



# COMMONWEALTH of VIRGINIA

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

SCOTT REINER, M.S.  
Executive Director

### Administrative Memo #17-05

**To:** CPMT Chairs  
CSA Coordinators

**From:** Scott Reiner, Executive Director 

**Date:** October 5, 2017

**Subject:** Clarification Regarding CSA Parental Contribution Agreements

A locality inquired to this office regarding the underlined language in the Appropriation Act (Chapter 836, Item E.) that specifies:

"Pursuant to subdivision 3 of § 2.2-506, Code of Virginia, Community Policy and Management Teams shall enter into agreements with the parents or legal guardians of children receiving services under the Children's Services Act. The Office of Children's Services shall be a party to any such agreement. If the parent or legal guardian fails or refuses to pay the agreed upon sum on a timely basis and a collection action cannot be referred to the Division of Child Support Enforcement of the Department of Social Services, upon the request of the community policy management team, the Office of Children's Services shall make a claim against the parent or legal guardian for such payment through the Department of Law's Division of Debt Collection in the Office of the Attorney General."

Legal counsel in the Office of the Attorney General has provided the suggestion that all localities' agreements with parents regarding parental contributions for CSA services should include the following language:

*"The parties agree that the Virginia Office of Children's Services (the "OCS") shall be a party to this agreement and that the signature of the CPMT shall be deemed to be entered on behalf of the OCS for the sole purpose of conferring upon the OCS the authority to make a claim against the parent or legal guardian named herein for such parent's or legal guardian's failure or refusal to pay the agreed upon sum on a timely basis. Such claim for payment by the OCS shall be made only upon the request of the CPMT and through the Department of Law's Division of Debt Collection in the Office of the Attorney General when a collection action cannot be referred to the Division of Child Support Enforcement of the Department of Social Services."*

Thank you for your attention to this matter.