



Founded in 1959
by Sara O'Meara and Yvonne Fedderson
PREVENTION *and* TREATMENT of CHILD ABUSE

ALICE C. TYLER VILLAGE
OF CHILDHHELP EAST
23164 Dragoon Road
Lignum, Virginia 22726
T 540-399-1926



For the Love of a Child

Family & Friends Handbook

23164 Dragoon Road
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Welcome to Tyler Village!

During your child's time here he/she will be working on personal treatment goals and attending school. We hope to make your child's residential and educational experience fun and rewarding. This handbook will assist you with life at the Village. You may refer to this handbook or ask your child's therapist for assistance any time you have questions.

PERSONAL ITEMS

Your child is encouraged to have items that will help him/her feel safe and comfortable while living here. Some of these items might include stuffed animals, pictures of family, favorite blanket, etc. The Village is not responsible for personal items your child decides to keep in his/her possession. Childhelp staff will determine the appropriateness of personal items for the village. In order to maintain an equal sharing of bedroom storage and living space, the following is a list of items that are approved to be in the bedroom. Additional items may be placed in long-term storage depending on space or sent home.

APPROVED PERSONAL ITEMS

Clothing:

Please keep in mind that some items are seasonal items. It is the legal guardian's responsibility to provide clothing items as seasons change and as your child's needs determine new clothing. **No camouflage clothing permitted.**

Boys	Girls
6 pairs of jeans 1 pair of khakis/dress pants 2 pairs of sweat/sport pants 6 pairs shorts 7 short sleeve shirts 7 long sleeve shirts 3 sweaters or sweatshirts 2 sets of seasonal pajamas 1 dress shirt for chapel 15 pairs of underwear 1 seasonal jacket or coat 1 rain jacket coat 15 pairs of socks 1 pair of slippers 1 pair of good sneakers 1 pair of play sneakers 1 pair of dress shoes 1 pair of snow or rain boots 1 pair of creek shoes (water shoes) 2 swim trunks 2 pair of gloves 2 stocking caps	6 pairs of jeans 1 pair of khakis/dress pants 2 pairs of sweat pants 6 pair shorts 2 dresses or skirts with blouses 7 short sleeve shirts 7 long sleeve shirts 3 sweaters or sweatshirts 2 sets of seasonal pajamas 15 pairs of underwear 1 seasonal jacket or coat 1 rain coat 15 pairs of socks 1 pair of slippers 1 pair of good sneakers 1 pair of play sneakers 1 pair of dress shoes 1 pair of snow or rain boots 1 pair of creek shoes (water shoes) 2 swimsuits 2 pair of gloves 2 stocking caps 2 pairs of tights 3 bras

All shorts, dresses and skirts must extend beyond mid-thigh level. Pants shall be worn on hips or waist and fit appropriately. Slippers shall be worn inside. Items and clothing that are considered disruptive to the therapeutic environment (i.e. gang colors and markings) will not be allowed on grounds.

Items allowed by Childhelp:

- Toys, music and movies approved by the Resident Program Manager (Childhelp **does not allow PG-13 or R** rated movies)
- Crayons, washable markers, writing paper, drawing paper
- Books
- Posters, photos, artwork, etc., approved by the Resident Program Manager and limited to the space in a child's personal area in the bedroom
- Watches – **NO SMART WATCHES**
- Wallets
- Jewelry approved by the Resident Program Manager that do not pose safety risk
- Sunglasses
- Legos, remote control cars, footballs, basketballs, dolls, Barbie dolls, stuffed animals, action figures, pokemon cards, board games, etc.- **reasonable amount**
- Hair bands, hair bows, brushes, combs
- Pictures of family (not in glass frames)
- Favorite pillow and/or blanket

Unapproved Items:

- Electronic items
- Cameras
- Outside food or candy
- Outside hygiene items unless with doctor's orders
- Jump ropes, skateboards, skates, walkie talkies, yo-yos
- Heelies
- Makeup/ nail kits
- Pens, pencils, pencil sharpeners
- Drones
- No real or play weapons
- Short shorts, spaghetti strap dresses, ripped or torn clothing
- Camouflage clothing
- Music or any other items that glorify alcohol, drugs or violence

