



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

### Administrative Memo # 16-06

**To:** CSA Coordinators  
CPMT Chairs  
Members of the State Executive Council for Children's Services  
Members of the State and Local Advisory Team

**From:** Scott Reiner

A handwritten signature in blue ink, appearing to read "Scott Reiner".

**Re:** Updated CSA Policy Manual and User Guide

**Date:** August 15, 2016

The Office of Children's Services (OCS) is pleased to release updated versions of the CSA Policy Manual and CSA User Guide to reflect changes made since the previous release in July 2015. I hope that you find these resources useful and a valuable tool in operating your local Children's Services Act programs. Specific changes are as follows:

#### CSA Policy Manual

1. Update of Section 2.1.2 to reflect additional members of the State Executive Council in accordance with legislation passed by the 2016 General Assembly.
2. Addition of Policy 2.1.3 to describe the conditions under which members of the State Executive Council can participate in meetings by electronic means and under limited and specific circumstances.
3. Addition of Policy 2.4 defining the process by which public participation will be sought and considered in all policy-making actions of the State Executive Council.

#### CSA User Guide

Several areas of additional clarification or update including:

1. Changes in several sections to CSA data submission requirements and practices to reflect the new, consolidated Local Expenditure and Reimbursement System (LEDRS) in several sections.
2. Additional information about the requirements for local CSA team (FAPT and CPMT) members filing of required Statement of Economic Interest forms (Section 4.4.1).
3. Additional information about records retention schedules for CSA records from the Library of Virginia (Section 4.4.4).
4. Clarification that the age at which CSA placements under Parental Agreements ends at a child's 18<sup>th</sup> birthday (Section 5.3.2.2).

5. New information to reflect the Fostering Futures program which extends eligibility for foster care to age 21 for children in foster care and who turn 18 after July 1, 2106 (Sections 5.3.2.6 and 5.3.2.7).
6. Clarification on costs eligible for parental contribution assessments for children placed in out-of-home placements under CSA Parental Agreements (Section 6.4).
7. Changes to reflect the release of the CANVaS 2.0 version of the CSA mandatory uniform assessment instrument (Section 8.2.1 and 8.2.3).
8. Clarification of the start date for Adoption Assistance funding in accordance with guidance issued by the Virginia Department of Social Services (Section 9.3.6).
9. Information about the new CSA Outcomes Application (Section 19.4).
10. Update of hyperlinks to resource documents throughout the User Guide.

As always questions about CSA policy and practice may be directed to any of the staff here at the Office of Children's Services.