



# COMMONWEALTH of VIRGINIA

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Executive Director

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

## ADMINISTRATIVE MEMORANDUM #20-03

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

**From:** Maris Adcock, Finance and Business Operation Manager

**Date:** June 1, 2020

**Subject:** FY2020 Administrative Budget Plan  
FY2021 Administrative Budget Plan Funding  
New Transaction History Report Showing Administrative History Information

### **FY2020 Administrative Budget Plan:**

**Please review your Transaction History Report to confirm your locality has requested the funds. FY2020 Administrative Budget Plan fund requests must be approved by the Locality Fiscal Agent by June 15, 2020.** As of June 1, there are a number of localities which have not yet completed their request for Administrative funds. The system will close on midnight June 15, 2020. At that point no other requests for the current FY2020 Administrative Funds will be accepted.

### **FY2021 Administrative Budget Plan Funding:**

The process for localities to request their Local CSA Administrative funds in FY2021 will stay the same. The current process no longer requires a paper submission, physical signatures, or the mailing of the request to the Department of Education.

The procedure is electronic, done through the CSA LEDRS system. The CSA Coordinator originates the process; the CPMT Chair and the Fiscal Agent then sequentially approve it. Once initiated, an e-mail notification will occur at each stage alerting the appropriate individual of the need to take action, the individual needs to login to the CSA Local Government Reporting System to approve the request. After the local Fiscal Agent has approved and submitted the Administrative Budget Plan, OCS recommends that the locality print and retain a copy.

FY2021 Administrative Budget Plan fund requests must be processed between July 8, 2020 and June 15, 2021. The system will close on midnight June 15, 2021. At that point, no other requests for the FY2021 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2021 CSA Administrative Budget Plan Allocation.

**New Transaction History Report Showing Administrative History Information:**

This report has been modified to display the Administrative Allocation Section. If there is a message stating that the “Locality has NOT filed the Administrative Plan for the current fiscal year, the CSA Coordinator needs to submit the Administrative Plan in the LEDRS system. The Administrative Plan needs to be filed and approved fully by the locality by June 15, 2020. The first column indicates the current status of the Administrative fund request. There will be a row visible if Administrative funds have been requested. The Administrative fund request has various approval stages, if the status is;

- 0 the CSA Coordinator has pended the Admin Plan Request;
- 1 the CSA Coordinator has submitted the Admin Plan Request;
- 3 the Locality CPMT Chair has approved the Admin Plan and
- 5 the Locality Fiscal Agent has approved it.

If the status is a 0, 1 or 3, then the locality needs to take action. If it is in status 5 everything at the local level has been completed waiting for DOE payment, at which time it will become a status 9.

Questions about the Administrative Budget Plan process may be directed to the OCS Finance and Business Operation Manager, Maris Adcock at [maris.adcock@csa.virginia.gov](mailto:maris.adcock@csa.virginia.gov) or OCS IT Director Preetha Agrawal at [preetha.agrawal@csa.virginia.gov](mailto:preetha.agrawal@csa.virginia.gov)

Thank you for your cooperation.