VISITATION

All persons/visitors of residents at the Alice C. Tyler Village of Childhelp will be in contact with either the staff at the main office (during business hours) or the Village Supervisor (after hours when the main office is closed) to obtain proper authorization to enter the property for the visit. This initial contact needs to happen before proceeding past the Main office, onto Childhelp grounds. Parents/guardians/visitors will be instructed to proceed to the Clinical Therapy Department lobby, to meet up with the child/therapist/Village Supervisor (as applicable) to start the visit. If circumstances require that the location for transfer of care has to change, at that time instructions will be given as to where the location of the transfer of care of the resident will take place. At no time, is a visitor of a resident of Childhelp allowed to enter the property without notification and approval of either the staff at the main office or the Village Supervisor.

Visiting hours: hours of visitation shall be between 9 a.m. and 4 p.m. Monday-Sunday. The Main office will be staffed by a receptionist Monday through Friday, 9 a.m. – 5 p.m. and Saturday/Sunday from 9 a.m. – 4 p.m. If there is no one at the Main office when a visitor arrives, they are to follow the instructions next to the phone to make contact with the Village Supervisor.

Off-grounds visits: All off-grounds visits require an MD order and must be approved the "Pass Committee".

VALUABLES

Jewelry and other items that are not approved by the Resident Program Manager will be kept in a locked cabinet or office or returned to the parents or guardian. If your child wishes to wear rings, bracelets or necklaces, he/she may do so if doing so poses no threat of safety to themselves or others. The Village is not responsible for personal valuables that your child decides to keep in his/her possession. However, if on precautions for suicide, running away or assault, these privileges may be revoked temporarily.

MEDICAL

Upon admission, our psychiatrist performs an initial psychiatric evaluation on all children in the Village and prescribes psychotropic medications if needed. The use of psychotropic medicine with the children is a decision made by the Village psychiatrist in conjunction with the treatment team. Psychotropic medications are considered only after other treatment and therapies have been exhausted. Children are placed on the minimal dose needed to have a positive impact on the presenting problem. At no time are psychotropic medications used as a chemical restraint. Children on psychotropic medication are reviewed monthly by the psychiatrist and treatment team. Guardian permission is always requested for any suggested medication changes, unless it is an emergency.

In addition, within one week of admission, your child will have a complete History and Physical completed by a Nurse Practitioner (NP). The NP will assess and address any acute or chronic medical needs the child may have, as well as make sure immunizations are up to date. The NP will can prescribe medications for medical conditions, as needed, while the child is here at the Village. If deemed necessary that the child needs to see a specialist, he/she will be referred out to a specialist in the community, to have the medical condition assessed and treated in a timely fashion. Two staff members from the Childhelp Staff will transport the children to medical appointments with community physicians and dentists.

NURSES AND SICK BED

Throughout the day there are scheduled times to see the nurse. Only in an emergency will your child be allowed to see the nurse during classes or group therapy.

MEALS

We offer family-style meal service at the village. Family style service allows the children to make choices in selecting foods and the size of initial servings. We encourage the dining atmosphere to be pleasant, attractive, relaxed, and homelike. The overall goal for each child while living at the village is to become a "healthy eater." We encourage them to try many different foods, learn to enjoy them, or turn them down politely. Manners are taught and children are expected to maintain standards of behavior at the table. Menus are planned on a 5-week menu cycle with three meals and three snacks offered each day. Staff is encouraged to not use food items as rewards, punishments, or pacifiers. For this reason we encourage you to support us by not sending food items to the children while they reside at the village. We offer a variety of healthy meals and snacks throughout the day. It is our hope that each child will take with him a "healthy attitude" about eating when they depart Childhelp.

