

May 2009

Dear Assisted Living Facility Administrator,

This letter addresses the audit requirements of Virginia Department of Social Services (VDSS) regulation **22 VAC 40-25**, Auxiliary Grants (AG) Program, which took effect August 1, 2007. Enclosed you will find the Auxiliary Grant Certification form which must be completed by all assisted living facilities that participate in the AG Program. This replaces the previous “cost report” requirement.

The administrator of the assisted living facility must certify that the information provided is true and complete and that procedures are in place for the proper handling of and accounting for residents’ Auxiliary Grant payments and personal needs allowances.

The period covered is state fiscal year 2008 (July 1, 2007 – June 30, 2008). Completion and submission of this form will satisfy requirements for information due to the Department **by June 30, 2009**. Please send the completed form to the following address:

Adult Services/Adult Protective Services Program  
Virginia Department of Social Services – 4<sup>th</sup> Floor  
7 N. 8<sup>th</sup> Street  
Richmond, VA 23219

The form also is posted on the VDSS website at:

<http://www.dss.virginia.gov/family/as/auxgrantforms.cgi> The full text of the Auxiliary Grant standards may be found in 22 VAC 40-25 <http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+22VAC40-25> of the Virginia Administrative Code, available online at: Standards for Licensed Assisted Living Facilities; 22 VAC 40-72, may be found online at: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+22VAC40-72>

Thank you for your cooperation in this matter. Your participation in the Auxiliary Grant Program is an important part of the Commonwealth’s effort to ensure that long-term care services are available to our citizens. AG providers with questions may contact Tishaun Harris-Ugworji at 804-726-7560 or via email at [tishaun.harrisugworji@dss.virginia.gov](mailto:tishaun.harrisugworji@dss.virginia.gov).

Sincerely,

Gail Shea Nardi, Program Manager  
Adult Services/Adult Protective Services