



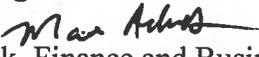
COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMO #19-06

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

From: 
Maris Adcock, Finance and Business Operation Manager

Date: June 13, 2019

Subject: FY2019 CSA Expenditure Reporting
FY2019 Federal Expenditure Report
FY2020 CSA Base Pool Allocation and Non-Mandated / Protected Funds
FY2020 CSA Expenditure Reporting

FY2019 CSA Expenditure Reporting Program Year-End:

September 30 is the cut-off for reporting program year 2019 CSA pool fund expenditures (Services between July 1, 2018 and June 30, 2019). All requests for reimbursements must be in the CSA Local Expenditure Data and Reimbursement System (LEDRS), and approved by the local CSA Fiscal Agent before midnight, September 30, 2019. Please refer to Section 4.5.2 (Pool Fund Reimbursement) of the CSA Policy Manual for additional information regarding reporting requirements.

The LEDRS system will be available for processing and fiscal agent approval of year-end reimbursement requests until midnight September 30. It is highly recommended that you not delay in processing and submitting your final FY2019 program year-end reimbursement requests. In the event there is any coding, validation errors, or a need for approval of a supplemental funding request, early processing will provide more time to resolve those issues.

During the months of July, August and September, LEDRS can accept expenditures incurred in multiple program years. For July and August 2019, you can submit only one LEDRS file each

month. In the month of September, a locality can submit up to three (3) LEDRS files. Only in the month of September will the system allow for the posting of current month expenditures.

LEDRS will separate the submitted data into FY2019 and FY2020 based on the payment date, as well as the purchase order fiscal year, to determine the proper program service year and the month of service. It is important that a locality review both FY2019 and FY2020, CSA Pool reimbursement data during July through September before the fiscal agent approval of the LEDRS submission. The data submitted to LEDRS must be correct before approval. The system will not allow for the backing out of just one fiscal year. The local fiscal agent must approve both the prior and current year CSA Pool Request information.

The Office of Children's Services (OCS) will close at 5:00 P.M. on Monday, September 30. Staff will not be available to assist if there are any errors or supplemental requests needed after 5:00 P.M. on September 30.

Effective Tuesday, October 1, 2019, the LEDRS system will no longer accept FY2019 expenditures.

FY2019 Federal Expenditure Reporting Requirements

During the 2019 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 were used to reimburse localities for eligible Title IV-E clients. A report will be available to the local CSA Fiscal Agent site on the CSA website in July 2019, reflecting individual locality reimbursement using SSBG (Catalog of Federal Domestic Assistance, CFDA # 93667) funds. The locality will need this information for their annual Statement of Expenditures of Federal Awards (SEFA) reporting.

FY2020 Base Pool Allocation and Non-Mandated (Protected) Funds

Attached to this memorandum is a table, which shows the FY2020 Base Pool Allocation by locality. The amounts shown in the table will be the Base Pool Allocation by locality reflected in the CSA Transaction History Report. 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 was identified for possible expenditures for non-mandated services. The FY2020 Non-Mandated / Protected amount will be available in July on the local CSA Fiscal Agent site.

FY2020 Expenditure Reporting

The LEDRS System will open for FY2020 program service year reporting (*services from July 1, 2019 through June 30, 2020*) on August 1, 2019. The LEDRS will be the CSA expenditure system of record and shall be the source to report and calculate the 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)
- Non-Mandated / Protected category
- Special Education Wrap-Around (unless an additional SPED Wrap allocation has been requested and approved)