Public Notification

All sponsors must comply with the public notification requirement each year. Within available resources, you must take positive and specific actions which encourage participation and inform all potential participants, particularly minorities, of the availability and benefits of the program. All pricing sponsors must at a minimum submit the public release to the news media for publication, grass roots organizations and unemployment offices. Nonpricing sponsors are not required to submit a public release to the media but must fulfill this requirement through the use of one or more of the other suggested activities outlined below. Additionally, any informational material about the school's nutrition programs must contain the following paragraphs:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

HOUSEKEEPING

Room checks are done each morning and evening. Before leaving the room in the morning, clothing should be neatly put away, beds should be properly made and all items in the room should be neatly straightened. Dirty clothes should be stored in the appropriate area. Throughout the day it is the responsibility of all children to assist with keeping dayrooms and dining rooms neat and clean. Daily chores will be assigned and they will be posted in each cottage. Time will be allotted on the daily schedule for the completion of household chores.

MAIL

Children may send and receive mail. Childhelp will supply stamps, paper and envelopes for your child's correspondence. To send mail, children will give stamped letters to their therapist. In certain circumstances, it may be inappropriate for children to have contact with certain people. If your child is restricted from communication with anyone, his/her therapist and treatment team will explain to the child why such contact is not in his/her best interest, and this restriction will be documented in his/her clinical chart. Incoming mail is sorted at the main office and then sent to your child's therapist to be given to your child.

RELIGION/SPIRITUAL DEVELOPMENT

It is the mission to address all of a child's developmental needs while they are at the Village: physical educational, emotional and spiritual. To facilitate the spiritual development of the children, non-sectarian chapel services are held every Sunday morning. Moral truths are presented through stories, multi-media, readings, song. The children who choose to attend are encouraged to actively participate in the services. Chapel services are voluntary so that the children participate willingly and cooperatively. If there are children with non-Christian faith systems, accommodation will be made to help those children to practice their beliefs. Limitations in the practice of religious belief will be made only to maintain order and security. Children have the right to access clergy, spiritual advisors, religious literature or related services to aid in their spiritual practice. Spiritual development is encouraged through interaction with the natural environment, caring activities and group activities such as children's choir and spiritual meetings and classes. Caring activities could include gardening, animal care and service projects

KIDS BANK & ALLOWANCE

Weekly allowance is given and is maintained in the “kids bank”. This allowance is based on a child’s PDS stage. Money coming in to the village from family or guardians is also maintained here for safety. When a child requests their money for outings or otherwise, they do so with a “kid’s bank” check. & the totals are maintained by the business office. If a child destroys property belonging to Childhelp or another child while in residence, a portion of allowance to replace or repair that destruction are deducted from their “Bank”.

THERAPEUTIC SERVICES

The Clinical Services Department at Childhelp is staffed by master’s level clinicians who are licensed or license-eligible, under the supervision of a licensed clinician. Therapeutic services are typically provided by the child’s assigned therapist, and consist of three-times-weekly individual psychotherapy and weekly family therapy. Whenever possible, Childhelp clinicians utilize evidence-based treatment interventions, such as Trauma-Focused Cognitive Behavior Therapy and interventions supported by attachment research. Family therapy may be conducted by phone for families who are greater distances from the facility, but we require a minimum of one face-to-face session each month in order to facilitate changes in the family system necessary to support the child’s progress. Parents, foster parents, adoptive parents and other involved family members are offered family therapy services based on treatment plans when appropriate. Art therapy is offered in individual and group sessions for children referred by the treatment team, based upon needs identified in their individual services plan. Additional therapy groups may be offered to address specific therapeutic issues such as self-esteem and social skills. Likewise, animal-assisted therapy is often utilized by the Childhelp clinicians to facilitate attachment processes in children presenting with autistic-spectrum disorders and other severe impairments in relating.

SEARCHES

To ensure the safety and well being of all residents and to provide a safe therapeutic environment free from the presence of any dangerous substances and/or objects, a “Change of Clothes” or search procedure will be performed on all residents entering the facility from outside sources. It is also time to perform a wellness exam to ensure the physical well-being of the resident.

