

Date

Contact's Name
Service Provider's Address
Service Provider's Address

RE: Name of Locality's VJCCCA PLAN

Dear Contact's Name:

Thank you for being a valued provider of programs and services to the youth and families in our community. At times, your services are funded by the Virginia Juvenile Community Crime Control Act (VJCCCA) Grant pursuant to 16.1-309.3 of the Code of Virginia. According to DJJ Board Regulation (6VAC-150-435), the standard of services provided by contractual and sub contractual vendors shall not be less than those required by Chapter 150. Regulation for Nonresidential Services.

We are reaching out to you to establish a record of compliance with the applicable DJJ Board Regulations for auditing purposes. Enclosed you will find a summary of the Board Regulations applicable to VJCCCA funding. Please review each regulation on the *VJCCCA Service Provider's Acknowledgement of DJJ Board Regulations* form and initial confirming that you have adopted written procedures to implement and comply. Please follow the directions in bold and attach supporting documentation when necessary. Also enclosed is the *Certification of Compliance with Background Checks and DJJ's Serious Incident Report Form and Instructions*.

We thank you for cooperation and all that you do for the youth and families before the Court Service Unit. Please contact me with questions.

Sincerely,

Name
VJCCCA Plan Contact
Phone Number

Attachments Include:
VJCCCA Service Provider's Acknowledgement of DJJ Board Regulations
Certification of Compliance with Background Checks
DJJ's Serious Incident Report Form and Instructions