



# COMMONWEALTH of VIRGINIA

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Interim Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## **Administrative Memo #15-04**

**To:** CPMT Chairs  
FAPT Chairs  
CSA Coordinators  
CSA Fiscal Agents

**From:** Chuck Savage, Business Manager

**Date:** July 1, 2015

**Subject:** FY15 CSA Pool Fund Reporting  
FY15 Data Set Reporting – June 30, 2015  
FY16 CSA Pool Fund Reporting  
FY16 Local Protection Levels and FY16 Administrative Reports

### **FY15 Year End Expenditure Reporting**

September 30 is the cut-off for reporting program year 2015 CSA pool fund expenditures (services from July 1, 2014 through June 30, 2015). Please refer to Section 4.5.3 (Disbursement Procedures) of the CSA manual for additional information regarding reporting requirements:

[http://www.csa.virginia.gov/html/csa\\_manual\\_dev/stage.cfm?page=main\\_toc.cfm](http://www.csa.virginia.gov/html/csa_manual_dev/stage.cfm?page=main_toc.cfm)

The web-based pool fund reporting system will be available until midnight, September 30 for entry of FY15 expenditures. In order to ensure all program year expenditures are reported by the September 30 cut-off, local governments may enter as many as five (5) June 30, 2015 pool fund requests into the reimbursement system.

The FY15 Pool Fund Reimbursement System will not be available for entry effective Thursday, October 1, 2015. Beginning October 1, 2015 only FY16 expenditures will be available for reporting.

### **FY15 Data Set Reporting**

The due date for final submission of June 30, 2015 Data Set information is October 15, 2015.

The quarter 4 Data Set report (June 30) reflects child specific FY15 actual expenditure data; there should be no projected expenditures. The financial information reported in the June 30, 2015 data set should correspond to the total expenditure amount reported through the CSA Pool Fund Reimbursement system. Remember, the June 30 data set financial report should be completed once all FY15 pool fund reimbursements have been completed.

### **FY15 Federal Expenditure Reporting Requirements**

During the 2015 fiscal year, the Comprehensive Services Act for At-Risk Youth and Families receive \$9,419,998 in TANF/SSBG funding. These funds were used to reimburse localities for eligible Title IV-E clients. A report, located on the fiscal agent site will be posted in July 2015 providing individual locality reimbursement using SSBG (Catalog of Federal Domestic Assistance, CFDA # 93667) funds. This information is provided for your annual Statement of Expenditures of Federal Awards (SEFA) reporting.

### **FY16 Expenditure Reporting**

The FY16 Pool Fund Reimbursement System will be open for FY16 service year reporting (services from July 1, 2015 through June 30, 2016) on August 1, 2015. When entering a FY16 expenditure report, please be sure to select the FY16 reporting option on the Pool Reimbursement Request Report screen.

### **FY16 Local Protection Levels and FY16 Administrative Reports**

The locality specific FY16 Protection Level and FY16 Local Administrative Plan form will be available in July 2015 on the locality CSA Fiscal Agent site. The FY16 Administrative Plan form is located in the shaded area of the fiscal agent site and labeled “Download FY16 Administrative Plan”. Please note the FY16 Administrative Plan form must be printed, completed and sent to the Department of Education (DOE) for reimbursement. The mailing address is printed on the form. State share reimbursement will be made after the signed administrative plan is received by DOE.

FY16 protected levels appear on the local fiscal agent site below the FY16 Administrative Plan form.

Please contact [charles.savage@csa.virginia.gov](mailto:charles.savage@csa.virginia.gov) or (804) 662-9818 with any question you may have.