The “Changes of Clothes”/Search procedure will be initiated under the following conditions:

- On all new admissions.
- Each time a resident returns from a therapeutic pass.
- Any time a resident returns from an off-campus trip where they have had unsupervised for any period of time and/or there was an opportunity for contraband to be obtained.
- By a physician’s order when the presence of contraband is judged likely to be present thereby creating potential risk for the resident involved or others in the environment.

CONFIDENTIALITY

Children are entitled to confidentiality during their stay here. Records of identity, diagnosis, prognosis, or treatment that are maintained in connection with the program shall be confidential in accordance with HIPAA regulations.

RECREATION ACTIVITIES

Activities during the school year are dominated by the school program. In the afternoons a full, rich recreational program is provided by the childcare and recreation staff. During any one school week there are numerous different recreational activities. The goal of the recreation program is not only for the purpose of having fun, but also:

- To improve children's self-esteem;
- To improve children's social skills through peer interaction;
- To improve children's listening skills and the ability to follow direction;
- To expose children to new experiences and activities.
- To improve children's gross and fine motor coordination.

Recreation is considered a treatment right, not a privilege, therefore children are generally not restricted from structured recreation time as a consequence for their behavior. Special exceptions are made, however, when it is considered in the best interest of the child's treatment plan or the safety of themselves or others.

During the summertime, ample use is made of the swimming pool. Trained lifeguards supervise the pool area and the ratio of staff in the water to children in the water is always at least 1:3. Children will have various opportunities for outing experiences in the community to practice and improve social skills and to normalize childhood experiences.

One of the programs that make Childhelp unique is its Horse Back Riding Program. Children have the opportunity to visit the Ranch and its animals during the week and on the weekends. Most of the children learn how to take care of the animals and how to ride the horses. The Equestrian Instructor and her assistants find that these experiences increase the children's self-esteem as they learn new skills and gain new experiences.

SCHOOL AND HOMEWORK

Village Academy is an alternative school setting that provides educational services to children in K-8th grades. The philosophy of Village Academy is based on the concept that all children can make academic, behavioral, and social gains when appropriate educational experiences are provided. A range of services are provided that lead to the development of skills necessary for successful participation in a public school system. Village Academy is the first academic step for

children admitted into the Childhelp program with the primary goal being the successful integration of children into the public school setting.

Village Academy is an on-grounds licensed private day and residential school. General and Special Education services are offered to children who are not yet ready to attend public school due to behavioral challenges. At intake, an appropriate school placement is decided upon for each child based upon his/her age, grade level, current level of academic performance, behavioral characteristics, and individual needs. Individualized Education Plans (I.E.P.'s) are maintained by the child's Local Education Agency (L.E.A.) and Village Academy works collaboratively with the LEA.

Children may be assigned homework on a regular basis. Children have the opportunity to complete their homework at the end of the school day, or may complete their homework in their assigned group home after school. Occasionally, a child may exhibit disruptive behaviors that interfere with the completion of their assigned class work. Upon teacher discretion, the child may be asked to stay after school with the teacher to make up the assignments.

THERAPEUTIC & BEHAVIORAL CRISIS INTERVENTION

Therapeutic Options™ is a comprehensive and sensible approach to reducing violence and the use of restraint and seclusion in behavioral health care, health care, habilitation, and education settings. The program provides the tools to keep people safe while maintaining their commitment to positive approaches in serving individuals whose behavior sometimes poses danger to themselves or others.

Therapeutic Options™ is:

Evidence Based The curriculum draws extensively on the research literature from psychology, behavioral neuroscience, psychiatry, behavior analysis, education, traumatology, rehabilitation, kinesiology, and advocacy.

Person Centered Supports are strength-based and respectful of individuals' needs, interests, preferences, and goals as they move toward increased independence or recovery.

Relationship Driven Therapeutic Options™ stresses the vital importance of the helping relationship as the vehicle through which services are provided, as supports individuals to expand and deepen their social networks.

Prevention Focused The program employs a public health model, emphasizing global primary prevention strategies as well as secondary and tertiary prevention in the form of communication-based de-escalation and emergency management skills.

