



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

### ADMINISTRATIVE MEMORANDUM #18-11

**TO:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents  
CSA Report Preparers

**FROM:** Scott Reiner, Executive Director *SR*  
Maris Adcock, Business Manager *MA*

**DATE:** November 5, 2018

**SUBJECT:** Refunds to the CSA State Pool

Local submissions for reimbursement of CSA State Pool expenditures should reflect refunds that localities receive as applied to those expenditures. The most common types of refunds include collections for child support through the Division of Child Support Enforcement (DCSE), parental co-payments, refunds from vendors for overpayments, payments made on behalf of a child (e.g., SSA, SSI), and credits to CSA from Title IV-E expenditures.

In FY2018, a total of \$10.5 million was refunded to the CSA State Pool. For those localities who are faithfully and completely reporting these refunds, thank you. A small number of localities reported no refunds during FY2018 and an additional number of localities reported small amounts.

This memo is to remind localities of their obligation to report refunds on CSA Pool Fund expenditures on the LEDRS filings. OCS auditors will be reviewing this data during their scheduled audits beginning this year.

If you have any questions about your locality's historic reporting of refunds, please contact Maris Adcock at (804) 662-7451 or by email at [maris.adcock@csa.virginia.gov](mailto:maris.adcock@csa.virginia.gov).

Thank you for your cooperation.