



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 #13-07

To: CPMT Chairs
FAPT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Chuck Savage, Business Manager

Date: July 30, 2013

Subject: FY13 CSA Pool Fund Reporting
FY14 CSA Pool Fund Reporting
FY14 Local Protection Levels and FY14 Administrative Reports

FY13 Year End Expenditure Reporting

September 30 is the cut-off for reporting program year 2013 CSA pool fund expenditures (services from July 1, 2012 through June 30, 2013). Please refer to Section 4.5.3 (Disbursement Procedures) of the CSA manual for additional information regarding reporting requirements:

http://www.csa.virginia.gov/html/csa_manual_dev/stage.cfm?page=main_toc.cfm

The web-based pool fund reporting system will be available until midnight, September 30 for entry of FY13 expenditures. In order to ensure all program year expenditures are reported by the September 30 cut-off, local governments may enter as many as five (5) June 30, 2013 pool fund requests into the reimbursement system.

The FY13 Pool Fund Reimbursement System will not be available for entry effective Tuesday, October 1, 2013. Beginning October 1, 2013 only FY14 expenditures will be available for reporting.

FY13 Federal Expenditure Reporting Requirements

During the 2013 fiscal year, the Comprehensive Services Act for At-Risk Youth and Families received \$9,419,998 in TANF/SSBG funding. These funds were used to reimburse localities for eligible Title IV-E clients. A report, located on the fiscal agent

site, has been posted providing individual locality reimbursement using SSBG (Catalog of Federal Domestic Assistance, CFDA # 93667) funds. This information is provided for your annual Statement of Expenditures of Federal Awards (SEFA) reporting.

FY14 Expenditure Reporting

The FY14 Pool Fund Reimbursement System will be open for FY14 service year reporting (services from July 1, 2013 through June 30, 2014) on August 1, 2013. When entering a FY14 expenditure report, please be sure to select the FY14 reporting option on the Pool Reimbursement Request Report screen.

FY14 Local Protection Levels and FY14 Administrative Reports

The locality specific FY14 Protection Level and FY14 Local Administrative Plan form is now posted on the locality CSA Fiscal Agent site. The FY14 Administrative Plan form is located in the shaded area of the fiscal agent site and labeled "Download FY14 Administrative Plan". Please note the FY14 Administrative Plan form must be printed, completed and sent to the Department of Education (DOE) for reimbursement. The mailing address is printed on the form. State share reimbursement will be made after the signed administrative plan is received by DOE. FY14 protected levels appear on the local fiscal agent site below the FY14 Administrative Plan form.

Please contact charles.savage@csa.virginia.gov or (804) 662-9818 with any question you may have.