



CSA TODAY

A NEWSLETTER OF THE OFFICE OF CHILDREN'S SERVICES

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Director's Blog

Scott Reiner, Executive Director



Brrrr. The groundhog saw its shadow. Winter will go on for six more weeks. It was 7^o, that's right 7^o, degrees when I left for work this morning. Our request to become the Florida Office of Children's Services has been rejected 😊. So, we will rely on the warmth and excitement generated by the arrival in Richmond of our new Governor's administration and the General Assembly as it approaches the midway point of its 60-day session.

Governor Spanberger took office a few weeks back. The new leadership in the Office of the Secretary of Health and Human Resources (where OCS sits) includes Secretary Marvin Figueroa, who previously served as Deputy Secretary of HHR during the Northam administration, and Deputy Secretary Toni Blue, an experienced leader who previously served at the Virginia Department of Social Services. Their message has been that, in these turbulent times, the SHHR mission is to protect the core services relied on by Virginia's citizens, strengthen those services where needed, and be willing to change what isn't working. We must strive to ensure that our programs operate the way they are intended, effectively, efficiently, and with accountability to families and taxpayers. That message is one we can all rally around.

The majority of the "CSA action" at the General Assembly centers around the biennial state budget process. CSA expenditure trends have been rising since we emerged from the COVID-19 pandemic. The budget currently under consideration provides additional funding as needed and includes measures to contain expenditures. We won't know the outcome of the budget-making process until the General Assembly adjourns in mid-March. OCS is monitoring developments, and we'll communicate with our local partners once the final budget is approved.

Another big area of attention is the upcoming "redesign" of certain

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Director's Blog (cont'd.)

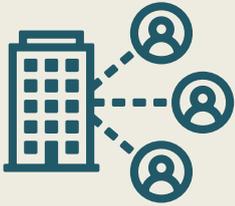
Medicaid-funded behavioral health services. Of specific interest to CSA are intensive in-home and therapeutic day treatment for children. This process has been underway for two years, and while a delay from the anticipated July 1, 2026 implementation date seems likely, OCS has been working closely with DMAS and DBHDS to develop the new service model and assess its impact on CSA and the children's service system. A group of several seasoned local CSA Coordinators has been advising us on behalf of the statewide CSA Coordinator Network. More information will be shared as OCS adopts a strategy to ensure that implementation of these new services complements CSA-funded services and processes. You can learn more about the Redesign here: <https://www.dmas.virginia.gov/for-providers/benefits-services-for-providers/behavioral-health/medicaid-behavioral-health-services-redesign/>.

I hope you all stay warm and avoid slipping on the ice. As always, I want to share my appreciation for the work you do to support children, families, and communities.

Until next time

Scott





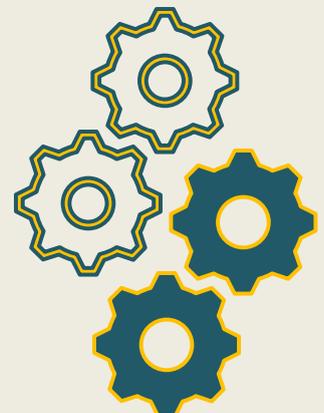
SAVE THE DATE

15TH Annual Commonwealth of Virginia Children's Services Act Conference

October 14-15, 2026
(*Preconference Session: October 13, 2026*)

Hotel Roanoke & Conference Center
110 Shenandoah Avenue, NE
Roanoke, VA 24016

Details coming soon...



Office of Children's Services Recognition Initiative 15th Annual CSA Conference

The Office of Children's Services is currently accepting nominations for the **2026 Paul Baldwin Outstanding CSA Coordinator Award** and the **2026 Rookie of the Year Award**. These awards will be presented at the 2026 CSA Conference, which will be held October 14-15, 2026, in Roanoke, Virginia.

Nominations are being accepted now through the close of business on Friday, July 17, 2026.

This is an opportunity for CPMTs to recognize the hard work and commitment of CSA Coordinators. One Coordinator will be honored for each award, and all nominees will be acknowledged during the conference.

Outstanding Coordinator Award

To nominate your CSA Coordinator for this award, CPMT will complete the attached nomination form and submit the form via email to the Office of Children's Services at courtney.sexton@csa.virginia.gov.

