

# FREDERICK COUNTY CPMT AGENDA

September 23, 2024  
1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> Floor Conference Room

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
  - A. August Minutes
  - B. Budget Request Forms
- IV. Executive Session
  - A. Vendor Review
  - B. FAPT Document Review
- V. Agency Updates/Announcements
- VI. CSA Office
  - A. CSA Conference
  - B. New Case Manager Training
  - C. FAPT/CPMT Vacancy Updates
  - D. FY24 Financial Statement
- VII. Old Business
  - A. FAPT Structure Policy Status Updates as needed
- VIII. New Business
  - A. NOIDP 4.3
  - B. NOIDP 4.4.2
  - C. NOIDP 4.5.3
- IX. Informational Items- None
- X. Upcoming Meetings
  - CPMT- October 28, 2024, 1:00-3:00pm, 1<sup>st</sup> Floor Conference Room
- XI. Adjourn

**\*\*Instructions for Closed Session:**

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-
- Certification that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

**CPMT Meeting Minutes: August 26, 2024**

The Community Policy and Management Team (CPMT) met in the 1<sup>st</sup> Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on August 26, 2024, at 1:00 pm.

***The following members were present:***

- Leea Shirley, Lord Fairfax Health District
- Denise Acker, Northwestern Community Services Board
- Jay Tibbs, Frederick County Administration
- Jerry Stollings, 26<sup>th</sup> District Juvenile Court Service Unit
- Tamara Green, Frederick County Department of Social Services
- Shamika McDonald, Frederick County Public Schools

***The following members were not present:***

- David Alley, Private Provider Representative, Grafton Integrated Health Network

***The following non-members were present:***

- Jacquelynn Jury, CSA Coordinator
- Katherine Webster, UR/CQI Specialist
- Sarah Makomva, CSA Account Specialist

***Call to Order:*** Jay Tibbs called the meeting to order at 1:01 pm.

I. Introductions

II. Adoption of Agenda

A. Tamara Green made a motion to adopt the August agenda; Leea Shirley seconded. CPMT approved.

III. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:

A. July 22, 2024 - CPMT Minutes. Denise Acker made a motion to approve the July minutes; Leea Shirley seconded. CPMT approved.

B. Budget Request Forms- Confidential Under HIPAA. Denise Acker made a motion to approve the Budget Request Forms; Leea Shirley seconded. CPMT approved.

IV. Executive Session

A. Adoption to Convene to Executive Session- Tamara Green made a motion to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia. Leea Shirley seconded. CPMT approved.

B. Adoption of Motion to Come Out of Executive Session- Jerry Stollings made a motion to come out of Closed Session and reconvene in Open Session, Leea Shirley seconded; CPMT approved.

C. Roll Call Certification of Executive Session- Certify to the best of each Frederick County CPMT member's knowledge (1) the only public business matters lawfully exempted from open meeting requirements and (2) only such public business matters were identified in the motion by

which the closed meeting was convened were heard, discussed, or considered in the closed meeting.

- Tamara Green                      Aye
- Jerry Stollings                      Aye
- Shamika McDonald                      Aye
- Denise Acker                      Aye
- Jay Tibbs                      Aye
- Leea Shirley                      Aye

D.            Adoption of Motion to Approve Items Discussed in Executive Session

- Denise Acker made a motion to approve funding for both cases as discussed in executive session. Jerry Stollings seconded; CPMT approved.

V.            Committee Member Announcements

A.            Jerry Stollings reported three new probation officers started today. Now they are fully staffed in the Shenandoah Office. Only one opening remains in Harrisonburg which has had several applicants.

VI.           CSA Office Business

A.            CSA Committee Vacancy Updates- The CSA Coordinator announced the parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time. She also announced David Alley, Private Provider Representative will be out of state through December 2024. Robert Johnson will be his proxy during his absence.

B.            July 2024 Financial Statement-

- a)            Total Net Expenditures as of July 2024- \$3,605,069.96 or 89% of the allocation. Encumbered for future spending is \$558,213.59.
- b)            Wrap Allocation is \$330,409.00.
- c)            Youth Served as of end of July 2024 is 141
  - (1)            98 in Community Based Services
  - (2)            27 in TFC
  - (3)            16 in Congregate Care
  - (4)            19 in Private Day School
- d)            The CSA Coordinator informed CPMT that we have used \$19,174.25 or 44% of non-mandated funds currently and \$3,965.00 is encumbered.
- e)            The CSA Coordinator informed CPMT that Frederick County has \$12,273.75 encumbered for SpEd WrapAround funds.

VII.           Old Business

A.            FAPT Structure Policy Status Update- Jay Tibbs shared his experience attending a FAPT meeting, reporting it went very quickly and the private provider rep was very engaged with the family. He noted a lack of expectation setting and collaboration with the family. Jay Tibbs suggested putting norms on the projector and the FAPT Chair reviewing them with the families to better engage them in the process. Denise Acker suggested CPMT communicate with their reps to invite the families to participate in the process.

CPMT will reiterate expectations with their FAPT representative.

