



COMMONWEALTH of VIRGINIA

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OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

ADMINISTRATIVE MEMO #22-09

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

From: Kristy Wharton, Business and Finance Manager

Date: July 15, 2022

Subject: FY2022 CSA Program Expenditure Year End
FY2023 Base Pool Allocation Funds / Non-Mandated (protected) Funds
FY2023 WRAP-Around Services for Students with Disabilities Funds
FY2023 Expenditure Reporting

FY2022 Year-End Reimbursement Processing:

During the months of July, August and September, LEDRS can accept expenditures incurred in multiple fiscal years. During the month of July and August, a locality can only submit one 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 data into FY2022 and FY2023 based on the purchase order's fiscal year, this will 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 FY2022 and FY2023 data reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

All FY2022 reimbursement requests, for CSA services incurred during July 1, 2021 through June 30, 2022, must be approved by the local CSA fiscal agent in LEDRS by midnight September 30, 2022. Late submissions will not be accepted for reimbursement as addressed in 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 2023 Base Pool Allocation and Non-Mandated (Protected) Funds:

Attached to this memorandum is a table, which shows the FY2023 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 local base match needed to receive the state's allocation. Please carefully review the amount allocated to your locality.

The Non-Mandated (Protected) funds are a subset of the locality's Base Pool Allocation. The Non-Mandated (Protected) funds are not addition funds. It is a portion of the Base Pool Allocation that your locality can use to provide non-mandated services. Attached to this memo is a PDF file, which reflects the FY2022 Non-Mandated (Protected) funds associated with a locality's Base Pool Allocation.

FY2023 WRAP-Around Services for Students with Disabilities Funds:

The FY2023 appropriation allocation for "Wrap-Around 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 places several restriction on expenditures for this category. 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 appropriation any unexpended allocation cannot be carried forward to the next fiscal year. 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 "Wrap-Around Services for Students with Disabilities" allows localities to provide services to youth when their identified educational disabilities affects adjustment outside the school environment. These services may provide critical support for youth who face significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around 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 FY2023 SPED Wrap-Around funds will be the same as prior years.

1. If a locality does not receive SPED Wrap-Around funds in the initial allocation or if a locality needs additional SPED Wrap-Around funds. The locality can request funds by completing the SPEDWRAP form which is on the CSA website under Resources Forms. Submit the form to the OCS Business and Finance Manager for funding consideration,
2. In January any locality, which has not posted SPED Wrap-Around expenditures to LEDRS, will risk having their allocation unallocated by OCS.
3. Request for additional Spend Wrap-Around funds will be supported based on the available of unallocated SPED Wrap-Around funds. The total state allocation cannot exceed \$2,200,000.

FY 2023 Expenditure Reporting:

The LEDRS System will open for FY2023 program service year reporting (*services from July 1, 2022 through June 30, 2023*) on August 1, 2022. The LEDRS will be the CSA expenditure system of record and shall be the source to report and calculate the state's share of CSA reimbursement to localities.