Nominations should include examples that demonstrate the nominee's strengths in the following areas:

- A Collaborative Spirit***
- Family Focus***
- Innovation***



Rookie of the Year Award

To nominate your CSA Rookie, CPMT should complete the attached nomination form and submit the form via email to the Office of Children's Services at courtney.sexton@csa.virginia.gov.

Nominations should include examples that demonstrate the nominee's strengths in the following areas:

- A Collaborative Spirit***
- Family Focus***
- Innovation***
- CSA Competency***



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Tips for Submission

1. Strong nominations include specific examples that highlight commitment to families, collaboration with others, and creativity or adaptability in improving practice. Be sure to address each nomination criterion.
2. Gather feedback from FAPT members, local stakeholders, or families with direct experience working with the nominee.

Submitting a Nomination

Who can submit a nomination?

Nominations must be submitted through the Community Policy and Management Team (CPMT), which the CSA Coordinator currently serves.

Who can be nominated?

- Coordinators who have previously received the **Paul Baldwin Outstanding CSA Coordinator Award** may not be nominated again by the same CPMT. If they received the award while serving in a different locality, they remain eligible for nomination by their current CPMT.
- The **Rookie of the Year Award** honors CSA Coordinators with two years or less of experience at the time of nomination.
- CPMTs are encouraged to submit new nominations for Coordinators who were previously nominated but did not receive an award.
- Coordinators previously nominated for or awarded Rookie of the Year remain eligible for the Outstanding CSA Coordinator Award.
- ***Coordinators may only be nominated for one award.***

How to Submit a Nomination

This year, nominations will be accepted through a fillable form, available on the [CSA website](#) in the **"What's New"** section.

Once the form is completed, it must be submitted by email to courtney.sexton@csa.virginia.gov. You will receive an email confirming receipt.

The CSA Awards Selection Committee consists of the following OCS staff members:

- Courtney Sexton, Program Consultant – Chair
- Nirjara Pillai, IT Business Manager
- Kristy Schabo, Senior Policy and Planning Specialist
- Carrie Thompson, Research Associate Senior
- Carol Wilson, Senior Program Consultant

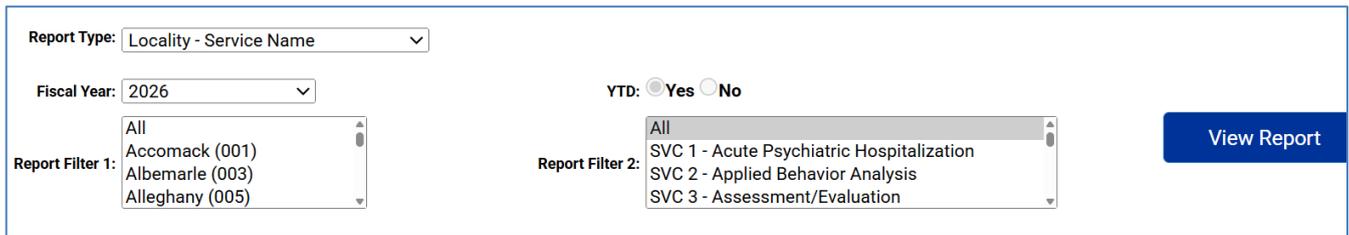
If you have any questions, please get in touch with Courtney Sexton at:
courtney.sexton@csa.virginia.gov.

Reviewing CSA Data at CPMT Meetings: Top Services Over Time

Carrie Thompson, OCS Research Associate Senior

One requirement of the CPMT under the Code of Virginia is to review and analyze its data to support long-range, community-wide planning (§2.2-5206). There are many ways to do this. This article will walk you through one example of how to review your data at CPMT meetings.

CSA data are available on the Data and Outcomes (CQI) dashboard and within the [Utilization Reports](#), both on the CSA website. Data are organized by service name, placement type, mandate type, and expenditure category. The example below looks at service name codes in the Utilization Reports.