VIII.           New Business

- A. Use of Electronic Monitoring – The CSA Coordinator discussed the request by DSS to use electronic monitoring on a youth in foster care. Due to a history of elopement, the provider is requiring this as a condition of placement. The provider hoped HEM would provide an additional deterrent to prevent the youth from absconding. Because the CSU has not ordered the use of HEM on this youth, its use would be voluntary. The foster youth has reportedly agreed and expressed the desire to go to this facility. While the CSA Coordinator confirmed allowability of CSA funding for this purpose, caution and discussion of possible violation of human rights was suggested. Jerry Stollings informed CPMT that the youth’s involvement with the CSU did not meet VJCCCA requirements to order the use of HEM through the court system and expressed concerns about the ability of a 3<sup>rd</sup> party vendor to monitor the youth’s location from this area. Jacquelynn Jury also shared she is researching how the vendor meets educational requirements of residents.
- Jerry Stollings made a motion to approve the use of CSA funding for electronic monitoring with a voluntarily agreement signed by the youth. Denise Acker seconded; CPMT approved.
- B. Administrative Memorandum #24-05 provides FY25 Administrative Budget Plan Funding information. Frederick County’s total allotment is \$35,465, of which \$15,420 is the local match.
- C. Drug Screen Limit Increase- The CSA Coordinator noted that with the increase in drug screen rates through Amherst Family Practice, an increase is needed to the monthly allowance. An attempt was made to negotiate the rates, however the CSA Coordinator has not yet heard back from the provider. CPMT offered names of agencies that may provide drug screens, and suggested exploring other options for more competitive rates.
- Denise Acker made a motion to increase the drug screen monthly allowance based on the current rate sheet with Amherst Family Practice. Jerry Stollings seconded; CPMT approved.
- D. Discussion: NWCSB Change & Impact on Eligibility- The CSA Coordinator summarized a recent FAPT case that did not meet eligibility criteria due to the lack of involvement with 2 public agencies. FAPT questioned eligibility, suggesting that specified criteria was not restricted to involvement with public agencies, but also allowed for private agencies. Denise Acker wanted to discuss a youth that was denied services in FAPT due to not meeting eligibility. Because this youth was referred by the CSB to a private provider due to capacity limitations, there was only one public agency involved. Denise Acker believed it needed to be two separate agencies, not two public agencies. NWCSB is not able to service this youth due to availability and transferred them to a private vendor for medication management. Katherine Webster shared some further details regarding the case and the FAPT meeting. The CSA Coordinator reviewed the eligibility criteria in the Code of Virginia and reaffirmation obtained by OCS that agencies are public. CPMT discussed different views on how the policies could be interpreted. Jerry Stollings volunteered to draft an email for the CSA Coordinator to forward to OSC to get further clarification on the policy.
- E. Review of Discharge CANS policy – The CSA Coordinator summarized OCS policy regarding minimum requirements for CANS completion (initial, annual, and discharge). Specifically, a discharge CANS is required upon termination of CSA funding, not

accounting for locality transfers. DSS would prefer not to complete a discharge CANS when the case transfers between localities, however if the receiving locality decided not to open the case, the sending locality would be held responsible for completing the discharge CANS under an audit. In those situations, the sending locality may not be made aware that the receiving locality declined to open the case, resulting in no completion of a discharge CANS. CPMT decided it would be beneficial for the current policy to remain in place, requiring a discharge CANS when closing to Frederick County CSA.

IX. Informational Items- None

X. Assigned Tasks

- Jerry Stollings will email The CSA Coordinator regarding the NWCSB discussion. The CSA Coordinator will then forward his email to OCS for clarification.
- The CSA Coordinator will explore other available options where clients can be sent for drug screening.

XI. Next CPMT Meeting

- September 23,2024, 1:00-3:00pm, 1<sup>st</sup> Floor Conference Room

XII. Adjourn at 2:47 pm: Jerry Stollings made a motion to adjourn the meeting, Leea Shirley seconded. CPMT approved.

Minutes Completed By: Sarah Makomva



## 13th Annual Commonwealth of Virginia CSA Conference

Welcome to the 13th Annual Commonwealth of Virginia's Children's Services Act Conference! This year, we are *Unlocking Our Potential* by building strong and trusting relationships, accessing tools integral to organizational change, and embracing new challenges. We are hoping to both reinforce the value of the system of care as well as challenge participants to "take it to the next level" through honest self-reflection and exposure to content reflecting the overall mission of the CSA: "Empowering Communities to Serve Youth."

**When: October 16-17, 2024**  
**Where: The Hotel Roanoke & Conference Center**



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## Keynote Speaker



### Beth Macy

*Journalist & bestselling author (Factory Man & Truevine) discusses the unraveling of rural America, from the aftermath of globalization to the opioid crisis, the subject of her latest book Dopesick.*

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**FREE Pre-Conference Session: October 15, 2024 2:00PM - 5:00PM**  
*Registration is required for Pre-Conference Sessions*  
**Dr. Sobia Khan on *Fostering Change Through Trust and Power***

**Participant Registration ends October 16, 2024**

**[Register Today!](#)**

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Participants (including State Executive Council, State and Local Advisory Team) can expect to receive information and training that will assist them in achieving the mission and vision of CSA. Workshops are designed for local government representatives responsible for implementation of the CSA. Sessions are designed to meet the specific needs of CPMT members (e.g., local government administrators, agency heads, private provider representatives, and parent representatives), FAPT members, and CSA Coordinators.