Trauma Informed The curriculum incorporates insights from research on the widespread incidence and neuro-behavioral consequences of trauma in people receiving mental health and developmental services

Occasionally it is necessary to physically intervene with a child to assure the physical safety of the child, other children, and adults to enable the child to regain control in a learning way. Physical involvement is a technique of last resort, yet there are some situations in which it may be necessary:

- (1) TO ENSURE THE SAFETY OF THE CHILD
- (2) TO ENSURE THE PHYSICAL SAFETY OF ADULTS AND OTHER CHILDREN
- (3) TO PREVENT OR END THE DESTRUCTION OF PROPERTY, WHERE THAT DESTRUCTION OF PROPERTY MAY HARM ANOTHER INDIVIDUAL. (E.G. BROKEN GLASS)

PROGRESSIVE DEVELOPMENT SYSTEM (PDS) FOR THE ACT VILLAGE OF CHILDELP EAST

PDS is a behavioral support system not a means of punishment. It is a system of behavior management (goals, privileges and consequences). Children have (6) goals that staff will be assessing progress towards during each shift.

Goals:

1. Clinical goal – goal specifically identified by therapist for child – goal can change once mastered
2. Milieu goal (Individual) – specific to individual child in respective environment (cottage/classroom) – goal can change once mastered
3. Community goals – Shared by all children as goals to maintain safe & therapeutic environment/promotes & encourages progress towards return to lesser restrictive environment in community
 1. Community goal - Child will have safe body
 2. Community goal – Child will follow directions
 3. Community goal – Child will communicate respectfully
 4. Community goal - Child will participate in the milieu

Review of children's goals occurs each Wednesday.

- A child's total earned weekly % must fall in set % range of next stage to advance.
- If child's total earned weekly % does not meet % range of next stage, but maintains current stage % range then child will stay on current stage.
- If child's total earned weekly % does not meet % range of current stage, then child will drop down a stage.

Stage Drop

Purpose: Consequence to provide child with opportunity to understand how their unsafe behavior will impact their treatment progress.

Consequence: Child will immediately drop down a stage and be placed on "Recharge" as result of specific behaviors (listed below)
-RPM, Direct Care Supervisor or Village Supervisor (in absence of others) will make determination and communicate consequence to child.

Qualifying Behaviors:

- ODA/ Elopement
- Danger to self of others (physical aggression)
- Placement in a physical hold or secure escort
- Sexual misconduct
- Destruction of property
- Per treatment plan

"Recharge"

- An opportunity for the child to impact how their unsafe behavior will affect their stage
- A time period in which a child's privileges are not accessible, in order for to them concentrate on re-establishing trust
- During this time, a child should focus their energy/power/ control on identifying and utilizing their supports... getting "plugged in"
- Length of time to be determined by Resident Manager or Shift Supervisor; in their absence the Village Supervisor

STAGE BASED PRIVILEGES

STAGE 1: Total % earned = 59% and below:

- All new admits
- .25 cent allowance weekly
- Participate in scheduled milieu activities
- Access to earned daily prize box
- Can watch TV during scheduled activity

STAGE 2: Total % earned = 60-69%:

- .50 allowance weekly
- Tier 1 mystery prize (laminated higher stage, i.e., 30 minute video game time-one time usage)
- Participate in Stage Night activity (i.e., movie night)
- Usage of portable DVD players and cottage I-pods

STAGE 3: Total % earned = 70-79%:

- All of previous privileges plus:
- Allowance increase to \$1.00 weekly

- Tier 2 mystery prize (perform a village experience – i.e., chapel, art therapy, barn, etc.- one time usage)
- Off grounds local outings (no off grounds during 1st 30 days of treatment)
- Use of cottage video games/systems
- Go kart riding (inside track)

STAGE 4: Total % earned = 80-89%:

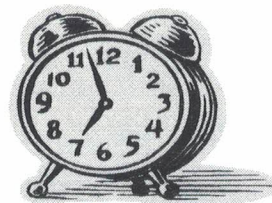
- All of previous privileges plus:
- Allowance increase to \$2.00 weekly
- Late night up to 30 minutes
- Stage 4/5 only Outings (outside of local radius) i.e., Kings Dominion
- Special stage based activities (i.e., stage 4/5 swim during summer)
- Special Stage 4 and up weekly dinner in gym

STAGE 5: Total % earned = 90-100%:

- All of previous privileges plus:
- Allowance increase to \$4.00 weekly
- Tier 3 (1:1 activity w/ staff – one time usage)
- Go Kart riding (outside of track)
- Stage 5 only outings
- Late night-up to 45 mins.