The screenshot shows a dashboard with the following elements:

- Report Type:** A dropdown menu set to "Locality - Service Name".
- Fiscal Year:** A dropdown menu set to "2026".
- YTD:** Radio buttons for "Yes" and "No", with "No" selected.
- Report Filter 1:** A list box containing "All", "Accomack (001)", "Albemarle (003)", and "Alleghany (005)".
- Report Filter 2:** A list box containing "All", "SVC 1 - Acute Psychiatric Hospitalization", "SVC 2 - Applied Behavior Analysis", and "SVC 3 - Assessment/Evaluation".
- View Report:** A blue button on the right side.

Select *Locality-Service Name* from the Report Type filter. Next, select the most current fiscal year from the Fiscal Year filter, your locality from Report Filter 1, and “All” from Report Filter 2. Click the *View Report* button to the right. To compare prior years, select an earlier year (i.e., 2025) from the Fiscal Year filter, and the same selections for Report Filters 1 and 2. Set the *YTD* button above Report Filter 2 to “Yes” to display year-to-date information. Click *View Report*.

This report presents metrics for each listed service: number of youth served, total and average spend, average daily rate, and average length of stay.

In the top right corner of each column header, some arrows allow you to sort the data from highest to lowest, or lowest to highest. For example, by clicking the top arrow in the total net expenditures column, the displayed table will sort the services by highest total net expenditures.

Total Net Expenditures	Avg Net Expenditure Per Child	Per Diem	Selected FY Avg Length of Stay	Total Avg Length of Stay
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Sorting each measure provides your CPMT with top services in youth, as well as the money or time spent so far this year. Following this process for earlier years allows your CPMT to see which services were highest over time. After review, was your CPMT already aware of the top services or how they have changed? Is there anything in your CSA practice that needs planning, based on observations?

How does your CPMT share data during its meetings? I would love to feature some real-life practices that your peers can reference in future newsletter articles. Please reach out with your examples (carrie.thompson@csa.virginia.gov)!

Artificial Intelligence: Emerging Risk Considerations for CSA

Submitted by Rendell R. Briggs, Program Auditor

“To Boldly Go Where No Man Has Gone Before.”

These opening words, spoken by Captain Kirk in the iconic television series Star Trek, present a complex, often cautionary vision of future technology, illustrating both its potential to revolutionize society and its capacity to cause catastrophic harm through over-reliance. The series explores the blurred lines between humanity and machinery, with Artificial Intelligence (AI) serving as a mirror reflecting on what it means to be alive, moral, and sentient. Star Trek ultimately suggests that AI should be a tool for enhancement, not a replacement for human judgment, responsibility, or ethical reasoning.

In today's dynamic and ever-changing environment, AI has become “passe,” just as Star Trek is now in syndication. New risks are constantly being identified, and extraordinary events are becoming the norm. As AI technologies continue to evolve and may be integrated into CSA policies, practices, and processes, it's crucial to identify, understand, and manage emerging risks.

AI risk management is “a comprehensive, proactive, and systematic approach to identifying, assessing, and mitigating the risks associated with AI systems throughout their lifecycle—from design to deployment and operation.” – Institute of Internal Auditors (IIA)

So, what should local Community Planning and Management Teams (CPMTs) consider? This article outlines the inherent risks of AI and offers actionable strategies to mitigate them, ensuring your CSA program leads with confidence and safeguards against widespread harm.

1. **Bias.** Humans are innately biased, and the AI we develop can reflect our biases. AI bias can have unintended consequences with potentially harmful outcomes.
2. **“Live Long and Prosper!” – Spock.** Collaborate with local IT security professionals to establish an AI governance strategy encompassing frameworks, policies, and processes that guide the responsible development and use of AI technologies across its lifecycle. Create practices that promote fairness.
3. **Security Vulnerabilities.** AI systems themselves can be targets for manipulation (adversarial attacks) or, if misused, become powerful tools for criminals. They manipulate AI tools to clone voices, generate fake identities, and create convincing phishing emails—all with the intent to scam, hack, steal a person's identity, or compromise their privacy and security.
4. **“Beam Me Up, Scotty!” – Captain Kirk.** Establish quality assurance and accountability procedures to outline an AI safety and security strategy that identifies security gaps in AI environments through risk assessments and threat modeling. Effectively communicate AI safety and security strategies to CSA stakeholders.
5. **Data Privacy Issues.** Many generative AI applications, such as virtual assistants and conversational AI chatbots require extensive data collection and inference capabilities that enable unprecedented surveillance, profiling, data breaches, repurposing, and manipulation. This data is often obtained without users' consent and may contain personally identifiable information (PII).

