



# COMMONWEALTH of VIRGINIA

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Executive Director

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

## ADMINISTRATIVE MEMORANDUM #22-08

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

**From:** Kristy Wharton, Finance and Business Manager

**Date:** July 15, 2022

**Subject:** FY2023 Administrative Budget Plan Funding  
New Transaction History Report Showing Administrative History Information

### **FY2023 Administrative Budget Plan Funding:**

**Chapter 2 of the Act of Assembly increased the total Administrative Plan funding from \$2,060,000 to \$2,560,000. All localities received an increase to their allocation.**

The process for localities to request their Local CSA Administrative funds in FY2023 is unchanged. The process no longer requires a paper submission, physical signatures, or the mailing of the request to the Department of Education.

The procedure is electronic through the CSA LEDRS system. The CSA Coordinator originates the process; the CPMT Chair and the Fiscal Agent then sequentially approve it. Once initiated, an e-mail notification will occur at each stage alerting the appropriate individual of the need to take action, the individual needs to login to CSA Local Government Reporting System to approve the request. After the local Fiscal Agent has approved and submitted the Administrative Budget Plan, OCS recommends that the locality print and retain a copy.

FY2023 Administrative Budget Plan funds request can be processed **between July 15, 2022 and June 15, 2023**. The system will close on mid-night June 15, 2023. At that point no other request for the FY2023 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2023 CSA Administrative Budget Plan Allocation.

## **Transaction History Report Showing Administrative History Information:**

This report has been modified to display the Administrative Allocation Section. If there is a message stating that the “Locality has NOT filed the Administrative Plan for current Fiscal Year. The CSA Coordinator needs to submit the Administrative Plan in the LEDRS system. The Administrative Plan needs to be filed and approved fully by the Locality by 6/15/2023. The first column indicates the current status of the Administrative fund request. There will be a row visible if Administrative funds have been requested. The Administrative fund request has various approval stages, if the status is;

- 0 the CSA Coordinator has pended the Admin Plan Request;
- 1 the CSA Coordinator has submitted the Admin Plan Request;
- 3 the Locality CPMT Chair has approved the Admin Plan and
- 5 the Locality Fiscal Agent has approved it.

If the status is a 0, 1 or 3, then the Locality needs to take action. If it is in status 5 everything at the local level has been completed waiting for DOE payment, at which time it will become a status 9.

Questions about the Administrative Budget Plan process may be directed to the OCS Finance and Business Operation Manager, Kristy Wharton at [kristy.wharton@csa.virginia.gov](mailto:kristy.wharton@csa.virginia.gov) or OCS IT Director Preetha Agrawal at [preetha.agrawal@csa.virginia.gov](mailto:preetha.agrawal@csa.virginia.gov)

Thank you for your cooperation.