

Office of Regulatory Management
Economic Review Form

Agency name	Department of Social Services
Virginia Administrative Code (VAC) Chapter citation(s)	N/A
VAC Chapter title(s)	N/A
Action title	Update to <i>Local Administrative / HR Manual for Local Departments of Social Services (LDSS) Chapters 6 & 7</i>
Date this document prepared	March 24 th , 2026
Regulatory Stage (including Issuance of Guidance Documents)	Guidance Document

Cost Benefit Analysis

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)

(1) Direct & Indirect Costs & Benefits (Monetized)	<p><i>The Virginia Department of Social Services (VDSS) and Local Departments of Social Services (LDSS) partnered to review and update this guidance document. LDSS rely on this document for instructions on administration and HR functions.</i></p> <p>Direct Costs: Describe the direct costs of this proposed change here. <i>No substantive costs associated with the implementation of these changes are anticipated.</i></p> <p>Indirect Costs: Describe the indirect costs of the proposed change. <i>No substantive costs associated with the implementation of these changes are anticipated.</i></p> <p>Direct Benefits: Describe the direct benefits of this proposed change here. N/A</p> <p>Indirect Benefits: Describe the indirect benefits of the proposed change. N/A</p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Net Monetized Benefit	N/A	
(4) Other Costs & Benefits (Non-Monetized)	<p><i>Implementation of these changes will ensure accuracy and consistency between guidance documents and the requirements of state as well as federal laws & regulations, and will improve the clarity and ease of understanding for both state and local offices who utilize this guidance.</i></p>	
(5) Information Sources	N/A	

Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)

(1) Direct & Indirect Costs & Benefits (Monetized)	<p><i>The project to review and update the guidance has been a long-term effort. LDSS rely on this document for instructions on administration and HR functions.</i></p> <p>Direct Costs: Describe the direct costs of this proposed change here. N/A</p> <p>Indirect Costs: Describe the indirect costs of the proposed change. N/A</p> <p>Direct Benefits: Describe the direct benefits of this proposed change here. N/A</p> <p>Indirect Benefits: Describe the indirect benefits of the proposed change. N/A</p>	
--	--	--

(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) <i>N/A</i>	(b) <i>N/A</i>
(3) Net Monetized Benefit	<i>N/A</i>	
(4) Other Costs & Benefits (Non-Monetized)	<i>N/A</i>	
(5) Information Sources	<i>N/A</i>	

Table 1c: Costs and Benefits under Alternative Approach(es)

(1) Direct & Indirect Costs & Benefits (Monetized)	<p><i>There are no alternatives. Local departments of social services rely on updated administrative and HR guidance from VDSS for daily operations. Providing this information in the form of guidance is the least burdensome method.</i></p> <p>Direct Costs: Describe the direct costs of this proposed change here. <i>N/A</i></p> <p>Indirect Costs: Describe the indirect costs of the proposed change. <i>N/A</i></p> <p>Direct Benefits: Describe the direct benefits of this proposed change here. <i>N/A</i></p> <p>Indirect Benefits: Describe the indirect benefits of the proposed change. <i>N/A</i></p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) <i>N/A</i>	(b) <i>N/A</i>
(3) Net Monetized Benefit	<i>N/A</i>	
(4) Other Costs & Benefits (Non-Monetized)	<i>N/A</i>	
(5) Information Sources	<i>N/A</i>	

Impact on Local Partners

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 2: Impact on Local Partners