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6. **Engage!” – Captain Picard.** Establish quality assurance and accountability procedures to inform CSA stakeholders about data collection practices for AI systems; when data is gathered, what (if any) PII is included, and how data is stored and used, giving them the option to “opt out” of the data collection process.
7. **Job Losses.** AI is expected to disrupt the job market, inciting fears that AI-powered automation will displace workers. The best way to mitigate these losses is to adopt a proactive approach that enables CSA staff to use AI tools to enhance their work, focusing on augmentation rather than replacement.
8. **“Infinite Diversity in Infinite Combination” – Vulcan.** Consideration should be given to transforming conventional business and operating models, job roles, organizational structures, and other processes to reflect the evolving nature of work and/or to enhance decision-making, problem-solving, and value creation, enabling employees to focus on higher-value tasks and drive performance.
9. **Accountability.** One of the more uncertain and evolving risks of AI is its lack of accountability. Who is responsible when an AI system goes wrong? Who is held liable in the aftermath of an AI tool’s damaging decisions?
10. **“Dammit, Jim!” – Dr. McCoy.** Incorporate accountability into the AI governance strategy. Keep audit trails and logs readily accessible to facilitate reviews of an AI system’s behavior and decisions.
11. **Transparency.** The complexity of AI systems makes it difficult to understand why they reached a particular conclusion and how they arrived at a specific prediction. The multifaceted reasoning of some AI models makes it difficult to understand, audit, or trust, hindering transparency.
12. **“Logic is the Beginning of Wisdom, Not the End!” – Spock.** AI governance is again valuable here. Establish explainability standards to prioritize AI governance.
13. **“Space: the final frontier...to explore strange new worlds, to seek out new life and new civilizations, to boldly go where no one has gone before!” – Roddenberry, Black, and Justman.** AI holds great promise, but it also poses potential perils. This is likely unexplored territory for the broader CSA community. Understanding AI’s potential risks and taking proactive steps to mitigate them can help local CPMTs manage these risks.

If you find this article helpful and would like more information on this topic, please get in touch with any Program Audit staff. Also, be sure to check the OCS newsletter, *CSA Today*, for future articles.

References:

Publication: *Artificial Intelligence Audit Framework*, September 2024

<https://www.theiia.org/globalassets/site/content/tools/professional/aiframework-sept-2024-update.pdf>

Publication: *The Catalyst for Strong AI Governance*, September 2025

<https://www.theiia.org/en/content/articles/global-best-practices/2025/the-catalyst-for-strong-ai-governance/>

Publication: *AI Risk Management Framework*, NIST, January 26, 2023

<https://www.nist.gov/it/ai-risk-management-framework>

CONGRATS TO ANNETTE LARKIN!

OCS Program Auditor



OCS proudly celebrates **Annette Larkin, Program Auditor**, for earning the prestigious **Certified Internal Auditor (CIA)** designation!

The CIA is the **only** globally recognized certification for internal auditors, and achieving it is no small feat. This accomplishment reflects Annette's deep expertise, unwavering commitment, and dedication to the highest standards of the profession.

By completing the rigorous three-part CIA exam, Annette has demonstrated mastery across the full spectrum of internal auditing – from governance, risk management, and internal controls to advanced audit techniques and business acumen. Even more impressively, this achievement signifies a strong command of the *International Standards for the Professional Practice of Internal Auditing*, the global benchmark for ethical and consistent audit work.

Please join us in applauding Annette for this outstanding professional milestone!



Take care of your heart...

NATIONAL HEART MONTH

...and others!

FAPT INSIGHTS SERIES

STRENGTHENING TEAMS. SUPPORTING FAMILIES. IMPROVING OUTCOMES.

Submitted by Courtney Sexton, Program Consultant



FAPT Insights is a new series focused on strengthening Family Assessment and Planning Teams (FAPTs) by sharing practical strategies, tools, and best practices that support collaboration and improve outcomes for children and families.

