a2c-78c73e086a17/comm\\_dis.pdf](https://scc.virginia.gov/getattachment/396af389-ba2c-4077-8a2c-78c73e086a17/comm_dis.pdf)

When a Disaster Strikes: What to Do after an Insured Homeowners Loss, 2020, [https://scc.virginia.gov/getattachment/10abd708-1bdb-43c9-92b5-59f3bf28d98e/ho\\_dis.pdf](https://scc.virginia.gov/getattachment/10abd708-1bdb-43c9-92b5-59f3bf28d98e/ho_dis.pdf)

### Forms and Guides Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Producer License, July 2016, <https://scc.virginia.gov/getattachment/7eb7faee-cfad-4725-bd7b-5b585f8ccefef/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014, <https://scc.virginia.gov/getattachment/5fb1dfd7-5e04-465b-b906-2fe05681d242/4052.pdf>

Form 4151, Appointment Form, February 2012, <https://scc.virginia.gov/getattachment/1ca03a26-9a68-4bbd-b3ec-4f3d0267afa6/4151.pdf>

Form 4921, Appointment Cancellation Form, February 2012, <https://scc.virginia.gov/getattachment/23442b30-7725-4c95-92e6-35cf9131710e/4921.pdf>

Form 5001, Virginia Service Request Form, September 2018, <https://scc.virginia.gov/getattachment/ca4f323c-e510-4be4-be29-3893b409fd04/5001.pdf>

Virginia Individual License Cancellation Request Form, revised January 31, 2018, <https://scc.virginia.gov/getattachment/47affc45-b706-4293-b733-904554f3dc81/indcanc.pdf>

Virginia Agency License Cancellation Request Form January 2018, <https://scc.virginia.gov/getattachment/a68cae81-d710-4ae8-aa01-f7760d7bb089/aggcanc.pdf>

Title Instructor Certification and Affidavit of Course Completion, [https://scc.virginia.gov/getattachment/205290c0-98bc-47ee-bae1-c71bec320226/instr\\_cert.pdf](https://scc.virginia.gov/getattachment/205290c0-98bc-47ee-bae1-c71bec320226/instr_cert.pdf)

Nonlicensed 1033 Consent Waiver Form, July 2019, <https://scc.virginia.gov/getattachment/375dbf57-eb01-40c1-9327-ee7a9d0c5a28/1033.pdf>

Unlicensed Ocean Marine Disclosure Form, [https://scc.virginia.gov/getattachment/c375e550-e604-407d-bb6f-938d5ae77b4b/om\\_form.pdf](https://scc.virginia.gov/getattachment/c375e550-e604-407d-bb6f-938d5ae77b4b/om_form.pdf)

Annual Certification of Anti-Fraud Initiatives Form, <https://scc.virginia.gov/getattachment/586e8ac9-a959-4478-bfc8-cf0527d99d69/viatcert.pdf>

### Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, July 2016, <https://scc.virginia.gov/getattachment/7eb7faee-cfad-4725-bd7b-5b585f8ccefe/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014, <https://scc.virginia.gov/getattachment/5fb1dfd7-5e04-465b-b906-2fe05681d242/4052.pdf>

Form SLB-2, Bond for Surplus Lines Insurance Broker, January 2004, <https://scc.virginia.gov/getattachment/a2e754f2-933f-4f5c-ab1d-6a241ce866cf/slb-2.pdf>

Annual Assessment Report, <https://scc.virginia.gov/boi/SLBAssessment>

Form SLB-9, Notice to Insured, effective August 2020, <https://scc.virginia.gov/getattachment/32e8a02c-b7a5-4dd2-90dd-ec667aa6549/slb-9.pdf>

### Forms Respecting Licensing of Public Adjusters:

Form PA-2, Bond for Public Adjusters, July 2014, <https://scc.virginia.gov/getattachment/733f647b-9429-4ca5-a169-48496d5d5cc3/pa2bond.pdf>

### Forms for Title Settlement Agents and Agencies:

Title Settlement Agent and Agency Financial Responsibility Certification Form, [https://scc.virginia.gov/getattachment/bc1b3a5d-15bf-4f2e-876f-f49b247ace54/tsa\\_cert.pdf](https://scc.virginia.gov/getattachment/bc1b3a5d-15bf-4f2e-876f-f49b247ace54/tsa_cert.pdf)

Title Settlement Agent Surety Bond, <https://scc.virginia.gov/getattachment/2ed8aa40-7ae5-4bfa-80d5-d783d60ac973/tsasuretybond.pdf>

Waiver of Blanket Fidelity Bond or Employee Dishonesty Insurance Policy for Title Insurance Settlement Agents, <https://scc.virginia.gov/getattachment/fb9249fe-98af-4356-af00-d0393c0bc5ef/tsawaiver.pdf>

Settlement Agent Official Registration Form - Individual, March 30, 2012, [https://scc.virginia.gov/getattachment/6821971a-c914-430e-8cbe-173f7787cc9b/sareg\\_indiv.pdf](https://scc.virginia.gov/getattachment/6821971a-c914-430e-8cbe-173f7787cc9b/sareg_indiv.pdf)

Settlement Agent Registration Form - Corporation or Other Legal Entity, March 30, 2012, [https://scc.virginia.gov/getattachment/93a5296c-2bf3-4d1f-a051-260c9b04ce12/sareg\\_corp.pdf](https://scc.virginia.gov/getattachment/93a5296c-2bf3-4d1f-a051-260c9b04ce12/sareg_corp.pdf)

## Division of Public Service Taxation

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the State Corporation Commission, Office of the Public Service Taxation Division, Tyler Building, 9th 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](mailto:dee.deskins@scc.virginia.gov). Many of these forms are available on the website at <http://www.scc.virginia.gov/pages/Forms>.

Questions regarding interpretation or implementation of these documents may be directed to Dee Deskins, Manager, Public Service Taxation Division, State Corporation Commission, Tyler Building, 9th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, (FAX) 804 371-9797, or email [dee.deskins@scc.virginia.gov](mailto: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 2020, § 58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, revised December 2020, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, revised January 2020, § 58.1-2628

CCTD-8, Tax Report, Water Companies, revised January 2020, § 58.1-2628

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised January 2020, § 58.1-2654

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CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised January 2020, § 58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised January 2020, § 58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised January 2020, § 58.1-2663

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised April 2021, §§ 58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised April 2021, §§ 58.1-2905 and 58.1-2906

Real Estate Transaction Form Purchase or Conveyance, 2013, § 58.1-2628

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 May 2019

Application for Registration as an Operator Service Provider, revised May 2019

## Division of Public Utility 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 Public Utility 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](mailto:kelli.gravely@scc.virginia.gov). Questions regarding interpretation or implementation of these documents may also be directed to Kelli Gravely. Additional information regarding the Division of Public Utility Regulation may be obtained at <http://www.scc.virginia.gov/pur>.

### Communications Related Guidance Documents:

Letter, Division of Public Utility Regulation, dated December 12, 2019, Concerning Annual Payphone Service Provider Registration for 2020 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Letter, Division of Public Utility Regulation, dated December 9, 2019, Concerning Annual Operator Service Provider Registration for 2020 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Application for Registration as an Operator Service Provider, Revised December 2016, 20VAC5-407, [https://www.scc.virginia.gov/getdoc/b5396994-2267-](https://www.scc.virginia.gov/getdoc/b5396994-2267-406b-ae7f-abc36b860db6/osp-(1).doc)

[406b-ae7f-abc36b860db6/osp-\(1\).doc](https://www.scc.virginia.gov/getdoc/101c5495-c9d2-4b71-aa1a-3b58528963c1/osp.pdf), or <https://www.scc.virginia.gov/getdoc/101c5495-c9d2-4b71-aa1a-3b58528963c1/osp.pdf>

Application for Registration as a Payphone Service Provider, Revised December 2016, 20VAC5-407, <https://www.scc.virginia.gov/getdoc/dc2cd230-868e-4303-86ff-708bc0eb6f01/psp.pdf>, or [https://www.scc.virginia.gov/getdoc/0cdab58b-b623-4cff-8088-f3ba05459429/psp-\(1\).doc](https://www.scc.virginia.gov/getdoc/0cdab58b-b623-4cff-8088-f3ba05459429/psp-(1).doc)

Instructions and Form for Competitive Local Exchange Carrier Performance or Surety Bond, [https://www.scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond\\_blank-\(1\).doc](https://www.scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-(1).doc)

### Energy Related Guidance Documents:

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, <https://scc.virginia.gov/getattachment/bf4f4ccb-7564-456e-ab72-1fd48da25a9c/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., <https://scc.virginia.gov/getattachment/f8583d9c-e270-4b67-ba66-00040ebcfb98/ws.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, [https://scc.virginia.gov/getdoc/9005ead0-2f30-4041-8112-d15c87c152f4/cold-\(1\).pdf](https://scc.virginia.gov/getdoc/9005ead0-2f30-4041-8112-d15c87c152f4/cold-(1).pdf)

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, revised March 1, 2020, 20VAC5-315, <https://scc.virginia.gov/getattachment/27638978-b63f-4440-b8d4-c910c091f9b7/formnmin.pdf>

Form PPAR, Self-Certification for Registration as a Third-Party Partial Requirements Power Purchase Agreement Registered Provider, 20VAC5-315-77, revised March 1, 2020, <https://scc.virginia.gov/getattachment/778c31a4-99e6-4c91-8fb7-e24e3084e3e7/ppar.pdf>

PPAR Bond Form, Performance or Surety Bond Form, 20VAC5-315-77 H, revised March 1, 2020, [https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond\\_blank-\(1\).doc](https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-(1).doc)

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598 and 56-599, <https://scc.virginia.gov/getattachment/2cd5741c-51d9-4003-b43f-85a6680a3608/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised August 2016, § 56-248.1, <https://scc.virginia.gov/getattachment/cfebae9-45ea-4b58-a0e7-333eba38c7b9/forecast.pdf>



Guidelines Regarding Notice Information for a Third Party Renewable Power Purchase Agreement, December 2013, Chapter 382 of the 2013 Acts of Assembly, and Chapter 803 of the 2017 Acts of Assembly, <https://scc.virginia.gov/pages/Renewable-Energy-Pilot-Program>

Guidelines of Minimum Requirements for Transmission Line Applications Filed Under Title 56 of the Code of Virginia, effective January 1, 2018, <https://scc.virginia.gov/getattachment/921b6b42-4e06-4ab5-b296-e73fdcd60cac/Trans.pdf>

Staff Guidance on Ordinary versus Non-Ordinary Extension Projects, effective January 1, 2018, <https://scc.virginia.gov/getattachment/e71dc224-567c-4a4a-9787-df1909168818/StaffGuidanceOrdvsNonOrd.pdf>

Guidelines Regarding Electric Power Storage Battery Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00060, <https://scc.virginia.gov/docketsearch#caseDocs/138487>

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00061, <https://scc.virginia.gov/docketsearch#caseDocs/138488>

Guidelines for Municipal Excess Renewable Generation Pilot Programs, effective December 1, 2019. See Commission Order, Docket No. PUR-2019-00182, <https://scc.virginia.gov/docketsearch#caseDocs/140283>

### 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.

Capital Formation Alternatives for Small Business in Virginia, October 2013, <https://scc.virginia.gov/pages/Small-Business-Information>

North American Securities Administrators Association Statements of Policy, December 2017, (Virginia Securities Act, 21VAC5-30-80), <https://law.lis.virginia.gov/admincode/title21/agency5/chapter30/section80/>

### Investor Education Publications:

Invest in Your Future: A Guide to Investment Planning, May 2016, <https://scc.virginia.gov/pages/SRF-Publications-Resources>

Protect Your Future: A Guide to Investment Planning, May 2016, <https://scc.virginia.gov/pages/SRF-Publications-Resources>

Securities Complaint Form, June 2003 (Virginia Securities Act), <https://scc.virginia.gov/pages/File-SRF-Complaint>

**Virginia Securities Act Forms:**  
<https://scc.virginia.gov/pages/SRF-Forms>

Broker-Dealer

Uniform Application for Broker-Dealer Registration (Form BD), revised January 2008.

Broker-Dealer's Surety Bond (Form S.A. 11), July 1999.

Application for Renewal of a Broker-Dealer's Registration (Form S.A. 2), July 1999.

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form BDW), January 2008.

Affidavit of Undertaking to the Virginia Division of Securities and Retail Franchising (Form AFF 1), April 2007.

Broker-Dealer Agent: <https://scc.virginia.gov/pages/SRF-Forms>

Application for Renewal of Registration as an Agent of an Issuer (Form S.D. 4), 1997.

Non-FINRA Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form S.D. 4 A), 1974.

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with no Disciplinary History (Form S.D. 4 B), 1974.

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with Disciplinary History (Form S.D. 4 C), 1974.

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009.

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009.

Agent Multiple Employment Agreement (Form S.A. 16), July 2007.

Affidavit Regarding Small Corporate Offering Registration Offering (Form Aff), July 1999.

Investment Advisor: <https://scc.virginia.gov/pages/SRF-Forms>

Uniform Application for Registration of Investment Advisors (Form ADV), September 2019

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Investment Advisor's Surety Bond Form (Form IA-sure), July 1999.

Notice of Withdrawal from Registration as Investment Advisor (Form ADV-W), July 2017.

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 2), April 2015.

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 3), April 2015.

Investment Advisor Representative:  
<https://scc.virginia.gov/pages/SRF-Forms>

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009.

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009.

Investment Advisor Representative Multiple Employment Agreement (Form S.A. 15), July 2007.

Affidavit for Waiver of Examination (Form S.A. 3), July 1999.

Securities Registration: <https://scc.virginia.gov/pages/SRF-Forms>

Intrastate Crowdfunding Exemption (ICE) Notice Filing Form (Form ICE), July 2020

Uniform Notice of Federal Crowdfunding Offering Form (Form U-CF), December 2017.

Uniform Application to Register Securities (Form U-1), December 2017.

Uniform Consent to Service of Process (Form U-2), June 2016.

Uniform Form of Corporate Resolution (Form U-2a), July 1999.

Small Company Offering Registration (SCOR) (Form U-7), May 2019.

Registration by Notification - Original Issue (Form S.A. 4), November 1996.

Registration by Notification - Non-Issuer Distribution (Form S.A. 5), November 1996.

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form S.A. 6), 1989.

Registration by Qualification (Form S.A. 8), July 1991.

Escrow Agreement (Form S.A. 12), 1971.

Impounding Agreement (Form S.A. 13), July 1999.

Notice of Limited Offering of Securities (Form VA-1), November 1996.

Uniform Investment Company Notice Filing (Form NF), April 1997.

Notice of Exempt Offering of Securities (Form SEC Form D), revised May 2017.

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form Model Form), July 1999.

Application for Coordinated State Review - Coordinated Review-Equity (Form CR-Equity-1), August 2003.

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form CR-SCOR Mid-Atlantic), May 2002.

Uniform Notice of Regulation A - Tier 2 Offering, February 2017.

### **Virginia Retail Franchising Act Forms:**

Uniform Franchise Registration Application (Form A), July 2008.

Franchisor's Costs and Sources of Funds (Form B), July 2008.

Uniform Franchise Consent to Service of Process (Form C), July 2008.

Affidavit of Compliance - Franchise Amendment and Renewal (Form E), July 2008.

Guarantee of Performance (Form F), March 2013.

Franchisor's Surety Bond (Form G), July 1999.

Notice of Claim of Exemption (Form H), March 2018.

Escrow Agreement (Form K), July 2007.

Application for Coordinated Review of Franchise Registration (Form CR-FRAN), June 1999.

### **Virginia Trademark Act Forms:**

Application for Registration of a Trademark or Service Mark (Form TM1), November 2014.

Application for Renewal Registration of a Trademark or Service Mark (Form TM2), November 2014.

Certificate of Name Change of an Applicant or Registrant (Form TM3), November 2014.

Assignment of Trademark or Service Mark Registration (Sample TM4), November 2014.

### **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 \$0.50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Kimberly Pate, Director, or Patrick Carr, Scott Armstrong, Donna Pippert, or Andrea Macgill, 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>. Hard copies for certain documents are available. Contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at [accounting@scc.virginia.gov](mailto:accounting@scc.virginia.gov).

### Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2020 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2020, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2020, § 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, 2020, § 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, <https://scc.virginia.gov/pages/Telephone-Utilities>

Annual Financial and Operating Report for Class A Water 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 or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company, <https://scc.virginia.gov/pages/Water-and-Sewer-Companies>

### Guidelines:

Guidelines for Filing Affiliate or Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act), <https://scc.virginia.gov/pages/affiliate-merger-applications>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87, <https://scc.virginia.gov/pages/affiliate-merger-applications>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92, <https://scc.virginia.gov/pages/affiliate-merger-applications>

Supplemental Guidelines for Filing Chapter 5 Applications under Streamlined Review, 1 page, §§ 56-88 through 56-92, <https://scc.virginia.gov/pages/affiliate-merger-applications>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87, <https://scc.virginia.gov/pages/affiliate-merger-applications>

Chapter 5 - Transaction Summary - Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92, <https://scc.virginia.gov/pages/affiliate-merger-applications>

Interest Rate to be Paid on Customer Deposits, updated December 7, 2021, 20VAC5-10-20, updated annually, <https://scc.virginia.gov/pages/guidelines-rules>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60, <https://scc.virginia.gov/pages/guidelines-rules>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60, <https://scc.virginia.gov/pages/guidelines-rules>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56, <https://scc.virginia.gov/pages/guidelines-rules>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56, <https://scc.virginia.gov/pages/guidelines-rules>

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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 \$0.50 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](mailto: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 Lauren Govoni, Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9750, FAX (804) 371-9734, or email [lauren.govoni@scc.virginia.gov](mailto:lauren.govoni@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/colorcode.pdf>

Virginia Professional Excavator's Manual, revised May 2019, 86 pages, <https://scc.virginia.gov/urs/excavatormanual.pdf>

Homeowner's Brochure, March 2015, 2 pages, <https://scc.virginia.gov/urs/mutility/doc/hobroch.pdf>

Virginia Underground Utility Marking Standards, February 2020, 24 pages, [https://scc.virginia.gov/mutility/docs/va\\_uums.pdf](https://scc.virginia.gov/mutility/docs/va_uums.pdf)

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages, [https://scc.virginia.gov/urs/mutility/docs/exp\\_bp.pdf](https://scc.virginia.gov/urs/mutility/docs/exp_bp.pdf)

Impact Mole Requirements and Best Practices, January 2011, 14 pages, [https://scc.virginia.gov/urs/mutility/docs/imole\\_bp.pdf](https://scc.virginia.gov/urs/mutility/docs/imole_bp.pdf)

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages, <https://scc.virginia.gov/urs/mutility/docs.te.pdf>

Liquefied Petroleum Gas: A Guide to Understanding Regulatory Requirements in Virginia, May 2016, 12 pages, <https://scc.virginia.gov/urs/pipe/lpgguide.pdf>

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages, <https://scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Coloring Book for Children: Wally's Digging Adventure, 20 pages, <https://scc.virginia.gov/urs/mutility/docs/color.pdf>

Procedural Guidelines for Enforcement of Pipeline Safety Standards, June 2020, 4 pages, <https://scc.virginia.gov/urs/pipe/enfpps.pdf>

For copies of the following DVDs, email [vadamageprevention@scc.virginia.gov](mailto: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, December 2017, § 56-265.31 et seq., 5 pages, <https://scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La informacion en Espanol:

CARE Folleto: Virginia Guiua para Excavar o Demoler sin Peligro, May 2007, 2 pages, <https://scc.virginia.gov/urs/mutility/docs.folleto.pdf>

Tarjeta de Codigo de Colores, 2 pages, <https://scc.virginia.gov/urs/mutility/docs.colores.pdf>

## 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 address provided, telephone (804) 225-4300, FAX (804) 786-0588, or email [shannon.dion@dcjs.virginia.gov](mailto:shannon.dion@dcjs.virginia.gov). Copies of guidance documents are free and can be accessed on the agency's website or the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Questions regarding interpretation or implementation of these documents may be directed to Shannon Dion at the address provided, telephone (804) 225-4300, FAX (804) 786-0588, or email [shannon.dion@dcjs.virginia.gov](mailto:shannon.dion@dcjs.virginia.gov).

### Criminal Justice Services Board

#### Guidance Documents:

5469, Certified Crime Prevention Community Program Manual, 10/12/2018

5470, Certified Crime Prevention Community Program Recertification Guidelines, 10/12/2018

5481, [CASA/CJA Advisory Committee Guidance Policy for Court Appointed Special Advocates Programs](#), 11/2/2017

5482, [Grant Guidelines for New Grant Funding for Pretrial and Local Probation Services for Unserved Localities](#), 12/31/2013

5483, [Local Community-based Probation and Pretrial Services Grant Application Guide for FY 2015–2016 Continuation Funding](#), 2/27/2015

5851, [Field Training Officer Requirements](#), 11/19/2015

7044, [Forfeited Asset Sharing Program Manual](#), 7/21/2021

## DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Eric Raff at the same address, telephone (804) 662-9502 (V/TTY), FAX (804) 662-9718, or email [eric.raff@vddhh.virginia.gov](mailto:eric.raff@vddhh.virginia.gov).

Some of the documents may be available to be downloaded from the VDDHH homepage at <http://www.vddhh.org>.

Questions regarding interpretation or implementation of these documents may also be directed to Eric Raff.

### Guidance Documents:

VDDHH TAP Program Manual and Procedures implementing 22VAC20-20 (Regulations Governing Eligibility Standards and Application Procedures for the Distribution of Assistive Technology Devices); updated annually

VDDHH ISP Program Manual and Procedures implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing); updated annually

Directory of Qualified Interpreters, implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing); updated monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22VAC20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing); updated annually

## VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Guidance documents may be obtained from the agency's website at <https://www.vsdbs.k12.va.us/vsdb/> or by using the links provided. For assistance with accessing documents, contact Tessa Schlemmer, Director of Human Resources, Virginia School for the Deaf and the Blind, P.O. Box 2069, Staunton, VA 24402, telephone (540) 332-9065, or email [tessa.schlemmer@vsdbs.virginia.gov](mailto:tessa.schlemmer@vsdbs.virginia.gov). Questions regarding

interpretation or implementation of these documents may also be addressed to Tessa Schlemmer.

