



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VA 23218-2120

DATE: June 27, 2024

TO: Child Day Programs Located in Charles City, Emporia City, Fredericksburg City, Greensville County, New Kent, Prince George, and Spotsylvania

FROM: Jeffrey S. Williams, Assistant Superintendent - Department of Child Care Health and Safety, Virginia Department of Education

SUBJECT: Redefined Regional Boundaries

This memo will inform you that after an extensive study, the Virginia Department of Education (VDOE), Office of Child Care Health and Safety (OCCHS) has decided to redefine child care regional boundaries to manage caseload sizes for licensing inspectors and better utilize state resources. Effective July 1, 2024, all child day programs located in Charles City, Emporia City, Fredericksburg City, Greensville County, New Kent, Prince George, and Spotsylvania will transfer to the OCCHS located within the Central Region.

The contact information for the OCCHS within the Central Region is below.

Office of Child Care Health and Safety (Central)
Virginia Department of Education
1604 Santa Rosa Rd., Suite 130
Richmond, VA 23229
Phone: 804-840-3662
Email: central.cclicensing@doe.virginia.gov
Fax: 833-457-3059

Once the OCCHS finalizes case transfers, your facility will be contacted by your new licensing inspector, providing his or her direct contact information. As a child care provider, you will continue to submit your applications for licensure, modification requests and other documents through the [online portal](#), which will route directly to the Central Region for receipt and processing.

The OCCHS teams located in the Eastern, Northern and Peninsula Regions have enjoyed working with your programs, and the OCCHS looks forward to continuing to work with you in the future.

If you have any questions related to this transition, please email central.cclicensing@doe.virginia.gov.