High-Functioning FAPTs in Practice: Key Characteristics of Effective Teams

In Virginia, FAPTs are where collaboration comes to life – bringing together multiple partners to assess family needs, plan services, and coordinate support, with family voice at the center.

The guidance document, “[Characteristics of a High-Functioning FAPT](#),” outlines effective practice, grounded in the roles and responsibilities assigned to FAPT under the Children’s Services Act (CSA). While CSA allows flexibility in how localities carry out this work, the core principles of a strong FAPT remain consistent.

So, what does a high-functioning FAPT look like in action? Below are the core characteristics – and how they show up in day-to-day practice.

Characteristics of a High-Functioning FAPT

1. The whole team is at the table

Strong collaboration turns individual expertise into a coordinated plan.

- Parents/Guardians are invited to – and prioritized in – every FAPT meeting.
- Children participate in their FAPT meeting when developmentally appropriate.
- Providers attend all meetings for the children they serve.
- All members required by the Code of Virginia are present, with alternates stepping in when needed to ensure continuity.

2. Everyone comes prepared

Preparation sets the stage for focused, productive meetings.

- FAPT members and alternates are trained in their roles and responsibilities and understand relevant state and local policies.

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- Members minimize distractions and review documentation before the meeting.
- Families understand the purpose of FAPT, who will be present, and what to expect from the process.
- Families are encouraged to ask questions, share their perspective, and bring support if they choose.

3. Meetings are built on respect and safety

A respectful, inclusive environment enables effective collaboration.

- All family members, team members, providers, and other stakeholders are treated with respect.
- Everyone has the opportunity to speak, and discussions remain strength-based and solution-focused.
- Ground rules for engagement may be established (e.g., one person speaks at a time; limited cell phone use; etc.). Families may also suggest ground rules.
- Families are treated as equal partners of the team and are encouraged to seek clarification or voice concerns.

4. Eligibility decisions are clear and consistent

Eligibility decisions are a core FAPT responsibility and must be made with confidence and consistency.

- Members review all relevant documentation and ask clarifying questions before decisions are made.
- FAPT members understand each eligibility category and apply the criteria consistently.
- Decisions are based on state requirements and clearly documented in the Individualized Family Services Plan (IFSP).
- Families understand the eligibility determination process and have the opportunity to provide input and ask questions.

5. FAPT prioritizes keeping children in their homes and communities

Whenever possible, FAPT recommends services that keep children connected to their families and communities.

- Children at risk of out-of-home community placement are identified early, and services are recommended to help prevent displacement.
- When placement outside the home or community is necessary, FAPT documents the rationale, monitors progress, and works toward discharge as soon as appropriate.
- FAPT collaborates with the CSA Coordinator and community partners to strengthen local resources.
- Service gaps are identified and shared with the CPMT to support system-level improvement.

6. Service plans are built around families

Effective IFSPs build on family strengths and reflect the family's voice, priorities, and goals.

- FAPT uses information, such as the Child and Adolescent Strength and Needs (CANS) assessment to identify strengths, needs, and existing supports.
- Family input and preferences are reflected in service recommendations and documented in the IFSP.

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- Recommendations focus on the least restrictive, most appropriate services available.
- Service planning considers all appropriate funding options. FAPT identifies and uses other available funding streams when appropriate, blending and braiding resources to meet family needs.
- Each plan includes clear *SMART* goals – Specific, Measurable, Attainable, Relevant, and Time-bound – and progress is reviewed regularly.
- Discharge planning begins early and becomes more detailed as transitions approach.

