



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### ADMINISTRATIVE MEMO #18-04

**TO:** CPMT Chairs  
CSA Fiscal Agents  
CSA Coordinators

**FROM:** Maris Adcock,  Finance and Business Operation Manager

**DATE:** June 5, 2018

**SUBJECT:** FY19 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

The FY2019 budget for CSA appropriates \$2.2 million for services in the category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for this particular service category.

This limited appropriation places several restrictions on expenditures for this category (i.e. expenditures may not exceed \$2.2 million general funds statewide and the funds cannot be used for or transferred to other service categories). As with all CSA service funds, unspent funds cannot be carried forward from one fiscal year to the next. The Office of Children's Services (OCS) must allocate and manage these funds in such a manner as to ensure compliance with these restrictions.

The allocation and management of the funds are based on the following principles.

1. All localities should have an opportunity to utilize funds,
2. All localities should have access to funds, and
3. 100% of the earmarked funds will be available for allocation.

The process for allocation and management of FY2019 SPED Wrap-Around funds has changed from prior years. Please see the description below.

1. The initial allocation is calculated based on a locality's average utilization of SPED WRAP-Around funds over four funding years (FY2015 – FY2018).
  - a. If a locality has not expended these funds during the three most recently completed fiscal years (FY2015-2017), nor have they requested these funds during the current fiscal year (FY2018), they will not receive an initial SPED Wrap-Around Allocation for FY2019.
2. If a locality does not receive SPED Wrap-Around funds in the initial allocation, they can submit an email request to the OCS Finance and Business Office. The request must explain the need that has resulted in the proposed utilization of these funds and an anticipated utilization for FY2019.

3. Mid-year recovery and reallocation of unutilized SPED Wrap-Around allocation:
  - a. Following the close of the second quarter (December 2018), a locality's expenditures of SPED Wrap-Around services will be analyzed.
  - b. If a locality has not recorded any expenditures for SPED Wrap-Around services in the CSA LEDRS system, the locality's current, SPED Wrap-Around allocation may be unallocated and made available for redistribution.
  - c. A locality whose SPED Wrap-Around allocation has been unallocated due to no expenditures having been reflected in the CSA LEDRS system may request a reallocation of SPED Wrap-Around funds.
  - d. This will require an email request to the OCS Finance and Business Office. The request must explain the proposed utilization of these funds in the remainder of FY2019.
4. If at any point in FY2019, a locality in need of additional SPED Wrap-Around funds may submit an email to the OCS Finance and Business Office requesting consideration for allocation of additional funds. The request must explain the proposed additional allocation request.

Additional, requested funds will be supported based on available unallocated funds. The total SPED Wrap-Around Allocation cannot exceed \$2,200,000.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified educational disabilities affect adjustment outside the school environment. Such services may provide critical supports for youth who face significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around services and to identify strategies to maximize utilization of community-based supports for all youth.

***The Office of Children's Services has been waiting until the General Assembly had presented a budget to the Governor. The allocations described in the Administrative Memorandum are contingent on the Governor's actual signing of the Budget for the upcoming biennium. The state appropriation numbers are based on the Governor signing the current proposed budget as it has been enrolled by the General Assembly.***

Questions regarding the SPED Wrap-Around allocation process may be directed to Maris Adcock by phone at (804) 662-7451 or by e-mail at [maris.adcock@csa.virginia.gov](mailto:maris.adcock@csa.virginia.gov).

