



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #20-09

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: September 14, 2020

Subject: Updated Guidance Document – CSA User Guide

The Office of Children's Services is pleased to announce the release of an updated *CSA User Guide*. The *CSA User Guide* is a comprehensive technical assistance document covering all aspects of CSA operations. It was last updated two years ago.

The major changes include revised guidance for CSA finance and information technology processes reflecting updates to our automated systems; information on the Continuous Quality Improvement (CQI) model; information on Fostering Futures and Kinship Guardianship to conform with VDSS law and policy; and some updates to the audit program.

The new *CSA User Guide* can be found attached to this communication as well as on the CSA website under *Resources > CSA Policy Manual and CSA User Guide > User Guide for the Children's Services Act*.

I am confident you will find this to be a useful resource as you effectively operate your local CSA program. As always, the staff at OCS are available to respond to any specific questions you may have.