

Virginia Public Guardian & Conservator Program

QUARTERLY REPORT FORM – PUBLIC GUARDIAN PROGRAM

Virginia Department for the Aging
1610 Forest Avenue, Suite 100 • Richmond, Virginia 23229
(804) 662-9333 Telephone • (804) 662-9354 Fax

INSTRUCTIONS

THIS IS A 2-PART REPORT TO COMPLY WITH THE FREEDOM OF INFORMATION ACT (FOIA).

Part-A contains general program information. This information is considered a public record for FOIA purposes. Because Part-A is a public record, it can be sent electronically by email.

Part-B contains confidential client and agency information that is not considered a public record subject to FOIA. Because Part-B contains protected confidential information, it cannot be sent electronically by email until computers are encrypted in accordance with VDA standards.

This means that reports should either be mailed (U.S. Mail, Fed-Ex, UPS, etc.), faxed or hand delivered to VDA. Or, if more convenient, you may send Part-A electronically by email and then submit Part-B by mail, fax or hand delivery.

Quarterly Report – Due Dates

Quarter	Reporting Period	Reports Due By
1 st	January thru March	April 20 th
2 nd	April thru June	July 20 th
3 rd	July thru September	October 20 th
4 th	October thru December	January 20 th

Please contact Janet James if you have questions or need assistance in completing this report. Janet's email address is janet.james@vda.virginia.gov and her direct dial telephone number is (804) 662-7049. Thank you.

Email Address: janet.james@vda.virginia.gov (Note: *Only Part-A is eligible for emailing*)

Fax Number: (804) 662-9354

Mail/Courier/Hand Delivery Address: Virginia Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, VA 23229 to the attention of Janet James.

--- THIS PAGE DOES NOT NEED TO BE SENT WITH YOUR REPORT ---