### Guidance Documents:

[VSDB Policy Manual](#)

[Student Handbook and Code of Conduct](#)

[VSDB Board of Visitors Bylaws](#), revised March 2010

## DEPARTMENT OF EDUCATION

For copies of documents and questions about interpretation and implementation, please contact Emily Webb at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2924, or email [emily.webb@doe.virginia.gov](mailto:emily.webb@doe.virginia.gov). Additionally, most of these guidance documents are available for no charge through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

### Guidance Documents:

7084, [Board of Education Guidance on Cultural Competency Training for Teachers and Other Licensed School Board Employees in Virginia Public Schools](#), 1/6/2022

[Adult Education, Individual Student Alternative Education Plan \(ISAEP\) Program Guidelines](#), 9/27/2012

[Adult Education, High School Equivalency \(HSE\) Examination Guidelines](#), 9/22/2016

[Assessment, English Learners: Guidelines for Participation in the Virginia Assessment Program](#), 8/22/2018

[Assessment, Protocol for State-Directed Investigations of Testing Irregularities](#), 4/30/2008

[Assessment, Guidelines for Instruction-Based Assessments](#), 12/31/2004

[Assessment, Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing](#), 9/20/2018

[COVID-19, Emergency Career and Technical Education Work-Based Learning Guidelines for Internship and Cooperative Education Experiences](#), 7/9/2020

[COVID19, Emergency Guidance on Graduation Requirements, Awarding of Credits and Continuity of Learning Due to COVID-19](#), 5/28/2020

[COVID19, Emergency Guidelines for Local Alternatives to Awarding Standard Units of Credit](#), 5/28/2020

[COVID19, Emergency Guidelines for Locally-Awarded Verified Credits](#), 4/1/2021

[COVID19, Joint Guidance for Student Placements Reimbursed by the Children's Services Act](#), 5/28/2020

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COVID19, Emergency Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing for the 2020-2021 School Year, 2/4/2021

Early Childhood, Virginia's Definition of School Readiness, 4/30/2008

Early Childhood, Virginia Preschool Initiative Virtual Instruction Guidance for 2021-2022, 6/24/2021

Early Childhood, Guidelines for Practice Year 1 of the Early Childhood Unified Measurement and Improvement System, 8/19/2021

Employment and License, Guidelines for Mentor Teachers Programs, 6/30/2000

Employment and License, Virginia License Renewal Manual, 11/22/2017

Employment and License, Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas, 8/7/2001

Employment and License, The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-to-Staff Schools, 6/30/2004

Employment and License, Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers, 4/30/2005

Employment and License, Virginia High Objective Uniform State Standard of Evaluation (HOUSSE) for Visiting International Faculty (VIF) Cultural Exchange Teachers, 3/30/2007

Employment and License, Guidelines for Prescribed Professional Teacher's Examinations, 1/8/2011

Employment and License, Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure, 10/30/2005

Employment and License, Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment, 11/30/2005

Employment and License, Virginia Standards for the Professional Practice of Teachers, 4/28/2011

Employment and License, 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

Employment and License, Guidelines Pertaining to the Employment of Substitute Teachers, 3/24/2011

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents, 1/10/2020

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, 1/10/2020

Employment and License, Guidelines for Distributing National Board Incentive Awards, 6/28/2012

Employment and License, Procedural Guidelines for Conducting Licensure Hearings, 2/4/2021

Employment and License, Guidelines for Alternate Routes to Licensure, 1/23/2020

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, 7/1/2021

Employment and License, Recertification Guidance Document for Virginia Career Switcher Programs, 9/16/2021

Employment and License, Virginia Teacher Performance Evaluation System Handbook, 8/19/2021

Facilities, Guidelines for the Operation of Electronic Room Partitions, 3/5/2020

Finance and Operations, Use of Literary Fund Proceeds, 6/29/2007

Finance and Operations, Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, 5/28/2004

Finance and Operations, 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

Finance and Operations, Criteria for Making Distributions from the Public Charter School Fund, 1/10/2008

Finance and Operations, Guidelines for Providing Loan Interest Rate Subsidy Grant Payments for the Virginia Public School Authority Pooled Bond Program (Revised - September 2019), 11/14/2019

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

Flag/Moment of Silence, Guidelines on the Minute of Silence Requirements, 6/13/2000

Flag/Moment of Silence, Guidelines Concerning Religious Activity in Public Schools, 12/30/1995

Instruction, Guidelines for the K-3 Record for Reading and Mathematics, 9/23/2011

Instruction, Objectives for Personal Living and Finance, 12/30/2006

Instruction, Criteria for Character Education, 7/26/2012

- Instruction, Curriculum and Administrative Guide for Driver Education in Virginia, 12/30/2010
- Instruction, Guidelines for Banking-In-School Demonstration Partnership Programs, 12/30/2006
- Instruction, Procedures for Initiating Academic Year Governor's Schools, 1/30/1999
- Instruction, Homebound Instructional Services Guidelines, 2/1/2012
- Instruction, Guidelines for Alternatives to Animal Dissection, 7/30/2004
- Instruction, World-Class Instructional Design and Assessment (WIDA) English Language Proficiency (ELP) Standards, 3/30/2008
- Instruction, Virginia Public Charter School Application Process, 9/22/2016
- Instruction, Application for College Partnership Laboratory Schools and the Procedures for Receiving, Reviewing, and Ruling on College Partnership Laboratory School Applications, 10/25/2012
- Instruction, Guidelines and Standards of Learning for Family Life Education, 7/9/2020
- Instruction, Virginia's Textbook Review Process, 3/24/2011
- Instruction, Guidelines for Local Textbook Approval, 9/22/2011
- Instruction, List of Board of Education Regulations Identified as Waivable for Charter School Purposes, 6/30/1999
- Instruction, Guidelines for Academic and Career Plans, 9/17/2009
- Instruction, Physical Education and Physical Activity Program Guidelines For Public Elementary and Middle Schools, 6/28/2018
- Instruction, Board of Education Approved Industry Certifications, Occupational Competency Assessments, and Professional Licenses, 4/26/2018
- Instruction, High School to Work Partnerships Guidelines and Model Liability Waiver, 6/26/2014
- Instruction, Guidelines for the Use of Computer Science Courses to Satisfy Graduation Requirements, 1/22/2015
- Instruction, Guidelines for Graduation Requirements: Local Alternative Paths to Standard Units of Credit (Alternatives to the 140- Clock-hour Requirement), 10/22/2015
- Instruction, Guidelines for Using Supplementary Written Materials to Teach the Documents of Virginia History and the United States Constitution, 1/22/2015
- Instruction, Guidelines for Issuing a Virginia Seal of Bilingualism, 6/25/2015
- Instruction, Virginia Public Charter School Application, 9/22/2016
- Instruction, Criteria Checklist For Virginia Public Charter School Applications, 9/22/2016
- Instruction, Board of Education-approved Criteria for Awarding the Science, Technology, Engineering, and Mathematics (STEM) Diploma Seal, 10/18/2018
- Instruction, STEM Competition Team Grant Initiative: Guidance for Submission of Application, 9/19/2019
- Instruction, Career and Technical Education Work-Based Learning Guide, 7/1/2021
- Instruction, Definition of Students with Limited or Interrupted Formal Education, 5/27/2021
- Instruction, Digital Devices in the Classroom - Health and Safety Guidelines, 6/25/2021
- Instruction, Guidance for Successful Virtual Learning, 6/24/2021
- Instruction, Guidance for Unscheduled Remote Learning Days, 9/2/2021
- Instruction, Curriculum Guidelines for Instruction on the Safe Use of and Risks of Abuse of Prescription Drugs, 8/19/2021
- Military, Guidelines for Honorary High School Diplomas for Veterans of World War II, The Korean War, and the Vietnam War, 10/25/2010
- School Calendar, Guidelines for Considering and Approving Requests for Pre-Labor Day Openings, 9/19/2019
- School Facilities, Model Guidelines for the Wearing of Uniforms In Public Schools, 7/1/1996
- School Facilities, Guidelines for School Facilities In Virginia's Public Schools, 4/1/2021
- School Facilities, Guidelines for a Water Management Program to Prevent Legionella Pneumophila Growth in Public School Buildings, 6/24/2021
- School Safety, Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, 9/16/2021
- School Safety, Virginia School Search Resource Guide, Including Student Search Guidelines, 10/1/2000
- School Safety, Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs, 10/11/2002
- School Safety, Guidelines for Management of the Student's Scholastic Record, 5/1/2004
- School Safety, Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus, 12/30/1990

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School Safety, Model School Crisis and Emergency Management Plan, 11/30/2007

School Safety, Persistently Dangerous Schools and Unsafe School Choice Option, 4/30/2003

School Safety, Diabetes Management in Schools: Manual for Unlicensed Personnel, 11/25/2021

School Safety, Guidelines for Student Drug-Testing in the Public Schools, 6/30/2004

School Safety, Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools, 3/24/2011

School Safety, Guidelines for Policies on Concussions in Students, 5/13/2021

School Safety, Elementary School Gun Safety Guidelines and Curriculum, 7/31/2011

School Safety, Persistently Dangerous Schools Identification Process and Criteria, 4/29/2003

School Safety, Model Policy to Address Bullying in Virginia's Schools, 10/24/2013

School Safety, Guidelines for School Division Policy Regarding Service Dogs in Virginia's Public Schools, 12/31/2011

School Safety, Resource Document for Local Screening Requirements in Virginia's Public Schools, 9/30/2009

School Safety, Guidelines for Recognition and Treatment of Anaphylaxis in the School Setting, 12/30/2014

School Safety, The Manual for the Training of Public School Employees in the Administration of Medication, 6/1/2012

School Safety, Approved Training Programs for the Treatment of Students with a Seizure Disorder, 12/23/2021

SOA, Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, 5/13/2021

SOA, Process by which Locally Prescribed Graduation Requirements that Exceed the Requirements in 8VAC20-131-50 of the Regulations Establishing Standards for Accrediting Public Schools in Virginia May Be Amended or Discontinued, 11/17/2011

SOA, Interpretation of Regulations for Certain Transfer Students, 12/20/2002

SOA, Substitute Tests Approved for Awarding Verified Credit, 7/27/2017

SOA, Guidelines on Exemplar School Recognition, 4/26/2018

SOA, Guidance Document Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, 7/11/2019

Special Education, Discipline of Students with Disabilities, 12/30/2010

Special Education, Your Family's Special Education Rights – Virginia Procedural Safeguards Notice, 9/30/2013

Special Education, Required Modifications to Local Procedures and Policies (Special Education), 11/30/2009

Special Education, Alternative Special Education Staffing Plan Procedures, 12/11/2015

Special Education, Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities, 2/25/2000

Special Education, Training Standards for Paraprofessionals Assigned to Work with a Teacher Who Has Primary Oversight of Students with Autism Spectrum Disorder, 1/10/2013

Special Education, Standard Diploma Credit Accommodations for Students with Disabilities, 9/20/2018

Special Education, Guidelines for Educating Students with Specific Learning Disabilities (SLD), 2/28/2017

Special Education, Parent's Guide to Special Education, 12/31/2010

Special Education, Parents' Guide to Special Education Dispute Resolution, 12/31/2008

Special Education, Guidance on Prior Written Notice in the Special Education Process, 5/31/2013

Special Education, Guidance for Military Families with Students in Special Education, 8/31/2014

Special Education, Guidance Document on Manifestation Determination New Requirements, 11/30/2006

Special Education, Extended School Year Services, 12/31/2007

Special Education, Guidance Document on the Implementation of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 8/31/2009

Special Education, Guidance Document for Implementing New Special Education Requirements for the Definition of Parent, 5/31/2009

Special Education, Guidelines For School Division Transfer of Assistive Technology Devices, 9/6/2013

Special Education, Functional Behavioral Assessment, Behavior Intervention Plans and Positive Intervention and Supports, 12/31/2015

Special Education, Guidelines For Working With Students Who Are Blind Or Visually Impaired In Virginia Public Schools, 12/15/2017



Special Education, Guidelines For Working With Students Who Are Deaf Or Hard Of Hearing In Virginia Public Schools, 2/20/2020

Special Education, Speech-Language Pathology Services in the Schools: Guidelines for Best Practice, 12/31/2018

Special Education, Educational Interpreting Services, 12/31/2010

Special Education, Guidance on Evaluation and Eligibility for the Special Education and Related Services, 1/31/2018

Special Education, Guidance Document for Standards-based IEPs, 3/31/2016

Special Education, Special Education in Local and Regional Jails: Guidelines for Best Practice, 4/1/2012

Special Education, Guidance for the Development of Postsecondary Goals, 1/31/2011

Special Education, Transfer of Rights For Students with Disabilities Upon Reaching The Age of Majority In Virginia, 9/2/2021

Special Education, Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, 12/31/2010

Special Education, Handbook for Educators of Students Who Are English Language Learners with Suspected Disabilities, 2/6/2020

Special Education, Guidelines for Educating Students with Autism Spectrum Disorders, 10/31/2010

Special Education, Models of Best Practice in the Education of Students with Autism Spectrum Disorders, 5/31/2011

Special Education, VAAP Participation Criteria and the Determination of Significant Cognitive Disabilities, 2/20/2020

Special Education, Virginia Early Childhood Inclusion Guidance Document, 2/16/2018

Special Education, Guidelines for the Provision of Behavior Analysis in Public Schools, 2/18/2021

Special Education, VDOE Supplemental Guidance for Evaluation and Eligibility in Special Education and Sample Eligibility Forms and Disability Worksheets, 9/16/2021

Standards of Quality, Guidance Regarding Maximum Class Size and Student-Teacher Ratios in the Standards of Quality, 1/16/2014

Student Services, Suicide Prevention Guidelines, 9/3/2020

Student Services, Policy Regarding Medication Recommendation by School Personnel, 8/16/2002

Student Services, Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines, 5/13/2021

Student Services, Eating Disorders Awareness in the Public School Setting, 8/6/2020

Student Services, Guidelines for Training on the Prevention of Trafficking of Children, 6/28/2018

Student Services, Guidelines for the Prevention of Suspension and Expulsion of Young Children: Supporting Children with Challenging Behaviors in Early Childhood Settings, 12/6/2018

Student Services, Virginia Community School Framework, 1/23/2020

Student Services, Guidance and Model Policy for the Notification of Protective Orders in Public Elementary and Secondary Schools, 12/24/2020

Student Services, Model Policies for the Treatment of Transgender Students in Virginia's Public Schools, 3/6/2021

Student Services, Virginia Social Emotional Learning Standards, 6/26/2021

Student Services, Guidance for the Provision of Specialized Student Support Positions in Virginia Public Schools, 7/8/2021

Tax Credits, Guidelines for the Education Improvement Scholarship Tax Credits Program, 6/13/2019

Tax Credits, Guidelines for the Neighborhood Assistance Act Tax Credit Program for Education, 6/10/2021

Teacher Education, 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

Teacher Education, Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act (HEA), 3/23/2017

Teacher Education, Criteria for Identifying Alternative Routes to Teacher Licensure as "Low Performing" or "At Risk of Becoming Low Performing" Required by Title II of the Higher Education Opportunity Act, 2/17/2011

Technology, Acceptable Use Policy: A Handbook, 1/1/2001

Technology, Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by Schools Boards to Students, 10/20/2000

Transportation, Virginia School Bus Specifications, 5/30/2019

### 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 policy making board responsible for approving regulations, forms, and guidance documents. Copies of guidance documents authorized to be provided are subject to

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## Guidance Documents

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costs stated in the agency's FOIA policy published on its website 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 office address in person, via telephone number (804) 864-8901 or toll free (800) 552-9745, by email [info@elections.virginia.gov](mailto:info@elections.virginia.gov), or by FAX (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 at <http://www.elections.virginia.gov>. Additionally, most of these guidance documents are available for no charge through the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Guidance Documents:

[6945, State Board of Elections \(SBE\) Policies and Election Laws, 12/30/2021](#)

[7135, Campaign Finance Laws and Policies, 12/30/2021](#)

[7136, Candidate Information, 12/30/2021](#)

[7137, Freedom of Information Act Policy, 12/30/2021](#)

[DEL-1, 2021 Delegations, 8/3/2021](#)

[FW-2021, Forms Warehouse, 12/30/2021](#)

[GREB Handbook, the Handbook, 12/30/2021](#)

### DEPARTMENT OF EMERGENCY MANAGEMENT

The guidance documents may be viewed using the links provided. Direct questions regarding interpretation or implementation of the documents to Dillon Taylor, Chief of Staff, Virginia Department of Emergency Management, 9711 Farrar Court, Suite 200, North Chesterfield, VA 23236, telephone (804) 543-0055, or email [dillon.taylor@vdem.virginia.gov](mailto:dillon.taylor@vdem.virginia.gov).

### Guidance Documents:

Emergency Management Planning Documents, <https://www.vaemergency.gov/divisions/planning/published-plans/>

Commonwealth of Virginia Emergency Operations Plan (COVEOP), <https://www.vaemergency.gov/wp-content/uploads/2021/07/2021-COVEOP-Final-APPROVED-102021-1.pdf>

Emergency Management Grant Programs and Guidelines, <https://www.vaemergency.gov/divisions/finance/grants/>

9-1-1 and Geospatial Services Best Practices and Standards, <https://www.vaemergency.gov/divisions/911-and-geospatial/public-safety-communications/>

9-1-1 and Geospatial Services, Geographic Information Network, Resources, <https://www.vaemergency.gov/divisions/911-and-geospatial/geographic-information-network/>

### 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 Jacob Shuford, at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-3001, FAX (804) 786-9034, or email [jacob.shuford@vec.virginia.gov](mailto:jacob.shuford@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 <http://www.vec.virginia.gov>. Documents may be downloaded from the website at no charge.

Questions regarding interpretation or implementation of the guidance documents may be directed to Jacob Shuford, Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-3001, FAX (804) 786-9034, or email [jacob.shuford@vec.virginia.gov](mailto:jacob.shuford@vec.virginia.gov).

### Guidance Documents:

[VEC-01, Guide to Effective Unemployment Insurance Adjudication, 12/12/2012](#)

[VEC-02, Precedent Decision Manual, 12/28/2012](#)

[VEC-03, Precedent Decision Manual Supplement, 12/12/2012](#)

[VEC-04, Employer as Claimant Interoffice Communication, 5/20/2011](#)

### DEPARTMENT OF ENERGY

Questions regarding this list of guidance documents may be directed to Michael Skiffington, Regulatory Coordinator, Department of Energy, 1100 Bank Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or [mike.skiffington@energy.virginia.gov](mailto:mike.skiffington@energy.virginia.gov).

All Department of Energy guidance documents are available for no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Division of Mines

#### Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available free of charge, at the Department of Energy, Mine Safety Program, 3405 Mountain Empire Road, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Sammy Fleming, Inspector Supervisor, Mine Safety Program, at the same address, telephone (276) 523-8100 or FAX (276) 523-8239.

### Notices and Memoranda to Operators

Mine Safety Program Notices and Memoranda to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Randy Moore, Director of the Mine Safety Program, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

### Coal Mine Safety Program Procedures

Coal Mine Safety Program procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.2-500 et seq. of the Code of Virginia.

Questions regarding interpretation or implementation of these procedures may be directed to Randy Moore, Director of Coal Mine Safety Program 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 Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.2-500 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 Repurposing**

### Division of Mined Land Repurposing Memoranda

Division of Mined Land Repurposing memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Customer Assistance Center, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Inquiries may be directed to Sherry Horne, telephone (276) 523-8100, or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Darlene Gibson, Hearings and Legal Services Officer, Department of Energy, Division of Mined Land Repurposing, same address, telephone (276) 523-8157, or FAX (276) 523-8163.

### Procedures

Division of Mined Land Repurposing procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Energy, Customer Assistance Center, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Inquiries may be directed to Sherry Horne, telephone (276) 523-8100 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Darlene Gibson, Hearings and Legal Services Officer, Department of Energy, Division of Mined Land Repurposing, same address, (276) 523-8157 or FAX (276) 523-8163.

### Other Documents

Other documents issued by the Division of Mined Land Repurposing may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Customer Assistance Center, 3405 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-8100 or FAX (276) 523-8141.

## **Division of Mineral Mining**

### Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of 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 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.

### 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 Energy, Division of Mineral Mining, 900

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# Guidance Documents

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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

### Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Division of Gas and Oil, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Copies may be obtained by contacting Sarah Gilmer at the same address, telephone (276) 523-8100.

Questions regarding interpretation or implementation of these documents may be directed to Phil Skorupa, Director, Division of Gas and Oil.

### 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 Energy, Division of Gas and Oil, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Copies may be obtained by contacting Sarah Gilmer at the same address, telephone (276) 523-8100.

Questions regarding interpretation or implementation of these forms may be directed to Phil Skorupa, Director, Division of Gas and Oil.

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[DM-14-07, DMME Mine Incident Response, Rescue and Recovery Plan, 12/2/2014](#)

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[DM-G-161.196, DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, 9/30/2002](#)

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[DM-G-161.199, DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, 4/10/2000](#)

[DM-G-161.202, DM Chapter 14.3, Article 13, Section 45.1-161.202.B, Emergency Response Plans; List of Next of Kin, 4/10/2000](#)

[DM-G-161.205, DM Chapter 14.3, Article 13, Section 45.1-161.205.F, Storage and Use of Flammable Fluids and Materials, 9/30/2002](#)

[DM-G-161.206, DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment, 9/30/2002](#)

[DM-G-161.207, DM Chapter 14.3, Article 13, Section 45.1-161.207.B, Welding and Cutting, 8/1/2001](#)

[DM-G-161.209, DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, 4/10/2000](#)

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- DM-G-161.238, DM Chapter 14.3, Title 15, Section 45.1-161.238.D, Storage and Use of Flammable Fluids and Materials, 9/30/2002
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- DM-G-161.256, DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations, 4/10/2000
- DM-G-161.258, DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, 4/10/2000
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- DM-G-161.83, DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, 4/10/2000
- DM-G-161.84, DM Chapter 14.2, Article 8, Section 45.1-161.84.A, Advance Notice of Inspections; Confidentiality of Trade Secrets, 4/10/2000
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- DM-P-1.04.10, DM Procedure No. 1.04.10, Impoundment Inspections, 7/18/2001
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- DM-P-1.05.04, DM Procedure No. 1.05.04, Serious Personal Injury, 10/1/2000
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- DM-P-1.06.01, DM Procedure No. 1.06.01, Plan Approvals, 9/1/2002
- DM-P-1.06.02, DM Procedure No. 1.06.02, Map Submittals, 10/1/2000
- DM-P-1.07.01, DM Procedure No. 1.07.01, Technical Instruction, 1/29/1999
- DM-P-1.07.03, DM Procedure No. 1.07.03, Training and Accident Reduction, 1/9/1999
- DM-P-1.09.02, DM Procedure No. 1.09.02, Recertification Requirements, 1/1/1997
- DMLR--MOU-05-97, DM/DMLR Memorandum of Agreement, Refuse Piles, Water and Silt Retaining Dams, 5/29/1997
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- DMLR-P-1.2.01, DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee, 4/17/2006
- DMLR-P-3.6.01, DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment, 3/12/1997
- DMM-M-02-15, Mineral Mining Electrical Repairman Certification, 8/1/2015
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- DM-14-02, Surface First Aid Supplies, 7/29/2014
- DM-14-04, Definition of Serious Person Injury, 8/1/2014
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- DM-C-CES, DM Chief Electrician (Surface) Certification Requirements, 4/10/2001
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- DM-C-DF, DM Dock Foreman Certification Requirements, 6/2/2008
- DM-C-EMFS, DM Electrical Maintenance Foreman (Surface) Certification Requirements, 4/10/2001
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- DM-C-HE, DM Hoisting Engineer Certification Requirements, 6/2/2008
- DM-C-MI, DM Mine Inspector Certification Requirements, 7/1/2001
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- DM-C-QGD, DM Qualified Gas Detection Certification Requirements, 11/26/2002
- DM-C-SB, DM Surface Blaster Certification Requirements, 4/10/2001
- DM-C-SER, DM Surface Electrical Repairman Certification Requirements, 6/2/2008
- DM-C-SF, DM Surface Foreman Certification Requirements, 6/2/2008
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- DM-C-TP, DM Top Person Certification Requirements, 6/2/2008
- DM-C-UDEM, DM Underground Diesel Engine Mechanic Certification Requirements, 6/2/2008
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- DM-M-11-01, DM-11-01 - Mine Incident Response, Rescue and Recovery Plan, 1/13/2011
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For FOIA requests, please contact the department's FOIA Officer at (804) 698-4085. For more information, please go to: <https://www.deq.virginia.gov/get-involved/about-deq/freedom-of-information-act>.

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 Manager, Waste Planning, Data and Reporting, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4193.

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### DEPARTMENT OF FIRE PROGRAMS

To obtain copies of the agency's guidance documents, please contact the agency's chief administrative officer at (804) 371-0220 or toll free at 1-866-4VAFIRE.

Please contact the agency's grant and local aid manager, at (804) 371-0220 or toll free at 1-866-4VAFIRE, for interpretive or implementation questions regarding the Virginia Fire Services Board guidance documents.

Please contact the agency's State Fire Marshal's Office - headquarters office, (804) 371-0220 or toll free at 1-866-4VAFIRE, for interpretive or implementation questions regarding the issuance of permits.

Copies of the guidance documents can be retrieved, free of charge, via the agency's website at [www.vafire.com](http://www.vafire.com), under the Grants and Local Aid link. and the State Fire Marshal's Office link

Copies of the agency's guidance documents are also available, free of charge, via the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

Copies of the agency's guidance documents can also be viewed at the Virginia Department of Fire Programs Headquarters, 1005 Technology Park Drive, Glen Allen, VA 20359. Please contact the Agency's Chief Administrative Officer, (804) 371-0220, or toll free at 1-866-4VAFIRE to schedule an appointment to view the guidance documents.

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## DEPARTMENT OF FORENSIC SCIENCE

The following document is available on the department's website at <http://dfs.virginia.gov> or through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>. Questions regarding this document 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](mailto:amy.curtis@dfs.virginia.gov).

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## DEPARTMENT OF FORESTRY

For additional information about the Reforestation of Timberlands (RT) Program or the Seed Law, including Alternate Management Plans, please contact your local forester. See <http://dof.virginia.gov/locations/index.htm>.

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6166, [Seed Tree Law and Alternate Management Plans](#), 1/9/2017

## DEPARTMENT OF GENERAL SERVICES

Copies of the following guidance documents are available to view on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>. Copies of the guidance documents are also available by contacting the Department of General Services. Contact Rhonda Bishton, Regulatory Coordinator, Virginia Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, or by visiting the department's website at [www.dgs.virginia.gov](http://www.dgs.virginia.gov).

### Guidance Documents:

6170, [Office of Fleet Management Policies and Procedures Manual](#), 1/20/2020

[Agency Procurement and Surplus Property Manual](#), 7/1/2021

[DGS Directive No. 15 Indoor Clean Air Act](#), 8/19/2015

[DGS Directive 16 - Banning Open Carrying of Firearms](#), 11/13/2015

[DGS Parking Policies and Procedures for Use of Parking Facilities](#), 9/25/2012

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[Surplus SPO, Virginia Federal Property Agency State Plan of Operation](#), 3/24/2009

[Vendors Manual](#), 7/1/2021

## VIRGINIA DEPARTMENT OF HEALTH

Questions regarding interpretation or implementation of these documents may be directed to Michael Capps, Regulatory Coordinator, 109 Governor Street, Richmond VA 23219, telephone (804) 864-7190, or email [michael.capps@vdh.virginia.gov](mailto:michael.capps@vdh.virginia.gov). Questions will be redirected to knowledgeable program administrators.

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.)