**RICHMOND CENTER**  
**VIRGINIA TECH.**

Virginia Tech Richmond Center | 2810 N. Parham Road, Suite 300, Henrico VA 23294

# FREDERICK COUNTY CSA NEW CASE MANAGER TRAINING

**SESSION I- SEPTEMBER 13, 2024**

**SESSION II- SEPTEMBER 27, 2024**

**9:00AM-12:30PM**

107 N KENT ST, 2<sup>ND</sup> FL- PUBLIC WORKS/INSPECTIONS/CSA  
CONFERENCE ROOM

Please RSVP by August 31, 2024

Questions? Contact Jackie Jury- [jjury@fcva.us](mailto:jjury@fcva.us) or 540-722-8395

## Covered Topics- Session I

- Systems of Care
- Policies and Procedures
- Eligibility Criteria
- Referrals
- Case Manager Responsibilities

## Covered Topics- Session II

- Anything not covered in Session I
- Case Conceptualization
- Forms- BRF, EFR, CANS, Initial FAPT, FAPT Follow-Up


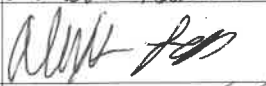

## Who Should Attend

- New Case Managers and Supervisors from any agency who refer youth to Frederick County CSA
- Established Case Managers who need a refresher
- All others who are interested!



## ATTENDEE SIGN-IN SHEET

<b>Training:</b>	New Case Manager Training Pt 1	<b>Meeting Date:</b>	9/13/24
<b>Facilitator:</b>	Jackie Jury	<b>Place/Room:</b>	PW/Insp/CSA Conf Rm

Name	Signature	Agency	Phone	E-Mail
Sarah Makomva		CSA	540-282-9406	Sarah.makomva@fcva.us
Alexis Long		FCDSS	540-665-5688	alexis.long@fcva.us
Emma Becker		FCDSS	540-665 5688 ext 155	emma.becker@fcva.us



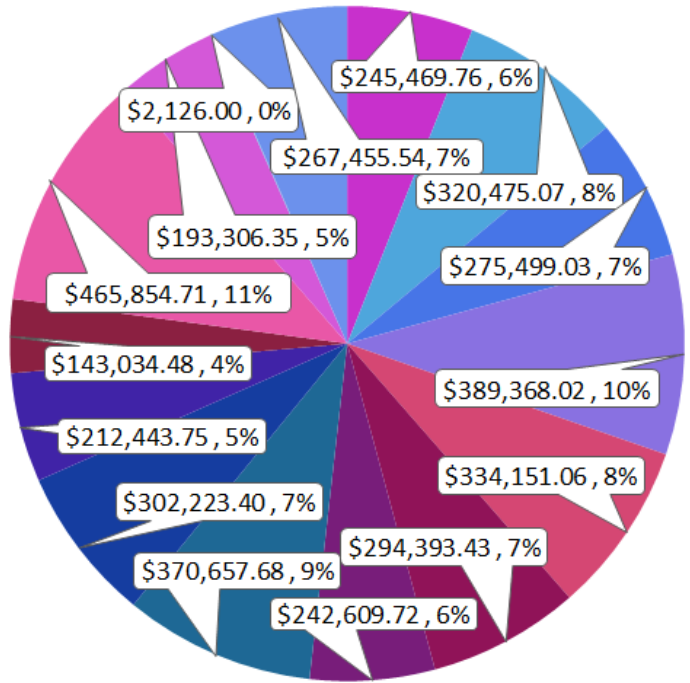
# Frederick County CSA Financial Report

Fiscal Year 2024

## Final Expenditures

Total Net Expenditures: 93%  
\$3,791,612.46

## Monthly Expenditure



## Protected

Total: \$43,458.00\*  
State: \$34,011.00/Local: \$9,447.00\*

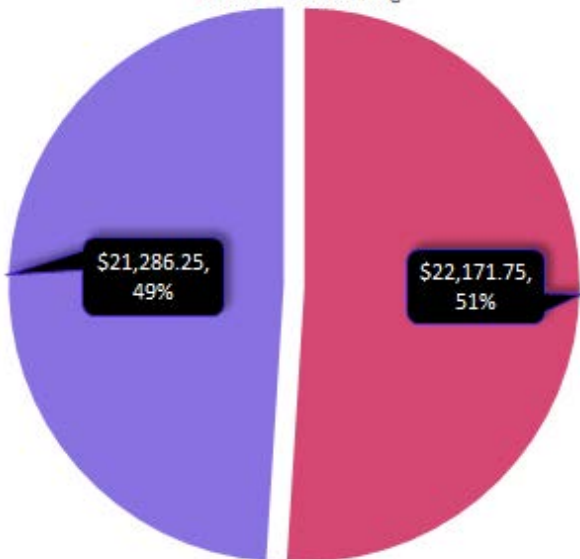
- 100% Encumbered by March

## SpEd Wrap

Total Allocation: \$330,409.00  
State Share: \$186,747.00  
Local Share: \$143,662.00