cc: Scott Reiner  
Zandra Relaford

Office of Children's Services  
 WRAP Allocation based on Average Utilization

WRAP2019

FY2019

FIPS	Locality	Local Match	FY	State and Local Share	State Share	Local Share
1	Accomack	0.2332	18	6,556.00	5,027.00	1,529.00
3	Albemarle	0.4474	18	102,454.00	56,616.00	45,838.00
5	Alleghany/Clifton Forge	0.1924	18	7,379.00	5,959.00	1,420.00
7	Amelia	0.3268	18	7,467.00	5,027.00	2,440.00
9	Amherst	0.2722	18	20,998.00	15,282.00	5,716.00
11	Appomattox	0.2639	18	6,829.00	5,027.00	1,802.00
13	Arlington	0.4602	18	52,499.00	28,339.00	24,160.00
15	Augusta	0.3302	18	11,914.00	7,980.00	3,934.00
17	Bath	0.4278	18	-	-	-
19	Bedford County	0.3111	18	-	-	-
21	Bland	0.2109	18	-	-	-
23	Botetourt	0.3602	18	12,209.00	7,811.00	4,398.00
25	Brunswick	0.2439	18	6,649.00	5,027.00	1,622.00
27	Buchanan	0.3156	18	7,345.00	5,027.00	2,318.00
29	Buckingham	0.2023	18	18,488.00	14,748.00	3,740.00
31	Campbell	0.3107	18	17,036.00	11,743.00	5,293.00
33	Caroline	0.3308	18	7,512.00	5,027.00	2,485.00
35	Carroll	0.291	18	-	-	-
36	Charles City	0.3131	18	-	-	-
37	Charlotte	0.2204	18	11,136.00	8,682.00	2,454.00
41	Chesterfield	0.3853	18	54,265.00	33,357.00	20,908.00
43	Clarke	0.4797	18	9,662.00	5,027.00	4,635.00
45	Craig	0.2901	18	-	-	-
47	Culpeper	0.3767	18	85,713.00	53,425.00	32,288.00
49	Cumberland	0.304	18	7,223.00	5,027.00	2,196.00
51	Dickenson	0.3042	18	10,167.00	7,074.00	3,093.00
53	Dinwiddie	0.3358	18	28,391.00	18,857.00	9,534.00
57	Essex	0.3853	18	8,178.00	5,027.00	3,151.00
61	Fauquier	0.4584	18	66,208.00	35,858.00	30,350.00
63	Floyd	0.2324	18	-	-	-
65	Fluvanna	0.3811	18	34,487.00	21,344.00	13,143.00
67	Franklin County	0.283	18	81,720.00	58,593.00	23,127.00
69	Frederick	0.4348	18	13,730.00	7,760.00	5,970.00
71	Giles	0.2898	18	-	-	-
73	Gloucester	0.3687	18	7,963.00	5,027.00	2,936.00
75	Goochland	0.4871	18	-	-	-
77	Grayson	0.2109	18	-	-	-
79	Greene	0.3471	18	14,792.00	9,658.00	5,134.00
83	Halifax	0.2335	18	22,097.00	16,937.00	5,160.00
85	Hanover	0.4444	18	40,920.00	22,735.00	18,185.00
87	Henrico	0.3755	18	53,377.00	33,334.00	20,043.00
89	Henry	0.2786	18	-	-	-
91	Highland	0.3822	18	-	-	-
93	Isle of Wight	0.3613	18	-	-	-

Office of Children's Services  
 WRAP Allocation based on Average Utilization

WRAP2019

FY2019

FIPS	Locality	Local Match	FY	State and Local Share	State Share	Local Share
95	James City	0.4483	18	9,112.00	5,027.00	4,085.00
97	King & Queen	0.3144	18	7,332.00	5,027.00	2,305.00
99	King George	0.3627	18	-	-	-
101	King William	0.3853	18	12,421.00	7,635.00	4,786.00
103	Lancaster	0.4391	18	8,962.00	5,027.00	3,935.00
105	Lee	0.2245	18	22,872.00	17,737.00	5,135.00
107	Loudoun	0.4764	18	65,267.00	34,174.00	31,093.00
109	Louisa	0.4401	18	8,978.00	5,027.00	3,951.00
111	Lunenburg	0.1698	18	7,122.00	5,913.00	1,209.00
113	Madison	0.3355	18	12,522.00	8,321.00	4,201.00
115	Mathews	0.4271	18	-	-	-
117	Mecklenburg	0.2286	18	42,257.00	32,597.00	9,660.00
119	Middlesex	0.4333	18	-	-	-
121	Montgomery	0.2834	18	-	-	-
125	Nelson	0.3132	18	7,319.00	5,027.00	2,292.00
127	New Kent	0.4329	18	8,864.00	5,027.00	3,837.00
131	Northampton	0.1971	18	6,261.00	5,027.00	1,234.00
133	Northumberland	0.3304	18	7,507.00	5,027.00	2,480.00
135	Nottoway	0.2686	18	-	-	-
137	Orange	0.4083	18	22,538.00	13,336.00	9,202.00
139	Page	0.2865	18	15,018.00	10,715.00	4,303.00
141	Patrick	0.2539	18	-	-	-
143	Pittsylvania	0.2355	18	12,887.00	9,852.00	3,035.00
145	Powhatan	0.4342	18	30,624.00	17,327.00	13,297.00
147	Prince Edward	0.2232	18	6,471.00	5,027.00	1,444.00
149	Prince George	0.3716	18	-	-	-
153	Prince William	0.3414	18	-	-	-
155	Pulaski	0.2923	18	49,466.00	35,007.00	14,459.00
157	Rappahannock	0.4199	18	14,725.00	8,542.00	6,183.00
159	Richmond County	0.3227	18	-	-	-
161	Roanoke County	0.4397	18	36,855.00	20,650.00	16,205.00
163	Rockbridge	0.2336	18	6,975.00	5,346.00	1,629.00
165	Rockingham	0.3445	18	7,669.00	5,027.00	2,642.00
167	Russell	0.1894	18	19,096.00	15,479.00	3,617.00
169	Scott	0.3154	18	-	-	-
171	Shenandoah	0.3517	18	22,482.00	14,575.00	7,907.00
173	Smyth	0.2337	18	-	-	-
175	Southampton	0.323	18	-	-	-
177	Spotsylvania	0.4588	18	68,544.00	37,096.00	31,448.00
179	Stafford	0.4439	18	52,712.00	29,313.00	23,399.00
181	Surry	0.3979	18	-	-	-
183	Sussex	0.2387	18	-	-	-
185	Tazewell	0.2455	18	27,139.00	20,476.00	6,663.00
187	Warren	0.3853	18	9,102.00	5,595.00	3,507.00