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WTR-348 (SF), Plants – Cooler Process Study, 4/11/2013

WTR-350 (SF), Policy for Virginia's Public Health Shellfish Program, 10/24/2014

WTR-547(W), Precast Concrete Water Reservoirs, 10/2/1987

WTR-574(W), Water Horsepower and Mean Velocity Gradient, 8/25/1988

WTR-657(W), Distribution System-Fire Pump For Small Systems, 6/7/1991

WTR-680(W), Treatment-Fluoride, 5/29/1992

WTR-704(W), Abandonment of Waterworks, 3/11/1993

WTR-740(W), Technical Assistance Lead and Copper Rule Desktop Evaluations, 1/26/1995

WTR-769(W), Monitoring of Additives to Drinking Water, 10/8/1996

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WTR-801(W), Cross Connection Control, 3/31/1998

WTR-802(W), Pitless Adapters and Watertight Well Caps, 9/17/1998

WTR-810(W), Package Water Treatment Plants, 4/28/1999

WTR-813(W), Well Development, 3/24/2017

WTR-817(W), Cartridge Filtration, 3/9/2000

WTR-834(W), Consumer Confidence Report Implementation Instructions, 3/23/2012

WTR-835(W), Cross Connection Control, 3/7/2001

WTR-839(W), UV Disinfection Systems for Public Water Supplies, 6/10/2013

WTR-841(W), Interim Guidance on Waterworks Classification, 6/13/2001

WTR-842(W), Board for Water and Wastewater Operators vs. Department of Health Responsibilities, 4/22/2008

WTR-844(W), Procedure – Enforcement – Special Notices (Boil Water, Do Not Drink, Do Not Use, Rescission Notices), 8/3/2009

WTR-850(W), Review of Changes to Disinfection, 12/29/2011

WTR-851(W), Surveillance and Regulations - Sanitary Surveys, 4/1/2016

WTR-859(W), Public Notification Rule Implementation, 11/26/2002

WTR-880(W), Treatment - Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology, 9/14/2012

WTR-884(W), Use of Emergency Wells, 6/27/2005

WTR-886(W), Secondary Maximum Contaminant Levels, 7/8/2005

WTR-894(W), Sample Collection and Analysis - Special Sampling Procedures, 5/9/2014

WTR-897(W), System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems, 6/24/2009

WTR-898(W), Compliance Sampling and Reporting Guidance Manual, 9/29/2017

WTR-899(W), Ozone Treatment and Disinfection Credit, 11/18/2010

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WTR-914(W), Virginia's Optimization Program (VOP), 10/5/2012

WTR-915(W), Disinfection of Groundwater Sources, 5/6/2015

WTR-917(W), Revised Total Coliform Rule (RTCR) Implementation Procedures, 12/5/2017

WTR-918(W), Disinfection of Water Mains, Distribution Storage Tanks, Wells and Treatment Facilities, 9/22/2015

### DEPARTMENT OF HEALTH PROFESSIONS

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#### Guidance Documents:

76-10.02, Providing Sanction Reference Point Worksheets, 5/3/2018

76-10.03, Subpoenas for Disciplinary Hearings, 10/30/2018

76-10.05, Reports to the Data Bank, 5/14/2018

76-10.06, Disciplinary Process for Cases Involving Noncompliance with § 54.1-2400.6, 12/28/2017

76-10.12, Participation Of Adjudication Specialists In Closed Sessions, 8/9/2017

76-10.17, Publication Of Notices And Orders On The Department Websites, 11/27/2018

76-10.24, Summary Suspensions And Restrictions, 3/6/2018

76-20, Adjudication Manual - Disciplinary Process, 7/19/2017

76-20.01, Communication with the Media, 5/15/2018

76-20.04, Disclosure of Non-Investigative Information by the Department, 5/3/2018

76-20.05, Disclosure of Information to Health Practitioner Monitoring Program, 8/9/2017

76-30.2, Procurement Of Professional Services, 10/19/2017

76-34, Reporting by Hospitals and Other Health Care Institutions, 10/15/2020

76-35, Rights and Responsibilities; the Virginia Freedom of Information Act, 12/7/2020

76-39, Guidelines for Pro Hac Vice Practice, 12/14/2017

76-40.01, Receipt and Investigation of Allegations of misconduct, 7/26/2017

76-40.02, Unlicensed Activity, 8/9/2017

76-40.05, Disciplinary Cases Involving Board Members, 3/6/2018

76-80.12, Extension of Time for Active Duty Servicemen or Spouses, 5/5/2017

76-90.01, Prescription Drug Monitoring Advisory Committee, 5/4/2018

76-90.02, Custodians of Records, 5/2/2018

76-90.03, Foreign Applicants and Social Security Numbers, 5/3/2018

76-90.05, Principles/Establishment of Fees, 5/1/2017

### BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

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#### Guidance Documents:

30-1, Sanctioning Reference Points; Instruction Manual, 11/3/2011

30-2, Bylaws of the Board of Audiology and Speech-Language Pathology, 4/16/2020

30-3, Use Of Confidential Consent Agreements, 6/5/2018

30-5, Equivalent Accrediting Body for Audiology Educational Programs, 6/5/2018

30-6, Board Definition of Active Practice, 4/1/2021

30-8, Speech-language Pathology Practice and the Need for Licensure, 4/1/2021

30-9, Continuing Education Audits and Sanctioning, 4/17/2019

30-10, Disposition of Disciplinary Cases for Practicing on an Expired License, 6/5/2018

30-11, Guidelines for Processing Applications, 4/1/2021

30-12, Guidance for Telepractice, 9/19/2019

### BOARD OF COUNSELING

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# Guidance Documents

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## Guidance Documents:

115-1.1, Possible Disciplinary or Alternative Actions for Noncompliance with Continuing Education, 7/25/2019

115-1.2, Bylaws of the Board, 7/25/2019

115-1.3, Bylaws for the Advisory Board on Art Therapy, 1/8/2021

115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, 10/15/2020

115-1.5, Sanction Reference Points Manual, 5/20/2016

115-1.8, Examinations Acceptable for Certification as a Rehabilitation Provider, 11/22/2019

115-1.9, Certifications Approved by the Board for Certification as a Substance Abuse Counselor, 2/9/2018

115-10, Guidance on Conversion Therapy, 6/30/2019

115-11, Scopes of Practice in Substance Abuse Counseling or Treatment, 1/23/2020

115-12, Acceptance of Training and Participation as a Disaster Mental Health Worker for Continuing Competency, 1/23/2020

115-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure, Certification or Registration, 2/9/2018

115-2.1, Hypnosis as an Appropriate Counseling Tool, 5/18/2018

115-3, Frequently Asked Questions about Credentials Appeals, 7/25/2019

115-4.1, Evidence of Clinical Practice for Licensure By Endorsement, 5/18/2018

115-4.11, Board Guidance on Use of Confidential Consent Agreements, 5/18/2018

115-4.3, Direct client hours in an internship, 2/5/2021

115-5, Conduct of an Informal Conference by an Agency Subordinate, 5/18/2018

115-6, Guidance on Emotional Support Animals, 4/2/2020

115-7, Supervised Experience for Delivery of Clinical Services for Professional Counselor Licensure, 10/15/2020

115-8, Approved Degrees in Human Services and Related Fields for QMHP Registration, 10/14/2021

115-9, Board-Recognized Entity for Licensure By Endorsement, 11/2/2018

## BOARD OF DENTISTRY

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## Guidance Documents:

60-1, Board Policy on Confidential Consent Agreements, 6/8/2018

60-2, Sanction Reference Point Instruction Manual, 11/14/2019

60-3, Periodic Inspections for Anesthesia and Sedation, 2/6/2020

60-4, Questions and Answers about Sedation, 2/6/2020

60-5, Auditing for Continuing Education and Sanctioning, 8/5/2021

60-6, Closing of a Dental Practice of Death of a Dentist, 11/11/2021

60-7, Chart on Delegable Duties to Dental Assistants, 6/8/2018

60-8, Educational Requirements for Dental Assistants II, 11/11/2021

60-10, Guidance on Sanctioning for Advertising Violations, 8/5/2021

60-13, Remote Supervision of Dental Hygienists, 2/6/2020

60-14, Bylaws of the Board, 5/13/2021

60-15, Standards for Professional Conduct in the Practice of Dentistry, 12/14/2018

60-17, Policy on Recovery of Disciplinary Costs, 2/18/2021

60-18, Dental Laboratory Work Order, 8/5/2021

60-19, Dental Laboratory Subcontractor Work Order, 8/5/2021

60-20, Radiation Certification, 9/10/2021

60-22, Policy on Sanctioning for Failure to Comply with Insurance and Billing Practices, 8/5/2021

60-23, Teledentistry, 12/13/2019

60-24, Guidance for Dental Practices, 11/11/2021

60-25, Dental Clinical Competency Examination for Licensure, 8/5/2021

60-26, Dental Hygiene Clinical Competency Examination, 8/5/2021

## **BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

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### **Guidance Documents:**

65-1, Time Credit for Continuing Education Courses, 4/17/2018

65-10, Bylaws of the Board, 9/16/2021

65-11, Inspection Guidance Document, 3/18/2021

65-12, Confidential Consent Agreements, 1/10/2017

65-14, Sanction Reference Points Instruction Manual, 4/17/2018

65-15, Guidance for Internship Extensions, 1/24/2019

65-16, Auditing for Continuing Competency Requirements, 4/18/2017

65-17, Disciplinary Actions Against Funeral Homes for Failing To Initiate Corrective Action, 4/17/2018

65-18, Guidance on Surface Transportation and Removal Services in Virginia, 6/13/2019

65-19, Identification of Funeral Service Interns, 7/18/2017

65-2, Disposition of Cases for Practicing on an Expired License, 4/17/2018

65-3, Processing Applications for Licensure, 3/18/2021

65-4, Aiding and Abetting Unlicensed Practice, 1/24/2019

65-5, Reciprocal Agreement with the District of Columbia Board of Funeral Directors, 10/3/2019

65-6, Reciprocal Agreement with Maryland Board, 2/8/2012

65-7, Guidance for Education and Pathology Coursework for Licensure as a Funeral Director, 3/18/2021

76-21.3:1, Inspection Report for Funeral Establishments, 9/17/2020

76-21.3:2, Inspection Report for Crematories, 1/11/2019

## **BOARD OF HEALTH PROFESSIONS**

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### **Guidance Documents:**

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, 2/25/2019

75-4, Bylaws of the Board of Health Professions, 8/20/2020

76-21.1 30, Mixing, Diluting, or Reconstituting of Drugs for Administration, 7/1/2018

76-21.2:1, Inspection Report for Veterinary Establishments, 6/24/2021

76-21.3:1, Inspection Report for Funeral Establishments, 9/17/2020

76-21.3:2, Inspection Report for Crematories, 1/11/2019

## **BOARD OF LONG-TERM CARE ADMINISTRATORS**

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### **Guidance Documents:**

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, 7/7/2011

95-10, Memorandum of Understanding with Department of Social Services, 9/27/2011

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## Guidance Documents

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95-11, Disposition of Cases for Practicing on an Expired License, 6/28/2018

95-12, Processing Applications for Licensure: Examination, Endorsement, and Reinstatement, 9/20/2016

95-13, Guidance on Completion of Continuing Education, 11/12/2020

95-2, Board Procedures for Auditing Continuing Education, 3/14/2017

95-3, Sanction Reference Manual, 6/28/2018

95-4, Board Policy on Confidential Consent Agreements, 3/14/2017

95-8, Bylaws of the Board of Long-Term Care Administrators, 11/12/2020

95-9, Continuing Education for Dual Licensees, 6/28/2018

### BOARD OF MEDICINE

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#### Guidance Documents:

76-21.1 30, Mixing, Diluting, or Reconstituting of Drugs for Administration, 7/1/2018

85-1, Bylaws of the Board of Medicine, 6/14/2018

85-4, Acceptance of Continuing Education in Chiropractic, 10/18/2018

85-5, Guidance on Questions Concerning Medical Records, 9/10/2017

85-6, Competency Assessment for Three Paid Claims, 10/18/2018

85-7, Guidance on Conversion Therapy, 12/12/2019

85-8, Authority of Physician Assistants to Write Do Not Resuscitate (DNR) Orders, 10/18/2018

85-9, Policy on USMLE Step Attempts, 10/18/2018

85-10, Disclosures by Licensed Midwives for High-Risk pregnancies, 8/19/2021

85-11, Sanctioning Reference Points Instruction Manual, 8/15/2011

85-12, Telemedicine, 8/19/2021

85-13, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, 10/18/2018

85-14, Continuing Competency Violations, 4/9/2021

85-15, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, 10/18/2018

85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine., 10/18/2018

85-17, Supervisory Responsibilities of an Occupational Therapist, 2/15/2018

85-19, Practitioner Information System – Glossary of Terms, 10/18/2018

85-2, Assistant Attorney General (AG) Opinion on Who Can Do a School Physical Examination, 10/18/2018

85-20, AG Opinion on Employment of Surgeon By Nonprofit Corporation, 10/18/2018

85-21, AG Opinion on Employment of Physician by For-Profit Corporation, 10/18/2018

85-23, Policy on the Use of Confidential Consent Agreements, 10/18/2018

85-26, Compliance with Law for Licensed Midwives, 10/18/2018

85-27, Role of Licensed Midwives in Newborn Hearing Screening, 10/18/2018

85-28, Authority of Licensed Midwives to Order Tests, 10/18/2018

90-11, Boards Guidance on Continuing Competency Violations for Nurse Practitioners, 2/4/2021

90-33, Authority of LNP's to Write DNR Orders, 5/16/2019

90-56, Practice Agreement Requirements for Licensed Nurse Practitioners, 9/30/2021

90-64, Telemedicine for Nurse Practitioners, 8/11/2021

110-13, Guidance on Use of Collaborative Agreements, 2/4/2021

110-8, Information on Prescriptive Authority in Virginia, 8/17/2021

### BOARD OF NURSING

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### Guidance Documents:

- 90-1, [Registered or Licensed Practical Nurses as First Assistant in Surgery](#), 11/13/2018
- 90-3, [Continued Competency Violations for Nurses](#), 1/29/2019
- 90-4, [Opinion on How Licensure as a Nurse Relates to Service on a Volunteer Rescue Squad](#), 7/8/2021
- 90-5, [Guidance on Conversion Therapy](#), 12/10/2020
- 90-6, [Peripherally Inserted Central Catheters and Removal by Registered Nurses](#), 11/16/2021
- 90-7, [Sanctioning Reference Points Instruction Manual](#), 1/1/2017
- 90-9, [Board Guidelines for Prescription Drug Administration Training Program for Child Day Care](#), 7/17/2019
- 90-10, [Board Guidelines for Processing Applications for Licensure](#), 2/24/2017
- 90-11, [Boards guidance on Continuing Competency Violations for Nurse Practitioners](#), 2/4/2021
- 90-12, [Delegation of Authority to Board of Nursing Registered Nurse Staff](#), 1/29/2019
- 90-13, [Applying for Initial Approval of a Nursing Education Program](#), 2/22/2017
- 90-14, [Continued Approval of a Nursing Education Program](#), 2/22/2017
- 90-15, [Use of Cervical Ripening Agents by RN's](#), 11/13/2018
- 90-16, [Adult Immunization Protocols](#), 2/4/2021
- 90-17, [Opinion of Cutting of Corns and Warts with a Scalpel by RN/LPN](#), 11/13/2018
- 90-19, [Epidural Anesthesia by Registered Nurses](#), 12/2/2020
- 90-2, [Transmittal of Third-Party Orders](#), 1/29/2019
- 90-21, [Clinical Learning Experiences](#), 2/24/2017
- 90-22, [Requests for Accommodations for NCLEX and NNAAP Testing](#), 1/29/2019
- 90-23, [Decision-Making Model for Determining RN/LPN Scope of Practice](#), 11/13/2018
- 90-31, [Administer a Medication That Has Been Transmitted Orally or in Writing by a Pharmacist Acting as the Prescriber's Agent](#), 1/29/2019
- 90-33, [Authority of LNP's to Write Do Not Resuscitate Orders](#), 5/16/2019
- 90-34, [Review and Challenge of NCLEX](#), 5/16/2019
- 90-35, [Noncompliance with Board Orders](#), 1/29/2019
- 90-36, [Training of Employees of School Boards in the Administration of Insulin and Glucagon](#), 12/10/2020
- 90-38, [Disposition of Cases Against Nurses or Massage Therapists Practicing With Expired Licenses](#), 1/29/2019
- 90-39, [Indefinite Suspension Timeframes](#), 1/29/2019
- 90-40, [Surveillance Activities Required by the OSHA Respiratory Standards](#), 11/13/2018
- 90-41, [Patient Abandonment](#), 5/16/2019
- 90-42, [Reinstatement After Mandatory Suspension](#), 11/13/2018
- 90-43, [Attachment of Scalp Leads for Internal Fetal Monitoring](#), 11/19/2019
- 90-46, [Administration of over-the Counter Drugs By Certified Nurse Aides](#), 11/13/2018
- 90-47, [Massage Therapy Practice and Use of Titles](#), 11/14/2019
- 90-52, [Delegation of Removal of Venous and Arterial Sheaths to Unlicensed Personnel Not Permitted](#), 5/16/2019
- 90-54, [Process for Delegation of Informal Fact-Finding to an Agency Subordinate](#), 9/17/2019
- 90-55, [Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia](#), 2/4/2021
- 90-56, [Practice agreement requirements for licensed nurse practitioners](#), 9/30/2021
- 90-57, [Bylaws of the Board of Nursing](#), 3/18/2020
- 90-58, [Bylaws of the Advisory Board on Massage Therapy](#), 11/14/2019
- 90-59, [Impact of Criminal Convictions on Registration of Medication Aides and Licensure of Massage Therapists](#), 2/4/2021
- 90-61, [Disposition of Cases Against Nurse Aides and Medication Aides for Practicing on Expired Certificates or Registrations](#), 4/3/2019
- 90-62, [Medication administration training curriculum](#), 11/16/2021
- 90-63, [Registered Nurses and Procedural Sedation](#), 7/8/2021
- 90-64, [Telemedicine for Nurse Practitioners](#), 8/11/2021
- 110-8, [Information on Prescriptive Authority in Virginia](#), 8/17/2021
- 110-18, [Advance Preparation for Administration](#), 12/9/2019

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# Guidance Documents

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## BOARD OF OPTOMETRY

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### Guidance Documents:

- [105-1, Guidance on Telepractice in Optometry, 9/17/2020](#)
- [105-9, Processing Licensure Applications, 9/16/2021](#)
- [105-10, End of a Contact Lens Fitting, 7/13/2018](#)
- [105-11, Cases Involving Practice With an Expired License, 7/13/2018](#)
- [105-12, Continuing Education Audits and Sanctions, 4/3/2019](#)
- [105-13, Free Eye Screenings, 7/13/2018](#)
- [105-14, Bylaws of the Board of Optometry, 4/1/2020](#)
- [105-26, Delegation of Informal Fact-Finding to an Agency Subordinate, 7/13/2018](#)
- [105-28, Instruction Manual for Use of Sanction Reference Points, 7/20/2011](#)

## BOARD OF PHARMACY

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### Guidance Documents:

- [110-1, List of Categories of Facility Licenses and a Brief Description of Each, 11/25/2021](#)
- [110-2, Instructions for Applicants for Pharmacist Licensure, 8/5/2021](#)

[110-3, Guidance on Alternative Delivery of Prescriptions, Pharmacy to Physician or Pharmacy to Controlled Substance Registrant, 9/16/2021](#)

[110-4, Continuing Education Guide for Pharmacists, 3/18/2021](#)

[110-5, Instructions and Forms for Reporting of Thefts or Losses of Drugs, 11/25/2021](#)

[110-6, Guidance for Pharmacies within Opioid Treatment Programs, 11/28/2019](#)

[110-7, Practitioner/Patient Relationship and the Prescribing of Drugs for Family or Self, 8/17/2021](#)

[110-8, Information on Prescriptive Authority in Virginia, 8/17/2021](#)

[110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, 11/25/2021](#)

[110-10, Dispensing Drugs from a Mobile Van, 6/21/2018](#)

[110-11, Proof of Identity for Schedule II Drugs, 6/21/2018](#)

[110-12, Bylaws of the Board of Pharmacy, 11/12/2020](#)

[110-13, Guidance on use of collaborative agreements, 2/4/2021](#)

[110-14, Proximity of a School or Daycare to a Cannabis Dispensing Facility, 5/27/2021](#)

[110-15, Delegation of Authority for Disciplinary Action to the Executive Director of the Board, 2/6/2020](#)

[110-16, Performing Inventories, 8/6/2020](#)

[110-17, Instructions For Graduates Of Foreign Schools Of Pharmacy, 8/5/2021](#)

[110-18, Advance Preparation for Administration, 12/9/2019](#)

[110-19, Use of automated dispensing devices in certain facilities, 11/25/2021](#)

[110-20, Criminal background checks of material owners for pharmaceutical processors or cannabis dispensing facilities, 11/25/2021](#)

[110-21, Sanction Reference Manual, 12/10/2018](#)

[110-22, Dispensing Records; Identification of Pharmacist, 8/6/2020](#)

[110-23, Inspection Deficiency Monetary Penalty Guide for Physicians Selling Drugs, 2/6/2020](#)

[110-24, Guidance for Setting NAPLEX Passing Score, 6/21/2018](#)

[110-25, Guidance for Life of a Prescription After a Prescriber No Longer In Practice, 6/21/2018](#)

[110-27, Pharmacist-In-Charge responsibilities, 5/27/2021](#)



110-28, [Guidance for Free Clinic Pharmacy Permit Applicants](#), 12/18/2018

110-29, [Guidance document for practitioner dispensing](#), 2/4/2021

110-30, [Drugs within animal shelters](#), 11/25/2021

110-31, [Approved Capture Drugs and Drug Administering Equipment](#), Directive from the State Veterinarian, 11/25/2021

110-33, [Pharmacy Interns as Pharmacy Technicians; Pharmacy Technician Ratio](#), 5/27/2021

110-34, [Manufacturer and wholesale distributor license](#), 11/25/2021

110-35, [Requirements for Prescriptions](#), 8/6/2020

110-36, [Compliance with USP Standards for Compounding](#), 11/28/2019

110-37, [Guidance for Conducting Informal Fact-Finding By an Agency Subordinate](#), 12/18/2018

110-38, [Requirement for Non-resident Pharmacies to Submit Inspection Report](#), 3/30/2021

110-39, [Hours of continuous work and breaks for pharmacists](#), 2/4/2021

110-40, [Guidance on Access to the Premises of a Pharmaceutical Processor By Contractor](#), 2/4/2021

110-41, [Guidance on Emergency Medical Services Drug Kits](#), 11/25/2021

110-42, [Continuing Education Audit and Recommended Sanctions](#), 12/18/2018

110-43, [Dispensing With an Authorized Generic](#), 12/18/2018

110-44, [Protocol for the Prescribing and Dispensing of Naloxone](#), 11/25/2021

110-46, [Delivery of Dispensed Drugs](#), 12/11/2017

110-47, [Provision of Counseling and Information By Pharmacists on Proper Drug Disposal](#), 3/29/2018

110-48, [Verification Sources for a Pharmaceutical Processor](#), 8/6/2020

110-49, [Credentials for Nonresident Pharmacy Dispensing only for Animals](#), 8/6/2020

### 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 Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or

requested by email at [ptboard@dhp.virginia.gov](mailto:ptboard@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

### Guidance Documents:

112-1, [Bylaws of the Board of Physical Therapy](#), 10/3/2019

112-2, [Confidential Consent Agreements](#), 5/25/2021

112-3, [Guidance on Receipt of Verbal Orders for Medications by Physical Therapists](#), 10/3/2019

112-4, [Licensure Requirement for Instructors in PT Educational Program](#), 5/1/2018

112-5, [Credentialing and TOEFL Requirements for Physical Therapy Graduates of Non-approved Schools](#), 9/30/2021

112-7, [Guidance on PT in Public Schools and Direct Access](#), 5/1/2018

112-11, [Functional Capacity Evaluations and Use of Aides In Home Care](#), 5/1/2018

112-12, [Physical Therapy Services in Home Health](#), 5/1/2018

112-13, [Approval of a Traineeship](#), 7/22/2021

112-14, [Electromyography \(EMG\) and Sharp Debridement in Practice of Physical Therapy](#), 5/1/2018

112-15, [Supervision Of Unlicensed Persons in Any Setting](#), 5/1/2018

112-16, [Use of Initials After Name](#), 5/1/2018

112-17, [Sanction Reference Manual](#), 11/11/2018

112-18, [Discipline for Practicing With an Expired License](#), 5/1/2018

112-19, [Performance of INR's by PT's In Home Health Settings](#), 5/1/2018

112-21, [Telehealth for Physical Therapy](#), 1/21/2021

112-22, [Procedures for Auditing Continued Competency Requirements](#), 11/13/2018

112-23, [Processing Applications for Licensure](#), 1/9/2020

### 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 Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [psy@dhp.virginia.gov](mailto:psy@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents

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# Guidance Documents

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or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

## Guidance Documents:

[125-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure or Certification, 7/10/2018](#)

[125-3.1, Submission of Evidence of Completion of Graduate Work, 7/10/2018](#)

[125-3.2, Official Beginning of a Residency, 7/10/2018](#)

[125-3.8, Process for Delegating Informal Fact-Finding to an Agency Subordinate, 7/10/2018](#)

[125-3.9, Policy on the Use of Confidential Consent Agreements in Lieu of Disciplinary Action by the Board, 7/10/2018](#)

[125-5.1, Possible Disciplinary Action for Noncompliance With Continuing Education Requirements, 7/10/2018](#)

[125-5.2, Sanction Reference Manual, 9/30/2016](#)

[125-6, Bylaws, 4/16/2020](#)

[125-7, Electronic Communication and Telepsychology, 10/30/2018](#)

[125-8, Use of Assessment Titles and Signatures, 10/30/2018](#)

[125-9, Guidance on Conversion Therapy, 5/2/2019](#)

[125-10, Preparing for Expected and Unexpected Departures from the Operation of a Psychological Practice, 5/27/2021](#)

## 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 Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [socialwork@dhp.virginia.gov](mailto:socialwork@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address listed or by telephone at (804) 367-4688. Copies are free of charge.