(1) Direct & Indirect Costs & Benefits (Monetized)	<p><i>The Virginia Department of Social Services (VDSS) and Local Departments of Social Services (LDSS) partnered to review and update this guidance document. LDSS rely on this document for instructions on administration and HR functions.</i></p> <p>Direct Costs: Describe the direct costs of this proposed change here. <i>No substantive costs associated with the implementation of these changes are anticipated.</i></p> <p>Indirect Costs: Describe the indirect costs of the proposed change. <i>No substantive costs associated with the implementation of these changes are anticipated.</i></p> <p>Direct Benefits: Describe the direct benefits of this proposed change here. <i>N/A</i></p> <p>Indirect Benefits: Describe the indirect benefits of the proposed change. <i>N/A</i></p>	
(2) Present Monetized Values	Direct & Indirect Costs	(2) Present Monetized Values
	(a) <i>N/A</i>	
(3) Other Costs & Benefits (Non-Monetized)	<p><i>Implementation of these changes will ensure accuracy and consistency between guidance documents and the requirements of state as well as federal laws & regulations and will improve the clarity and ease of understanding for both state and local offices who utilize this guidance.</i></p>	
(4) Assistance	<i>N/A</i>	
(5) Information Sources	<i>N/A</i>	

Impacts on Families

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 3: Impact on Families

(1) Direct & Indirect Costs &	<i>This guidance document has no impact on families.</i>
-------------------------------	--

Benefits (Monetized)	Direct Costs: Describe the direct costs of this proposed change here. <i>N/A</i> Indirect Costs: Describe the indirect costs of the proposed change. <i>N/A</i> Direct Benefits: Describe the direct benefits of this proposed change here. <i>N/A</i> Indirect Benefits: Describe the indirect benefits of the proposed change. <i>N/A</i>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) <i>N/A</i>	(b) <i>N/A</i>
(3) Other Costs & Benefits (Non-Monetized)	<i>N/A</i>	
(4) Information Sources	<i>N/A</i>	

Impacts on Small Businesses

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 4: Impact on Small Businesses

(1) Direct & Indirect Costs & Benefits (Monetized)	<i>This guidance document has no impact on small businesses.</i> Direct Costs: Describe the direct costs of this proposed change here. <i>N/A</i> Indirect Costs: Describe the indirect costs of the proposed change. <i>N/A</i> Direct Benefits: Describe the direct benefits of this proposed change here. <i>N/A</i> Indirect Benefits: Describe the indirect benefits of the proposed change. <i>N/A</i>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) <i>N/A</i>	(b) <i>N/A</i>

(3) Other Costs & Benefits (Non-Monetized)	<i>N/A</i>
(4) Alternatives	<i>N/A</i>
(5) Information Sources	<i>N/A</i>

Changes to Number of Regulatory Requirements

Table 5: Regulatory Reduction

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

Change in Regulatory Requirements

VAC Section(s) Involved*	Authority of Change	Initial Count	Additions	Subtractions	Total Net Change in Requirements
	(M/A):	N/A	N/A	N/A	N/A
	(D/A):	N/A	N/A	N/A	N/A
	(M/R):	N/A	N/A	N/A	N/A
	(D/R):	N/A	N/A	N/A	N/A
Grand Total of Changes in Requirements:					(M/A):
					(D/A):
					(M/R):
					(D/R):

Key:

Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:

(M/A): Mandatory requirements mandated by federal and/or state statute affecting the agency itself

(D/A): Discretionary requirements affecting agency itself

(M/R): Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies

(D/R): Discretionary requirements affecting external parties, including other agencies

Cost Reductions or Increases (if applicable)

VAC Section(s) Involved*	Description of Regulatory Requirement	Initial Cost	New Cost	Overall Cost Savings/Increases
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Other Decreases or Increases in Regulatory Stringency (if applicable)

VAC Section(s) Involved*	Description of Regulatory Change	Overview of How It Reduces or Increases Regulatory Burden
N/A	N/A	N/A
N/A	N/A	N/A

Length of Guidance Documents (only applicable if guidance document is being revised)

Title of Guidance Document	Original Word Count	New Word Count	Net Change in Word Count
<i>Administrative / HR Manual Chapter 6</i>	<i>10707</i>	<i>11512</i>	<i>(+805)</i>
<i>Administrative / HR Manual Chapter 7</i>	<i>7435</i>	<i>23408</i>	<i>(+15973)</i>

*If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).