7. Teams work together for timely service delivery

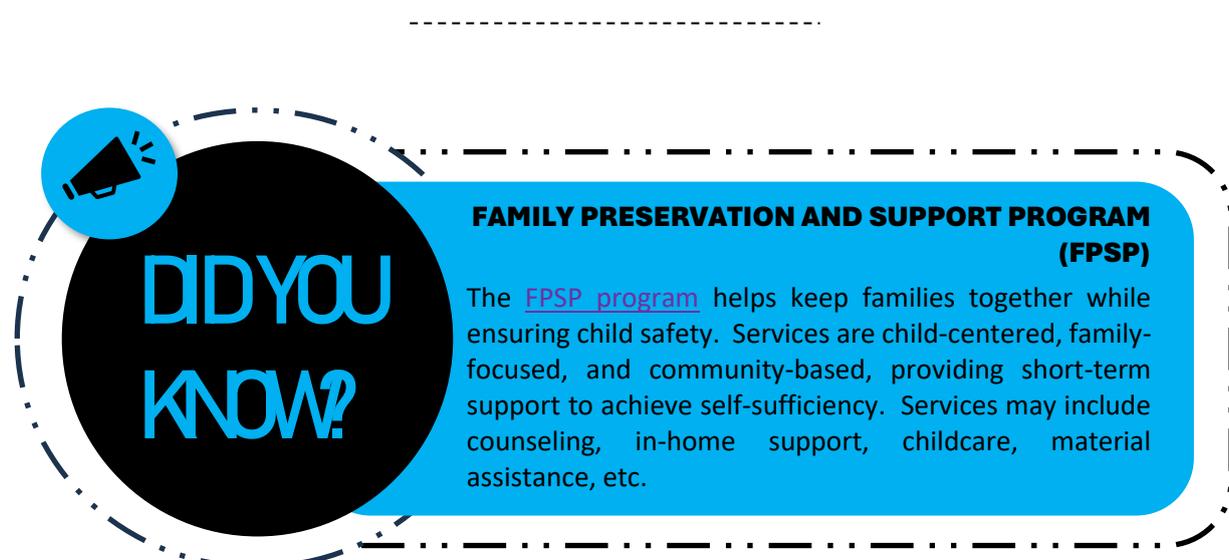
Strong coordination helps ensure families receive services without unnecessary delays.

- FAPT members understand the distinct roles of the CPMT and CSA Office and reach out for support when needed.
- All responsibilities outlined in the state and local policy are fulfilled, with clear and ongoing communication.
- Barriers to timely service delivery are identified and reported promptly to the CPMT.

Building a high-functioning FAPT is an ongoing, shared effort. It requires a commitment to collaboration, accountability, and respect -- centering families as true partners in every decision. When teams consistently apply these core elements, they create the conditions for timely, individualized services that meet families where they are.

By partnering with CPMTs and community stakeholders, FAPTs can reduce the need for restrictive placements, use resources responsibly, and support stronger outcomes for children and families across Virginia. Each meeting is an opportunity to strengthen practice and move this work forward together.

Next Up: *Assessing the Functioning of Your Local FAPT* – practical tools and strategies to help you evaluate and enhance your team's performance.



DID YOU KNOW?

FAMILY PRESERVATION AND SUPPORT PROGRAM (FPSP)

The [FPSP program](#) helps keep families together while ensuring child safety. Services are child-centered, family-focused, and community-based, providing short-term support to achieve self-sufficiency. Services may include counseling, in-home support, childcare, material assistance, etc.

The Virginia Department of Education (VDOE) and the Virginia Department of Social Services (VDSS) are offering their annual joint training focused on educational stability for children and youth in foster care. This two-part virtual training will review Virginia's guidance, forms, and procedures to ensure educational stability for students in foster care.

Educational stability liaisons, foster care liaisons, and staff from local departments of social services and school divisions who support these students are encouraged to participate.



The training is divided into two parts, and each part will be offered twice:

Part 1: [February 17 from 10 AM to 11:30 AM](#)

Part 2: [March 18 at 1 PM to 2:30 PM](#)

Part 1: [April 16 at 1 PM to 2:30 PM](#)

Part 2: [May 15 at 10 AM to 11:30 AM](#)



The same content will be repeated on both dates for each part. Please use the corresponding links to register.

These sessions are open to all professionals working to improve outcomes for students in foster care. Feel free to share this announcement with colleagues.



OCS VIRTUAL OFFICE HOURS

Audit Session

OCS Virtual Office Hours are in full swing, and we're excited to connect with you during each session!

The OCS Program Audit session will take place on Friday, April 17th from 9 AM to 10:30 AM. This extended timeframe (previously 1 hour) allows us to include additional content from the recent conference presentation, "*CSA Financial Reporting Bootcamp*."

