



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

### **ADMINISTRATIVE MEMO #18-05**

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

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

**Date:** June 6, 2018

**Subject:** FY2018 CSA Expenditure Reporting  
FY2018 Federal Expenditure Report  
FY2019 CSA Base Pool Allocation and Non-Mandated / Protected funds  
FY2019 CSA Expenditure Reporting  
FY2019 Administrative Funding

### **FY2018 Year End Expenditure Reporting**

September 30 is the cut-off for reporting program year 2018 CSA pool fund expenditures (Services from July 1, 2017 through June 30, 2018). Please refer to Section 4.5.2 (Pool Fund Reimbursement) of the CSA Policy Manual for additional information regarding reporting requirements.

The CSA Local Expenditure Data and Reimbursement System (LEDRS) will be available until midnight, September 30, 2018, for Fiscal Agent approval of FY2018 expenditures. The CSA LEDRS has the ability to look at multiple fiscal years (FY). The CSA LEDRS looks at the payment date and the purchase order fiscal year to determine the program service year and the month of service.

For July and August 2018, you can submit only one LEDRS file each month, however, the data submitted may include expenditures for both 2018 and 2019 program service years. The LEDRS system will determine the proper programs service year to post the entry.

In order that all 2018 program service year expenditures are reported by the September 30 cut-off, in the month of September a locality can submit up to three (3) LEDRS files with Fiscal Agent approval. **Only** in the month of September will the system allow you to post expenditures incurred in that month.

**Effective Monday, October 1, 2018, the LEDRS system will no longer accept FY2018 expenditures.**

**FY2018 Federal Expenditure Reporting Requirements**

During the 2018 fiscal year, the Children's Services Act received \$9,419,998 in Temporary Assistance for Needy Families (TANF)/Social Services Block Grant (SSBG) funding. The funds are used to reimburse localities for eligible Title IV-E clients. A report will be made available on the fiscal agent site of the CSA website in July 2018, reflecting individual locality reimbursement using SSBG (Catalog of Federal Domestic Assistance, CFDA # 93667) funds. You will need this information for your annual Statement of Expenditures of Federal Awards (SEFA) reporting.

**FY2019 Base Pool Allocation and Non-Mandated (Protected) funds**

Attached to this memorandum is a table with the FY2019 Base Pool Allocation by locality. The funding shown in this table will be the Base Pool Allocation by locality shown in the CSA Transaction History Report. As a result of the increased appropriation levels in the subject Base Pool Allocations, many localities will receive an increase in the base allocation over prior years. Please carefully review the amount allocated to your locality.

Non-Mandated/Protected funds are a subset of your Base Pool Allocation. The Non-Mandated/Protected funds are not additional funds. It is an amount of your Base Pool Allocation that has been identified for possible expenditures for non-mandated services. The FY2019 Non-Mandated / Protected amount will be available in July on the local CSA Fiscal Agent Site.

**FY2019 Expenditure Reporting**

The LEDRS System will open for FY2019 program service year reporting (*services from July 1, 2018 through June 30, 2019*) on August 1, 2018. The LEDRS will be the CSA expenditure system of record and shall be the source to report and calculate CSA state share reimbursement to localities.

Be aware that the LEDRS will not allow a locality to upload a reimbursement request, which exceeds any of the following areas of identified funding streams.

- Base Pool Allocation (unless a supplemental allocation has been requested and approved)
- The amount allocated in the Non-Mandated category
- The amount allocated in the Special Education Wrap-Around category \*please refer to OCS Administrative Memo #18-04, issued June 5, 2018.

**FY2018 Administrative Funds**

The Office of Children's Services is in the process of developing an improved method of requesting CSA Local Administrative Funds. Further guidance for requesting these funds will be forthcoming. The new process for requesting CSA Administrative funds will be available by October 1, 2018.

Attached to this memorandum is a table showing each locality's allocated FY2019 CSA Local Administrative funds.

