



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

## ADMINISTRATIVE MEMO #20-04

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

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

**Date:** June 5, 2020

**Subject:** FY2020 CSA Program Expenditure Year End  
FY2021 Base Pool Allocation Funds / Non-Mandated (protected) Funds  
FY2021 WRAP-Around Services for Students with Disabilities Funds  
FY2021 Expenditure Reporting

### FY2020 Year-End Reimbursement Processing:

During the months of July, August and September, the CSA LEDRS System can accept expenditures incurred in multiple fiscal years. During the months of July and August, a locality can only submit one (1) LEDRS file each month. In the month of September, a locality can submit up to three (3) LEDRS files.

In the months of July, August, and September LEDRS separates the submitted expenditures into FY2020 and FY2021 based on 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 FY2020 and FY2021 expenditure reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

**All FY2020 reimbursement requests, for CSA services incurred {between July 1, 2019 through June 30, 2020} must be approved by the local CSA fiscal agent in LEDRS before midnight September 30, 2020. Late submissions will not be accepted for reimbursement as addressed in State Executive Council (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.**

### CSA FY2021 Base Pool Allocation and Protected (Non-Mandated) Funds:

Attached to this memorandum is a table which shows the FY2021 Base Pool Allocation by locality. The amount shown in the table will be the locality's Base Pool Allocation, which will be reflected in the CSA Transaction History Report. The table also reflects an estimated required local base match required to receive the state's allocation. Please carefully review the amount allocated to your locality.

The Protected (non-mandated) funds are a subset of the locality's Base Pool Allocation. The Protected funds are not additional funds. It is a portion of the Base Pool Allocation that your locality can use to provide services to non-sufficient (non-mandated) youth and families. Attached to this memo is a PDF file, which reflects the FY2021 Protected funds associated with a locality's Base Pool Allocation.

#### **FY2021 Wraparound Services for Students with Disabilities Funds:**

The FY2021 state appropriation allocation for "Wraparound Services for Students with Disabilities" (SPEDWRAP funds) is \$2,200,000. This specific appropriation represents a continuation of the CSA "earmark" funding for this particular service category.

This limited appropriation has several restrictions. The state share of reimbursement of this category of expenditures may not exceed \$2.2 million statewide, nor can the appropriation be used for or transferred to other service categories. As with all state appropriations, any unexpended allocation 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 use of the funds for "Wraparound Services for Students with Disabilities" allows localities to provide services to youth when their identified educational disabilities affect adjustment outside the school environment. Such services may provide critical support for youth who face significant challenges in the home or community. (Please see SEC Policy 4.1.3). Communities are encouraged to consider their local policies regarding the provision of Special Education Wraparound services and to identify strategies to maximize the utilization of community-based supports for all youth.

The allocation and management of the funds are based on the following principles.

1. All localities should have an opportunity to utilize the funds,
2. All localities should have access to the funds, and
3. 100% of the earmarked funds will be available for allocation.

The process for allocation and management of the FY2021 SPEDWRAP funds will be the same as in prior years.

1. The initial allocation to localities will be based on the locality's average utilization over the prior four years.
2. If a locality does not receive SPEDWRAP funds in the initial allocation or if a locality needs additional SPEDWRAP funds, they can request funds by completing the SPEDWRAP Request Form, which is on the CSA website under Resources>Forms. Submit the form to the OCS Business and Finance Manager for funding consideration.
3. In January 2021, any locality that has not posted any SPEDWRAP expenditures to LEDRS, will risk having their allocation unallocated by OCS for reallocation to other localities that are requesting additional SPEDWRAP funds.

Requests for additional SPEDWRAP funds will be supported based on the availability of unallocated SPEDWRAP funds. The total state allocation cannot exceed \$2,200,000.

#### **FY2021 Expenditure Reporting:**

The LEDRS System will open for FY2021 program service year reporting (*services from July 1, 2020 through June 30, 2021*) on August 1, 2020. LEDRS will be the CSA expenditure system of record and shall be the mechanism to report and calculate the state's share of CSA reimbursement to localities.