



COMMONWEALTH of VIRGINIA

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Executive Director

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

ADMINISTRATIVE MEMO #13-03

TO: CPMT CHAIRS
CSA COORDINATORS

FROM: *SCC* SUSAN CUMBIA CLARE

DATE: MAY 15, 2013

SUBJECT: POOL FUND CARVE-OUT POLICY

Following a ninety-day public comment period, the State Executive Council (SEC) adopted the attached revision to its Pool Fund Carve-Out Policy at its April 30, 2013 meeting.

Significant changes between the original and revised policy include:

- 1) The prohibition against applying for supplemental funds has been removed.
- 2) A proposal to carve-out funds for program start-up costs must be submitted by two or more collaborating localities.
- 3) Evaluation of public-private collaborations will be considered in the approval of all proposals.
- 4) Clarification is added that "fee for service" arrangements for new services may be considered evidence that the service will be self sustaining.

Please note that implementation of this policy is dependent upon the appropriation of necessary funds. Funds have not been appropriated for this purpose in FY2013. Localities will be provided notice and application instructions should such funds be appropriated for FY2014.

Attachments: Policy: Pool Fund Carve-Out, April 30, 2013

State Executive Council for the Comprehensive Services Act

Policy: Pool Fund Carve Out Adopted April 30, 2013

Policy Statement:

In any 12-month period two or more localities may submit a proposal to allocate ('carve out') a portion of their state and local pool fund allocations to defray one-time program start-up costs for new or expanded CSA services which are designed to meet the needs of children and families and to maintain children in their home community. The allocation shall not exceed, per jurisdiction, \$100,000 or 5% of their allocation in the fiscal year of application, whichever is smaller. Not more than \$2,000,000 in state general funds may be used for this purpose.

Programs for which these funds may be applied must be designed to:

- (a) provide CSA services for which a demonstrated need exists in the locality, based on assessment using the Service Gap Survey distributed by the Office of Comprehensive Services and align with the goals of the Commonwealth; and
- (b) become financially self-sustaining beyond the start-up phase. Services designed to be supported through "fee for service" arrangements may be considered financially self-sustaining.

The proposal for use of funds shall be submitted to and approved by the Office of Comprehensive Services and will include, but not be limited to:

- (a) description of the service,
- (b) support for the need,
- (c) cost assessment,
- (d) evaluation of public/private collaborations,
- (e) information related to financial sustainability of the program, and
- (f) expected outcomes and mechanism for providing program evaluation.

All fiscal accountability requirements of CSA shall be applicable to use of funds.

FISCAL IMPACT: Implementation of this policy has the potential fiscal impact of \$2,000,000. Implementation of the policy shall therefore be dependent upon appropriation of necessary funds.