Participants will have the opportunity to dive deeper into financial reporting practices alongside CSA audit requirements.

To make the most of this session, we encourage you to submit your questions in advance to mary.bell@csa.virginia.gov.

We look forward to seeing you there 😊



ACE-IT in College

A VCU Inclusive Postsecondary Education Program

Virginia Commonwealth University (VCU) offers the ACE-IT in College program, a two-year inclusive program for students with intellectual disabilities. It provides access to VCU courses, paid campus jobs, and community internships, helping students build academic, career, and social skills.

Key Features

- Personalized academic and career plans
- Support from advisors, job coaches, and peer mentors
- Active participation in campus life

Eligibility

Applicants must be 18 or older, have an intellectual disability, and reside in the Richmond area during the program. Applications typically open in the Fall.

Impact

Graduates earn a certificate from VCU's School of Education, and 90% secure competitive employment, far exceeding national averages.

Learn More

Visit [VCU ACE-IT](#) or email aceit@vcu.edu.



2026 Family Engagement Symposium

This national conference is equips educators with strategies to build strong family, school, and community partnerships. Attendees will explore culturally responsive practices, innovative engagement approaches, and solutions to challenges like chronic absenteeism.

The event also offers valuable networking opportunities with professionals nationwide, including educators, administrators, parent advocates, community coordinators, university partners, disability advocates, and researchers – all committed to supporting student success.

Don't miss this opportunity to gain practical tools and connect with leaders shaping the future of family engagement – [register](#) today!



Winchester CSA: Excellence in Action

The *Winchester CSA program* exemplifies effective stewardship and a steadfast commitment to serving youth and families. Under the leadership of CSA Coordinator, Rachel Schulhof, and a dedicated team, the program has earned the trust of local government and community stakeholders, fostering a culture of excellence, collaboration, and innovation.

Through strategic management, Winchester has stabilized or reduced expenditures while maintaining service levels, emphasizing community-based care and resource maximization in alignment with System of Care principles. The program's strong internal controls led to the identification and recovery of fraudulent billings, and recent audits revealed no deficiencies beyond those self-reported – underscoring accountability and continuous improvement.

In February 2025, Winchester adopted a Strategic Plan to ensure an accessible, effective continuum of services through fiscally responsible policies by 2027. Current goals include:

- **Community-Based Services Catalog:** A comprehensive resource detailing services and provider qualifications for local agencies.
- **Ethical Compliance:** Quarterly audits of provider documentation, with a goal of 100% compliance.
- **Service Plan Training:** Shifting from service-based to needs-based language in planning.

Additionally, Rachel partnered with DSS and Winchester Public Schools to recruit parents for FAPT/CPMT, successfully adding a new CPMT Parent Representative in October 2025.

In recognition of these achievements, Rachel has been selected as a panelist for the New CSA Coordinators Academy, sharing expertise with emerging leaders.

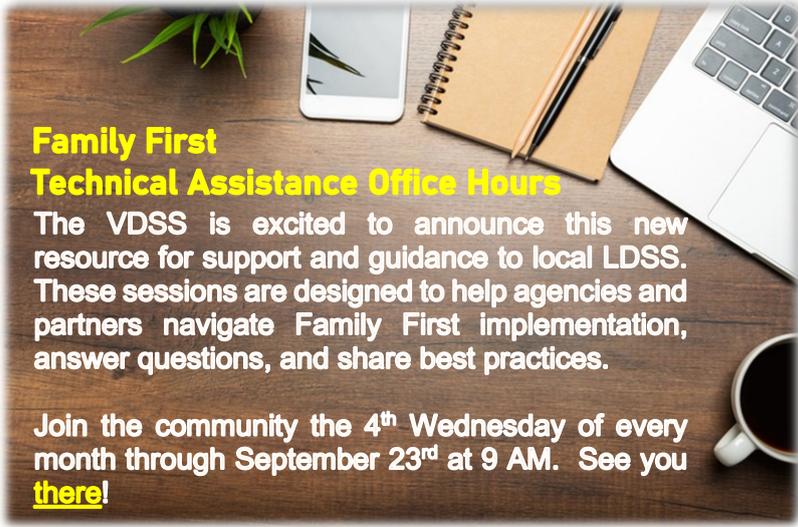
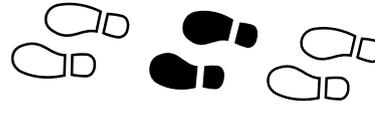
The SEC proudly commends the Winchester CSA program for its leadership, innovation, and unwavering dedication to excellence.

