



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

## Administrative Memo #18-08

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

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

**Date:** July 30, 2018

**Subject:** FY2018 CSA Program Expenditure Year End

### CSA 2018 Program Year-End is September 30, 2018:

This is a reminder that all requests for reimbursement of expenditures incurred between July 1, 2017 and June 30, 2018 must to be submitted to CSA's Local Expenditure Data and Reimbursement System (LEDERS) and approved by the locality CSA Fiscal Agent in LEDERS before midnight, September 30, 2018.

The LEDRS system will be available for processing year-end reimbursement requests until midnight September 30. This year, September 30 falls on a Sunday. It is highly recommended that you not delay processing and submitting your final FY2018 program year-end reimbursement requests. In the event there are any coding or validation errors or a need for approval of a supplemental funding request, early processing will provide more time to resolve those issues.

It is recommended that all FY2018 expenditure reimbursement requests be posted and approved in LEDRS before Close of Business on Friday, September 28. The Office of Children's Services (OCS) will close at 5:00 P.M. on Friday, September 28. OCS staff will not be available to assist if there are any errors or supplemental requests on the 29<sup>th</sup> or the 30<sup>th</sup> of September.

### Year-End Reimbursement Processing:

During the months of July, August and September, LEDRS can accept expenditures incurred in multiple fiscal years. During the month of July and August, a locality can only submit one LEDRS file each month. In the month of September, a locality can submit up to five (5) LEDRS files.

In the months of July, August, and September, LEDRS separates the submitted data into FY2018 and FY2019 based on the payment date, as well as the purchase order fiscal year to determine the program service year and the month of service. The expenditure reimbursement data from the locality comes in a single submission. Therefore, a locality should review both FY2018 and FY2019 data reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

**Reminder: All 2018 reimbursement requests must be approved by the local CSA fiscal agent in LEDRS before midnight September 30, 2018. Late submissions will not be accepted for reimbursement as addressed in SEC Policy 4.5.2. Waivers to the September 30 reporting requirement must be submitted in writing and will be considered only if local governments demonstrate mitigating circumstances beyond their control.**

Please direct any questions to:

Maris Adcock

[maris.adcock@csa.virginia.gov](mailto:maris.adcock@csa.virginia.gov)

804-662-7451

Thank you for your cooperation.