## Guidance Documents:

[140-1, Confidential Consent Agreements, 9/21/2018](#)

[140-2, Impact of Criminal Convictions, Impairment, and Past History on Social Work Licensure in Virginia, 9/20/2019](#)

[140-3, Guidance on Technology-Assisted Therapy and the Use of Social Media, 12/7/2018](#)

[140-4.2, Possible Disciplinary or Alternative Actions in Response to Noncompliance with Continuing Education Requirements, 9/21/2018](#)

[140-5, Process for Delegation of Informal Fact-Finding to an Agency Subordinate, 6/15/2018](#)

[140-6, Bylaws for the Advisory Board on Music Therapy, 5/13/2021](#)

[140-7, Bylaws of the Board of Social Work, 5/13/2021](#)

[140-8, Sanction Reference Manual, 7/1/2016](#)

[140-9, Training for Supervisors, 5/14/2020](#)

[140-10, Guidance on Supervised Experience for Clinical Social Work Licensure, 2/2/2018](#)

[140-11, Disposition of Disciplinary Cases Involving Practicing on an Expired License, 9/20/2019](#)

[140-12, Policy on Conversion Therapy, 6/15/2019](#)

[140-13, Guidance on Emotional Support Animals, 9/16/2021](#)

## 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 Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested by email at [vetbd@dhp.virginia.gov](mailto:vetbd@dhp.virginia.gov). Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin L. Barrett, Agency Regulatory Coordinator, at the address listed or by telephone at (804) 367-4688. Copies are free of charge.

## Guidance Documents:

[76-21.2:1, Inspection Report for Veterinary Establishments, 6/24/2021](#)

[150-1, Disposition of Cases Involving Applicants Practicing Veterinary Technology Prior to Licensure, 5/2/2019](#)

[150-2, Expanded Duties for Veterinary Technicians, 10/24/2017](#)

[150-3, Preceptorships and Externships for Veterinary Technicians, 3/11/2021](#)

[150-4, "Chip" Clinics Outside Approved Facilities, 10/24/2017](#)

[150-5, Use Of Compounded Drugs in Veterinary Practices, 7/1/2018](#)

[150-7, Disposition of Cases Involving Failure of Veterinarian-in-charge to Notify Board of Establishment Closure, 3/11/2021](#)

[150-8, Disposition of Cases Involving Practice on an Expire License or Permit, 3/15/2018](#)

150-9, Content of a Medical Record, 10/25/2017

150-10, Allowances to Purchase, Possess and Administer Drugs Within an Animal Shelter, 10/24/2017

150-11, Continuing Education (CE) Audits and Sanctioning for Failure to Complete CE, 5/2/2019

150-12, Administration of rabies vaccine, 7/29/2021

150-13, Controlled substances in veterinary practices, 5/13/2021

150-14, Process for Delegation of Informal Fact-Finding to an Agency Subordinate, 10/24/2017

150-15, Disposition of routine inspection violations, 9/30/2021

150-16, Protocol for loss or theft of drugs at a veterinary facility, 3/11/2021

150-17, Sanction Reference Points Instruction Manual, 6/1/2014

150-18, Bylaws of the Board of Veterinary Medicine, 9/30/2021

150-19, Delegation of Dental Polishing-Cleaning, 10/25/2017

150-20, Duties of Unlicensed Assistants, 10/25/2017

150-21, Frequently Asked Questions About Reporting to the Prescription Monitoring Program, 9/17/2020

150-22, Veterinarians and Wildlife Rehabilitators - Prescription Drugs, 10/24/2017

150-23, Disposal of deceased animals, 3/11/2021

150-24, Guidelines for Processing Applications for Licensure, 10/24/2017

150-25, Guidance for Telehealth in the Practice Of Veterinary Medicine, 9/17/2020

150-26, Guidance on the regulations for veterinary establishments, 5/13/2021

150-27, Acceptance of veterinary nurse degree, 5/13/2021

### **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 Beverly Rebar, at the same address, telephone (804) 225-2600, FAX (804) 225-2604, or email [beverlyrebar@schev.edu](mailto:beverlyrebar@schev.edu). All documents are available on SCHEV's website at <http://www.schev.edu> or on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

### **Guidance Documents:**

2855, Policies and Procedures for Program Approval, 11/2/2020

2857, Program Productivity/Viability at Public Institutions, 10/1/2019

2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes, 5/1/2021

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, 4/1/2020

3122, Tuition Relief Guidelines, 9/21/2010

4044, Domicile Guidelines, 1/11/2021

5272, Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions, 3/19/2013

5452, Domicile Guidelines - addendum A, 1/7/2020

5453, Domicile Guidelines - addendum B, 10/15/2009

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, 7/18/2017

6059, Policy on Out-of-State Postsecondary Institutions Providing Distance Education to Virginia Residents, 11/30/2016

6060, Guidance for Institutions Providing Instruction Through Distance Education Modalities, 11/30/2016

6377, Guidelines and Approval Process for Exemption from Certification for Postsecondary Schools Otherwise Subject to Regulation, 6/7/2018

6417, Virginia Institutions of Higher Education Guidelines to Move OER Forward, 12/3/2018

6568, Mission Statement Changes at Public Institutions, 1/31/2019

6569, Escalation of Degree Level Policy, 1/31/2019

6570, Financial Aid Award Letters Policies and Guidance, 1/31/2019

6571, SCHEV Dual Enrollment Policy, 1/31/2019

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6572, [Guidelines on Award of Credit for Military Training, Education and Experience](#), 1/31/2019

6573, [State Transfer Policy](#), 1/31/2019

6574, [Policy on Student Learning Assessment and Quality in Undergraduate Education](#), 1/31/2019

6575, [Virginia Public Higher Education Policy on Course Credit for AP, Cambridge, CLEP, and IB](#), 1/31/2019

6755, [Passport and Uniform Certificate of General Study Policy](#), 12/19/2019

6793, [Domicile Guidelines - Addendum C](#), 1/11/2021

## DEPARTMENT OF HISTORIC RESOURCES

Copies of guidance documents are available on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov) and on the agency website. 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 provided, 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](http://www.dhr.virginia.gov/homepage_features/staff3.htm).

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is collocated at the central office address given): Agency forms, information in the documents listed, 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:

#### Board of Historic Resources

4636, [Permit for Application for Archaeological Removal of Human Burial](#), 7/1/1998

4593, [Virginia's Historical Registers: A Guide for Property Owners](#), 12/6/2017

4594, [Preliminary Information Form \(PIF\) for Archaeological Sites](#), 12/21/2021

4595, [Preliminary Information Form \(PIF\) for Individual Properties](#), 12/21/2021

4596, [Preliminary Information Form \(PIF\) for Historic Districts](#), 12/21/2021

4597, [National Register of Historic Places Registration Form](#), 12/6/2017

4598, [Notification and Public Participation Processes for National Register/Virginia Landmarks Register Nominations in Virginia](#), 12/21/2021

4599, [Photographic Guidance for National Register Nominations in Virginia](#), 12/17/2020

4600, [National Register/Virginia Landmarks Register Process as Managed by the VDHR](#), 12/17/2020

4601, [Application to Propose Placement of New Virginia Historical Highway Marker](#), 12/17/2020

#### Department of Historic Resources

4593, [Virginia's Historical Registers: A Guide for Property Owners](#), 12/6/2017

4594, [Preliminary Information Form \(PIF\) for Archaeological Sites](#), 12/21/2021

4595, [Preliminary Information Form \(PIF\) for Individual Properties](#), 12/21/2021

4596, [Preliminary Information Form \(PIF\) for Historic Districts](#), 12/21/2021

4597, [National Register of Historic Places Registration Form](#), 12/6/2017

4598, [Notification and Public Participation Processes for National Register/Virginia Landmarks Register Nominations in Virginia](#), 12/21/2021

4599, [Photographic Guidance for National Register Nominations in Virginia](#), 12/17/2020

4600, [National Register/Virginia Landmarks Register Process as Managed by the VDHR](#), 12/17/2020

4629, [Instructions to Apply for State and Federal Rehabilitation Tax Credits](#), 12/21/2021

4630, [Historic Preservation Easement Program Policies \(1 through 12\)](#), 12/21/2021

4631, [DHR State Collections Management Standards](#), 12/11/2019

4632, [Guidelines for Conducting Historic Resources Survey in Virginia](#), 9/1/2017

4634, [Citizen Cemetery Recordation Form](#), 3/25/2011

4635, Eligible and Ineligible Expenses in Tax Credit Project, 4/1/2017

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, Virginia Battlefield Preservation Fund Guidelines for Applications, Prioritization and Award of Grants, 12/21/2021

4643, Virginia Battlefield Preservation Fund Grants Application Form, 12/21/2021

5684, Easement Program Information Packet, 12/21/2021

6150, Audit Report for Rehabilitation Tax Credit program, 12/31/2016

6151, Agreed-Upon Procedures Report for Rehabilitation Tax Credit program, 12/31/2016

6152, Schedule of Rehabilitation Expenses, 12/31/2016

6153, Schedule of Construction Costs for Rehabilitation Tax Credit Program, 12/31/2016

6154, Certification Requirements for Rehabilitation Tax Credit Program, 12/31/2016

6155, Billing Statement for Rehabilitation Tax Credit program, 12/31/2016

6465, VDHR Certified Local Government Grants Manual, 12/17/2020

6466, Certified Local Government Subgrant Application Form FY2018-2019, 12/20/2018

6469, Easement Application Form, 12/21/2021

6470, Historic Preservation Easement Program Administrative Fees Billing Statement, 12/21/2021

6471, Historical African American Cemetery and Graves Fund Program Manual, 12/17/2020

6472, Historical African American Cemetery and Graves Fund Application Form, 12/17/2020

6473, Cemetery Fund Acknowledgement of Reporting Requirements, 12/21/2018

6474, Cemetery Fund Maintenance Agreement, 12/17/2020

6737, State Funds for Historic Preservation Grant Application, 12/11/2019

6738, State Funds for Historic Preservation Grant Agreement, 12/11/2019

6928, Easement Amendment Application Form, 5/1/2020

### 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, Virginia 23219, <http://www.dhcd.virginia.gov>. Copies may be obtained at agency cost by contacting Kyle Flanders at the same address or by telephone (804) 786-6761 or on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to Kyle Flanders at the address or telephone number provided or by email at [kyle.flanders@dhcd.virginia.gov](mailto:kyle.flanders@dhcd.virginia.gov).

#### Guidance Documents:

##### Department of Housing and Community Development

5890, Indoor Plumbing Rehabilitation Program Manual, 10/1/2018

5892, Vibrant Community Initiative, 10/1/2017

6086, Virginia Telecommunications Initiative Program Guidelines and Criteria, 8/5/2021

7037, Utility Leverage Program – Unserved Certification Guidelines, 12/9/2021

7111, Virginia Small Business Resiliency Fund: Program Guidelines and Instruction Manual, 11/25/2021

7119, Virginia Broadband Availability Map Internet Service Provider Service Territory Data Submission Guidelines, 12/9/2021

##### Board of Housing and Community Development

5884, Job Creation Grant Instruction Manual, 4/3/2021

5885, Real Property Investment Grant Instruction Manual, 3/4/2021

5886, CPA Agreed-Upon Procedures Instruction Manual, 3/4/2021

5887, Local Zone Administrator's Management Manual, 1/25/2020

5902, Continuing Education Policy Applicable to BHCD Certified Code Enforcement Personnel, 10/1/2012

5903, Affordable and Special Needs Housing - Consolidated Application Program Guidelines, 1/9/2021

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# Guidance Documents

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[5906, Virginia Homeless and Special Needs Housing Funding Guidelines, 4/2/2020](#)

## **Commission on Local Government**

[Commission on Local Government: Municipal Annexation, 12/6/2017](#)

[Commission on Local Government: Agreements Defining Annexation Rights, 12/6/2017](#)

[Commission on Local Government: Annulment of Town Charter, 12/6/2017](#)

[Commission on Local Government: Boundary Adjustments By Agreement, 12/6/2017](#)

[Commission on Local Government: Reversion from City to Town Status, 12/6/2017](#)

[Commission on Local Government: Consolidation of Two or More Units of Local Government, 12/6/2017](#)

[Commission on Local Government: Town Incorporation, 12/6/2017](#)

[Commission on Local Government: Voluntary Settlement Agreements, 12/6/2017](#)

## **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 Fred Bryant at the same address or by telephone at (804) 343-5837. All of these documents are available for no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

Questions regarding interpretation or implementations of these documents may be directed to Fred Bryant at the address or telephone number provided.

### **Guidance Documents:**

[4368, Multi-Family Development Policy and Procedures Manual, 12/20/2016](#)

[5361, Homeownership Originations Guide, 12/1/2021](#)

[5365, Homeownership Originations Policies Manual, 12/7/2020](#)

[5629, Homebuyer Handbook, 4/30/2020](#)

[5630, Homebuyer Handbook - Spanish Version, 7/30/2020](#)

[5632, Housing Choice Voucher Program Administrative Manual, 11/1/2021](#)

[5633, Low-Income Housing Tax Credit Manual, 1/1/2021](#)

[5634, Compliance and Asset Management Operations Manual, 12/3/2018](#)

[5932, Mortgage Credit Certificates \(MCC\) Program Guide, 3/1/2021](#)

[7126, Virginia Homeowner Assistance Fund Plan, 8/17/2021](#)

[7127, Virginia Mortgage Relief Consolidated Term Sheet, 12/11/2021](#)

## **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](mailto: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:**

#### Compensation Authorizations

- [FY 2022 Authorizations and Compensation Activities](#)

[FAQs -Work Hours Limitation for Wage Employees, published April 2013](#)

[Human Resource Management Manual, revised July 2003](#)

[Job Structure, revised September 2000](#)

[Personnel Management Information System \(PMIS\) Communications and User Guides – Last Revised 2021](#)

#### Portal Messages 2021

PMIS Migration 2017

- [Logging into the New PMIS Web Application](#)

- [What's New in PMIS](#)

- [Before and After Quick Reference Guide for PMIS/BES](#)

- [Creating A VIM Account](#)

- [PMIS COV Users](#)

PMIS User Guides 2017

- [Accessing a Secure Message Outside COV Network](#)

- [Accessing Knowledge Center PSE029 Training](#)

- [EPR421 Faculty Keying Guide](#)

- [Reset Your PMIS Password](#)

- [EPR Keying Guide](#)

- [Other tables used in PMIS \(EXCEL version\)](#)

[PMIS Cardinal New Fields Guide October 2017](#)

[PMIS Layoff Guide 2016](#)

[PMIS PSE200 Rollback Transaction 2016](#)

[Revised PMIS PSE001 Original Appointment Transaction 2016](#)

[HurBits Live Videos - PSE001 Original Appointment Transaction 2016](#)

[HurBits Live Videos - What's New in PMIS? 2016](#)

[Enhanced Retirement PMIS Keying Guide 2015](#)

[Accessing a Secure Message Outside COV Network 2015](#)

[PMIS Screen Changes Employee Time Status Guide 2015](#)

[Classified Compensation Plans](#)

[Authorizations and Compensation Activities Memos](#)

[FY22 Compensation Changes - Frequently Asked Questions](#)

[Overtime Pay Guidance 2021](#)

[Virginia Overtime Wage Act 2021](#)

[Salary Structure 2021](#)

[Salary Structure - Pay Bands Effective 6/10/2021](#)

[Workforce Planning](#)

[Workforce Planning Toolbox 2021](#)

[Key Terms](#)

- [Workforce Planning Definitions](#)• [Workforce Planning Policy](#)[Workforce Planning 2021](#)
- [Workforce Planning FAQs FY2021](#)• [Workforce Planning Template](#)• [Instructions for FY2021 WFP Template](#)• [FY21 Update for Workforce Planning](#)• [FY21 Overview for Workforce Planning Template](#)• [Critical Roles Tool](#)• [Mentoring Toolkit](#) -• [PDF Version](#) - [Web Version](#)• [Knowledge Transfer Toolkit](#)[Exit Survey 2021](#)

[Human Resource Policy Manual – 2021 - Ongoing updates](#)

[Employee Handbook, revised 2020](#)

[Employee Recognition Program Handbook, revised February 2019](#)

[Handbook for Agency Heads , revised February 2018](#)

[Talent Management](#)

[Talent Management 2021](#)

[Talent Acquisition Tips 2021](#)

[Internship Toolkit: Agency Guide to Creating and Establishing Successful Internship Programs New! 2021](#)

[Templates](#)

[Recruiting Plan Template](#)

[Screening Assessment Template](#)

[New Hire Survey Template](#)

[Hiring Initiatives](#)

[Recruiting and Hiring People With Disabilities](#)

[Veteran's Outreach & Recruiting](#)

[Commonwealth STEM Industry Internship Program \(CSIIP\)](#)

[External Resources](#)

[Online \(Video\) Interview Services 2020](#)

[Registered Apprenticeship Opportunities for Employers - Department of Labor and Industry](#)

[Handshake Job Aid \(college & university online recruiting platform\)](#)

[Minority Publications List](#)

[COVA Executive Search Consulting Services](#)

[Virginia Talent + Opportunity Partnership Internship Connection Resource](#)

[Recruitment Management System](#)

[RMS Resources and Information](#)

[Teleworking Work Mode Categories Guide, revised July 2014](#)

[Mental Health Crisis Guides for the Workplace 2015](#)

[Workers' Compensation Agency Manual, December 2021](#)

[Employment Dispute Resolution](#)

[Grievance Procedure Manual, effective July 1, 2020](#)

[Rules for Conducting Grievance Hearings, effective July 1, 2020](#)

[Hearings Program Administration Policy, effective July 1, 2020](#)

[Basic Skills for Presenting Your Case at Hearing, July 1, 2020](#)

[Office of Equal Employment and Dispute Resolution Publication Policy](#)

[Grievance Frequently Asked Questions, 2019](#)

[Workplace Mediation Program Guidelines, March 2019](#)

[Agency Workplace Mediation Coordinator Roles and Duties, March 2019](#)

[Tips for Successful Mediation Participation, March 2019](#)

[Information about the Mediation Process, July 2017](#)

[Workplace Conflict Consultation Program Guidelines, 2016](#)

[State Health Benefits Program](#)

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# Guidance Documents

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<a href="https://www.dhrm.virginia.gov/covid-19">COVID-19 Resources and Vaccine Safety - Ongoing Updates, https://www.dhrm.virginia.gov/covid-19</a>	<a href="#">June 3, 2019 - 2019 Annual Benefit Update (non-grandfathered participants)</a>
<a href="#">COVA Care Member Handbook, revised July 2020</a>	2020
<a href="#">COVA Care Member Handbook Amendment, effective January 1, 2021</a>	<a href="#">2020 Benefits At A Glance</a>
<a href="#">COVA Care Member Handbook, revised July 2016</a>	<a href="#">May 28, 2020 - 2020 Annual Benefit Updated (grandfathered participants)</a>
<a href="#">COVA Care Member Handbook Amendment, effective July 1, 2018</a>	<a href="#">May 28, 2020 - 2020 Annual Benefit Update (non-grandfathered participants)</a>
<a href="#">COVA Care Member Handbook Amendment, July 1, 2017</a>	2021
<a href="#">COVA HDHP Member Handbook, revised July 2020</a>	<a href="#">2021 Benefits At A Glance</a>
<a href="#">COVA HDHP Member Handbook Amendment, effective January 1, 2021</a>	<a href="#">May 18, 2021 - 2021 Annual Benefit Update (grandfathered participants)</a>
<a href="#">COVA HDHP Member Handbook, revised 2017</a>	<a href="#">May 18, 2021 - 2021 Annual Benefit Update (non-grandfathered participants)</a>
<a href="#">COVA HDHP Member Handbook Amendment, effective July 1, 2018</a>	<a href="#"><u>Summary Plan Descriptions</u></a>
<a href="#">COVA HealthAware Member Handbook, revised July 2016</a>	<a href="#">LODA Plan 1 Summary Plan Description</a>
<a href="#">COVA HealthAware Member Handbook Amendment, effective July 1, 2018</a>	<a href="#">LODA Plan 1 Summary of Material Modifications</a>
<a href="#">COVA HealthAware Member Handbook Amendment, effective July 1, 2017</a>	<a href="#">LODA Plan 2 Summary Plan Description</a>
<a href="#">COVA HealthAware Member Handbook, revised July 2019</a>	<a href="#">LODA Plan 2 Summary of Material Modifications</a>
<a href="#">COVA HealthAware Member Handbook Amendment, effective July 1, 2019</a>	<a href="#">LODA Plan 3 Summary Plan Description</a>
<a href="#">COVA HealthAware Member Handbook Amendment, effective January 1, 2021 and July 1, 2021</a>	<a href="#"><u>LODA Communications - Medicare Primary</u></a>
<a href="#">Flexible Spending Account (FSA) Sourcebook, revised July 2021</a>	2018
<a href="#">Health Benefits Eligibility and Enrollment System Guide for Administrators, September 2018</a>	<a href="#">December 14, 2018 - 2019 Medicare Primary Annual Benefit Update (participating employers)</a>
<a href="#">Line of Duty Act (LODA) Plan 2017 Benefits Summary – Former LODA Employment and LODA Plan – Current LODA Employment, effective July 1, 2017</a>	<a href="#">December 14, 2018 - 2019 Medicare Primary Annual Benefit Update (non-participating employers)</a>
<a href="#"><u>LODA Communications - Non-Medicare</u></a>	2019
2018	<a href="#">2019 Annual Notice of Prescription Drug Changes</a>
<a href="#">July 31, 2018 - 2018 Annual Benefit Update (grandfathered participants)</a>	<a href="#">2019 Prescription Drug Formulary - Express Scripts, Inc.</a>
<a href="#">July 31, 2018 - 2018 Annual Benefit Update (non-grandfathered participants)</a>	<a href="#">2019 Evidence of Drug Coverage</a>
2019	<a href="#">2019 Prescription Drug Plan Overview</a>
<a href="#">2019 Benefits At A Glance</a>	2020
<a href="#">June 3, 2019 - 2019 Annual Benefit Update (grandfathered participants)</a>	<a href="#">2020 Annual Notice of Prescription Drug Changes</a>
	<a href="#">2020 Prescription Drug Formulary - Express Scripts, Inc.</a>
	<a href="#">2020 Evidence of Drug Coverage</a>
	<a href="#">2020 Prescription Drug Plan Overview</a>
	<a href="#">2020 Medicare Annual Update (participating employers)</a>
	<a href="#">2020 Medicare Annual Update (non-participating employers)</a>



## 2021

[2021 Annual Notice of Prescription Drug Changes](#)  
[2021 Prescription Drug Formulary - Express Scripts, Inc.](#)  
[2021 Prescription Drug Plan Overview](#)  
[2021 Medicare Annual Update \(participating employers\)](#)  
[2021 Medicare Annual Update \(non-participating employers\)](#)

## 2022

[2022 Annual Notice of Prescription Drug Changes](#)  
[2022 Prescription Drug Formulary - Express Scripts, Inc.](#)  
[2022 Prescription Drug Plan Overview](#)  
[2022 Medicare Annual Update \(participating employers\)](#)  
[2022 Medicare Annual Update \(non-participating employers\)](#)  
[State Retiree Health Benefits Program](#)  
[Medicare-Coordinating Plans Member Handbook, 2020](#)  
[Dental/Vision Handbook Insert for 2021](#)  
[Prescription Drug Handbook Insert for January 2021](#)  
[Express Scripts Medicare Prescription Plan Evidence of Coverage for 2022](#)  
[Express Scripts Medicare Prescription Plan 2022 Formulary](#)  
[The Local Choice Health Benefits Program](#)  
[2018 The Local Choice Key Advantage Member Handbook, published May, 2018](#)  
[2021 The Local Choice Key Advantage Expanded Benefits Summary Insert, effective July 1, 2021](#)  
[2021 The Local Choice Key Advantage 250 Benefits Summary Insert, effective July 1, 2021](#)  
[2021 The Local Choice Key Advantage 500 Benefits Summary Insert, effective July 1, 2021](#)  
[2021 The Local Choice Key Advantage 1000 Benefits Summary Insert, effective July 1, 2021](#)  
[2021 The Local Choice Key Advantage Plans Prescription Benefits, revised 02/2020](#)  
[2021 The Local Choice HDHP Benefits Summary Insert, effective July 1, 2021](#)  
[2021 The Local Choice HDHP Prescription Benefits, revised 02/2020](#)  
[2021 The Local Choice Kaiser Permanente Benefits Summary, effective July 1, 2021](#)  
[2021 The Local Choice Optima Health Benefits Summary, effective July 1, 2021](#)

[2011 The Local Choice Member Handbook Medicare Coordinating Plans, revised 2011](#)

[2021 The Local Choice Advantage 65 Medical Only Benefits Summary Insert, effective January 1, 2021](#)

[2021 The Local Choice Advantage 65 with Dental/ Vision Benefits Summary Insert, effective January 1, 2021](#)

[2021 The Local Choice Medicare Complementary \(Option I\) Benefits Summary Insert, effective January 1, 2021](#)

[The Office of Workforce Engagement Diversity, Equity, and Inclusion EEO Appeals Manual, January 1, 2021](#)

### **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 William Efirm at email [wefird@vadefenders.org](mailto:wefird@vadefenders.org).

#### **Guidance Documents:**

[7167, Standards of Practice, 3/4/2022](#)

[7168, Initial Certification Application, 3/4/2022](#)

[7169, Standards of Practice Complaint Form, 3/4/2022](#)

[7170, Standards of Practice Complaint Process, 3/4/2022](#)

[7171, Recertification Application, 3/4/2022](#)

[7172, Initial Application for Prosecutors, 3/4/2022](#)

### **VIRGINIA INFORMATION TECHNOLOGIES AGENCY**

Copies of the following documents may be obtained free of charge on the Virginia Information Technologies Agency (VITA) website at <http://www.vita.virginia.gov/> or by clicking the links provided. Printed copies are not produced but are available by request; reasonable copying and mailing charges will not exceed VITA's actual costs. Requests and questions regarding these documents may be posed to VITA by contacting Joshua Heslinga, FOIA Officer, Virginia Information Technologies Agency, 11751 Meadowville Lane, Chester, VA 23836, telephone (804) 416-7706, or email [foia@vita.virginia.gov](mailto:foia@vita.virginia.gov).

