



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

August 27, 2018

Jane Yaun, CPMT Chair
Rappahannock Area Community Services Board
600 Jackson Street
Fredericksburg, VA 22401

RE: City of Fredericksburg CSA Program Self-Assessment Validation, File No. 31-2018

Dear Ms. Yaun,

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Years 2018, the City of Fredericksburg Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local Children's Service Act (CSA) Program. An on-site visit was scheduled and conducted by OCS Program Auditors on June 12, 2018 to perform the independent validation phase of the process.

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

Concurs

Partially Concurs

Does Not Concur

with the conclusion reported by the Fredericksburg CPMT that significant non-compliance and/or internal control weaknesses were found in the design or operation of the processes or services conducted on behalf of the City of Fredericksburg CSA program. While the CPMT reported significant non-compliance and/or internal control weakness, validation procedures of the locally prepared CSA Self-Assessment Workbook identified an additional deficiency not originally reported by the CPMT. Specifics pertaining to the City of Fredericksburg CSA Program is detailed on page two (2).

SIGNIFICANT NON-COMPLIANCE OBSERVATION

Statement of Economic Interest (SOEI) forms were not completed by non-public members serving on the FAPT as required by statute. Based on the increased possibility that required parties may not have appropriately disclosed personal interests, the effectiveness of the controls to ensure accountability and appropriate use of CSA pool funds could be significantly reduced.

CRITERIA: Code of Virginia Sections: § 2.2-3100; § 2.2-3115; § 2.2-3117; and § 2.2-5207

RECOMMENDATION

The CPMT should ensure that the SOEI form is completed immediately for all non-public participating members serving on the FAPT. Completed forms should be filed with the clerk of the local governing body, per the guidance provided in OCS Administrative Memo #18-02 January 2018.

The Office of Children's Services respectfully requests that you submit a quality improvement plan to address the observation outlined in this report no later than 30 days from receipt of this report. In addition, we ask that you notify this office as quality improvement tasks identified are completed. OCS will conduct a follow up validation to ensure the quality improvements have been implemented as reported.

We would like to thank the City of Fredericksburg 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 Jamie Divelbiss, CSA Coordinator during our on-site visit. Their efforts enabled the audit staff to resolve quickly any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,



Annette E. Larkin, MBA
Program Auditor



Stephanie S. Bacote, CIGA
Program Audit Manager

cc: Scott Reiner, Executive Director
Timothy J. Baroody, City Manager
Ms. Gail Giese, Former CPMT Chair
Jennifer Brody CPMT Fiscal Agent
Jamie Michele Divelbiss, CSA Coordinator
SEC Finance and Audit Committee