



COMMONWEALTH of VIRGINIA

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Executive Director

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

ADMINISTRATIVE MEMO #19-07

TO: CPMT Chairs
CSA Fiscal Agents
CSA Coordinators

FROM: Maris Adcock, Finance and Business Operation Manager

DATE: July 16, 2019

SUBJECT: FY20 NON-MANDATED (PROTECTED) FUNDS
FY20 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

FY20 Non-Mandated (Protected Funds)

Attached to this memo is a PFD file, which reflects the FY2020 Non-Mandated/Protected funds associated with a locality's Base Pool Allocation. The localities were provide their FY2020 Base Pool Allocation in CSA Administrative Memo #19-06.

Non-Mandated/Protected funds are a subset of a locality's Base Pool Allocation. The Non-Mandated/Protected funds are not additional funding. It is an amount of the Base Pool Allocation identified to be used for possible expenditures for non-mandated services.

FY20 Wrap-Around Services for Students with Disabilities

The FY2020 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 in 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 FY2020 SPED Wrap-Around funds is the same as 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 (FY2016 – FY2019).
 - a. If a locality has not expended these funds during the three most recently completed fiscal years (FY2016-2018), nor have they requested these funds during the fiscal year (FY2019), they did not receive an initial SPED Wrap-Around Allocation for FY2020.
2. If a locality does not receive SPED Wrap-Around funds in the initial allocation, they can complete the SPEDWRAP form found on the CSA website under Resources Forms. Submit the completed form by email to the OCS Finance and Business Office for review and consideration.
3. Mid-year recovery and reallocation of unutilized SPED Wrap-Around allocation:
 - a. Following the close of the second quarter (December 2019), 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 maybe 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. This will require the completion of the SPEDWRAP Form located on the CSA website under Resources Forms. Send the completed form to the OCS Finance and Business Office for review and consideration.
4. If at any point in FY2020 a locality needs additional SPED Wrap-Around funds, the locality may submit the SPEDWRAP form located on the CSA website under Resources Forms. Then email the completed form to the OCS Finance and Business Office requesting consideration for allocation of additional funds.

Requests for additional 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.

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.

cc: Scott Reiner
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