

Virginia Public Guardian & Conservator Program

**QUARTERLY REPORT FORM**

Department for Aging and Rehabilitative Services (DARS)  
1610 Forest Avenue, Suite 100 • Henrico, Virginia 23229  
(804) 662-9333 Telephone • (804) 662-9354 Fax

**Instructions**

**This is a 2-part report for Freedom of Information Act (FOIA) Purposes.**

**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. It is also permissible to submit Part-A using the secure “Files Anywhere” system in accordance with DARS standards.

**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. However, it is permissible to submit Part-B using the secure “Files Anywhere” system in accordance with DARS standards.

This means that reports should either be mailed, faxed or hand delivered to DARS. Or, if more convenient, you may submit Part-A and Part-B using the secure “Files Anywhere” system in accordance with DARS standards.

**Quarterly Report – Due Dates**

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

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

**Email Address:** [janet.james@dars.virginia.gov](mailto:janet.james@dars.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, Henrico, VA 23229 to the attention of Janet James.

**--- This Page Does Not Need to Be Sent With Your Report ---**