



COMMONWEALTH of VIRGINIA

OFFICE OF COMPREHENSIVE SERVICES

Administering the Comprehensive Services Act for At-Risk Youth and Families

Susan Cumbia Clare, M.Ed
Executive Director

ADMINISTRATIVE MEMO #13-09

TO: CPMT Chairs
CSA Coordinators
LDSS Directors

FROM: Susan Cumbia Clare
Executive Director

DATE: Sept 16, 2013

SUBJECT: Submission/Transmission of CSA and Title IV-E Expenditure Data from July 1, 2013 through September 30, 2013

OCS has completed collecting the historical CSA and Title IV-E client specific expenditure data to enable comprehensive integration and analysis of the data regarding services to youth and families across the Commonwealth.

Localities are now requested to submit the CSA and Title IV-E Expenditure Data for the period July 1, 2013 through September 30, 2013, to OCS no later than **October 15, 2013**.

The link to the secure file transfer/data entry is <http://www.csa.virginia.gov/reports/sasdata.cfm>

Question about data entry / secure file transfer may be directed to Preetha Agrawal, OCS IT Manager (Preetha.agrawal@csa.virginia.gov or 804-662-9814).

cc: Preetha Agrawal
CBDRS Users