



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 #14-05

To: CPMT Chairs
FAPT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Chuck Savage, Business Manager

Date: July 16, 2014

Subject: FY14 CSA Pool Fund Reporting
FY14 Data Set Reporting – June 30, 2014
FY15 CSA Pool Fund Reporting
FY15 Local Protection Levels and FY15 Administrative Reports

FY14 Year End Expenditure Reporting

September 30 is the cut-off for reporting program year 2014 CSA pool fund expenditures (services from July 1, 2013 through June 30, 2014). 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 FY14 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, 2014 pool fund requests into the reimbursement system.

The FY14 Pool Fund Reimbursement System will not be available for entry effective Wednesday, October 1, 2014. Beginning October 1, 2014 only FY15 expenditures will be available for reporting.

FY14 Data Set Reporting

The due date for final submission of June 30, 2014 Data Set information is October 15, 2014.

The quarter 4 Data Set report (June 30) reflects child specific FY14 actual expenditure data; there should be no projected expenditures. The financial information reported in the June 30, 2014 data set should correspond to the total expenditure amount reported through the CSA Pool Fund Reimbursement system. Remember, the June 30 data set financial report should be completed once all FY14 pool fund reimbursements have been completed.

FY14 Federal Expenditure Reporting Requirements

During the 2014 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.

FY15 Expenditure Reporting

The FY15 Pool Fund Reimbursement System will be open for FY15 service year reporting (services from July 1, 2014 through June 30, 2015) on August 1, 2014. When entering a FY15 expenditure report, please be sure to select the FY15 reporting option on the Pool Reimbursement Request Report screen.

FY15 Local Protection Levels and FY15 Administrative Reports

The locality specific FY15 Protection Level and FY15 Local Administrative Plan form is now posted on the locality CSA Fiscal Agent site. The FY15 Administrative Plan form is located in the shaded area of the fiscal agent site and labeled "Download FY15 Administrative Plan". Please note the FY15 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.

FY15 protected levels appear on the local fiscal agent site below the FY15 Administrative Plan form.

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