



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES


Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

Administrative Memo #19-08

To: CSA Coordinators

CC: CPMT Chairs

From: Scott Reiner 

Re: Reporting FY2020 Private Day Special Education Rates

Date: August 2, 2019

This Administrative Memo is to provide guidance for reporting to the Office of Children's Services (OCS) of your FY2020 negotiated rates for private day special education programs. The collection of these rates is required by the FY2019-2020 Appropriation Act (Item 282. N.) and will support OCS's activities to comply with the requirements that FY2020 private day special education rates increase at no more than two percent from the rates paid in FY2019.

You have previously submitted your FY2019 negotiated rates for these programs. Following the instructions in the included document, please update no later than September 1, 2019, your FY2020 negotiated rates via the Local Government Reporting portal on the CSA website. CSA Coordinators can complete this task by logging into Local Government Reporting and following the instructions provided.

Please note that reporting (and the 2% limit on rate increases) on private day special education is for tuition rates (which should be coded in LEDRS as CSA Service Name 26, Private Day School, per diem rate). Ancillary services such as speech therapy, occupational therapy, transportation, etc. (which should be coded in LEDRS as CSA Service Name 36, Special Education Related Services, typically billed on an hourly or per session rate) are excluded from the 2% increase limit and it is not necessary to update the rates for these services, even if you provided these rates in FY2019.

Please feel free to contact Preetha Agrawal, the OCS IT Director with technical questions about completing this process. Questions about what programs should be reported on or how to code (CSA Service Name 26 or 36) special education services and expenditures can be directed to me or Kristi Schabo.

Thank you for your cooperation.