



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

### **Administrative Memorandum #24-02**

**To:** CPMT Chairs  
CSA Coordinators

**From:** Kristi Schabo, Senior Policy and Planning  
Specialist

A handwritten signature in cursive script that reads 'Kristi M. Schabo'.

**Date:** March 27, 2024

**Subject:** Release of Revisions to Policy 4.2

On March 14, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 4.2 Payment for Services and Change of Legal Residence for implementation effective **July 1, 2024**. This policy and accompanying guidance document are attached to this administrative memo and will be in the updated Policy Manual for the Children's Services Act on the Office of Children's Services website (<https://www.csa.virginia.gov/>) upon implementation.

Notable changes to policy 4.2 include:

- Alignment with the standard policy format adopted by the SEC in September 2022.
- An unchanged process for the transfer of CSA-funded non-special education services.
  - The former CPMT funds services for 30 calendar days after the new/receiving CPMT receives written notification from the former CPMT of the child/family's change of residence.
  - The new/receiving CPMT is responsible for reviewing the current IFSP and adopting/revising/implementing the IFSP within 30 calendar days of written receipt of the transfer from the former CPMT.
- A new process for the transfer of private special education services.
  - The former CPMT is responsible for providing written notification of the

change of residence with appropriate documentation (IEP/IFSP and other FAPT/MDT documents) to the new/receiving CPMT and funding educational services until the student no longer resides within their jurisdiction.

- The new/receiving CPMT is responsible for notifying their LEA that a student has transferred into their locality and funding educational services once the student resides within the new school division.

Local CSA programs should carefully review the new policy and take appropriate actions before the July 1, 2024 implementation date.

Please direct any questions related to this revised policy to Kristi Schabo  
[kristi.schabo@csa.virginia.gov](mailto:kristi.schabo@csa.virginia.gov)