



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

Administrative Memo #17-03

To: CPMT Chairs
FAPT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Maris Adcock, Business and Finance Manager

Date: June 9, 2017

Subject: FY2017 CSA Expenditure Reporting
FY2017 Federal Expenditure Report
FY2018 CSA Expenditure Reporting
FY2018 Local Protected Levels and FY2018 Administrative Funding

FY2017 Year End Expenditure Reporting

September 30 is the cut-off for reporting program year 2017 CSA pool fund expenditures (Services from July 1, 2016 through June 30, 2017). Please refer to Section 4.5.2 (Pool Fund Reimbursement) of the CSA Policy Manual for additional information regarding reporting requirements:

<http://www.csa.virginia.gov/PDF/CSA%20Policy%20Manual%20-%202016%20revision.pdf>

The web-based pool fund reporting system will be available until midnight, September 30, 2017 for Fiscal Agent approval of FY2017 expenditures. The Local Expenditure Data and Reimbursement System (LEDRS) has improved the year-end process. The LEDRS has the ability to look at multiple fiscal years (FY) and looks at the payment date and the purchase order fiscal year to determine the program year and the month of service.

For July and August 2017 you can submit only one LEDRS file each month which may include both FY2017 and FY2018 expenditures. The LEDRS system will determine the proper FY to post the entry against. In order to ensure all FY2017 program year expenditures are reported by the September 30 cut-off, you may submit a LEDRS file with Fiscal Agent approval up to three (3) times in the month of September. **Only** in the month of September will the system allow you to post expenditures incurred in that month.

Effective Sunday, October 1, 2017, the LEDRS system will no longer accept FY2017 expenditures.

FY2017 Federal Expenditure Reporting Requirements

During the 2017 fiscal year, the Children's Services Act received \$9,419,998 in Temporary Assistance for Needy Families (TANF)/Social Services Block Grant (SSBG) funding. These funds were used to reimburse localities for eligible Title IV-E clients. A report will be posted on the fiscal agent site in July 2017 reflecting 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.

FY2018 Expenditure Reporting

The LEDRS System will open for FY2018 program service year (services from July 1, 2017 through June 30, 2018) reporting on August 1, 2017. During FY2018, localities will approve pool fund expenditure reports submitted via the LEDRS. The LEDRS will be the expenditure system of record and shall be the source to report and calculate CSA state share reimbursement.

Additional information related to FY2018 expenditure reporting is forthcoming.

FY2018 Local ("Non-Mandated") Protected Funds and FY2018 Administrative Funding

The locality specific FY2018 Protected Level for non-mandated funds and FY2018 Local Administrative Plan form (to claim CSA local administrative funds) will be available in July 2017 on the **local CSA Fiscal Agent site**. FY2018 Protected Levels appear on the local fiscal agent site below the FY2017 Administrative Plan.

The FY2018 Administrative Plan form and the amount of funds available (state and local match) is located in the shaded area of the fiscal agent site and labeled "Download FY2018 Administrative Plan". This plan incorporates the additional general funds appropriated during the 2016 General Assembly session.

Please note the FY2018 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.

Please direct any questions to me at maris.adcock@csa.virginia.gov or 804-662-7451.