



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #18-09

To: CPMT Chairs
CSA Coordinators
CSA Fiscal Agents

From: 
Maris Adcock, Finance and Business Operation Manager

Date: October 12, 2018

Subject: CSA Local Administrative Funds Budget Plan

Effective with FY2019, the Office of Children's Services has implemented a new process for localities to request their Local CSA Administrative funds. This new process no longer requires a paper submission, physical signatures, and the mailing of the request to the Department of Education.

The new procedure is an electronic one done through the CSA Local Government Reporting application. The process is described in detail in the attached document and requires action by the CSA Coordinator, the CPMT Chair, and the Fiscal Agent. The CSA Coordinator originates the process and it is then sequentially approved by the CPMT Chair and the Fiscal Agent. Once initiated, e-mail notification will occur at each stage alerting the appropriate individual of the need to take action. The process requires that the CPMT Chair has established his/her account in the CSA Account Management System.

The attached instructions contain step-by-step directions along with screen shots of each step in the procedure. Submissions will be accepted between October 15, 2018 and June 15, 2019 at which time requests for the current year's Administrative Funds will be closed.

After the local Fiscal Agent has approved and submitted the Administrative Budget Plan, OCS recommends that the locality print and retain a copy.

Any questions about this can be directed to me at: maris.adcock@csa.virginia.gov or 804-662-7451.

Thank you for your cooperation.