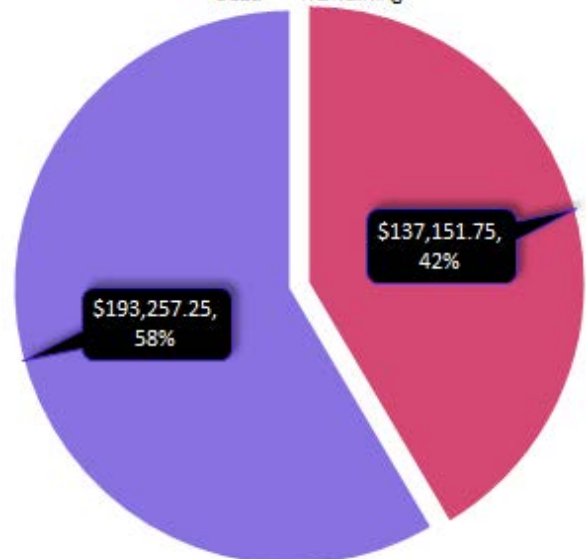
### Protected Funds

■ Used ■ Remaining

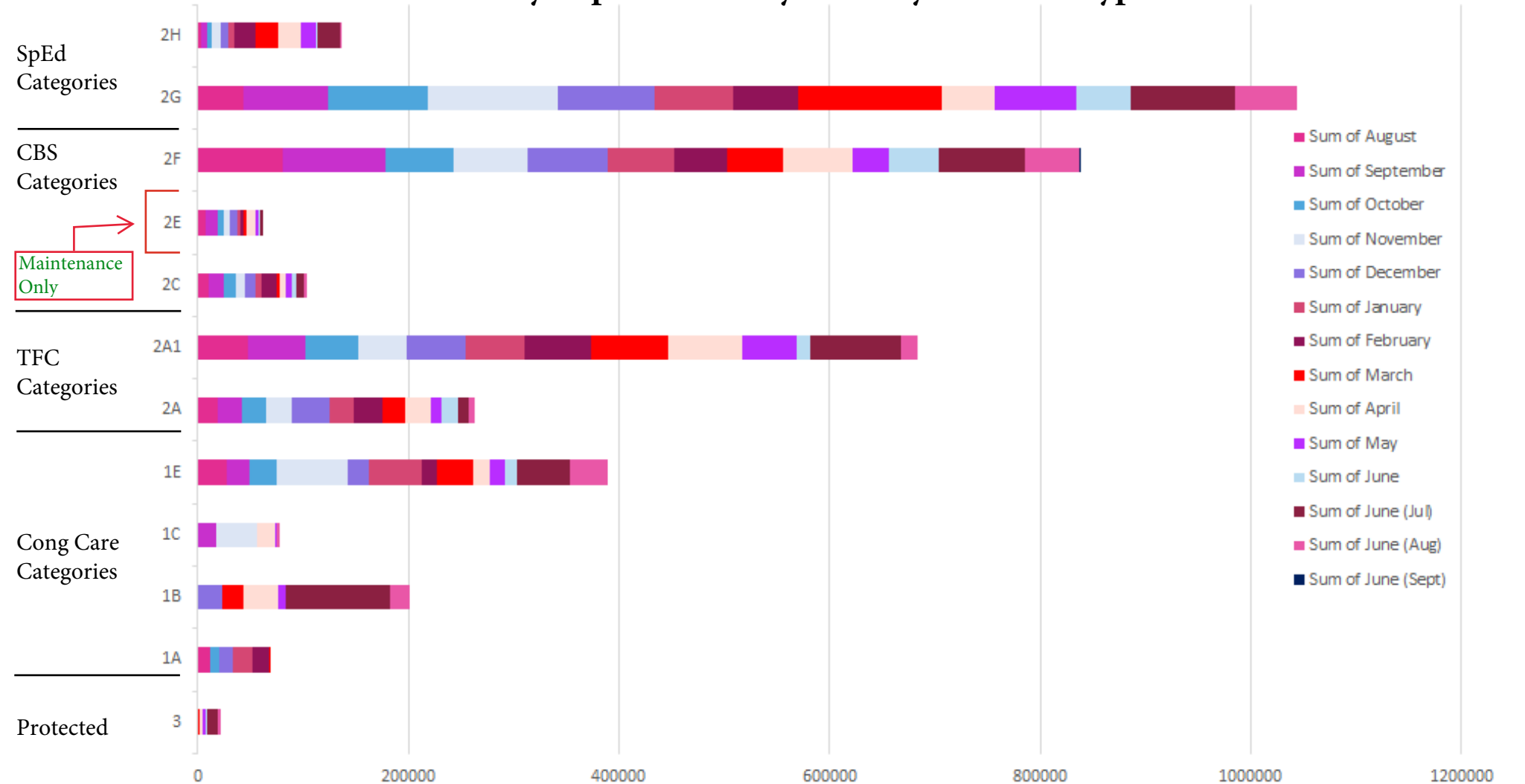


### SpEd Wrap

■ Used ■ Remaining



# Monthly Expenditures by Primary Mandate Type



## Primary Mandate Types (PMT):

1A- IV-E Congregate Care

1B- Non IV-E Congregate Care

1C- Parental Agreement Congregate Care

\*PMTs 1A-1C do not include Education

1E- Residential Education

\*Includes all services for RTC IEP and Education only for all other RTC placements

2A- IV-E Treatment Foster Home

2A1- Non IV-E Treatment Foster Home

2A2- Parental Agreement Treatment Foster Home

2C- IV-E Community Based Services

\*Only for youth placed in CFW Foster Homes

2E- Maintenance and Other Services

\*Only Basic Maintenance and Daycare for youth in Foster Care

2F- Non IV-E Community Based Services

\*Includes Daycare for youth not in Foster Care or IV-E CBS for youth placed in TFC or Cong Care