Office of Children's Services  
 WRAP Allocation based on Average Utilization

WRAP2019

FY2019

FIPS	Locality	Local Match	FY	State and Local Share	State Share	Local Share
191	Washington	0.276	18	-	-	-
193	Westmoreland	0.3025	18	7,207.00	5,027.00	2,180.00
195	Wise	0.2755	18	86,831.00	62,909.00	23,922.00
197	Wythe	0.2708	18	-	-	-
199	York	0.3888	18	8,225.00	5,027.00	3,198.00
510	Alexandria	0.5309	18	139,026.00	65,217.00	73,809.00
520	Bristol	0.2547	18	-	-	-
530	Buena Vista	0.2329	18	6,553.00	5,027.00	1,526.00
540	Charlottesville	0.3068	18	48,485.00	33,610.00	14,875.00
550	Chesapeake	0.3715	18	106,461.00	66,911.00	39,550.00
570	Colonial Heights	0.4027	18	-	-	-
580	Covington	0.2496	18	6,699.00	5,027.00	1,672.00
590	Danville	0.2223	18	24,916.00	19,377.00	5,539.00
620	Franklin City	0.371	18	-	-	-
630	Fredericksburg	0.3441	18	13,129.00	8,611.00	4,518.00
640	Galax	0.3146	18	-	-	-
650	Hampton	0.3223	18	68,578.00	46,475.00	22,103.00
660	Harrisonburg	0.3808	18	14,226.00	8,809.00	5,417.00
670	Hopewell	0.2667	18	65,672.00	48,157.00	17,515.00
678	Lexington	0.3302	18	-	-	-
680	Lynchburg	0.2736	18	38,790.00	28,177.00	10,613.00
683	Manassas City	0.4168	18	-	-	-
685	Manassas Park	0.4273	18	8,778.00	5,027.00	3,751.00
690	Martinsville	0.3321	18	-	-	-
700	Newport News	0.2773	18	-	-	-
710	Norfolk	0.2455	18	122,854.00	92,693.00	30,161.00
720	Norton	0.3254	18	7,452.00	5,027.00	2,425.00
730	Petersburg	0.3535	18	49,558.00	32,039.00	17,519.00
735	Poquoson	0.2787	18	-	-	-
740	Portsmouth	0.2605	18	-	-	-
750	Radford	0.2035	18	-	-	-
760	Richmond City	0.3691	18	-	-	-
770	Roanoke City	0.3072	18	7,256.00	5,027.00	2,229.00
775	Salem	0.3513	18	7,749.00	5,027.00	2,722.00
790	Staunton	0.2699	18	6,885.00	5,027.00	1,858.00
800	Suffolk	0.2432	18	-	-	-
810	Virginia Beach	0.3569	18	-	-	-
820	Waynesboro	0.3843	18	8,800.00	5,418.00	3,382.00
830	Williamsburg	0.4553	18	-	-	-
840	Winchester	0.4587	18	18,788.00	10,170.00	8,618.00
1200	Greensville/Emporia	0.2266	18	6,500.00	5,027.00	1,473.00
1300	Fairfax/Falls Church	0.4611	18	732,674.00	394,838.00	337,836.00
Total Allocation				3,076,555.00	1,899,999.00	1,176,556.00