Please join us in celebrating Winchester as the recipient of the **SEC Excellence in CSA Award!**





RESOURCE ROUND-UP



Family First Technical Assistance Office Hours

The VDSS is excited to announce this new resource for support and guidance to local LDSS. These sessions are designed to help agencies and partners navigate Family First implementation, answer questions, and share best practices.

Join the community the 4th Wednesday of every month through September 23rd at 9 AM. See you [there!](#)



Are you a Parent Peer Supporter (PPS) or a supervisor of PPS programs?

FREDLA has a training series for you! Register to learn strategies, best practices, and connect with peers to strengthen PPS support and program management.



Family-Run Executive Director Leadership Association



CWLA 2026 Conference

April 20-22, 2026
Arlington, Virginia

Join child welfare leaders and professionals for dynamic sessions, networking, and innovative strategies to strengthen families and communities.

[Registration](#) is now open!

2nd Annual Child Abuse Prevention Summit

Virginia State University
April 9, 2026
9:30 AM – 4:00 PM

[Register](#) now!



April 23, 2026 [Register today!](#)



Shenandoah Valley

CSA Training & Resource Day

TA Questions of the Quarter



An IEP was not held to discuss ESY (extended school year) services. The IEP case manager had a discussion with the parent about the need for ESY, and parent gave verbal agreement. An IEP meeting was held much later after the initial discussion about ESY, and the IEP was amended to include ESY for the past summer. Can CSA pay?

IEP team decisions must be documented in the IEP, and this includes the development of an ESY plan. Additionally, all IEPs, including amendments, require written parental consent before services can be implemented. The parent's verbal consent does not satisfy the statutory requirement set forth by Virginia's Special Education Regulations. Because of this, CSA cannot fund the ESY services that were delivered to the student.

Can a FAPT representative of a public agency serve in this role while acting as the case manager?

The Code of Virginia ([§2.2-5206](#)) grants the CPMT powers and duties to establish local CSA operational and fiscal policies. No law or state CSA policy prohibits FAPT representatives of public agencies (Social Services, Court Services, Community Services Board, Public Schools, and Health Department) from serving as the FAPT representative and the presenting case manager. The Code ([§2.2-5205](#) and [§2.2-5207](#)) requires non-public officials (Parent and Private Provider Representatives) to abstain from decision-making involving individual cases or agencies in which they have a personal or fiduciary interest.

For an out-of-state placement, what documentation should be considered to ensure compliance with policy and to prevent denial of state reimbursement?

Consider use of the [CSA Documentation Inventory](#) to ensure your local program is covering all the required elements for CSA-funded services. Suggested documentation includes, but is not limited to:

- The referral to FAPT
- Documentation of FAPT's recommendations and CPMT's authorization via the IFSP – justification for services/placement, demonstrate medical necessity, approval, use of funds on an initial and continual basis, utilization review
- Ensure the out-of-state placement is licensed and approved – maintain copies of contracts, rate agreements, proof of licensure, and service progress reports
- Medicaid screening – determine if in-state or out-of-state Medicaid is accepted
- *For residential placements, complete the CSA Referral for Residential Treatment ([DMAS-600](#))
- Proof of IACCT, Certificate of Need (CON) and Placement agreement
- *For CHINS or non-mandated placements, a CSA Parental Agreement may be required, outlining roles, responsibilities, and custody status.
- Interstate Compact on the Placement of Children ([ICPC](#)), if applicable – must be completed and approved prior to placement

Got Questions?

Get answers by using the OCS Technical Assistance Help Desk. OCS staff will receive and respond to your questions, with the goal of same-day responses.

The OCS Technical Assistance Help Desk is found on the CSA website under *Contacts* → [Technical Assistance](#).



Would you like to be a contributor to CSA Today?

If you have information you would like to share with CSA colleagues around the state, please follow the [guidelines for submission](#).