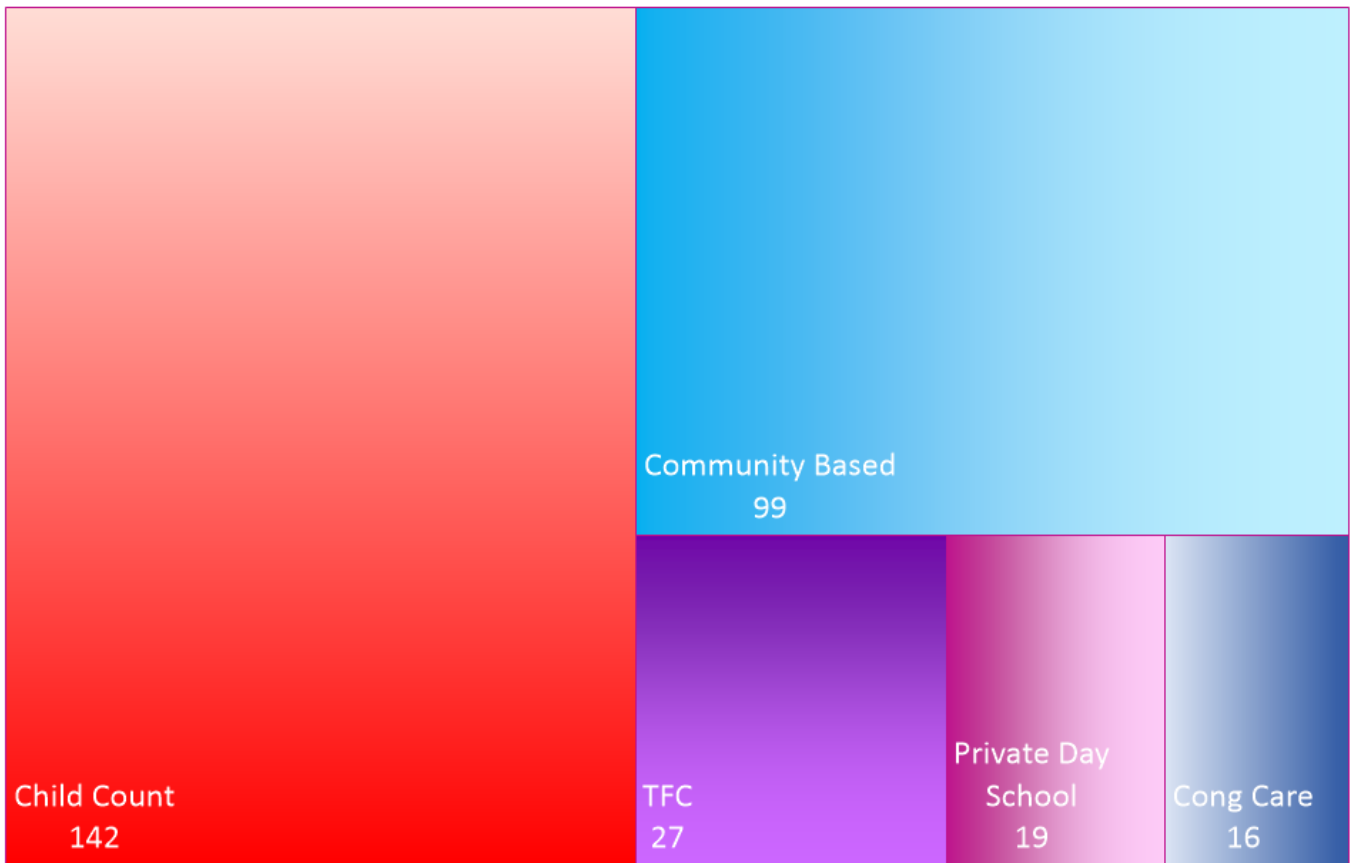
2G- Private Day School

2H- Special Education Wrap Around Services

3- Protected Funds

\*NonMandated

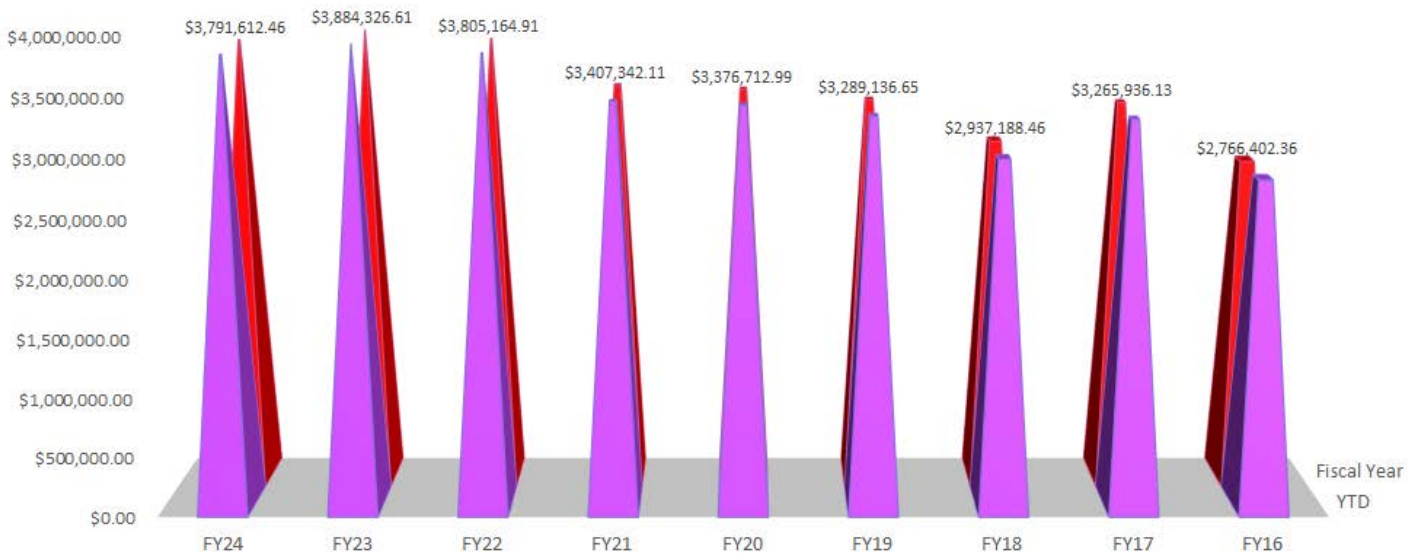
# Service Placement Type



Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

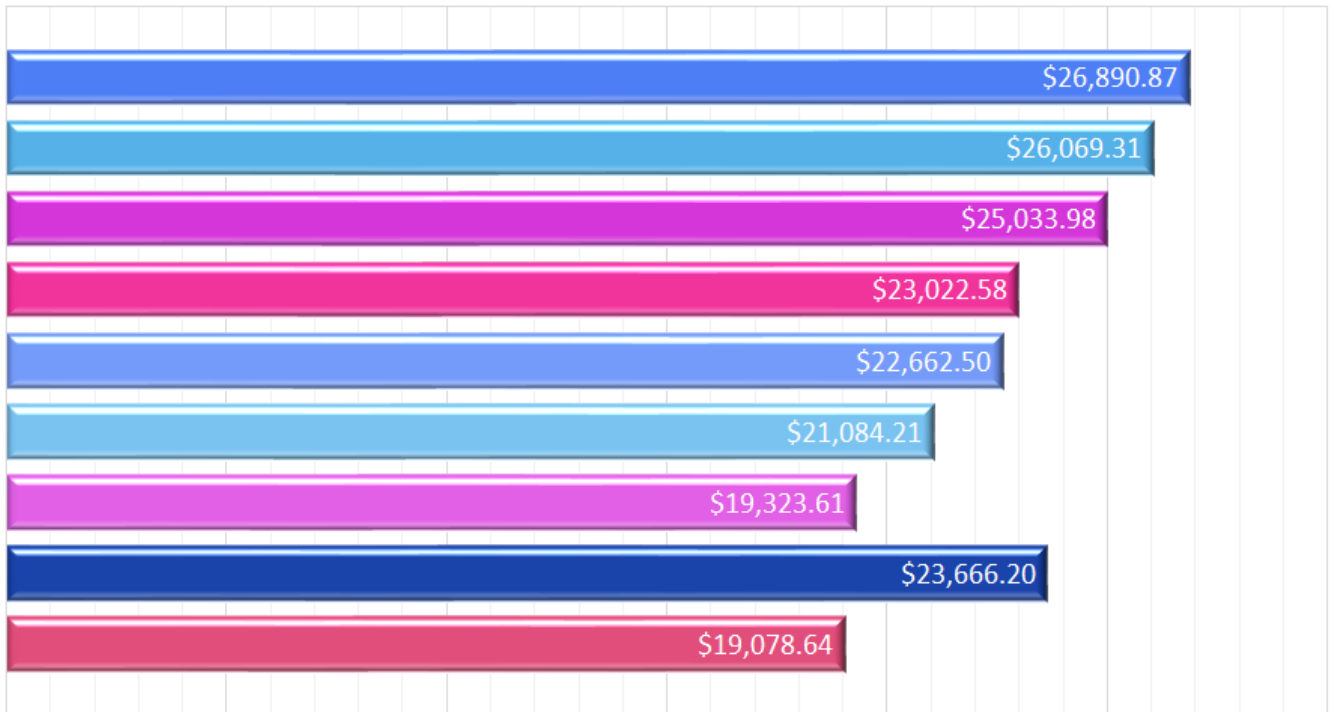
\*Possible duplication of Private Day School students with youth in Congregate Care

# Expenditure Trends



# Average Cost per Child

FY24 FY23 FY22 FY21 FY20 FY19 FY18 FY17 FY16



# State Executive Council (SEC) for Children's Services

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** September 12, 2024

**Public Comment Period Ends:** 5:00 PM, November 15, 2024

### Number and Name of Proposed/Revised Policy:

Policy 4.3 "Carve Out" of Allocation for Development of New/Expanded Services  
(Adopted April 30, 2013)

### Basis and Purpose of the Proposed/Revised Policy:

The authority for the SEC to develop a policy for public participation falls is provided for in §2.2-2648.D.9. of the *Code of Virginia* which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."*

**The proposed repeal** of Policy 4.3 removes a policy that has never been utilized, as the required funds have not been appropriated to allow for the activities addressed in this policy. The policy as it currently stands has no applicability. Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. In examining policies that are discretionary and not currently relevant, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

### Summary of the Proposed/Revised Policy:

Policy 4.3 outlines a process where localities can utilize a portion of their state and local pool fund allocations to defray one-time program start-up costs for new or expanded CSA services which are designed to meet the needs of children and families. Because there is a potential fiscal impact of \$2,000,000, the utilization of these funds is dependent upon the appropriation of the necessary funds. To date, there has not been any appropriation of these funds; therefore, the policy should be considered for repeal.

