



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### ADMINISTRATIVE MEMORANDUM #21-05

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

**From:** Scott Reiner, Executive Director  
Preetha Agrawal, Information Technology Director

**Date:** April 21, 2021

**Subject:** Updated CSA Reference Documents

On March 5, 2021 you received Administrative Memo #21-04 informing you of upcoming changes to the CSA LEDRS file layout beginning with FY2022 (July 1, 2021). This is a follow up memo providing final version of key documents and a summary of the key changes. These documents will be posted to the Resources section of the OCS website, as we get closer to July 1. All relevant entities are aware of these changes so that various software applications can be accomplished.

The following are the key changes to these definitional documents:

1. Addition of a new Mandate Type (MT) for capturing eligibility through both state and federal Kinship Guardianship Assistance (MT 12)
2. Addition of two new Expenditure Categories (EC) for capturing allowable foster care maintenance costs for the State (EC 2e1 and basic maintenance only) and Federal (EC 2e2 and basic and enhanced maintenance) Kinship Guardianship programs
3. Addition of new Service Name for Public School Special Education Transitional Services to align with legislation (HB2117/SB1313) passed in the 2021 General Assembly
4. Update of the Service Placement Type (SPT) definition for Special Education Private Day Placement (SPT 6) to include the public school transitional services referenced in the prior item.

Please note that separate guidance will be forthcoming on the implementation of the new Public School Special Education Transitional Services.

As indicated previously, OCS is making the required changes for the CBDRS application and the local software providers (e.g., Thomas Brothers, Harmony, locally developed systems) have been made aware of these new requirements.

Final copies of the relevant revised documents are attached to the distribution of this Administrative Memo:

- Mandate Type Definitions
- CSA Service Names
- Pool Fund Expenditure Categories and Definitions
- CSA Service Placement Types

Please feel free to contact us with any questions you may have. Thank you for your cooperation.