



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### ADMINISTRATIVE MEMORANDUM #21-08

**To:** CPMT Chairs  
CSA Coordinators

**From:** Scott Reiner, Executive Director

**CC:** Elizabeth Lee, Department of Social Services

**Date:** May 3, 2021

**Subject:** Sample Standard Contracts/Contract Template for Evidence-Based Services

The Office of Children's Services has been working with the Virginia Department of Social Services to implement the Family First Prevention Services Act (Family First) on July 1, 2021. Part of this collaboration has been to develop a standard sample contract for use by local CSA programs and local departments of social services for the three evidence-based services (Multisystemic Therapy (MST), Functional Family Therapy (FFT), and Parent-Child Interaction Therapy (PCIT)) that can be funded with Family First title IV-E prevention services funding. These services have already been available through CSA funding and with the implementation of Family First, will also be available through title IV-E prevention services funding (50% federal and 50% state) for eligible youth and their families.

These sample Family First and CSA contracts delineate service-specific elements for each of the three evidence-based services and include additional DSS/title IV-E requirements to be eligible for that funding. The use of the contracts is not mandatory. However, they do contain required service components outlined in Specific Terms and Conditions and related elements for both CSA and FFPSA/title IV-E funding (e.g., minimum qualifications for providers). Local agencies contracting for these services are encouraged to utilize any or all of the elements of these sample contracts as they see fit.

As the contracts will be between local agencies and service providers, the contracts need to be reviewed, modified, approved, and executed by the designated local authorities. Localities may use a single combined contract for both CSA and LDSS purchasing or may opt to enter into separate contracts with providers.

Thank you for your attention to this exciting new funding opportunity for evidenced-based services. Please reach out to my office (for CSA related questions) or to [familyfirst@dss.virginia.gov](mailto:familyfirst@dss.virginia.gov) for VDSS related questions.