Sample Schedule



A typical day of what activities include. Activities can change.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-3:00	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL
3:00-3:30	Transition/Snack	Transition/Snack	Transition/Snack	Transition/Snack	Transition/Snack
3:30-3:55	Routines	Routines	Routines	Routines	Routines
4:00-5:00	T1 (3:30-Choir)/Group A	T1 GYM	T1 BLC	T1 Stage Meeting/Yard	T1 Cottage Commons
	T2 (3:30-Choir)/Gym Field	T2 BLC	T2 Yard	T2 Stage Meeting/Yard	T2 Outing/ Nurse's Field
	T3 (3:30-Choir)/T3 yard	T3 Group	T3 T1Commons	T3 Stage Meeting/Yard	T3 Outing/Gym Field
	T4 (3:30-Choir)/	T4 Cottage Commons	T4 GYM	T4 Stage Meeting/Yard	T4 BLC
	T5 (3:30-Choir) /Cottage Commons	T5T1 Commons	T5 Nurse's Field /Group A	T5 Stage Meeting/Gym Field	T5 GYM
	T6 (3:30-Choir)/BLC	T6 Nurse's Field	T6 Gym Field	T6 Stage Meeting /Cottage Commons	T6 T-1 Commons
5:00-5:15	Check-In	Check-In	Check-In	Check-In	Check-In
5:15-5:50	Dinner	Dinner	Dinner	Dinner	Dinner
5:55-6:55	T1 Group B / BLC	T1 Bedroom Hygiene	T1 Nurse's Field	T1 Movie Night/ T1 Commons	T1 Gym Field
	T2 T1 Commons	T2 Bedroom Hygiene	T2 GYM	T2 Movie Night/ T2 Yard	T2 Outing/T2 BLC
	T3 Cottage Commons	T3 GYM	T3 Gym Field	T3 Movie Night/ T3 Yard	T3 Outing/T1 Commons
	T4 Nurse's Field	T4 Bedroom Hygiene	T4 BLC	T4 Movie Night/ T4 Yard	T4 Cottage Commons
	T5 GYM	T5 Bedroom Hygiene	T5 Great room/ Group B	T5 Movie Night/ Cottage Commons	T5 Nurse's Field
	T6 Gym Field	T6 Bedroom Hygiene	T6 Cottage Commons	T6 Movie Night/ BLC	T6 GYM
7:00-8:00	Showers/Phone Calls/Check-In	Showers/Phone Calls/Check-In	Showers/Phone Calls/Check-In	Showers/Phone Calls/Check-In	Showers/Phone Calls/Check-In
8:00-8:15	Check-Ins	Check-Ins	Check-Ins	Check-Ins	Check-Ins
8:15-8:30	Snack	Snack	Snack	Snack	Snack
8:30-9:00	Quiet time in room	Quiet time in room	Quiet time in room	Quiet time in room	Quiet time in room
9:00	Lights out/Story Time	Lights out/Story Time	Lights out/Story Time	Lights out/Story Time	Lights out/Story Time



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Licensing & Accreditation

Childhelp's Alice C. Tyler Village is licensed or accredited by the following agencies.

*Department of Behavioral Health & Developmental Services
P.O. Box 1797
Richmond, VA 23218-1797
(804) 786-1747*

*Virginia Department of Licensing
Northern Virginia Training Center
9901 Braddock Road
Fairfax, VA 22302*

*The Joint Commission
1515 West 22nd Street, Suite 1300W
Oak Brook, IL 60523
(603) 268-7400*

*Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218*

Childhelp is a Virginia and West Virginia Medicaid and TRICARE Provider