

COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed.
Executive Director

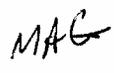
OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #2013-10

TO: CPMT CHAIRS
CSA COORDINATORS
LOCAL SOCIAL SERVICES DIRECTORS
LOCAL COURT SERVICE UNIT DIRECTORS
LOCAL VJCCCA PLAN CONTACTS

FROM:  SUSAN CUMBIA CLARE, EXECUTIVE DIRECTOR
OFFICE OF COMPREHENSIVE SERVICES

MARGARET ROSS SCHULTZE, COMMISSIONER
DEPARTMENT OF SOCIAL SERVICES 

MARK GOOCH, DIRECTOR
DEPARTMENT OF JUVENILE JUSTICE 

DATE: NOVEMBER 20, 2013

SUBJECT: COORDINATION OF COMMUNITY ASSESSMENT REQUIREMENTS

Through this memorandum we wish to highlight an opportunity for communities to collaborate, establish a broader based approach to addressing the needs of at-risk youth and families, and possibly reduce the burden of overlapping requirements in applications for funding from the Department of Social Services (DSS) and the Department of Juvenile Justice (DJJ). For those communities who already coordinate such efforts, we commend you for your collaboration on the behalf of children and families.

DSS recently released the application packet for Promoting Safe and Stable Families (PSSF) funds and DJJ will release in the near future the submission requirements and process for Virginia Juvenile Community Crime Control Act (VJCCCA) funds. Both funding sources require the completion of a community needs assessment and both require the approval/signature of the CPMT.

We encourage CPMTs to consider the requirements of both submissions and ensure coordination across agencies so as to eliminate duplicative efforts and to maximize a cross-agency perspective. While the requirements of the two community assessment processes have many unique aspects, we

believe that the concurrent time frames allow for bringing the community stakeholders together in the common cause of improving outcomes for all children and families. Such coordination might support, and we further encourage, development of a coordinated fiscal plan to maximize the use CSA Pool Funds and the funds available to member agencies to meet the needs of youth and families who might otherwise “fall through the cracks.”

Questions regarding the PSSF funding application should be directed to:

Patrick Plourde at (804) 726-7577 or patrick.plourde@dss.virginia.gov

Em Parente at (804) 726-7538 or em.parente@dss.virginia.gov

Questions regarding the VJCCA funding application should be directed to:

Angela Valentine at (804) 588-3906 or angela.valentine@djj.virginia.gov

cc: William A. Hazel, Chair, State Executive Council
Members of the State Executive Council
Members of the State and Local Advisory Team