*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.*

Office of Comprehensive Services  
 Pool Fund Expenditures  
 Three Year Average - For Base Allocations

Base2019

ID	Locality Name	Local Pool Fund Match Rate	FY19 Total Base Allocation	FY19 State Base Allocation	FY19 Local Base Allocation
1	Accomack	23.32%	707,964	542,834	165,130
3	Albemarle	44.74%	8,845,512	4,888,170	3,957,342
5	Alleghany/Clifton Forge	19.24%	1,288,229	1,040,357	247,872
7	Amelia	32.68%	430,072	289,523	140,549
9	Amherst	27.22%	1,221,667	889,174	332,493
11	Appomattox	26.39%	1,568,129	1,154,316	413,813
13	Arlington	46.02%	6,850,690	3,698,321	3,152,369
15	Augusta	33.02%	3,822,235	2,560,094	1,262,141
17	Bath	42.78%	163,604	93,617	69,987
19	Bedford County	31.11%	2,364,638	1,628,999	735,639
21	Bland	21.09%	306,009	241,470	64,539
23	Botetourt	36.02%	1,176,747	752,853	423,894
25	Brunswick	24.39%	792,900	599,510	193,390
27	Buchanan	31.56%	1,531,087	1,047,910	483,177
29	Buckingham	20.23%	1,280,567	1,021,507	259,060
31	Campbell	31.07%	2,145,972	1,479,177	666,795
33	Caroline	33.08%	1,612,238	1,078,909	533,329
35	Carroll	29.10%	1,590,113	1,127,429	462,684
36	Charles City	31.31%	216,119	148,461	67,658
37	Charlotte	22.04%	932,998	727,365	205,633
41	Chesterfield	38.53%	9,785,991	6,015,325	3,770,666
43	Clarke	47.97%	778,746	405,174	373,572
45	Craig	29.01%	376,618	267,349	109,269
47	Culpeper	37.67%	4,317,398	2,691,028	1,626,370
49	Cumberland	30.40%	658,461	458,267	200,194
51	Dickenson	30.42%	1,200,289	835,221	365,068
53	Dinwiddie	33.58%	1,589,161	1,055,544	533,617
57	Essex	38.53%	785,676	482,950	302,726
61	Fauquier	45.84%	5,023,800	2,721,078	2,302,722
63	Floyd	23.24%	376,045	288,649	87,396
65	Fluvanna	38.11%	2,185,623	1,352,656	832,967
67	Franklin County	28.30%	4,326,685	3,102,298	1,224,387
69	Frederick	43.48%	3,053,022	1,725,434	1,327,588
71	Giles	28.98%	1,288,055	914,790	373,265
73	Gloucester	36.87%	957,765	604,638	353,127
75	Goochland	48.71%	1,346,206	690,519	655,687
77	Grayson	21.09%	491,207	387,626	103,581
79	Greene	34.71%	1,241,595	810,644	430,951
83	Halifax	23.35%	2,196,552	1,683,587	512,965
85	Hanover	44.44%	4,123,629	2,291,117	1,832,512
87	Henrico	37.55%	10,604,189	6,622,350	3,981,839
89	Henry	27.86%	658,466	475,047	183,419

ID	Locality Name	Local Pool Fund Match Rate	FY19 Total Base Allocation	FY19 State Base Allocation	FY19 Local Base Allocation
91	Highland	38.22%	21,478	13,270	8,208
93	Isle of Wight	36.13%	222,998	142,423	80,575
95	James City	44.83%	1,005,918	554,921	450,997
97	King & Queen	31.44%	431,175	295,613	135,562
99	King George	36.27%	1,651,703	1,052,633	599,070
101	King William	38.53%	675,883	415,474	260,409
103	Lancaster	43.91%	955,606	536,007	419,599
105	Lee	22.45%	938,620	727,942	210,678
107	Loudoun	47.64%	6,285,696	3,291,466	2,994,230
109	Louisa	44.01%	3,016,929	1,689,124	1,327,805
111	Lunenburg	16.98%	791,219	656,894	134,325
113	Madison	33.55%	2,696,646	1,792,030	904,616
115	Mathews	42.71%	235,684	135,025	100,659
117	Mecklenburg	22.86%	1,684,862	1,299,632	385,230
119	Middlesex	43.33%	427,749	242,406	185,343
121	Montgomery	28.34%	660,134	473,052	187,082
125	Nelson	31.32%	716,340	491,976	224,364
127	New Kent	43.29%	1,079,594	612,237	467,357
131	Northampton	19.71%	447,247	359,080	88,167
133	Northumberland	33.04%	351,944	235,663	116,281
135	Nottoway	26.86%	632,644	462,709	169,935
137	Orange	40.83%	2,440,758	1,444,079	996,679
139	Page	28.65%	1,138,662	812,384	326,278
141	Patrick	25.39%	316,717	236,293	80,424
143	Pittsylvania	23.55%	3,916,403	2,993,930	922,473
145	Powhatan	43.42%	1,896,806	1,073,266	823,540
147	Prince Edward	22.32%	784,832	609,684	175,148
149	Prince George	37.16%	1,087,384	683,313	404,071
153	Prince William	34.14%	9,220,262	6,072,598	3,147,664
155	Pulaski	29.23%	2,976,526	2,106,602	869,924
157	Rappahannock	41.99%	1,370,272	794,898	575,374
159	Richmond County	32.27%	298,372	202,079	96,293
161	Roanoke County	43.97%	6,234,926	3,493,437	2,741,489
163	Rockbridge	23.36%	1,834,721	1,406,068	428,653
165	Rockingham	34.45%	4,546,434	2,980,033	1,566,401
167	Russell	18.94%	1,389,403	1,126,266	263,137
169	Scott	31.54%	658,523	450,827	207,696
171	Shenandoah	35.17%	2,366,123	1,534,058	832,065
173	Smyth	23.37%	828,467	634,859	193,608
175	Southampton	32.30%	461,696	312,546	149,150
177	Spotsylvania	45.88%	9,126,745	4,939,778	4,186,967
179	Stafford	44.39%	4,901,428	2,725,469	2,175,959
181	Surry	39.79%	131,550	79,205	52,345
183	Sussex	23.87%	457,302	348,126	109,176
185	Tazewell	24.55%	1,447,462	1,092,040	355,422
187	Warren	38.53%	1,597,285	981,850	615,435