#### **Guidance Documents:**

[Rights and Responsibilities under the Virginia Freedom of Information Act \(VITA\), 2019](#)

[Information Technology Resource Management Policies, Standards, and Guidelines Homepage](#)

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## Guidance Documents

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Information Technology Resource Management Policy (GOV102-02), 6/1/2016

Policy, Standard, and Guideline Formulation Standard (GOV101-03), 1/1/2021

Commonwealth of Virginia Information Technology Resource Management Glossary, version 4.0, undated

Commonwealth of Virginia Information Technology Resource Management Policies, Guidelines, Standards Brief and Supporting Documents, 2/4/2019

Enterprise Architecture Policy (EA 200-03.1), 2/21/2018

Cloud Based Hosting Services Information Technology Solutions Policy (EA300-01), 10/15/2018

Enterprise Architecture Standard (EA 225-15.2), 10/31/2019

Cloud Based Hosting Topic Report, version 1.0, 2/4/2019

Enterprise Data Standards, 9/9/2016

Information Technology Accessibility and Website Standards

Website Topic Report, version 5.0, 9/21/2017

Social Media Topic Report, version 2.0, 6/12/2019

Information Technology Accessibility Topic Report (GOV103-02), 9/21/2017

Information Technology Operations Policies and Procedures

Third-Party Use Policy, 12/15/2016

Information Technology Information Security Policy (SEC519-00), 6/17/2014

SEC501 Policy and Procedure Templates

VITA Security Baseline Configurations (Hardening Standards), undated

VITA CSRM - Business Impact Analysis Policy, version 4.0, 2/3/2014

VITA CSRM - Emergency Response Employee Communications Procedure, version 4.0, 2/3/2014

VITA CSRM - Enterprise Background Check Policy, version 1.0, 1/15/2014

VITA CSRM - Information Resource Acceptable Use Policy, version 1.0, 2/3/2014

VITA CSRM - Information Security Incident Reporting Procedure, version 4.0, 2/3/2014

VITA CSRM - Information Security Incident Response Procedure, version 6.0, 2/3/2014

VITA CSRM - Information Security Program Policy, version 1.0, 2/3/2014

VITA CSRM - Information Security Roles and Responsibilities Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology Configuration Management Policy, version 4.0, 2/3/2014

VITA CSRM - Information Technology Contingency Planning Policy, version 4.0, 2/3/2014

VITA CSRM - Information Technology Identification and Authentication Policy, version 7.0, 2/3/2014

VITA CSRM - Information Technology Incident Response Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology Media Protection Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology Personnel Security Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology Risk Assessment Policy, version 3.0, 2/3/2014

VITA CSRM - Information Technology Security Assessment and Authorization Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology Security Audit, Monitoring, and Logging Policy, version 1.0, 2/3/2014

VITA CSRM Information Technology - Security Exception and Exemptions Policy, version 6.0, 2/3/2014

VITA CSRM - Information Technology System and Communications Encryption Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology System and Communications Protection Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology System and Data Classification Policy, version 4.0, 2/3/2014

VITA CSRM - Information Technology System and Information Integrity Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology System and Services Acquisition Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology System Maintenance Policy, version 1.0, 2/3/2014

VITA CSRM - Information Technology System Security Planning Policy, version 1.0, 2/3/2014

VITA CSRM - Logical Access Controls Policy, version 6.0, 2/3/2014

VITA CSRM - Mobile Device Access Controls Policy, version 1.0, 2/3/2014

VITA CSRM - Physical and Environmental Protection Policy, version 2.0, 7/16/2014

VITA CSRM - Remote and Wireless Access Controls, version 1.0, 2/3/2014

[VITA CSRM - Security Awareness and Training Policy](#), version 4.0, 2/3/2014

[VITA SS - Disaster Recovery Staffing Policy](#), version 2.0, 2/3/2014

### Information Security Standards

[Hosted Environment Information Security Standard \(SEC525-04.1\)](#), 8/29/2019

[Information Security Standard \(SEC501-11.3\)](#), 12/28/2020

[Information Technology Risk Management Standard \(SEC520-03\)](#), 12/2021

[Information Technology Security Audit Standard \(SEC502-03\)](#), 6/12/2019

[Information Technology Standard Use of Non-Commonwealth Computing Devices to Telework \(SEC511-00.02\)](#), 3/31/2021

[Removal of Commonwealth Data from Electronic Media Standard \(SEC514-05\)](#), 7/1/2019

[Secure Remote Access to Online Court Documents Standard \(SEC503-02.2\)](#), 6/21/2017

[Virginia Real Property Electronic Recording Standard \(SEC505-00.1\)](#), 12/8/2016

### Information Security Guidelines

[Information Systems Facilities Security Guideline \(SEC517-00\)](#), 4/27/2009

[Information Technology Contingency Planning Guideline \(SEC508-00\)](#), 4/18/2007

[Information Technology Data Protection Guideline \(SEC507-00\)](#), 7/2/2007

[Information Technology Logical Access Control Guideline \(SEC509-00\)](#), 4/18/2007

[Information Technology Personnel Security Guideline \(SEC513-00\)](#), 2/15/2008

[Information Technology Security Audit Guideline \(SEC512-01\)](#), 7/1/2013

[Information Technology Security Threat Management Guideline \(SEC510-00\)](#), 7/1/2007

[Information Technology Systems Asset Management Guideline \(SEC518-00\)](#), 4/27/09

[Information Technology Systems Security Guideline \(SEC515-00\)](#), 7/17/2008

### Project Management

[Commonwealth Project Management Guideline \(CPM110-04\)](#), 9/21/2017

[Project Management Standard \(CPM112-04.3\)](#), 9/25/2019

[Project Manager Selection and Training Standard \(CPM111-04\)](#), 1/1/2018

[Program Management Standard \(CPM301-02\)](#), 11/10/2016

[Program Management Guideline \(CPM302-00\)](#), 2/20/2015

### Technology Management

[Technology Management Policy \(GOV105-05\)](#), 7/9/2018

[Information Technology Investment Management Information Technology Investment Management Standard \(CPM516-02\)](#), 1/31/2017

### Supply Chain Management (SCM)

["Buy IT" Procurement Manual](#), revision effective 8/8/2019

[FAQs Regarding Changes to Procurement Laws](#), revision effective 7/1/2020

[Contract Renewal Procedure](#), effective 7/1/2017

### Supply Chain Management Policies

[Authority and Delegation Policies](#), revision effective 7/21/2020

[Information Technology Contingent Labor Policies and Guidelines](#), 7/1/2021

[Telecommunications Waiver Policy](#), rev. 06, 9/27/2017 (effective 8/8/2018)

[VITA Supply Chain Management Memo European Union Data Privacy](#), 11/6/2018

[Small Purchase Policy](#), 7/1/2020

[Joint and Cooperative Procurement Policy \(including GSA\)](#), revision effective 7/1/2021

[How to Get an Information Technology Joint and Cooperative Procurement Approved](#), 9/24/2019

[Sole Source Procurement Policy](#), revision effective 7/1/2020

[How to Get an Information Technology Sole Source Procurement Approved](#), 9/16/2020

[Emergency Procurement Policy](#), revision effective 7/1/2019

[IT Procurement Policy for Enhancing Opportunities for Small, Women-Owned and Minority-Owned Businesses](#), revision effective 12/07/2020

[Small Purchase Charge Card Program Policy](#), 7/1/2021

[Summary of VITA's Procurement Delegation](#), undated

[Mandatory Contract Terms](#), 7/1/2020

[Minimum Contractual Requirements for Major Technology Projects and Delegated Procurements](#), undated

### Information Technology Procurement Tools

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# Guidance Documents

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[Contract Administration Checklist](#), undated

[Statement of Work Template](#), 6/5/2019

[A General Guide to Commonwealth Expectations for Software License Agreements](#), 7/1/2019

[Reference Table of Special Terms and Conditions for Information Technology Contracts](#), undated

[Guidance on Source Code Escrow and Escrow Agreements](#), 9/30/2017

[Special Terms and Conditions for Information Technology Goods and Services](#), undated

[Enterprise Cloud Oversight Service Procedure Checklist for Cloud Solution Solicitations and Contracts](#), 7/24/2020

[Enterprise Cloud Oversight Service Process Flow Diagram](#), 4/16/2018

[VITA Procurement Approval Requirements and Processes Guide for Procurement Officers and Buyers](#), 9/11/2020

[Information Technology Contingent Labor User Resources](#)

[ITCL Contingent Worker Code of Conduct](#), 10/27/2021

[ITCL Policies & Guidelines \(Policy for Procuring and Managing Contingent Labor Resources\)](#), 12/10/2021

[Procedures for Ordering Information Technology Goods and Services for Localities and Other Public Bodies](#), undated

[Teacher Personal Computer Purchase Program](#), undated

[E-Rate Program for Universal Service Schools and Libraries Program](#), applicable through 10/31/2022

## OFFICE OF THE STATE INSPECTOR GENERAL

Copies of the following documents may be viewed or obtained on regular work days from 8:30 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. 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 Kate Hourin, Communications Director, telephone (804) 625-3276, or email [kate.hourin@osig.virginia.gov](mailto:kate.hourin@osig.virginia.gov).

### Guidance Documents:

[AuditGD2014, Oversight of State and Specific Nonstate Agencies' Internal Audit Programs](#), 3/16/2015

[HotlineGD2021, State Fraud, Waste and Abuse Hotline Policies and Procedures Manual](#), 7/1/2021

[OSIGInvAuthGD2019, Investigative Authority of the Office of the State Inspector General](#), 9/19/2019

[WhistleBlowerGD2021, The Fraud and Abuse Whistle Blower Protection Act Policies and Procedures Manual](#), 7/1/2021

## 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](http://www.jmu.edu) and may be viewed using the links provided.

### Guidance Documents:

[Board of Visitors Manual](#)

[Classified Employee Handbook](#)

[Faculty Handbook](#)

[Financial Procedures Manual](#)

[Graduate Catalog](#)

[University Policies](#)

[Parking Regulations](#)

[Student Handbook](#)

[Undergraduate Catalog](#)

[Wage Employee Handbook](#)

## JAMESTOWN-YORKTOWN FOUNDATION

The Jamestown-Yorktown Foundation Bylaws may be viewed on regular workdays between the hours of 9 a.m. and 5 p.m. at the Jamestown-Yorktown Foundation, 2110 Jamestown Road, Williamsburg, Virginia. Copies may be obtained free of charge by contacting the executive office at the same address, telephone (757) 253-4840, or email [lisa.lucas@jyf.virginia.gov](mailto:lisa.lucas@jyf.virginia.gov). Questions regarding interpretation or implementation of the document may be directed to Lisa Lucas, Executive Office Manager, Jamestown-Yorktown Foundation, P.O. Box 1607, Williamsburg, VA 23187, telephone (757) 253-4463, or email [lisa.lucas@jyf.virginia.gov](mailto:lisa.lucas@jyf.virginia.gov).

### Guidance Documents:

Jamestown-Yorktown Foundation Bylaws: available upon request.

[General Information](#)

[Hours and Directions](#)

[Events](#)

## DEPARTMENT OF JUVENILE JUSTICE

Please address any questions concerning the guidance document list to Ken Davis at email [kenneth.davis@djj.virginia.gov](mailto:kenneth.davis@djj.virginia.gov).

### Certification

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Policy and Planning Division of the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. 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 or FAX (804) 371-6490 or email [kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov).

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 or FAX (804) 371-6490 or email [kenneth.e.bailey@djj.virginia.gov](mailto:kenneth.e.bailey@djj.virginia.gov).

### Guidance Documents:

[3371, Compliance Manual Regulation for Nonresidential Services, 7/1/2011](#)

[3710, Compliance Manual Regulation Governing Juvenile Group Homes and Halfway House, 1/1/2014](#)

[3720, Compliance Manual Regulation Governing Juvenile Correctional Centers, 1/1/2014](#)

[3730, Compliance Manual Regulation Governing Juvenile Secure Detention Centers, 1/1/2014](#)

[3652, Guidelines for Transporting Juveniles in Detention, 9/8/2004](#)

[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, 3/20/2001](#)

### Design and Construction of Juvenile Facilities

Copies of the following documents may be viewed during regular work hours 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 23219. 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) 517-9686 or FAX (804) 786-1557, or email [robert.wilburn@djj.virginia.gov](mailto:robert.wilburn@djj.virginia.gov).

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](mailto:angela.valentine@djj.virginia.gov).

### Guidance Documents:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5

(NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from Angela Valentine, Chief Deputy Director, at (804) 588-3903 or email [angela.valentine@djj.virginia.gov](mailto:angela.valentine@djj.virginia.gov).)

### Virginia Juvenile Community Crime Control Act

Copies of the following document may be viewed during regular work hours from 8:30 a.m. until 5 p.m. in the Community Programs Division at the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Beth Stinnett, Statewide Program Manager, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 241-8359 or email [beth.stinnett@djj.virginia.gov](mailto:beth.stinnett@djj.virginia.gov).

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) 241-8359 or e-mail [beth.stinnett@djj.virginia.gov](mailto:beth.stinnett@djj.virginia.gov).

### Guidance Document:

[3373, Virginia Juvenile Community Crime Control Act \(VJCCCA\) Manual, 7/1/2014](#)

### Research Proposal Requests

Copies of the following documents may be viewed during regular work hours from 8:30 a.m. until 5 p.m. in the Research Division, Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge through email (if available) or paper copy by contacting Dhara Amin, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 339-6645, or email [dhara.amin@djj.virginia.gov](mailto:dhara.amin@djj.virginia.gov).

Questions regarding interpretation or implementation of the documents may be directed to Jessica Schneider, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-1416, or email [jessica.schneider@djj.virginia.gov](mailto:jessica.schneider@djj.virginia.gov).

### Guidance Documents:

[Confidentiality Agreement Form, 4/15/2021](#)

[Research Agreement, 4/15/2021](#)

[Research Proposal Summary Form, 4/15/2021](#)

[7017, Guidance Document Interpreting 6VAC35-170, Review and Approval of Data Requests and Research Proposals, 6/24/2021](#)

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# Guidance Documents

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## DEPARTMENT OF LABOR AND INDUSTRY

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](mailto:ed.hilton@doli.virginia.gov).

Cooperative Programs - Jennifer Rose, telephone (804) 786-7776, or email [jennifer.rose@doli.virginia.gov](mailto:jennifer.rose@doli.virginia.gov).

Labor and Employment Law - Division of Labor and Employment Law, telephone (804) 786-0574, or email [laborlaw@doli.virginia.gov](mailto:laborlaw@doli.virginia.gov).

Occupational Health - Ron Graham, telephone (804) 786-0574, or email [ron.graham@doli.virginia.gov](mailto:ron.graham@doli.virginia.gov).

Occupational Safety - Jennifer Rose, telephone (804) 786-7776, or email [jennifer.rose@doli.virginia.gov](mailto:jennifer.rose@doli.virginia.gov).

Registered Apprenticeship - Kathleen Eddington, telephone (804) 786-2382, or email [kathleen.eddington@doli.virginia.gov](mailto:kathleen.eddington@doli.virginia.gov).

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, telephone (804) 786-2392, or email [cristin.bernhardt@doli.virginia.gov](mailto:cristin.bernhardt@doli.virginia.gov).

Voluntary Protection Program - Milford Stern, telephone (540) 562-3580, or email [milford.stern@doli.virginia.gov](mailto:milford.stern@doli.virginia.gov).

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:

#### Apprenticeship Council

APP - 01, Bylaws of the Virginia Apprenticeship Council, 3/18/2021

APP - 02, State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship, 6/12/2018

APP - 03, Virginia Surveyor Apprenticeship Standards, 7/2/2019

APP - 05, Standards of Apprenticeship for Opticians, 4/15/2019

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- 14-203, Special (National) Emphasis Program: Trenching and Excavation, 4/1/2003
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- 14-215, Logging and Sawmill Industries - Local Emphasis Program (LEP), 7/1/2011
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- 14-221E, Local Emphasis Program: Overhead High Voltage Line Safety for both General Industry and Construction, 5/1/2018
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- BPV - 3, Application for Reciprocal Certificate of Competency and Identification Work Card, 11/10/2011
- BPV - 4, Boiler and Pressure Vessel Safety Compliance Operations Manual Exhibit C, 4/1/2003
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- VOSH ERG, Employer Responsibilities and Courses of Action Following a VOSH Inspection, 9/1/2018
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[Contested Cases Arising Under the Virginia Occupational Safety and Health Act, July 1, 1996 - June 30, 1997, 12/10/2009](#)

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[VOSH SAFETY 1, Va. Occupational Safety and Health Program Interpretations of Safety Standards, 10/17/2003](#)

[VOSH Safety 2, 2007 Safety Interpretations, 12/20/2007](#)

[VOSH VPP - 1, Virginia Voluntary Protection Program \(VPP\) Policy and Procedures Manual, 4/1/2005](#)

[VOSH VPP- 2, Temporary Policy Revisions to VOSH's Voluntary Protection Programs \(VPP\) During the COVID-19 Pandemic](#)

### **LIBRARY OF VIRGINIA**

Guidance documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000.

Copies of documents may be obtained free of charge for 10 pages, and for requests of 11 pages or more for \$0.25 per page by contacting Taylor Melton at telephone (804) 692-3535 or email [taylor.melton@lva.virginia.gov](mailto:taylor.melton@lva.virginia.gov). Copies of the documents are available electronically for no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov/>.

Questions regarding interpretation or implementation of the documents relating to public libraries, trustees, or state aid may be directed to Kim Armentrout at telephone (804) 692-3601 or email [kim.armentrout@lva.virginia.gov](mailto:kim.armentrout@lva.virginia.gov).

Questions regarding the documents relating to records management and the timely destruction of records may be directed to Patrice Morgan at telephone (804) 692-3600 or email [patrice.morgan@lva.virginia.gov](mailto:patrice.morgan@lva.virginia.gov).

### **Guidance Documents:**

[LVA-LDND-001, Virginia Public Library Trustees Handbook, 6/24/2019](#)

[LVA-LDND-002, Planning for Library Excellence, 6/24/2019](#)

[LVA-LDND-003, FY2022 Instructions for the Expenditure of State Aid Grants, 6/11/2021](#)

[LVA-RM-001, The Virginia Public Records Management Manual, 10/1/2014](#)

[LVA-RM-002, Guidance Document on the Timely Destruction of Records, 7/30/2006](#)

### **BOARD OF LOCAL AND REGIONAL JAILS**

Copies of guidance documents may be viewed at Virginia Department of Corrections Headquarters during normal business hours (8 a.m. to 5 p.m., Monday through Friday). The office is located at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of \$0.10 per page, by contacting Tracey L. Jenkins, Regulatory Coordinator at the address provided, telephone (804) 887-7898 or email [tracey.jenkins@vadoc.virginia.gov](mailto:tracey.jenkins@vadoc.virginia.gov). Interpretive or implementation questions may be obtained from the same contact.

Guidance documents may also be viewed and printed, at no cost, at the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### **Guidance Documents:**

[BOC Policy 10-1, Board of Local and Regional Jails Policy Process, 6/1/2013](#)

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[BOC Policy 10-8, Volunteer Program, 6/1/2013](#)  
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## MARINE RESOURCES COMMISSION

Documents are available on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Questions regarding interpretation or implementation of habitat documents may be directed to Randy Owen, Chief, Habitat Division, Virginia Marine Resource Commission, Fort Monroe, VA 23651, telephone (757) 247-2251 or FAX (757) 247-8062.

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Matthew Rogers, Chief, Law Enforcement Division, Marine Resources Commission, Fort Monroe, VA 23651, telephone (757) 247-2278 or FAX (757) 247-2020.

### Guidance Documents:

[4582, Rent and Royalty Guidelines, 12/1/2005](#)

[4583, 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 \(iv\)., 12/6/2011](#)  
[4584, Coastal Primary Sand Dune/Beaches Guidelines, 10/1/1990](#)  
[4585, Guidelines for Establishment, Use and Operation of Tidal Wetland Mitigation Banks, 12/6/2011](#)  
[4586, Subaqueous Guidelines, 10/1/2005](#)  
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[4588, Guidelines on Repeat Offenders - Appendix A, 8/22/2017](#)  
[6942, Guidance for Civil Charge Assessments, 3/27/2012](#)  
[6943, Submerged Aquatic Vegetation \(SAV\) Guidance, 7/22/2017](#)  
[7101, Oyster Planting Ground Lease Renewal Guidance Document, 4/1/2021](#)  
[Revocation Orders, Guidelines on the Scope of License and Privilege Revocation Orders Issued Under Virginia Code § 28.2-232, 7/27/2016](#)

## UNIVERSITY OF MARY WASHINGTON

Copies of the following documents may be viewed at [www.umw.edu](http://www.umw.edu) at any time. The documents may also be obtained by contacting the Office of Administration and Finance, 1301 College Avenue, Fredericksburg, VA 22401, telephone (540) 654-1020, FAX (540) 654-1162, or email [aoreilly@umw.edu](mailto:aoreilly@umw.edu) or [pmesspla@umw.edu](mailto:pmesspla@umw.edu), Monday through Friday from 8 a.m. until 5 p.m.

Questions concerning the interpretation or implementation of these documents should be directed to the Office of the Vice President for Administration and Finance or to the corresponding offices listed.

### Guidance Documents:

Faculty Handbook, Graduate Catalog and Undergraduate Catalog, - Office of the Provost, telephone (540) 654-1241

Staff Handbook - Office of Human Resources, telephone (540) 654-1214

Student Handbook - Office of Student Affairs, telephone (540) 654-1062

[Board of Visitors Bylaws](#)

[University Policies](#)

[Faculty Handbook](#)

[Staff Handbook](#)

[Student Handbook](#)

[Graduate Catalog](#)

[Undergraduate Catalog](#)



## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

To obtain copies of the 2021 agency guidance document list, contact Meredith Lee, Policy, Regulations, and Manuals Supervisor, Division of Policy, Regulation, and Member Engagement, Department of Medical Assistance Services, 600 East Broad Street, Richmond, VA 23219, email [meredith.lee@dmas.virginia.gov](mailto:meredith.lee@dmas.virginia.gov), telephone (804) 371-0552.

Agency Guidance Documents are available on the Virginia Regulatory Town Hall at no charge at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). The documents are also available for no cost on the DMAS website. Find Medicaid Memos on the following website at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal> and click on "Provider Services." Then click on "Medicaid Memos and Bulletins to Providers." Choose the drop-down box for the year you wish to search and click "Submit." The Memos and Bulletins are listed in reverse chronological order with the most recent memos/bulletins at the top. Also from website at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal> click on "Provider Services." Then click on "Provider Manuals." Choose the drop-down box for the manual you wish to search and click "Submit."

