



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMO #22-06

TO: CSA Coordinators
CPMT Chairs

FROM: Scott Reiner, Executive Director

A handwritten signature in blue ink that reads "Scott Reiner".

RE: Fiscal Impact Analysis of New Private Day Special Education Rates

DATE: July 1, 2022

With the adoption of the state budget, the Governor and the General Assembly have directed the Office of Children's Services to carry out a fiscal impact analysis of the private day special education rates established in the Final Report ([RD686, 2021](#)). The rates established in the report have since been modified to reflect increased inflationary pressures and additional discussions with private day providers.

The completion of the fiscal impact analysis is in place of the implementation of the new rate schedule that was previously to be initiated on July 1, 2022. This means that the actual 2022-2023 school year rates will be established in the usual method between the providers and the local CSA programs. No changes in that process are necessary.

However, to complete the fiscal impact analysis, it is necessary to "project" the new rates for each enrolled student funded through CSA. To do so, new Service Name codes (reflecting one of nine rate tiers) must be employed for all students enrolled in a private day program for the 2022-2023 school year (most localities begin in August or early September). The Office of Children's Services has established these new codes. For purchase orders for the 2022-2023 school year, these will be the only codes accepted by the Local Expenditure, Data and Reimbursement System (LEDRS). These Codes can be found in Appendix A of this Administrative Memo and have previously been discussed in Administrative Memo #22-03, issued on June 2, 2022. This information has also been distributed to all software providers supporting your CSA programs (e.g., Thomas Brothers and the local CSA software contacts for all other systems). Each school will use one of nine tiers to designate the student, with the tiers reflecting the staffing ratios in that student's classroom. No purchase orders for the new school

year will be accepted in LEDRS using the single Service Name code for private day special education that has been used in prior years.

By August 15, 2022, each in-state private day school will be submitting an OCS-provided spreadsheet for the students from your locality enrolled in their program at the beginning of the school year. This is the *Rate Calculation Tool* attached to this Memo. Training was conducted on June 17 and June 29, and I hope someone from your local CSA program was able to participate. A recording of the training and all of the materials related to this activity are available at the following website: <https://va-cat.hus2.pcgus.com/Modules/Core/resources.aspx>. The recording of the June 29 training session can be found at: <https://va-cat.hus2.pcgus.com/Modules/Core/content/PCG-VA%20OCS%20Recorded%20Training%206.29.2022.mp4>. I am also attaching them (minus the recording) to this Administrative Memo for your convenience. The private day school will also need to designate the appropriate tier for all students enrolled following the initial submission so that you can enter the information in LEDRS.

This process will allow us to project the actual costs of private day programs when the new rate structure is implemented on July 1, 2023. Once you receive the spreadsheet from the private school, you can enter the purchase order information using the new codes that LEDRS will accept.

Additional assistance can be obtained directly from our consultants, PCG, at RateStudy@pcgus.com.

Thanks for your attention to this matter. Please do not hesitate to contact me if you have any questions.

Appendix A

New LEDRS Codes (service Names) for Private Day Special Education

For Purchase Orders beginning on or after 8/1/2022 for the 2022 – 2023 School Year

| Service Code in LEDRS | Description |
|-----------------------|--|
| 54 | Private Day School – Tier 1 |
| 55 | Private Day School – Tier 2 |
| 56 | Private Day School – Tier 3 |
| 57 | Private Day School – Tier 4 |
| 58 | Private Day School – Tier 5 |
| 59 | Private Day School – Tier 6 |
| 60 | Private Day School – Tier 7 |
| 61 | Private Day School – Tier 8 |
| 62 | Private Day School – Tier 9 |
| 63 | Private Day School – Tier 1 (Northern Virginia Schools)* |
| 64 | Private Day School – Tier 2 (Northern Virginia Schools)* |
| 65 | Private Day School – Tier 3 (Northern Virginia Schools)* |
| 66 | Private Day School – Tier 4 (Northern Virginia Schools)* |
| 67 | Private Day School – Tier 5 (Northern Virginia Schools)* |
| 68 | Private Day School – Tier 6 (Northern Virginia Schools)* |
| 69 | Private Day School – Tier 7 (Northern Virginia Schools)* |
| 70 | Private Day School – Tier 8 (Northern Virginia Schools)* |
| 71 | Private Day School – Tier 9 (Northern Virginia Schools)* |
| 72 | Private Day School (Out-of-State) |

*Northern Virginia Schools are those operating in the following:

Counties of Fairfax, Arlington, Prince William, Loudoun, the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park