



COMMONWEALTH of VIRGINIA

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

DATE: March 20, 2026

TO: Licensed Child Day Centers, Licensed Short-Term Child Day Centers, Licensed Family Day Homes, Licensed Family Day Systems, Religiously Exempt Child Day Centers, Certified Preschools, Voluntarily Registered Family Day Homes, Center-Based Subsidy Providers, Home-Based Subsidy Providers, Exempt Out-of-School Time Programs, and Filing Exempt Programs

FROM: Jeffrey S. Williams, Assistant Superintendent, Child Care Health and Safety

SUBJECT: Change of Mailing Address

Effective April 1, 2026, the mailing address for the Office of Child Care Health and Safety (OCCHS) within the Virginia Department of Education will change. Providers are encouraged to use the [online provider portal](#) to submit correspondence. If mailing is necessary, all mail for the OCCHS—including mail intended for **any** regional office—should now be sent to the updated mailing address listed below.

**Virginia Department of Education
Office of Child Care Health and Safety
PO Box 2120
Richmond, Virginia 23218**

Please update your records accordingly. Mail sent to previous addresses may experience delays or be returned to the sender.

The phone number and email address of your assigned licensing inspector will remain unchanged, as will our [website](#). For regional office contact information, please refer to the [Licensing Offices Contact Information webpage](#).

We value our ongoing collaboration and remain committed to supporting your needs. If you have any questions, please contact your licensing inspector.