### Guidance Documents:

- [5754, Medicaid Memos 2015](#)
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- [5763, Medicaid Memos 2006](#)
- [5764, Medicaid Memos 1999-2005](#)
- [5765, Alzheimer's Assisted Living Waiver Manual](#)
- [5766, Baby Care Manual](#)
- [5767, Children's Mental Health Program Manual](#)
- [5768, Community Mental Health-Rehab Services Manual](#)
- [5769, Dental Manual](#)
- [5770, Durable Medical Equipment and Supplies Manual](#)
- [5771, Elderly or Disabled with Consumer Directed Services](#)
- [5772, Early Intervention Services Manual](#)
- [5773, EPSDT Manual](#)
- [5774, GAP Manual](#)
- [5775, Home Health Manual](#)
- [5776, Hospice Manual](#)
- [5777, Hospital Manual](#)
- [5778, Individual and Family Developmental Disabilities Waiver Services Manual](#)
- [5779, Independent Laboratory Manual](#)
- [5780, Local Education Agency Manual](#)
- [5781, Mental Health Clinic Manual](#)
- [5782, Mental Retardation/ Intellectual Disability Community Services](#)
- [5783, Nursing Facilities Manual](#)
- [5784, Prosthetic Devices Manual](#)
- [5785, Pre-Admission Screening Manual](#)
- [5787, Pharmacy Manual](#)
- [5788, Physician/Practitioner Manual](#)
- [5789, Plan First Manual](#)
- [5790, Podiatry Manual](#)
- [5791, Psychiatric Services Manual](#)
- [5792, Rehabilitation Manual](#)
- [5793, Renal Dialysis Clinic Manual](#)
- [5794, Technology Assisted Waiver and Private Duty Nursing Services Manual](#)
- [5795, Transportation Manual](#)
- [5796, Vision Services Manual](#)
- [6067, Medicaid Memos 2016](#)
- [6274, Medicaid Memos 2017](#)
- [6468, Medicaid Memos 2018](#)
- [6725, DMAS Recognition of Certified Substance Abuse Counselor Supervisees](#)
- [6726, Authorization of Personal Assistance Services in the Developmental Disability Waiver](#)
- [6729, VA Smiles for Children - ORM Updates Effective January 1, 2020](#)
- [6861, Virginia Informed Choice Form](#)
- [6862, Community Housing Guide: Housing Road Map](#)
- [6863, Community Housing Guide: Tenant Screening Form](#)

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[6865, Changes to the Service Delivery Hour Requirements for Addiction and Recovery Treatment Services \(ARTS\) Intensive Outpatient Services \(IOPs\): Effective March 5, 2020](#)

[6866, Availability of Physician Training for Medicaid Long Term Services and Supports Screening](#)

[6867, Support Act Established Medicare Part B Benefit for Opioid Use Disorder Treatment Services by Opioid Treatment Programs Effective January 1, 2020-REVISED](#)

[6868, Support Act Established Medicare Part B Benefit for Opioid Use Disorder Treatment Services by Opioid Treatment Programs, Effective January 1, 2020](#)

[6869, Revisions to CCC Plus Service Authorization Requirements](#)

[6870, DRAFT Memo: Transitioning from the Commonwealth Coordinated Care Plus \(CCC Plus\) Waiver to a Developmental Disabilities Waiver](#)

[6871, 2019 Update Regarding DMAS Coverage of Telemedicine and Telehealth](#)

[6872, DMAS Recognition of Certified Substance Abuse Counselor Supervisees](#)

[6873, Authorization of Personal Assistance Services in the Developmental Disability Waiver](#)

[6877, Retroactive Billing for Addiction and Recovery Treatment Services \(ARTS\) Effective July 1, 2020.](#)

[6901, Patient Driven Payment Model \(PDPM\) Data Collection Effective 10/17/2020](#)

[6953, Information Regarding Contract Requirements for Medicaid Managed Care Organizations](#)

[6954, Information Regarding DMAS Client Appeals \(State Fair Hearing\)](#)

[6987, Allowance of Preferred Office-Based Opioid Treatment \(OBOT\) Services Delivery via Mobile Units](#)

[6988, Information Regarding Department of Medical Assistance Services \(DMAS\) Client Appeals \(State Fair Hearing\)](#)

[6989, ARTS Guidance for Hospitals](#)

[7003, Draft: Dental Coverage for Medicaid Enrolled Adults \(21 years of age and older\) Effective July 1, 2021](#)

[7010, Draft Memo: Durable Medical Equipment and Supplies Rate Floor](#)

[7011, Employment and Community Transportation \(ECT\)](#)

[7024, Practice Guidelines for Behavior Support Plans](#)

[7025, Draft: Funding for Psychiatric Residential Treatment Facilities \(PRTF\) Placements](#)

[7026, DMAS-600 Form](#)

[7027, Transfer of CSA Jurisdiction for Medicaid](#)

[7059, Allowance of Licensed School Psychologists as Outpatient Psychiatric Services Providers](#)

[7079, Draft: Addition of Buprenorphine/Naloxone Tab SL to the Virginia Common Core Formulary/Preferred Drug List](#)

[7117, Draft: One-time COVID-19 Support Payment for Attendant/Aides](#)

[7118, Coverage of Additional COVID Vaccine Dose for Certain Immunocompromised Individuals](#)

[7124, Medicaid Memos/Bulletins and Provider Manuals 2021](#)

[7162, DD Waivers - Grid of Compatible and Incompatible Services](#)

[7163, DD Waiver - Customized Rate - Provider Guidelines](#)

[7165, Medicaid Memos/Bulletins and Provider Manuals 2021](#)

### 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. through the Virginia Department of Military Affairs, Office of the Chief Operations Officer, MTC Fort Pickett, Building 316, Blackstone, VA 23824. Copies may be obtained free of charge by contacting Walt Mercer at the same address, telephone (804) 236-7890, or email [walter.l.mercer.nfg@mail.mil](mailto:walter.l.mercer.nfg@mail.mil), or Russell Woodlief at [russell.w.woodlief.civ@mail.mil](mailto:russell.w.woodlief.civ@mail.mil) or telephone (804) 236-7898.

Questions regarding interpretation or implementation of these documents may be directed to Walt Mercer at the address provided.

#### 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 and 46.2-744

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 and 46.2-726

VaARNG Regulation Number 621.1, Education, Virginia National Guard Tuition Assistance Program, July 1, 2017, § 23.1-610

VaARNG Regulation Number 405-1, Armory Management, Army Control Board and Non-Military Use of Armories, July 1, 2014, § 44-135.1

## 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](mailto:alice.weedon@mvdv.virginia.gov). The documents are also available using the links provided on the document list and on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to William Childress, Executive Director, Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, telephone (804) 367-1100 ext. 3002, FAX (804) 367-1053, or email [william.childress@mvdv.virginia.gov](mailto:william.childress@mvdv.virginia.gov). Alternate contact, Ann Majors, Motor Vehicle Dealer Board, telephone (804) 367-1100 ext. 3016, or email [ann.majors@mvdv.virginia.gov](mailto:ann.majors@mvdv.virginia.gov).

### Guidance Documents:

- [AD010-99, Process for Determining Sanctions, 12/29/2016](#)
- [AD020-95, Public Comment Policy, 12/27/2016](#)
- [AD030-16, Meeting Documentation Policy, 9/15/2002](#)
- [AD050-10, Meeting Dates and Times Policy, 12/28/2016](#)
- [AD060-17, Motor Vehicle Dealer Board Board Meeting Cancellation/Inclement Weather Policy, 2/15/2017](#)
- [AD100-16, Internet Privacy Policy, 12/28/2016](#)
- [AD111-16, Freedom of Information Act Compliance, 12/27/2016](#)
- [AD130-96, Adjudicated Cases Policy, 12/27/2016](#)
- [AV010-16, Advertising Policy: Deviations from Standard Practices, 12/22/2016](#)
- [AV020-09, Advertising Display or Show Versus Display for Sale, 12/27/2016](#)
- [AV030-15, Rebate Advertising Guidelines, 12/27/2016](#)
- [AV040-17, Advertising - Vehicle Location, 1/8/2018](#)
- [AV050-17, Charges for Freight, Shipping, Delivery, or Destination, 1/8/2018](#)
- [AV060-17, Transfer Fees, 1/8/2018](#)
- [AV070-17, Advertising - Removal of Vehicles from Website, 1/8/2018](#)
- [LI010-98, Guidelines for Review of Applicants Who Have a Criminal History, 12/27/2016](#)
- [LI020-18, Salespersons Must Be Employees, 8/21/2018](#)

- [LI025-11, Independent Dealer-Operator Program Guidelines, 12/29/2016](#)
- [LI026-18, Guidance on Independent Dealer-Operator Recertification, 12/7/2016](#)
- [LI030-16, Salesperson and Dealer-Operator Test, 12/27/2016](#)
- [PR010-16, Variance for Hours of Operation, 12/22/2016](#)
- [PR021-16, Guidelines for Maintaining Records and Storing Records Off-Site, 12/22/2016](#)
- [PR030-16, Temporary Supplemental License for Off-Site Sales, 12/28/2016](#)
- [PR035-00, Bonding Requirements, 12/27/2016](#)
- [PR040-05, Resolution on Educational and Warning Letters, 12/27/2016](#)
- [PR045-12, TrueCar, Dealix, and Insurance, 12/27/2016](#)
- [PR050-97, Wholesale Sales Agreement Policy, 12/26/2016](#)
- [PR060-16, Motor Vehicle Dealer Board Guidance Memorandum for Virginia Dealers Having Internet Connection and Email Address, 12/27/2016](#)
- [PR070-18, Maintaining Business Hours, 3/1/2018](#)
- [PRO80-20, Dealer Tag Liability Insurance Requirement, 5/8/2020](#)

## DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. at the Department of Motor Vehicles (DMV), 2300 West Broad Street, Legislative Services, Room 724, Richmond, VA 23220. Many of these documents are available on the DMV website at <https://www.dmv.virginia.gov/forms/>. Copies totaling under 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of \$0.10 a page. Requests for copies of these documents may 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](mailto:melissa.velazquez@dmv.virginia.gov).

### Guidance Documents:

- [6582, DMV Seizure or Blackout Policy, 8/10/2015](#)
- [6583, DMV Substance Abuse Policy, 7/28/2015](#)
- [6584, DMV Cognitive Impairment Policy, 7/30/2016](#)
- [6585, DMV Policy for Drivers with Uncontrolled Diabetes, 9/19/2018](#)
- [6586, DMV Pain Management Policy, 7/28/2015](#)
- [6587, DMV Visual Field Policy, 8/2/2016](#)

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- 6588, [DMV Policy for Drivers with Heart-Assist Devices](#), 7/30/2016
- 6589, [DMV Policy for Drivers with Respiratory Conditions Requiring Supplemental Oxygen or Sleep Disorders](#), 7/30/2018
- 6590, [DMV Transient Ischemic Attack or Cerebral Vascular Accident Policy](#), 7/28/2015
- 6591, [DMV Vaso-Vagal Syncope Policy](#), 7/28/2015
- 6592, [DMV Policy for Drivers with Psychiatric Disorders](#), 7/28/2015
- 6624, [Personalized License Plate Guidelines and Restrictions](#), 12/31/2018
- 6633, [Sample Virginia Addendum](#), 5/6/2019
- 6636, [Virginia Medical Waiver Guidance](#), 10/23/2018
- 6734, [Driver's Manual Course Curriculum](#), 10/1/2015
- 6735, [Driver Training School Manual](#), 7/26/2010
- 6788, [DMV Policy for Drivers Experiencing a Crash Due to a Pedal Application Error](#), 2/6/2020
- 6789, [DMV Policy for Adaptive Equipment and Certified Driving Rehabilitation Specialist \(CDRS\) Referrals](#), 2/6/2020
- 6829, [DMV Social Media Rules of Engagement](#), 4/16/2020
- 6967, [Virginia DMV Title VI Program Compliance Plan](#), 3/4/2021
- 6969, [Disability Accommodations Process and Guidelines](#), 3/4/2021
- 6998, [Manufacturer and Distributor Licensing Letter](#), 5/13/2021
- [DI 15, Driver Improvement Clinic License Application](#), 8/10/2012
- DMV 115, [Moving Violations and Point Assessments, the Virginia Driver Improvement Program](#), 7/1/2015
- DMV 115S, [Infracciones de la Circulación y Cálculo de Puntos, Programa de mejoramiento para conductores de Virginia](#), 8/19/2020
- DMV 141, [Obtaining a Virginia Driver's License or Identification \(ID\) Card](#), 12/3/2018
- DMV 141S, [Obtención de una licencia de conducción de Virginia o una tarjeta de identificación \(ID\)](#), 12/31/2018
- DMV 143, [Reestablishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception](#), 12/28/2010
- DMV 172, [Virginia's Secure Children's Identification Cards](#), 9/5/2018
- DMV 172SP, [Las Tarjetas de Identificación para los niños de Virginia de alta seguridad](#), 9/5/2018
- DMV 177, [Acceptable Documents for an Individual Titling a Vehicle in Virginia](#), 11/9/2018
- DMV 177S, [Documentos aceptables Para obtener el título de un vehículo en Virginia](#), 11/9/2018
- DMV 206, [Military Guide](#), 7/1/2019
- DMV 226, [Virginia Motorcycle Rider Training Program, Virginia Rider Training Program Policy and Procedures](#), 1/24/2014
- DMV 230, [Reason for Driver Improvement Courses](#), 12/31/2018
- DMV 248, [Virginia Motor Carrier Manual](#), 10/15/2020
- DMV 252A, [Veterans Indicator](#), 7/1/2018
- DMV 255, [Virginia Troops to Trucks](#), 7/1/2019
- DMV 269, [Vital Records at DMV](#), 9/21/2015
- DMV 270, [Red Flags of Medically At-Risk Drivers](#), 7/29/2014
- DMV 28, [Frequently Asked Questions about Farm Vehicles](#), 7/1/2018
- DMV 309, [Obtaining a Virginia Driver Privilege Card](#), 12/24/2020
- DMV 309S, [Obtención de una Tarjeta de Privilegio de Conductor en Virginia](#), 12/24/2020
- DMV 72, [Automobile Liability Insurance Reporting Business Guide](#), 1/1/2018
- DTS 30, [Commercial Driver Training School Curriculum Requirements](#), 7/1/2019
- DTS 30A, [Class A Third Party Tester Driving School Curriculum Requirements](#), 11/28/2019
- DTS 31, [Class A Driver Training School Contract Requirements](#), 11/28/2019
- DTS 32E, [Online Driver's Manual Course Requirements](#), 8/8/2019
- HP 405, [Virginia Escort Vehicle Driver's Manual](#), 1/1/2014
- HS 3, [Home-Schooled In-Car Driver Education Information Sheet](#), 7/1/2018
- HS 4, [Home-Schooled Reexamination Requirements Information Sheet](#), 4/25/2014
- MCTS 247, [Motor Carrier Guidelines](#), 7/1/2019
- MED 4, [Customer Vision Report](#), 2/10/2018
- MED 80, [Medical Fitness for Safe Driving](#), 7/1/2017

[MED 80A, Medical Fitness Frequently Asked Questions](#), 11/20/2018

[OA 448, Sample Tariff for Common Carriers over Irregular Routes](#), 11/1/2003

[OA 449, Sample Tariff and Time Schedule for Common Carriers over Regular Routes](#), 11/1/2003

[OA 450, Sample Tariff for Household Goods Carriers](#), 2/16/2005

[TPT 555, Third-Party Tester Agreement](#), 2/17/2017

[TPT 556, Surety Bond Affidavit and Acknowledgment of Surety](#), 7/1/2015

[TSS 96, Virginia Rider Training Program Training Site License Application](#), 2/18/2021

[US 532C, DMV Information-Use Criteria](#), 3/25/2020

## NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Harrison B. Wilson Archives, Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of charge by contacting Inda Walker, telephone (757) 823-8676, FAX (757) 823-2342, or email [ibwalker@nsu.edu](mailto:ibwalker@nsu.edu). The documents are also available online at <http://www.nsu.edu>.

### Guidance Documents:

[Board of Visitors Bylaws](#) (revised 3/19/2021)

[University Policy Library](#) (revised December 8, 2021), updated continuously)

[Safety and Campus Security](#) (last updated: October 1, 2021)

### Academic Guidance Documents:

Questions regarding the interpretation and enforcement of the Teaching Faculty Handbook and the Graduate and Undergraduate Catalogs should be directed to the Office of the Provost at (757) 823-8408 or email [provost@nsu.edu](mailto:provost@nsu.edu)

[Teaching Faculty Handbook](#) (revised March 19, 2021)

[Administrative and Professional Faculty Handbook](#) (revised December 14, 2001)

[NSU Graduate Catalogue](#) (Last updated: December 2021)

[NSU Undergraduate Catalogue](#) (Last updated December 2021)

## VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

The documents 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 Jason Withers, Grants, Contracts and Program Information Manager, by email at

[jason.withers@vbpd.virginia.gov](mailto:jason.withers@vbpd.virginia.gov) or by telephone at (804) 786-9375, or for TTY/Voice at (804) 846-4464. Alternate formats are available upon request. The documents are available online at <http://www.vaboard.org/grants.htm> or via clicking on the links provided. To view the documents in person during the COVID-19 pandemic, please contact Jason Withers, Grants, Contracts, and Program Information Manager, in advance by emailing [jason.withers@vbpd.virginia.gov](mailto:jason.withers@vbpd.virginia.gov) or calling (804) 786-9375, or for TTY/Voice at (804) 846-4464.

Questions regarding implementation of these documents may be directed to Jason Withers, Grants, Contracts, and Program Information Manager, by email at [jason.withers@vbpd.virginia.gov](mailto:jason.withers@vbpd.virginia.gov) or by telephone at (804) 786-9375, or for TTY/Voice at (804) 846-4464.

### Guidance Documents:

[Grants Manual, Revised April 2020](#)

[Letters of Interest and Proposal Submission Tips, Released June 2019](#)

[Event Support Procedures, Revised July 2019](#)

## VIRGINIA PORT AUTHORITY

Copies of the following documents may be obtained by contacting Jason Barlow, Vice President, Contracts and Risk Management, Virginia Port Authority, telephone (757) 355-5574, or email [jbarlow@portofvirginia.com](mailto:jbarlow@portofvirginia.com). A fee may apply. For all Freedom of Information Act (FOIA) requests, contact Joe Harris, Virginia Port Authority, FOIA Officer, telephone (757) 683-2137, or email [jharris@portofvirginia.com](mailto:jharris@portofvirginia.com).

Questions regarding interpretation or implementation of these documents may be directed to Sarah McCoy, Counsel to the Virginia Port Authority, telephone (757) 683-2119, or email [smccoy@portofvirginia.com](mailto:smccoy@portofvirginia.com).

### Guidance Documents:

[7149, Procurement and Capital Outlay Manual, Revised 9/2020, 9/1/2020](#)

[7150, Virginia Port Authority Travel Policy, Supplement Revised 1/1/2009, 1/1/2009](#)

[7151, State Travel Policy Revised 10/1/2014, 10/1/2014](#)

[7152, Virginia Port Authority Aid to Local Ports Policy, Revised 11/18/14, 11/18/2014](#)

[7153, Virginia Waterway Maintenance Fund, approved 7/30/2018, 7/30/2018](#)

[7154, Virginia Port Authority Real Estate Procedures Manual, 11/15/2016](#)

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# Guidance Documents

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## 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](mailto:publicrecords@dpor.virginia.gov). Documents are available at no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Deputy Director for Operations and Technology, 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](mailto:dawn.waters@dpor.virginia.gov).

### Guidance Documents (applicable to all boards and department):

[5534, Restricted Participation in Examination Development and Review, 6/3/2014](#)

[6036, Board for Professional and Occupational Regulation Guidelines for Evaluation of Petitions for Regulation, 9/22/2016](#)

[5816, 2021-22 New Board Member Manual, 7/1/2021](#)

[Policy #100-01, Establishing, Revising, and Repealing Department Policy, 5/22/2017](#)

[Policy #100-02, Americans with Disabilities Act Compliance, 5/22/2017](#)

[Policy #100-03, Employee Use of Social Media, 5/22/2017](#)

[Policy #100-04, Release of Information, 6/5/2017](#)

[Policy #100-05, License Suspensions, 5/22/2017](#)

[Policy #100-06, Subpoenas/Service of Process/Notices, 6/8/2017](#)

[Policy #100-09, Gifts and Honoraria, 6/5/2017](#)

[Policy #100-11, Internet Website, 6/8/2017](#)

[Policy #100-14, Public Service Hours, 9/24/2009](#)

[Policy #100-17, Posting Information in Public Access Areas, 6/8/2017](#)

[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, 6/13/2017](#)

[Policy #300-02, Application and Application Fee Expiration, 7/1/2018](#)

[Policy #300-03, Expedited Licensing of Military Spouses, 10/7/2016](#)

[Policy #500-01, Purchasing, 7/1/2018](#)

[Policy #500-02, Contract and Purchase Order Modifications, 7/1/2018](#)

[Policy #600-01, Examination Fees, 10/17/2018](#)

[Policy #600-02, Examination Site Conduct, 12/1/2019](#)

[Policy #600-03, Restricted Participation in Examination Development and Review, 6/3/2014](#)

[Policy #700-03, Accounts Receivable and Debt Collection, 7/1/2018](#)

[Policy #700-04, Revenue Refunds, 7/1/2018](#)

[Policy #800-01, Criminal History Information and Online Public Records Information, 6/13/2011](#)

[Policy #800-02, Complaints Against Regulants, 3/5/2010](#)

### Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

[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, 6/13/2016](#)

[4987, Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations, 6/18/2012](#)

[6038, Land Surveyor and Land Surveyor B Scope of Practice, 9/24/2016](#)

[6043, Virginia Land Surveyor Apprenticeship Standards, 9/14/2016](#)

[6903, Property Lines Along Public Roads Without Recorded Fee Simple Right of Way, 12/1/2020](#)

### Virginia Board for Asbestos, Lead, and Home Inspectors

[4498, Asbestos Regulation Interpretation - Aug 23, 2011, 8/23/2011](#)

[4499, Lead Regulation Interpretation - Aug 23, 2011, 8/23/2011](#)

[5499, Lead-Based Paint Activities Regulations Interpretations and Policies, 2/6/2014](#)

[5584, Review of ALHI Applications with Criminal Convictions, 8/16/2018](#)

5707, Identity Requirements for Asbestos and Lead Licensing and Home Inspector Certification, 2/5/2015

5747, Requirements for Individuals who Analyze PCM Air Samples Onsite, 5/14/2015

5834, Lead Inspector Training Variance, 2/6/2014

5969, Employee Definition Clarification, 2/11/2016

6018, Clarification of Acceptable Degree Programs for Asbestos and Lead Licensing, 5/17/2016

6247, Home Inspector Applicant's Experience Verification of Inspections Completed, 8/17/2017

6248, NRS Specialty for Inspections Conducted by a Home Inspector on Homes Under Construction, 8/17/2017

6266, Home Inspector Regulations; Meaning of Describe, 11/9/2017

6374, Renewing Asbestos Workers License with Asbestos Supervisor Refresher Training, 5/17/2018

6630, Requirement to Take the Virginia Lead Law Examination, 4/4/2019

6663, Guidance Document regarding Inspections of Specific Components of a Residential Building, 7/11/2019

6709, Guidance Document Regarding CPE for Home Inspectors with the NRS Specialty, 10/17/2019

6833, Meaning of "Direct Supervision" in 18VAC15-40-32 of the Home Inspector Licensing Regulations, 4/16/2020

6834, Clarification Regarding Asbestos Abatement Projects that Require a Project Monitor, 4/16/2020

7090, Inspections without a Written Evaluation (Report) Conducted by a Home Inspector, 10/28/2021

### **Auctioneers Board**

See guidance documents applicable to all boards and the department.

### **Board for Barbers and Cosmetology**

5238, Assessment of a Student's Competence in Esthetics, 2/11/2013

5318, Non-Traditional Classroom Instruction, 9/17/2020

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

6057, School Locations, 11/14/2016

6176, License Required for Certain Procedures, 5/7/2018

6215, Esthetics - Cleaning Multi-Use Items that Cannot Be Immersed, 5/8/2017

6373, Barber/Cosmetology Application Review Matrix, 5/7/2018

6638, Approved Health Education Certifying Agencies, 4/15/2019

6639, Cosmetology Instructors May Teach Nail or Wax Instructor Programs, 4/15/2019

6640, Master Barber Applicants who have Already Completed Training Equivalent to the Master Barber Curriculum, 4/15/2019

6664, Board for Barbers and Cosmetology Guidance Regarding Interpretation of 18VAC41-20-30 - License by Endorsement, 7/25/2019

6880, Definition of Clock Hours, 9/17/2020

Policy #800-03, Random Inspections of Board for Barbers and Cosmetology Licensees, 7/10/2009

### **Board for Branch Pilots**

5008, Branch Pilot Renewal Requirements, 8/1/2012

### **Cemetery Board**

3730, Sample General Price List, 10/23/2008

5752, Financial Report and Report Prepared by Independent Certified Public Accountant, 6/16/2015

7116, Cemetery Board Criminal History Review Matrix, 12/8/2021

### **Common Interest Community Board**

4190, Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by CIC Manager Applicant, 3/2/2010

4382, Definition of Employee in Section 54.1-2347(A), 12/2/2010

5048, Applicability of the Common Interest Community Ombudsman Regulations on Solely Commercial Condominiums, 12/10/2020

5049, CIC Manager Requirement to Obtain and Maintain a Separate Fidelity Bond or Insurance Policy to Comply with Section 54.1-2346.D of the Code of Virginia and 18VAC48-50-30 E of the Board's Regulations, 12/10/2020

5308, Letters of Credit in Lieu of Bonds, 12/10/2020

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5311, Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 12/10/2020

5331, CIC Waiver of Filing Fee for Final Adverse Decision, 12/10/2020

5603, Required Documentation to Accompany Disclosure of Personal Adverse Financial History, 12/3/2014

5897, Best Practices for POAA Declarations, 12/10/2015

6256, Summary of Board Interpretations, Policies and Guidance Documents, 12/10/2020

6390, Determining Value of Blanket Surety Bonds Filed by Developers in Lieu of Escrow Deposits, 12/10/2020

6391, Distribution of Time-Share Public Offering Statements and Purchaser Opportunity to Review Public Offering Statement Prior to Execution of a Contract, 4/29/2021

6885, Guidelines for the Development of Reserve Studies for Capital Components, 9/5/2019

6886, Bulletin: Maximum Allowable Preparation Fees - Disclosure Packets for Professionally Managed Property Owners' Associations, 10/1/2019

6887, Bulletin: Maximum Allowable Preparation Fees - Disclosure Packets for Non-Professionally Managed Property Owners' Associations, 7/1/2019

6888, Bulletin: Maximum Allowable Preparation Fees - Condominium Resale Certificates for Condominium Unit Owners' Associations, 7/1/2019

6889, Form: Property Owners' Association Disclosure Packet Notice, 7/1/2020

6890, Form: Condominium Unit Owners' Association Resale Certificate Notice, 10/1/2019

6891, Form: Disclosure Form for Special Meeting to Extend Declarant Control Period, 10/1/2019

6911, Guidance Document: Procedure for Determination of Compliance with § 55.1-2220 and § 55.1-2234, 12/10/2020

7092, Common Interest Community Association Registration – Interpretive Guidance for 18VAC48-60-60, 11/25/2021

### **Board for Contractors**

2959, Board for Contractors Policies and Interpretations, 12/24/2020

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

6241, Sewage Disposal System Qualified Individual Licensing Requirements, 8/8/2017

6790, Contractor License Requirement for Onsite Sewage System Maintenance, 12/26/2019

### **Fair Housing Board**

6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

6978, Housing Discrimination on the Basis of Source of Funds, 4/16/2021

### **Board for Hearing Aid Specialists and Opticians**

5727, Interpretation of Board Approved Opticianry Programs, 4/15/2015

5728, Optician Test Date Requirements, 4/15/2015

6652, Opticians Approved Related Technical Instruction, 10/31/2019

### **Department of Professional and Occupational Regulation**

5720, Polygraph Examiner Criminal History Review Matrix, 1/1/2015

### **Real Estate Appraiser Board**

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

5968, Customary and Reasonable Compensation for Fee Appraisers, 2/23/2016

6670, Real Estate Appraiser Board Proposed Guidance Document regarding Hybrid Appraisals, 6/27/2019

7122, Real Estate Appraiser Board Application Review Matrix, 6/4/2021

### **Real Estate Board**

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, On-line Course Time Requirement, 12/17/2009](#)

[5039, Necessity for Brokerage Agreements, 9/6/2012](#)

[5529, Real Estate Continuing Education Elective Courses, 5/22/2014](#)

[6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017](#)

[6978, Housing Discrimination on the Basis of Source of Funds, 4/16/2021](#)

[7123, Real Estate Board Application Review Matrix, 2/8/2021](#)

### **Board for Professional Soil Scientists, Wetland Professionals, and Geologists**

[6029, Wetland Professionals' Scope of Practice, 9/1/2016](#)

### **Board for Waste Management Facility Operators**

[5721, Waste Management Facility Operators Criminal History Review Matrix, 5/23/2013](#)

### **Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**

[4919, Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators, 6/13/2016](#)

[6171, Pumping of Alternative Onsite Sewage Systems, 4/20/2017](#)

[6204, Effective Date of Utility Management CPE for Class 1 and 2 Waterworks and Wastewater Works Operators, 4/20/2017](#)

[6205, Onsite Sewage System Installers Installation of Nondischarging Onsite Sewage Systems, 10/26/2017](#)

[6206, Onsite Sewage System Inspections and Evaluations for Property Transfers, 4/12/2011](#)

[6214, Onsite Sewage System Professionals Master and Journeyman License Requirements, 4/20/2017](#)

[6241, Sewage Disposal System Qualified Individual Licensing Requirements, 8/8/2017](#)

[6258, Acceptable Utility Management CPE Topics, 10/26/2017](#)

[6369, Qualifying for Operator and Installer Licensure Using Certain Degree Programs, 4/19/2018](#)

[6790, Contractor License Requirement for Onsite Sewage System Maintenance, 12/26/2019](#)

[7020, Guidance Regarding WWOSSP Licensees Earning CPE Credit for Attending WWOSSP Board Meetings, 6/24/2021](#)

### **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, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250. Copies may also be obtained free of charge by contacting Kimberly Mackey at the same address, telephone (804) 966-7406, or email [kimberly.mackey@vrc.virginia.gov](mailto:kimberly.mackey@vrc.virginia.gov). Questions regarding interpretation of the document may be directed to David Lermond, Executive Secretary, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7404, or email [david.lermond@vrc.virginia.gov](mailto:david.lermond@vrc.virginia.gov).