**Preliminary Fiscal Impact Analysis:**

Repeal of this policy has no fiscal impact as no funding has been appropriated for its implementation.

### ~~4.3 “CARVE-OUT” OF ALLOCATION FOR DEVELOPMENT OF NEW/EXPANDED SERVICES (ADOPTED APRIL 30, 2013)~~

~~In any 12-month period two or more localities may submit a proposal to allocate (‘carve-out’) a portion of their state and local pool fund allocations to defray one-time program start-up costs for new or expanded CSA services which are designed to meet the needs of children and families and to maintain children in their home community. The allocation shall not exceed, per jurisdiction, \$100,000 or 5% of their allocation in the fiscal year of application, whichever is smaller. Not more than \$2,000,000 in state general funds may be used for this purpose.~~

~~Programs for which these funds may be applied must be designed to:~~

- ~~(a) provide CSA services for which a demonstrated need exists in the locality, based on assessment using the Service Gap Survey distributed by the OCS and align with the goals of the Commonwealth; and~~
- ~~(b) become financially self-sustaining beyond the start-up phase. Services designed to be supported through “fee for service” arrangements may be considered financially self-sustaining.~~

~~The proposal for use of funds shall be submitted to and approved by the OCS and will include, but not be limited to:~~

- ~~(a) description of the service,~~
- ~~(b) support for the need,~~
- ~~(c) cost assessment,~~
- ~~(d) evaluation of public/private collaborations,~~
- ~~(e) information related to financial sustainability of the program, and~~
- ~~(f) expected outcomes and mechanism for providing program evaluation.~~

~~All fiscal accountability requirements of CSA shall be applicable to use of funds.~~

~~**Fiscal Impact:** Implementation of this policy has the potential fiscal impact of \$2,000,000. Implementation of the policy shall therefore be dependent upon appropriation of necessary funds.~~



# State Executive Council (SEC) for Children's Services

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** September 12, 2024

**Public Comment Period Ends:** 5:00 PM, November 1, 2024

### Number and Name of Proposed/Revised Policy:

Policy 4.4.2 Medicaid Funded Services

### Basis and Purpose of the Proposed/Revised Policy:

The authority for the SEC to develop a policy for public participation falls is provided for in [§2.2-2648.D.9](#) of the *Code of Virginia*, which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."*

The proposed repeal of Policy 4.4.2 removes a policy that restates Appropriation Act language ([2024 Appropriation Act, Chapter 2, Item 268.D](#)). Additionally, Executive Order 19 calls for a 25% reduction in regulatory requirements. In examining policies that are discretionary and not currently relevant, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

### Summary of the Proposed/Revised Policy:

Policy 4.4.2 states that Community Policy and Management Teams shall use Medicaid-funded services whenever they are available for the appropriate treatment of children and youth receiving services under the Children's Services Act. Policy 4.4.2 goes on to state that Effective July 1, 2009, pool funds shall not be spent for any service that can be funded through Medicaid for Medicaid-eligible children and youth except when Medicaid-funded services are unavailable or inappropriate for meeting the needs of a child. Policy 4.4.2 is a verbatim restatement of language that has been included in the Appropriation Act since 2009.

**Preliminary Fiscal Impact Analysis:**

Repeal of this policy would have no fiscal impact, as its language has been included in the Appropriation Act since 2009.

#### **4.4.2 Medicaid Funded Services**

~~“Community Policy and Management Teams shall use Medicaid-funded services whenever they are available for the appropriate treatment of children and youth receiving services under the Children’s Services Act. Effective July 1, 2009, pool funds shall not be spent for any service that can be funded through Medicaid for Medicaid-eligible children and youth except when Medicaid-funded services are unavailable or inappropriate for meeting the needs of a child.”~~

~~Statutory Authority: 2011 Appropriation Act, Chapter 890, Item 274 E.~~

# State Executive Council (SEC) for Children’s Services

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** September 12, 2024

**Public Comment Period Ends:** 5:00 PM, November 1, 2024

### **Number and Name of Proposed/Revised Policy:**

Policy 4.5.3 – Administrative Funds

### **Basis and Purpose of the Proposed/Revised Policy:**

Section 2.2-2648.D.3 of the *Code of Virginia* requires the SEC to: “Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate.”

Section 2.2-2648.D.9 of the Code of Virginia also requires the State Executive Council for Children's Services (SEC) to " provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems.”

Item 268.C.4. of the Appropriation Act directs that “... Out of this appropriation, an amount equal to two percent of the fiscal year 1997 pool fund allocations, not to exceed \$2,560,000 the first year and \$2,560,000 the second year from the general fund, shall be allocated among all localities for administrative costs. Every locality shall be required to appropriate a local match based on the local match contribution in paragraph C.2. of this Item. Inclusive of the state allocation and local matching funds, every locality shall receive the larger of \$12,500 or an amount equal to two percent of the total pool allocation.”

