



CONSUMER CONTACT INFORMATION CHANGE FORM

Consumer Name	Employer of Record (EOR) Name

Instructions: Please notify Consumer Direct Care Network Virginia (CDCN) of a change to the Consumer’s phone number or email address. You can update this information directly using the CDCN Web Portal or by filling out this form and sending it to CDCN.

Important: For Consumer’s address changes, the Consumer or Employer of Record **must** report the change to the Consumer’s local office of the Department of Social Services (DSS). CDCN cannot change this information for you.

Fill out only the information that you are changing:
Consumer’s New Phone Number: () _____ - _____
Consumer’s New Email Address:

Consumer/EOR Signature: _____ **Date:** _____

Please allow 3-5 business days to process this change request. To change your phone or email information with CDCN, you may submit your changes:

Email: InfoCDVA@ConsumerDirectCare.com

Fax: 1-877-747-7764

Mail:

Consumer Direct Care Network Virginia
 Virginia Consumer-Directed Services Program
 2112 W. Laburnum Ave #112
 Richmond, VA 23227