ID	Locality Name	Local Pool Fund Match Rate	FY19 Total Base Allocation	FY19 State Base Allocation	FY19 Local Base Allocation
191	Washington	27.60%	1,390,296	1,006,565	383,731
193	Westmoreland	30.25%	1,050,174	732,450	317,724
195	Wise	27.55%	1,367,216	990,565	376,651
197	Wythe	27.08%	1,469,394	1,071,482	397,912
199	York	38.88%	993,994	607,482	386,512
510	Alexandria	53.09%	8,426,031	3,952,593	4,473,438
520	Bristol	25.47%	1,617,582	1,205,621	411,961
530	Buena Vista	23.29%	978,767	750,818	227,949
540	Charlottesville	30.68%	5,772,815	4,001,571	1,771,244
550	Chesapeake	37.15%	3,252,120	2,043,843	1,208,277
570	Colonial Heights	40.27%	712,522	425,593	286,929
580	Covington	24.96%	765,382	574,338	191,044
590	Danville	22.23%	2,893,633	2,250,483	643,150
620	Franklin City	37.10%	164,615	103,535	61,080
630	Fredericksburg	34.41%	1,651,324	1,083,104	568,220
640	Galax	31.46%	278,880	191,144	87,736
650	Hampton	32.23%	5,021,137	3,402,968	1,618,169
660	Harrisonburg	38.08%	4,065,251	2,517,089	1,548,162
670	Hopewell	26.67%	2,538,914	1,861,707	677,207
678	Lexington	33.02%	192,730	129,086	63,644
680	Lynchburg	27.36%	5,062,213	3,676,959	1,385,254
683	Manassas City	41.68%	1,428,636	833,239	595,397
685	Manassas Park	42.73%	790,206	452,519	337,687
690	Martinsville	33.21%	192,608	128,640	63,968
700	Newport News	27.73%	7,227,262	5,223,120	2,004,142
710	Norfolk	24.55%	7,200,953	5,433,248	1,767,705
720	Norton	32.54%	122,721	82,789	39,932
730	Petersburg	35.35%	4,207,246	2,719,984	1,487,262
735	Poquoson	27.87%	328,588	237,013	91,575
740	Portsmouth	26.05%	2,377,563	1,758,208	619,355
750	Radford	20.35%	766,132	610,260	155,872
760	Richmond City	36.91%	16,881,799	10,651,174	6,230,625
770	Roanoke City	30.72%	8,733,296	6,050,177	2,683,119
775	Salem	35.13%	1,388,314	900,601	487,713
790	Staunton	26.99%	2,085,896	1,523,011	562,885
800	Suffolk	24.32%	1,045,616	791,302	254,314
810	Virginia Beach	35.69%	10,118,798	6,507,565	3,611,233
820	Waynesboro	38.43%	2,205,287	1,357,795	847,492
830	Williamsburg	45.53%	223,552	121,767	101,785
840	Winchester	45.87%	2,181,458	1,180,754	1,000,704
1200	Greensville/Emporia	22.66%	567,471	438,897	128,574
1300	Fairfax/Falls Church	46.11%	38,860,336	20,940,183	17,920,153
<b>Statewide</b>			<b>341,170,525</b>	<b>216,025,794</b>	<b>125,144,731</b>