

COMMONWEALTH of VIRGINIA

NELSON SMITH
 COMMISSIONER

 *DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES*Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-3921
Fax (804) 371-6638
www.dbhds.virginia.gov

Date

Name

Address

Address

Dear Parent/Legal Guardian,

My name is (FRC/M) and I am a Family Resource Consultant/Manager with the Department of Behavioral Health and Developmental Services (DBHDS). I work closely with Intermediate Care Facilities such as (**Holiday House or St. Mary’s Home**) by educating parents/guardians on the service options available in the community. A copy of the DBHDS Community Transition Guide is included with this letter. Please review at your earliest convenience.

I would like an opportunity to speak with you regarding this information. If you have any questions, I can be reached at (804) 201-3833. In advance, your time and consideration are greatly appreciated.

Sincerely,

(Name)

Family Resource Consultant/Manager

 Division of Developmental Services