#### **Guidance Documents:**

[VRC-001, Association of Racing Commissioners International Uniform Classification Guidelines for Foreign Substances, 2/13/2018](#)

[VRC-002, Association of Racing Commissioners International Multiple Violations Penalty System, 12/9/2016](#)

### **RADFORD UNIVERSITY**

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 5 p.m. in the Office of the President, Third Floor, Martin Hall, Radford University, Radford, VA 24142. Copies may be obtained free of charge by contacting the Secretary to the Board of Visitors, P.O. Box 6890, Radford University, Radford, VA 24142, telephone (540) 831-5426, or email [kcasteel@radford.edu](mailto:kcasteel@radford.edu).

Questions regarding interpretation or implementation of these documents may be directed to Karen Casteel, Secretary to the Board of Visitors, P.O. Box 6890, Radford, VA 24142, telephone (540) 831-5426, or email [kcasteel@radford.edu](mailto:kcasteel@radford.edu).

Copies of the following documents may also be viewed at [www.radford.edu](http://www.radford.edu) and by clicking the links provided.

#### **Guidance Documents:**

[Administrative and Professional Faculty Handbook](#)

[Board of Visitors Bylaws](#)

[Classified Staff Handbook](#)

[Graduate Catalog](#)

[Teaching and Research Faculty Handbook](#)

[Undergraduate Catalog](#)

[University Policies](#)

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# Guidance Documents

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## DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219.

Copies may be obtained by contacting Andrew Wright at the same address, telephone (804) 241-0301, or email [andrew.wright@drpt.virginia.gov](mailto:andrew.wright@drpt.virginia.gov).

Documents are available at no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

### Guidance Documents:

[7041, Transit Ridership Incentive Program Guidelines, 8/7/2021](#)

[7065, Freight Rail Enhancement To Increase Goods and Highway Throughput Guidelines and Procedures, 11/11/2021](#)

[7087, Rail Preservation Program Guidance and Procedures, 12/1/2021](#)

[7088, Rail Industrial Access Program Guidelines and Procedures, 12/1/2021](#)

[7089, Transit and Commuter Assistance Grant Application Manual, 12/1/2021](#)

[7112, DRPT Transit Development Plan Guidelines, 12/7/2021](#)

[7113, DRPT Strategic Plan Guidelines, 12/8/2021](#)

[7114, DRPT Multimodal System Design Guidelines, 12/8/2021](#)

[7120, Grant Application Guidance and Grant Management Procedures for Federal Transit Administration Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Programs, 12/9/2021](#)

## VIRGINIA RESOURCES 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 Resources Authority, 1111 East Main Street, Suite 1920, Richmond, VA 23219. Copies may be obtained free of charge by contacting Stephanie Jones at the same address or by telephone at (804) 644-3100. All of these documents are available for no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>.

### Guidance Documents:

[Revenue Credit Guidelines, 3/12/2013](#)

[Regional Authorities Guidelines, 3/12/2013](#)

[Lease Transactions Guidelines, 3/12/2013](#)

[Parity Bonds Guidelines, 12/14/2010](#)

[Restructuring Guidelines, 3/12/2013](#)

[Regional Jail Guidelines, 3/12/2013](#)

[Subordinate Debt Guidelines, 3/10/2009](#)

[Tax Supported Debt Evaluation Guidelines, 3/12/2013](#)

[Appropriation-Only-Back Transaction Guidelines, 3/25/2014](#)

## 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 Wendy Jenkins, at the same address, telephone (804) 775-3499, or email [wjenkins@varetire.org](mailto:wjenkins@varetire.org). The documents may be downloaded from the Virginia Retirement System website at [2021 Legislative Summary](#), published May 2021, Code of Virginia, Title 51.1, Chapters 1-7.

### Guidance Documents:

[457 Deferred Compensation Plan Features and Highlights](#), revised June 2021, Code of Virginia, Title 51.1, Chapters 6.6.1

[457 Deferred Compensation and Cash Match Plan Features and Highlights](#), revised June 2021, Code of Virginia, Title 51.1, Chapters 6,6.1

[Annual Comprehensive Financial Report](#), published annually, last published December 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Benefits for VRS Members](#), revised June 2019, Code of Virginia, Title 51.1, Chapters 1-7

[Choose the Plan and Provider That's Right for You - Optional Retirement Plan for Higher Education](#), revised May 2019, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan - Plan 1 - Optional Retirement Plan for Higher Education, Membership Date: Before July 1, 2010](#), revised May 2021, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for Higher Education, Membership Date: July 1, 2010 - December 31, 2013](#), revised May 2021, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014](#), revised May 2021, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan - Plan 1 - Optional Retirement Plan for Political Appointees, Membership Date: Before July 1, 2010](#), revised February 2021, Code of Virginia, Title 51.1-126.5

[Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for Political Appointees, Membership Date: July 1, 2010](#)

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[Choosing Your Retirement Plan - Optional Retirement Plan for Political Appointees - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014](#), revised August 2021, Code of Virginia, Title 51.1-126.5

[Choosing Your Retirement Plan - Plan 1 - the Optional Retirement Plan for School Superintendents, Membership Date: Before July 1, 2010](#), revised February 2021, Code of Virginia, Title 51.1-126.6

[Choosing Your Retirement Plan - Plan 2 - Optional Retirement Plan for School Superintendents, Membership Date: July 1, 2010 - December 31, 2013](#), revised February 2021, Code of Virginia, Title 51.1-126.6

[Choosing Your Retirement Plan - Optional Retirement Plan for School Superintendents - Hybrid Retirement Plan, Membership Date: On or after January 1, 2014](#), revised February 2021, Code of Virginia, Title 51.1-126.6

[Counseling Checklist for New Hybrid Retirement Plan Members](#), revised September 2019, Code of Virginia, Title 51.1, Chapters 1-7

[Defined Contribution Plan Payroll Guide for Political Subdivisions, School Divisions and Decentralized State Employers](#), revised April 2018, Code of Virginia, Title 51.1, Chapters 6.6.1

[Disability Retirement Checklist for Members](#), revised November 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Employer Manual](#), revised July 2021, 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 2021, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

[Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members - Plan 2](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

[Fee Disclosure Notice for Defined Contribution Plan](#), revised October 2020, Code of Virginia, Title 51.1, Chapters 6, 6.1

[Fee Disclosure Notice for Optional Retirement Plan for Higher Education](#), revised May 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Focus Newsletter for Participants in Hybrid Retirement Plan and 457 Deferred Compensation Plan](#), posted quarterly, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Get Organized Guide](#), revised August 2020, Code of Virginia, Title 51.1, Chapters 1-7

[Getting Ready to Retire Guide](#), revised September 2019, addendum effective July 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Getting Ready to Retire Guide for Hybrid Members](#), revised July 2021, Code of Virginia, Title 51.1, Chapter 1

[How to Designate Your Beneficiary - VRS Defined Contribution Plans](#), published June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Hybrid Contributions Illustration](#), published October 2017, Code of Virginia, Title 51.1, Chapter 1

[Hybrid Retirement Plan Features and Highlights Brochure](#), revised May 2021, Title 51.1-169

[Hybrid Retirement Plan - Handbook for Members](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Hybrid Retirement Plan Roadmap](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Investment Guide, Commonwealth of Virginia Defined Contribution Plans](#), revised September 2019, Code of Virginia, Title 51.1, Chapters 1,6,6.1

[Investment Option Performance Commonwealth of Virginia Defined Contribution Plans](#), revised November 2021, Code of Virginia, Title 51.1, Chapters 1, 6.1

[Investment Policy Statement for the Unbundled Defined Contribution Plans](#), revised February 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Judicial Retirement System - Handbook for Members in the JRS Plan 1, JRS Plan 2, and the JRS Hybrid Retirement Plan](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1,3

[Leaving Employment Guide, Commonwealth of Virginia 457 Deferred Compensation Plan Virginia Cash Match Plan](#), revised June 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Leaving Employment Guide Defined Contribution Component Hybrid Retirement Plan](#), revised June 2021 Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Leaving Employment Guide, Optional Retirement Plans](#), revised June 2021, Code of Virginia, Title 51.1, Chapter 2

[Losing a Loved One: Guide for Families](#), revised November 2021, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1, 3, 5

[Member News](#), published online February, May, September, and November, Code of Virginia, Title 51.1, Chapters 1-7

[Model Language for Domestic Relations Orders - Defined Benefit Plan](#), revised August 2019, Code of Virginia, Title 51.1, Chapters 1-7

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[Optional Retirement Plan for Higher Education Handbook](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Optional Retirement Plan for Higher Education Plan Features and Highlights](#), revised 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Optional Retirement Plan for Political Appointees Plan Features and Highlights](#), revised 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Optional Retirement Plan for Political Appointees Plan: Choose the Plan That's Right for You](#), published October 2017, Code of Virginia, Title 51.1, Chapters 1-7

[Optional Retirement Plan for School Superintendents Plan Features and Highlights](#), revised 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Payroll Guide for Commonwealth Integrated Payroll Personnel System - Reporting State Agencies](#), revised July 2019, Code of Virginia, Title 51.1, Chapters 1-7

[Payroll Guide for Political Subdivisions, School Divisions and Decentralized State Employers](#), revised April 2018, Code of Virginia, Title 51.1, Chapters 1-7

[Popular Comprehensive Annual Financial Report](#), published annually, last published December 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Quick and Easy Access to Your Account VRS Defined Contribution Plans](#), revised June 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Quicken Instructions VRS Defined Contribution Plans](#), revised June 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Retiree Handbook](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Retiree News](#) - published semiannually, June, December, Code of Virginia, Title 51.1, Chapters 1-7

[Required Minimum Distributions \(RMD\) Checklist VRS Defined Contribution Plans](#), revised June 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Return-to-Work Checklist for Employers](#), revised March 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Service Retirement Checklist for Employers](#), revised November 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Special Tax Notice - Hybrid 401\(a\)](#), revised March 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[Special Tax Notice - Hybrid 457](#), revised March 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

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[Stable Value Fund Disclosure](#), revised May 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[State Police Officers' Retirement System Handbook - Plan 1](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[State Police Officers' Retirement System Handbook - Plan 2](#), Revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[Transitional Benefits Program Enhance Retirement Benefit Checklist for Employers](#), revised October 2020, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

[Virginia Law Officers' Retirement System Handbook - Plan 1](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[Virginia Law Officers' Retirement System Handbook - Plan 2](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[Virginia Local Disability Program Long-Term Care Plan Brochure](#), revised October 2021, Code of Virginia, Title 51.1, Chapter 11.1

[Virginia Local Disability Program Handbook - Handbook for Employees in the VRS Hybrid Retirement Plan whose School Division or Political Subdivision Participates in Virginia Local Disability Program](#), revised November 2019, addendum effective July 2021, Code of Virginia, Title 51.1, Chapters 11.1

[Virginia Retirement System Disability Retirement Handbook for Members - Plans 1 and 2](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7

[Virginia Retirement System Handbook for Members - Plan 1](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[Virginia Retirement System Handbook for Members - Plan 2](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[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 November 2021, Code of Virginia, Title 51.1, Chapter 11

[Virginia Supplemental 401\(a\) Retirement Plan for Middle School Specialists Plan Features and Highlights](#), revised June 2021, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

[VRS 101: An Introduction to the Virginia Retirement System](#), published January 2021, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

[VRS Member Guide](#), published August 2021. Code of Virginia Title 51.1, Chapters 1-7, 10, 11, 13, 14

[VRS Plan Comparison Guide](#), revised April 2020, Code of Virginia, Title 51.1, Chapters 1-7

[VSDP Long-Term Care Plan Brochure](#), revised July 2018, Code of Virginia, Title 51.1, Chapter 1

[Your Retirement Handbook for Hybrid Retirement Plan Retirees](#), revised July 2021, Code of Virginia, Title 51.1, Chapters 1-7

### DEPARTMENT OF SOCIAL SERVICES

Printed copies of guidance documents or interpretive or implementation questions about the guidance documents are available from Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, email [karin.clark@dss.virginia.gov](mailto:karin.clark@dss.virginia.gov), telephone (804) 726-7017. All guidance documents are available at no charge on the Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Costs associated with obtaining printed copies vary depending on the document.

#### Guidance Documents:

##### State Board of Social Services

[7046, Child and Families Services Manual, Chapter C, Child Protective Services](#), 7/22/2021

[7047, Child and Family Services Manual, Chapter I, Title IV-E Foster Care](#), 7/22/2021

[7048, Temporary Assistance for Needy Families Manual](#), 7/22/2021

[7049, Supplemental Nutrition Assistance Program Volume I](#), 7/22/2021

[7050, Child and Family Services Manual, Chapter E, Foster Care](#), 7/22/2021

[7099, Temporary Assistance for Needy Families Manual Update](#), 11/11/2021

[7100, Supplemental Nutrition Assistance Program Manual-Volume V Updates](#), 11/11/2021

[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

[APP5, Child Protective Services Appeals Handbook](#), 12/3/2007

[APP6, Electronic Benefits Transfer \(EBT\) Appeals](#), 7/8/2003

[APP7, SNAP Appeals Process](#), 1/1/2012

[APP8, Appeals and Fair Hearings Procedure Manual](#), 11/30/2011

[BP1, Volume IX - Energy Assistance Policy Manual](#), 10/17/2016

[BP2, Volume V - Supplemental Nutrition Asst. Program Certification Manual](#), 10/1/2012

[BP3, Supplemental Nutrition Assistance Program Quick Reference Guide](#), 12/16/2016

[BP4, Virginia Electronic Benefits Transfer \(EBT\) Policies and Procedures Guide](#), 11/1/2012

[BP5, Volume II - GR Policy - Part IV](#), 1/1/2007

[BP6, TANF Policy Manual](#), 8/6/2020

[BP7, Fraud Manual and Procedures](#), 12/16/2016

[BP8, Virginia Electronic Benefits Transfer \(EBT\) Guidance Manual 2019](#), 8/22/2019

[BP9, Supplemental Nutrition Assistance Program Manual-Volume V](#), 8/6/2020

[CCD1, Child Care Subsidy Guidance Transmittal](#), 7/8/2021

[CS1, Virginia State Plan for Child Support Enforcement](#), 7/1/2015

[CVS1, Neighborhood Assistance Program Donor Fact Sheet](#), 5/30/2019

[FA1, Family and Trust Fund's \(FACT\) Framework for Building and Maintaining a Trauma-Informed Community Network](#), 12/12/2019

[FS1, Child and Family Services Manual Chapter I- Title IV-E Foster Care](#), 8/20/2020

[FS10, Child and Family Services Manual, Chapter D, Resource Family Home Approval](#), 1/21/2021

[FS11, Child and Family Services Manual Chapter J-Promoting Safe and Stable Families](#), 3/19/2020

[FS12, Child and Family Services Manual Chapter A, Practice Foundations](#), 5/27/2021

[FS21, Broadcast 4198 Safe and Timely Placement of Children Act - Interstate Compact on the Placement of Children \(ICPC\)](#), 12/10/2007

[FS22, Child and Family Services Manual - Chapter B - Early Prevention - Sections 1 and 4](#), 10/1/2012

[FS23, Broadcast 9190 Statewide Implementation of Adoption Negotiation July 1, 2015](#), 6/11/2016

[FS24, Broadcast 9286 Adoption Negotiators-Frequently Asked Questions](#), 8/7/2016

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FS25, Broadcast 9675 Update Regarding Fostering Futures, 4/13/2016

FS26, Broadcast 9359 Clarification of Use of Title IV-E and CSA Funds for Emergency Foster Home Placements, 9/15/2016

FS27, Child and Family Services Manual B Early Prevention - Sections 1 and 2, 4/29/2021

FS5, Child and Family Services Manual - Chapter C - Child Protective Services, 4/29/2021

FS6, Child and Family Services Manual Chapter E - Foster Care, 8/20/2020

FS8, Child and Family Services Manual Chapter F-Adoption, 8/20/2020

FS7, Generic Policy - Volume II, Sec. I, Chapter B, 1/1/1998

FS8, Child and Family Services Manual, Chapter F. Adoption, 10/1/2009

FS9, Virginia Department of Education and Virginia Department of Social Services, Fostering Connections: Joint Guidance for School Stability of Children in Foster Care, 8/1/2013

OD1, Administrative HR Manual Introduction and Chapter 1 EEO, 10/19/2011

OD2, Administrative HR Manual Chapter 2 Classification and Compensation, 6/1/2020

OD3, Administrative HR Manual Chapter 3 Recruitment and Selection, 7/25/2018

OD4, Administrative HR Manual Chapter 4 Leave, 10/15/2020

OD5, Administrative HR Manual Chapter 5 Operations of the LDSS, 3/1/2014

OD6, Administrative HR Manual Chapter 6 Performance Evaluation and Standards of Conduct, 11/1/2013

OD7, Administrative HR Manual Chapter 7 Discipline and Termination of Employment, 11/1/2013

OD8, Administrative HR Manual Chapter 8 Personnel Records, 7/1/2014

OPR13, Disclosure Standards Research Determined Exempt, 2/9/2017

ORP1, Virginia Department of Social Services (VDSS) Institutional Review Board (IRB) Guidance Summary, 12/7/2016

ORP2, Commonwealth of Virginia Laws Relevant to Human Subjects Research, 12/8/2016

ORP3, IRB Member Responsibilities and Conflict of Interest, 12/8/2016

ORP4, Consent Form Standards and Language, 12/8/2016

ORP5, Expedited Review Checklist for IRB Members, 12/8/2016

ORP6, Procedures for Recording IRB Minutes, 12/8/2016

ORP7, IRB Reliance Agreements, 12/8/2016

ORP8, IRB Study Closure Report, 12/8/2016

ORP9, IRB Continuing Review, 12/8/2016

ORP10, Department of Education and National Institute on Disability and Rehabilitation Research Funded Research, 2/9/2017

ORP11, DOJ Funded Research, 2/9/2017

ORP12, Checklist of Materials Required for IRB Review, 2/9/2017

### 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, 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](mailto: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](mailto:mccauley@vsb.org).

#### Guidance Document:

[Unauthorized Practice of Law \(UPL\) Guidelines](#), issued June 1997, revised July 2019, 15VAC5-80

### DEPARTMENT OF STATE POLICE

Guidance documents maintained by the Virginia State Police may be viewed during regular work days at Virginia State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

The documents are available online for no charge from the Virginia Regulatory Town Hall at <http://townhall.virginia.gov> or the Virginia State Police website at <http://www.vsp.virginia.gov>.

To obtain printed copies of a guidance document, please use the contact information provided with the listed document and be prepared to provide the name of the document. Please address any questions concerning the attached list to Kirk Marlowe, [kirk.marlowe@vsp.virginia.gov](mailto:kirk.marlowe@vsp.virginia.gov).

#### Guidance Documents:

Firearms Transaction Center, Virginia State Police, PO Box 27472, Richmond VA 23261-7472, 804-674-2000

[VCheck Users Guide](#)

[Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers.](#)

Professional Standards Unit, Virginia State Police, PO Box 27472, Richmond VA 23261-7472, 804-674-2000

[How the Complaint Process Works.](#)

## DEPARTMENT OF TAXATION

The Department of Taxation's guidance documents are listed and posted on the Virginia Regulatory Town Hall website at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). 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 rulings, publications, forms, and instructions.

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.

### Guidance Documents:

- [001, Rulings of the Tax Commissioner, 12/18/2017](#)
- [002, Tax Bulletins, 12/18/2017](#)
- [003, Tax Forms, 12/18/2017](#)
- [004, Tax Publications, 12/18/2017](#)
- [Administration, Jeopardy Assessments, 3/25/1986](#)
- [Administration, Keeper of the Records, 5/14/1986](#)
- [Administration, Differential Interest Rates, 12/3/1986](#)
- [Administration, Computation of Interest, 12/22/1986](#)
- [Administration, Converted Assessments, 12/24/1986](#)
- [Administration, Computation of Interest on All Tax Refunds, 1/14/1988](#)
- [Administration, Set Off Debt Collection Procedures, Taxpayers in Bankruptcy, 4/17/1991](#)
- [Administration, Limitations Applicable to Converted Assessments, 2/17/1987](#)
- [Administration, 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties, 5/1/1991](#)
- [Administration, Administration, Assessment of Penalty and Interest on Miscellaneous Taxes, 12/21/1984](#)
- [Administration, Electronic Funds Transfer \(EFT\) Guide, 9/1/2003](#)
- [Administration, Set-Off Program Information Guide, 7/1/2005](#)
- [Administration, 2003 Tax Amnesty Program Guidelines, 9/2/2003](#)
- [Administration, Guidelines Governing Incentive Payments to Small Tobacco Products Manufacturers Pursuant to Senate Bill 1332 \(2005\), 1/19/2006](#)
- [Administration, Administrative Appeal Guidelines, 12/1/2006](#)
- [Administration, Field Collections Guide, 9/23/2020](#)
- [Administration, 2008 Procedures for Safeguarding Federal Tax Information, 12/30/2008](#)
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- [Administration, 2009 Tax Amnesty Program Guidelines Addendum, 11/17/2009](#)
- [Administration, Penalties for Electronic Funds Payments, 6/25/2010](#)
- [Administration, Guidance for Waiver of Penalty and Interest, 6/30/2017](#)
- [Administration, 2017 Tax Amnesty Program Guidelines, 9/5/2017](#)
- [Administration, Order Changing Due Date For Cattle Assessment Return and Payment, 9/14/2018](#)
- [Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia, 10/20/1988](#)
- [Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia, 11/17/1982](#)
- [Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS, 5/10/1977](#)
- [Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, 9/15/1986](#)
- [Agreements, Individual Income Tax, Notice to Northern Virginia Tax Officials Regarding Reciprocity with Maryland, 8/14/1992](#)
- [Agreements, Reciprocal Income Tax Agreement: Maryland and Virginia, 8/21/1991](#)
- [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](#)

