



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed.
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

October 7, 2013

Ms. Jacquelyn Scott, CPMT Chair
City of Portsmouth CSA Program
1701 High Street
Portsmouth, VA 23704

RE: City of Portsmouth CSA Program Self-Assessment Validation, File No. 38-2013

Dear Ms. Scott,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Portsmouth Community Policy and Management Team (CPMT) has completed and submitted the results of the self assessment audit of your local CSA Program by the established due date of January 31, 2013. To complete the independent validation phase of the process, an on-site visit was scheduled and conducted on July 17, 2013 by OCS' Finance and Data Consultant and supervised by the OCS Program Auditors.

Based on the review and examination of the self assessment workbook and supporting documentation provided by the City of Portsmouth CSA program, our independent validation:

Concurs Partially Concurs Does Not Concur

with the conclusion reported by the Portsmouth CPMT that no significant observations of non-compliance and/or weaknesses were found in the design or operation of the internal controls applicable to the processes or services conducted on behalf of Portsmouth CSA. The CPMT has submitted a complete and satisfactory corrective action plan addressing all non-significant observations that were identified by the CPMT, which includes action steps, responsible parties, and targeted completion dates. We also acknowledge receipt of corrective action plan updates for 10 of the 20 corrective action plans submitted, and we respectfully request that you continue to notify this office as the remaining corrective actions are completed. OCS will conduct a follow up validation to ensure the corrective actions have been implemented as reported.

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OCS would like to thank the Portsmouth Community Policy and Management Team and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Anita Golden, Interim CSA Administrator and Rose Monel, FAPT Coordinator during our on-site visit. Their efforts enabled our staff to quickly, and in some cases immediately, resolve any questions/concerns that were observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,



Stephanie S. Bacote, CIGA
Program Auditor

cc: Susan C. Clare, Executive Director
John L. Rowe, Jr. Portsmouth City Manager
Steven Lynch, CPMT Fiscal Agent
Assistant Director, Finance and General Services, City of Portsmouth
Anita Golden, Interim CSA Coordinator