The proposed changes to the existing policy 4.5.3 align the policy with a new administrative funding process employed by the Office of Children’s Services that is more streamlined and accessible by localities.

The proposed changes include a step-by-step process for the submission of local administrative plan funding requests, which are required for local CSA programs to access their allocated administrative funding.

**Summary of the Proposed Policy:**

Policy 4.5.3 guides local Children's Services Act (CSA) programs regarding the processes related to accessing administrative funds from the Office of Children's Services (OCS).

**Preliminary Fiscal Impact Analysis:**

There is no anticipated fiscal impact of the revisions to this policy on either the Commonwealth or local governments.

## POLICY 4.5.3

### ADMINISTRATIVE FUNDS (~~ADOPTED 1994~~)

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#### 4.5.3.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs about accessing administrative funds, as detailed in the Appropriation Act, from the Office of Children's Services (OCS).

#### 4.5.3.2 Authority

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to "provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ [2.2-5200](#) et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."
- B. Section [2.2-2648.D.9](#) of the Code of Virginia requires the State Executive Council to "provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."
- C. [Item 268, Paragraph C.2 of the Appropriation Act](#) states "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carryforward expenditures submitted prior to September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
- D. [Item 268, Paragraph C.4 of the Appropriation Act](#) states "...Out of this appropriation, an amount equal to two percent of the fiscal year 1997 pool fund allocations, not to exceed \$2,560,000 the first year and \$2,560,000 the second year from the general fund, shall be allocated among all localities for administrative costs. Every locality shall be required to appropriate a local match based on the local match contribution in paragraph C.2. of this Item. Inclusive of the state allocation and local matching funds, every locality shall receive the larger of \$12,500 or an amount equal to two percent of the total pool allocation."<sup>1</sup>

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<sup>1</sup> With the allocation of an additional \$500,000 per year for administrative funds in the FY2017-2018 Appropriation Act, the minimum amount for localities increased to \$13,405 (state share) the maximum to \$53,623.

### **4.5.3.3 Definitions**

*“Administrative budget plan” means the annual request for administrative funds submitted through the CSA local government reporting system (LEDRS)*

*“Administrative funds” mean funds appropriated by the General Assembly to support a locality’s non-direct services cost of implementing the Children’s Services Act (CSA). The Appropriation Act specifies the administrative funds available from the state general fund, defines the minimum and maximum amounts received by localities, and requires local matching funds.*

*“Fiscal Agent” means the individual designated by the locality as responsible for the final approval and submission of CSA financial documents to the Office of Children’s Services.*

*“Local Expenditure and Data Reimbursement System (LEDRS)” means the electronic system for integrated, required reporting for state CSA reimbursement and data collection by local governments.*

### **4.5.3.4 Administrative Funds**

To receive administrative funds, each locality ~~is required to~~ *must* appropriate a local match based on the match rate used in the pool formula. *Each locality shall receive a minimum of \$13,405 in state allocation. every locality shall receive the larger of \$12,500 or an amount equal to two percent of the fiscal year 1994 pool allocations. No locality shall receive more than \$50,000 inclusive of the state allocation and local match.*<sup>2</sup>

### **4.5.3.5 Administrative Budget Plan Funding Process**

~~Each year, the Community Policy and Management Team must submit to the State Fiscal Agent budget plans for using administrative funds (state and local combined).~~

~~Upon receipt of the Administrative Funds Budget Plan, After August 1<sup>st</sup> of each fiscal year, the State Fiscal Agent will process a single payment to the fiscal agent of the Community Policy and Management Team for the state’s share of the administrative allocation. The local government should use the following process to submit the administrative plan to the state fiscal agent by no later than June 15th of the fiscal year to ensure payment.~~

- 1. On or about August 1, the Office of Children’s Services will send the local CSA Fiscal Agent an electronic communication stating that their annual Administrative Funds are now available for the fiscal year.*

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<sup>2</sup>

2. *Upon receipt of this email, the fiscal agent will:*
  - a. *Log into the Local Government Reporting portal on the CSA website ([www.csa.virginia.gov](http://www.csa.virginia.gov)).*
  - b. *Click on the “Fiscal Agent Module” button.*
  - c. *Click the “Approve & Submit” button under the OCS admin plan section.*
  - d. *Review the information and click the “Acknowledgment” check box. The Acknowledgement indicates that the Fiscal Agent certifies that these funds will be utilized for allowable personnel, non-personnel, and equipment costs for the operation of the local CSA program and that the locality will provide matching funds,*
  - e. *Click the “Approve & Submit” button.*
3. *Once these steps are complete, the administrative funds will be processed for payment via electronic fund transfer by the CSA Fiscal Agent, the Virginia Department of Education.*
4. *Payments for the current fiscal year will be initiated in October.*

~~If, during the course of the year, the Community Policy and Management Team elects to use its administrative funds in a manner other than proposed in the Budget Plan, it may do so without amending the plan, provided the funds are expended for administrative and coordinating expenses or direct services to eligible youth and families. The decision on specific use of administrative funds rests with the Community Policy and Management Team.~~

~~The local fiscal agent must account for CSA administrative expenditures such that they are clearly identifiable as CSA administrative expenditures.~~

#### **4.5.3.6 Policy Review**

*This policy will be subject to periodic review by the State Executive Council for Children’s Services.*