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- Agreements, Disclosure Agreement between TAX and NVTC, 12/28/2009
- Agreements, Memorandum of Agreement between the Virginia Department of Taxation and Department of Motor Vehicles, 6/28/2012
- Aircraft, Application of the Aircraft Sales and Use Tax to a Variety of Situations, 7/24/1985
- Aircraft, Aircraft Sold at Washington National Airport, 10/19/1987
- Aircraft, Imposition of Aircraft Sales and Use Tax, 3/10/1987
- Aircraft, Application of the Aircraft Sales and Use Tax to Aircraft Not Required to be Licensed with the Department of Aviation, 2/25/2009
- Aircraft, Disclosing Tax Information to the Department of Aviation, 9/9/2015
- Cigarette, Rate Increase Guidelines and Rules, 7/30/2004
- Cigarette, Rate Increase Guidelines and Rules, 5/13/2005
- Cigarette, Cigarette Tax Guidelines and Rules Related to Enforcement, 8/13/2010
- Cigarette, Virginia Cigarette Tax Rate Increase Guidelines and Rules, 5/28/2020
- Communications, Guidelines and Rules for the Virginia Communications Taxes, 11/1/2006
- Corporate, Inventory of Alcoholic Beverages In State Owned Warehouse, 3/26/1985
- Corporate, Abatement of 100% Penalty Assessed Under Section 58- 44.1, 8/22/1983
- Corporate, Investment in Euro Dollars, Foreign Source Income Subtraction, 11/28/1984
- Corporate, Sales Factor and Form 4797 Proceeds, 3/31/1987
- Corporate, Financial Corporation Apportionment Factor, 3/17/1988
- Corporate, ACRS Carryovers and Refunds: Statute of Limitations, 7/28/1993
- Corporate, IRC 199 Deductions, 8/5/2011
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- Corporate, Single Sales Factor Election for Manufacturers Guidelines, 1/7/2013
- Corporate, Draft Certified Company Apportionment Guidelines for Business Conducted in Certain Disadvantaged Localities, 1/7/2019
- Corporate, Draft Debt Buyer Apportionment Guidelines, 1/8/2019
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- Corporate, Final Debt Buyer Apportionment Guidelines, 2/6/2020
- Corporate/Individual, Application of Penalty to Corporate and Individual Income Tax Audits, 10/26/1990
- Corporate/Individual, Land Preservation Tax Credit: Guidelines for Qualified Appraisals, 1/9/2007
- Corporate/Individual, Guidelines for Pass-Through Entity Withholding (Prior to Taxable Year 2015), 9/21/2007
- Corporate/Individual, Statute of Limitations for Income Taxes and Refund Match Situations, 7/28/2010
- Corporate/Individual, Barge and Rail Usage Tax Credit Guidelines, 9/5/2014
- Corporate/Individual, International Trade Facility Tax Credit Guidelines, 9/5/2014
- Corporate/Individual, Motion Picture Production Tax Credit Guidelines, 8/6/2012
- Corporate/Individual, First-Year Companies Claiming the Research and Development Expenses Tax Credit, 5/23/2013
- Corporate/Individual, Port Volume Increase Tax Credit Guidelines, 9/5/2014
- Corporate/Individual, Guidelines for Pass-Through Entity Withholding (Taxable Year 2015 and Thereafter), 12/22/2015
- Corporate/Individual, Motion Picture Production Tax Credit Guidelines, 3/23/2015
- Corporate/Individual, Research and Development Expenses Tax Credit Guidelines (TY 2015 and Earlier), 10/3/2016
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- Corporate/Individual, Food Crop Donation Tax Credit Guidelines, 12/15/2016
- Corporate/Individual, Research and Development Expenses Tax Credit Guidelines (TY 2016 and After), 5/3/2017
- Corporate/Individual, Major Research and Development Expenses Tax Credit Guidelines, 5/3/2017
- Corporate/Individual, Recyclable Materials Processing Equipment Tax Credit Guidelines, 5/3/2017
- Corporate/Individual, Worker Retraining Tax Credit Guidelines, 11/29/2018
- Corporate/Individual, Draft Guidelines Regarding the Business Interest Limitation, 12/26/2019
- Corporate/Individual, Guidelines Regarding the Business Interest Limitation, 12/26/2019



- Corporate/Individual, Updated Research and Development Expenses Tax Credit Guidelines, 7/7/2020
- Corporate/Individual, Updated Major Research and Development Expenses Tax Credit Guidelines, 7/14/2020
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- Corporate/Individual, Updated Port Volume Increase Tax Credit Guidelines, 1/6/2021
- Corporate/Individual, Guidelines for Reporting Federal Tax Adjustments, 10/14/2021
- Corporate/Individual, Final Debt Buyer Apportionment Guidelines, 2/6/2020
- Individual, Interest on Refunds Delayed by Set Off Debt Collection, 11/24/1987
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- Individual Tax, Names to Appear on Assessments, 12/22/1986
- Individual Tax, Personal Exemptions/Dependent Children, 8/20/1987
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- Individual Tax, Application of 1991 HB 1830 and SB 739 Increase in Late Filing/Payment Penalties to Pre-1990 Income Tax Returns, 5/24/1991
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- Local, Personal Property Tax Relief Act Compliance Program Guidelines, 11/1/2002
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- Local, Guidelines for the Local Taxation of Idle Machinery and Tools, 1/1/2008
- Local, Study on Local Cigarette Tax Enforcement Policies, 11/22/2011
- M.V. Fuels Sales, Guidelines for the Motor Vehicle Fuel Sales Tax That Would Have Been Imposed by the Hampton Roads Transportation Authority but Has Been Declared Invalid., 1/31/2008
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- Sales and Use, Interest Charged on Filing Extensions of Vending Machine Dealers, 11/15/1982
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- Sales and Use, Computation of Additional Penalty When Minimum Penalty Assessed, 7/28/1983
- Sales and Use, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality, 1/9/1984
- Sales and Use, Disallowance of Sales Tax Dealer's Discount When Tax Not Paid in Full, 4/1/1985
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- Sales and Use, Status of Conrail Under the Sales and Use Tax, 6/6/1985
- Sales and Use, Customized Mailing Lists, 11/25/1985
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- Sales and Use, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, 1/26/1988
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- Sales and Use, Nonprescription Drug Exemption Question and Answer Summary, 9/2/1998
- Sales and Use, Guidelines for Combined Sales Tax Holiday, 5/31/2018
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- Sales and Use, Energy Star and Watersense Sales Tax Holiday Guidelines and Rules, 8/26/2008
- Sales and Use, Statistical Sampling Audit Manual, 1/5/2009
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[Sales and Use, Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines, 9/21/2009](#)

[Sales and Use, Guidelines for the Accelerated Sales Tax Payment, 5/11/2011](#)

[Sales and Use, Emergency Guidelines for the Accelerated Sales Tax Payment, 6/7/2012](#)

[Sales and Use, Energy Star Guidelines - Permanent, 12/11/2012](#)

[Sales and Use, House Bill 2313 Sales Tax Transition Guidelines, 5/1/2013](#)

[Sales and Use, 2013 Accelerated Sales Tax Guidelines, 5/6/2013](#)

[Sales and Use, 2013 Hurricane Preparedness Guidelines, 5/14/2013](#)

[Sales and Use, Energy Star Sales Tax Holiday Guidelines, 2013, 9/30/2013](#)

[Sales and Use, 2014 Accelerated Sales Tax Guidelines, 4/28/2014](#)

[Sales and Use, 2015 Accelerated Sales Tax Guidelines, 4/22/2015](#)

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[Sales and Use, Guidelines for Remote Sellers and Marketplace Facilitators, 6/27/2019](#)

[Sales and Use, Guidelines for the Retail Sales and Use Tax Exemption for Personal Protective Equipment, 5/13/2021](#)

[Sales and Use, Guidelines for the Application of the Retail Sales and Use Tax to Sales of Accommodations Facilitated by Accommodations Intermediaries, 9/1/2021](#)

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[Tobacco, 2014 Guidelines and Rules for the Tobacco Products Tax, 7/30/2014](#)

[Tobacco, Guidelines and Rules for the Tobacco Products Tax, 6/25/2020](#)

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[Withholding, Withholding, Accelerated Federal Withholding Payments, 8/28/1990](#)

[Withholding, Due Date Extension: Seasonal Employers Filing Monthly Returns, 8/22/2007](#)

[Withholding, Order to Allow Annual Filing for State Withholding Taxes for Employers of Domestic Service Employees, 12/4/2008](#)

[Withholding, Statute of Limitations on Processing Withholding Tax Returns, 5/1/2009](#)

[Withholding, Guidelines for the Classification of Workers, 9/30/2021](#)

### 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 documents that are available online have links included.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided on each document.

#### Guidance Documents:

##### Commonwealth Transportation Board

[4507, Guidance Documents List, 12/7/2021](#)

[AMR-FAQ, Frequently Asked Questions on the Access Management Regulations and Standards, 11/1/2014](#)

[ASD-01, Administrative Services Division Procurement Procedures Manual, 1/7/2021](#)

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[DM-14-1, Criteria for Transferring Secondary Roads to the Primary System, 4/15/2014](#)

[FAQ-LUPR-1, Frequently Asked Questions - Land Use Permits, 10/2/2014](#)

[GUIDE-AAD, Guide for Administering Additions, Abandonments, and Discontinuances of the System of State Highways, 1/27/2015](#)

[LAD-AA, Airport Access Program Guide, 10/1/2014](#)

[LAD-EDA, Economic Development Program Access Guide, 10/1/2014](#)

[LAD-LAPM, Locally Administered Projects Manual, 7/21/2021](#)

[LAD-RG, Recreational Access Program Guide, 10/1/2014](#)

[LAD-RSPG, Revenue Sharing Program Guidelines, 7/1/2017](#)

[LAD-TAPG, Transportation Alternatives Program Guide, 9/1/2017](#)

[LAD-UCM, Urban Construction and Maintenance Program \(Urban Manual\), 8/1/2017](#)

[LD-PPM, VDOT Policy Manual for Public Participation in Transportation Projects, 11/21/2016](#)

[MAP-1, Virginia Official State Transportation Map Policy and Procedures, 11/13/2012](#)

[MAP-3, Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, 11/13/2012](#)

[PMPS-01, Manual for the Procurement and Management of Professional Services, 7/1/2017](#)

[PPTA-1, Public-Private Transportation Act Implementation Manual and Guidelines, 10/1/2017](#)

[SSAR-GD, Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, 6/1/2018](#)

[TCG-2017, Traffic Calming Guide for Neighborhood Streets, 11/1/2017](#)

[TIA-ADG, Traffic Impact Analysis Regulations Administrative Guidelines, 6/1/2017](#)

[TMPD-LDIDBPM, Land Development Inspection Documentation Best Practices Manual, 12/18/2014](#)

[VDOT, Guidance Document for Determination of Certain Financial Benefits to Displacees, 12/13/2017](#)

[VTIB-1, The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, 9/1/2016](#)

## DEPARTMENT OF THE TREASURY

Copies of 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, 101 North 14th Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge.

Many agency documents and forms may be found on Treasury's website at <https://www.trsvirginia.gov/About-Us/Forms>.

General questions regarding these documents may be directed to William Watt, telephone (804) 371-6242, FAX (804) 225-3187, or email [william.watt@trsvirginia.gov](mailto:william.watt@trsvirginia.gov).

Questions regarding specific Treasury divisions should be directed to:

Debt Management: Janet Aylor, telephone (804) 371-6006, FAX (804) 225-3187, or email [janet.aylor@trsvirginia.gov](mailto:janet.aylor@trsvirginia.gov). Division documents and forms can be found at <https://trsvirginia.gov/Bond-Finance>.

Cash Management and Investments: Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email [judy.milliron@trsvirginia.gov](mailto:judy.milliron@trsvirginia.gov). Division documents and forms related to the Local Government Investment Pool can be found at <https://www.trsvirginia.gov/Cash-Management-Investments/LGIP> and for State Non-Arbitrage Program at <https://www.vasnap.com/forms-and-documents.aspx>.

Operations: Kristin Reiter, telephone (804) 225-3240, FAX (804) 225-3187, or email [kristin.reiter@trsvirginia.gov](mailto:kristin.reiter@trsvirginia.gov). Division documents and forms can be found at <https://www.trsvirginia.gov/Operations>.

Risk Management: Brian Parker, telephone (804) 225-4620, FAX (804) 371-8400, or email [brian.parker@trsvirginia.gov](mailto:brian.parker@trsvirginia.gov). Division documents and forms can be found at <https://www.trsvirginia.gov/Risk-Management>.

Unclaimed Property: William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or email [william.dadmun@trsvirginia.gov](mailto:william.dadmun@trsvirginia.gov). Division documents and forms can be found at <https://www.vamoneysearch.org/Report/Forms>.

### Guidance Documents:

[6324, General Account Investment Guidelines, 4/16/2014](#)

[6325, Debt Calendar, 7/1/2020](#)

[6326, Tobacco Indemnification and Community Revitalization Endowment Investment Guidelines: Taxable, 7/1/2014](#)

[6327, Tobacco Indemnification and Community Revitalization Endowment Investment Guidelines: Tax-Exempt, 7/1/2014](#)

[6329, Debt Capacity Advisory Committee Reports 2002 to Present, 12/18/2019](#)

[6763, Local Government Investment Pool Investment Circular, 6/30/2019](#)

[6926, Security for Public Deposits Act \(SPDA\) \(Link\), 12/15/2021](#)

## DEPARTMENT OF VETERANS SERVICES

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219. Questions regarding interpretation or implementation of the document, or to obtain copies free of charge, please contact Claudia Flores, Virginia Department of Veterans Services, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 225-4716, or email [claudia.flores@dvs.virginia.gov](mailto:claudia.flores@dvs.virginia.gov).

### Guidance Document:

[7176, Policy and Guidelines for Commissioners of the Revenue and other Assessing Officials](#), 3/16/2022

## UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at email [pqc2f@virginia.edu](mailto: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, UVA Health Policy Directory](#), 12/1/2011

[UVA-04, Health Sciences Library Policies](#), 12/21/2011

## VIRGINIA COMMONWEALTH UNIVERSITY

Copies of the Faculty Handbook, Student Conduct Policies are all available free of charge from Virginia Regulatory Town Hall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov). Copies of these documents are also available from the university's website at <http://www.provost.vcu.edu/faculty/handbook.html> or <https://policy.vcu.edu/universitywide-policies/>. The Faculty Handbook may be viewed Monday through Friday from 8 a.m. until 4 p.m. in the Office of the Vice Provost for Academic and Faculty Affairs, 901 West Franklin Street, Richmond VA 23219. Questions concerning interpretation or implementation of the Faculty Handbook may be directed to Dr. Gypsy Denzine, Senior Vice Provost for Faculty Affairs, P.O. Box 842527, Richmond, VA 23284, (804) 828-6162. Copies of the Student Handbook and Resource Guide may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the Office of the Associate Vice Provost and Dean of Student Affairs, 901 Floyd Avenue, Richmond, VA 23219. Questions concerning interpretation or implementation of the Student Handbook and Resource Guide may be directed to Dr. Reuban Rodriguez at (804) 828-8940. Additional questions may be directed to Dr. Jason Block in the Integrity and Compliance Office at (804) 828-2336.

### Guidance Documents:

[7093, Code of Conduct](#), 11/30/2021

[7094, Board of Visitor Bylaws](#), 12/13/2019

[7095, VCU Board of Visitors Ethical Leadership Policy](#), 12/13/2013

[7096, Interim Student Code of Conduct](#), 8/16/2021

[7097, Student Honor System and Standards of Academic Conduct](#), 12/11/2020

[7098, Faculty Handbook](#), 8/2/2021

## 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, Virginia 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](mailto:butnerkk@vmi.edu).

Questions regarding interpretation or implementation of these documents may be directed to Lt. Colonel John Young, VMI Chief of Staff, 201 Smith Hall, Lexington, Virginia 24450.

### Guidance Documents:

[Board of Visitors Bylaws](#), revised June 2020.

[General Orders \(Policies and Procedures\)](#), policies reviewed and revised if necessary on rotating basis.

[Overarching Institute Regulations](#), revised May 2015.

[Institute Regulations Part I](#), revised June 2020.

[Institute Regulations Part II](#), revised November 2014.

[Academic Regulations](#), revised January 2021.

[Athletic Regulations](#), revised July 2016.

[Faculty Handbook](#), published September 2021.

[Administrative and Professional Faculty Handbook](#), revised September 2018.

[Classified Employee Handbook](#), revised July 2017.

[2021-2022 Academic Catalogue](#)

[2021 Annual Security and Fire Safety Report](#)

## VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Copies of the following document may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of the Vice President for Policy and Governance, c/o Senior Manager of Governance Administration, 319 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Lori Buchanan, Office of the Vice

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# Guidance Documents

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President for Policy and Governance, 319 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-9512, or email [lorib90@vt.edu](mailto:lorib90@vt.edu). The documents may be downloaded from the Virginia Tech website at <http://www.vt.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to Lori Buchanan, Senior Manager of Governance Administration, Office of the Vice President for Policy and Governance, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-9512, or email [lorib90@vt.edu](mailto:lorib90@vt.edu).

## Guidance Document:

[6722, Virginia Polytechnic Institute and State University Guidance Documents 2021, 12/10/2021](#)

## DEPARTMENT OF WILDLIFE RESOURCES

Copies of the following guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Virginia Department of Wildlife Resources, 7870 Villa Park Drive, Suite 400, Henrico, Virginia 23228, or on the department's website at <http://www.dwr.virginia.gov>. Copies of most documents listed may be obtained at no charge, and copies of larger documents may be obtained at cost as provided for under the Virginia Freedom of Information Act. Requests for copies, and questions regarding interpretation or implementation of these documents, may be directed to the attention of the agency policy analyst and regulatory coordinator at the address provided or telephone (804) 367-8341. Some of the documents are available at the links provided.

## Guidance Documents:

### Hunting, Trapping, and Game Wildlife

[Hunting and Trapping in Virginia, 2020–2021 Digest](#), June 2020, §§ 29.1-103, 29.1-501 and 29.1-502

[Migratory Game Bird Hunting, 2020–2021 Digest](#), June 2020, §§ 29.1-103, 29.1-501 and 29.1-502

[Virginia Deer Management Plan 2015-2024](#), October 2015, § 29.1-103

[Deer Management Assistance Program \(DMAP\) Application](#), § 29.1-103

[Virginia 2012-2021 Black Bear Management Plan](#), §§ 29.1-103, 29.1-109, and 29.1-501

[Waterfowl Blind Laws Summary](#), June 2020, §§ 29.1-103, 29.1-340 through 29.1-351.1

[Guide to Virginia's Wildlife Management Areas](#), § 29.1-103

### Fish and Fishing

[Freshwater Fishing in Virginia, January 1–December 31, 2021 Digest](#), §§ 29.1-103, 29.1-501 and 29.1-502

[Virginia Stocked Trout Management Plan 2016-2025](#), § 29.1-103

### Lifetime Hunting and Fishing License Administration

[Applications for Lifetime Hunting and Fishing Licenses](#), §§ 28.2-302.10:1 and 29.1-302.1

[Application for Virginia Resident Disabled Veteran Application Lifetime License Hunting, Freshwater Fishing, or Trapping, and Disabled Saltwater Fishing](#), §§ 29.1-302 and 29.1-309.1

[Resident Disabled Application for Lifetime License](#), §§ 28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

[Physician's Affidavit for a Permanent Disability for Disabled Lifetime Licenses and Treestand Exemption](#), August 2018, §§ 29.1-302.1 and 29.1-302.2

[Application for a previously issued Lifetime License – Upgrade, Change of Address, or Replacement](#), § 29.1-334

### Endangered and Threatened Species, Wildlife Diversity, and Environmental Review

[List of Native and Naturalized Fauna in Virginia](#), August 2020, § 29.1-100

[Management of Bald Eagle Nests, Concentration Areas, and Communal Roosts in Virginia: A Guide for Landowners](#), 2012, §§ 29.1-563 through 29.1-568 and § 29.1-570

[Osprey Nest Management in Virginia: A Guideline for Landowners](#), March 2020, § 29.1-521

[Little Brown Bats and Tri-Colored Bats Conservation Best Management Practices](#), February 2016, §§ 29.1-103, 29.1-563 through 29.1-568 and 29.1-570

### Boating

[Virginia Boating Safety Education Compliance Requirement](#), § 29.1-735.2

[Virginia Freshwater Fishing and Watercraft Owner's Guide](#), § 29.1-701

[Reporting a Boating Accident](#), § 29.1-701

### Law Enforcement

[Law Enforcement Division Policy Number 40, Problem Wildlife Response](#), December 15, 2012

[Law Enforcement Division Policy Number 41, Illegal Captive Wildlife](#), December 15, 2012

[Permit for Persons Permanently Unable to Walk to Shoot from a Stationary Vehicle](#), revised December 2014, § 29.1-521.3

[Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt Card](#), §§ 29.1-103, 29.1-509 and 29.1-521

### **VIRGINIA WORKERS' COMPENSATION COMMISSION**

Documents are available using the links provided or at no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Please address any questions concerning the guidance documents to Evelyn V. McGill, email [evelyn.mcgill@workcomp.virginia.gov](mailto:evelyn.mcgill@workcomp.virginia.gov).

#### **Guidance Documents:**

[5200, Out of State Lawyers](#), 1/3/2013

[6330, 2018 Workers' Compensation Medical Fee Schedules](#), 11/14/2017

[6331, 2018 Medical Fee Schedule Ground Rules](#), 11/14/2017

[6566, Electronic Billing and Payment Companion Guide](#), 1/29/2019

[6766, Employer's Guide](#), 12/9/2019

[6767, 2020 Medical Fee Schedule Ground Rules](#), 1/1/2020

[6768, 2020 Workers' Compensation Medical Fee Schedules](#), 1/1/2020

[7130, Injured Worker's Guide](#), 3/22/2019

[7131, Requirements for Individual Self-Insurance Under the Virginia Workers' Compensation Act](#), 12/9/2021

[7132, Electronic Data Interchange Implementation Guide Version 5.0.8](#), 1/24/2021

[7133, Virginia Workers' Compensation 2022 Medical Fee Schedules](#), 1/1/2022

[7134, 2022 Medical Fee Schedule Ground Rules](#), 1/1/2022

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# GENERAL NOTICES

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## DEPARTMENT OF ENVIRONMENTAL QUALITY

### Waverly Solar LLC Withdrawal of Notice of Intent for Small Renewable Energy Project (Solar) - Sussex County

Waverly Solar LLC has withdrawn the notice of intent to pursue a permit by rule for a small renewable energy project (solar) in Sussex County. The notice of intent to submit was originally published in the Virginia Register of Regulations on August 6, 2018.

Contact Information: Susan Tripp, Department of Environmental Quality, 1111 East Main Street, Richmond, VA 23219, telephone (804) 664-3470, FAX (804) 698-4178, or email [susan.tripp@deq.virginia.gov](mailto:susan.tripp@deq.virginia.gov).

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

### Draft Early and Periodic Screening, Diagnosis, and Treatment Supplement B Provider Manual

The draft Early and Periodic Screening, Diagnosis, and Treatment Services (EPSDT) Supplement B Provider Manual is now available on the Department of Medical Assistance Services website at <https://www.dmas.virginia.gov/for-providers/general-information/medicaid-provider-manual-drafts/>.

Contact Information: Meredith Lee, Policy, Regulations, and Manuals Supervisor, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-0552, FAX (804) 786-1680, or email [meredith.lee@dmas.virginia.gov](mailto:meredith.lee@dmas.virginia.gov).

### Draft Physician or Practitioner Provider Manual

The Physician or Practitioner Provider Manual Chapter IV is now available on the Department of Medical Assistance Service website at <https://www.dmas.virginia.gov/for-providers/general-information/medicaid-provider-manual-drafts/>.

Contact Information: Meredith Lee, Policy, Regulations, and Manuals Supervisor, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-0552, FAX (804) 786-1680, or email [meredith.lee@dmas.virginia.gov](mailto:meredith.lee@dmas.virginia.gov).

### Intent to Amend the Virginia State Plan for Medical Assistance Pursuant to § 1902(a)(13) of the Social Security Act (USC § 1396a(a)(13)) - Program of All-Inclusive Care for the Elderly

The Virginia Department of Medical Assistance Services (DMAS) hereby affords the public notice of its intention to amend the Virginia State Plan for Medical Assistance to provide for changes to the Amount, Duration, and Scope of Medical and Remedial Care Services (12VAC30-50).

This notice is intended to satisfy the requirements of 42 CFR 447.205 and of § 1902(a)(13) of the Social Security Act (42 USC § 1396a(a)(13)). A copy of this notice is available for public review from the contact listed at the end of this notice.

This notice is available for public review on the Virginia Regulatory Town Hall on the General Notices page at <https://townhall.virginia.gov/L/generalnotice.cfm>.

Amount, Duration, and Scope of Medical and Remedial Care Services (12VAC30-50)

The state plan is being revised to update sections that pertain to the Program of All-Inclusive Care for the Elderly (PACE). Specifically, this state plan amendment (i) incorporates the rates and payments language from the Center for Medicare and Medicaid Services (CMS) most current PACE State Plan Amendment Pre-Print and (ii) updates the PACE Medicaid capitation rate methodology to align with the DMAS current rate setting practices. DMAS has transitioned from fee-for-service data to managed care encounter data for development of the amount that would otherwise have been paid. The PACE program will continue to operate in the same way that it has based on regulations in the Virginia Administrative Code.

There are no expected increases in total annual expenditures in federal fiscal year 2022.

Contact Information: Meredith Lee, Policy, Regulations, and Manuals Supervisor, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-0552, FAX (804) 786-1680, or email [meredith.lee@dmas.virginia.gov](mailto:meredith.lee@dmas.virginia.gov).

## VIRGINIA CODE COMMISSION Notice to State Agencies

**Contact Information:** *Mailing Address:* Virginia Code Commission, Pocahontas Building, 900 East Main Street, 8th Floor, Richmond, VA 23219; *Telephone:* (804) 698-1810; *Email:* [varegs@dls.virginia.gov](mailto: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 <https://commonwealthcalendar.virginia.gov>.

**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.



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# ERRATA

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## VIRGINIA LOTTERY

Title of Regulation: **11VAC5-90. Casino Gaming.**

Publication: 38:13 VA.R. 1833-1977 February 14, 2022.

Correction to Final Regulation:

Page 1879, column 2, 11VAC5-90-110 N 2 d (2), line 2, after "material" replace "change" with "deficiency"

Page 1885, column 2, 11VAC5-90-110 U 7 b, line 2, after "account" insert a comma

Page 1945, column 1, 11VAC5-90-170 O 1, line 2, after "game use. ]" on a new line insert "c. Cards and decks of cards may not be altered in any way from their department-approved form."

VA.R. Doc. No. R21-6662; Filed March 16, 2022 12:56 p.m.

