



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### **Administrative Memorandum #26-04**

**To:** CPMT Chairs  
CSA Coordinators

**From:** Kristi Schabo, Policy and Operations Officer *Kristi M. Schabo*

**Date:** March 31, 2026

**Subject:** Release of Revisions to Policy 3.5 and 4.1.1

On March 12, 2026, the State Executive Council for Children's Services (SEC) approved the revision of Policy 3.5 "Records Management," and the adoption of Policy 4.1.1 "Children in Need of Services (CHINS) for implementation effective April 1, 2026. These policies and related documents, as well as an accompanying guidance document for the implementation of Policy 4.1.1, are attached to this administrative memo and will be in the updated Policy Manual for the Children's Services Act on the Office of Children's Services website (<https://www.csa.virginia.gov>).

Notable changes to Policy 3.5 and supporting documentation include:

- A requirement that each CPMT adopt written policies and establish procedures regarding the management of printed and electronic records (3.5.4).
- A listing of minimum document requirements for CSA programs (3.5.4.1).
- Guidance on retention and destruction schedules (3.5.4.2).
- A CSA Documents Inventory Form (Appendix A).

Notable features of Policy 4.1.1 and supporting documentation include:

- Recognition of changes to §§2.2-5211.B and 2.2-5212.4 adopted by the General Assembly during their 2025 session, identifying youth found eligible as a CHINS as an eligible, sum-sufficient population of the Children's Services Act (CSA).
- A Documentation of CHINS Eligibility form (Appendix A).
- A modifiable Model CSA Parental Agreement (Appendix B).
- A guidance document containing practice guidelines on serving youth identified as CHINS.

A copy of both policies and all supporting documents is attached to this Administrative Memo.

Please direct any questions related to the content of this memo to Kristi Schabo ([kristi.schabo@csa.virginia.gov](mailto:kristi.schabo@csa.virginia.gov)).

***PLEASE NOTE:** Appendix A for Policy 3.5 and the Model Parental Agreement for Policy 4.1.1 were created as Microsoft Word templates. Although some restrictions apply, data fields in both documents can be edited to include specific, locally specified information. Additionally, the layout of both forms is unrestricted, allowing unlimited data. Because of the editing parameters, modifying the forms' content and/or layout will require entering the password "CSA" (no quotes) while in design mode, which can be accessed from the developer tab. Additionally, fillable fields in the model parental agreement are highlighted in yellow to draw attention to the areas of the document that require data input; however, once data is selected or entered, the yellow highlight will disappear.*

*Because the Documentation of CHINS Eligibility Form (Appendix A) is required by policy 4.1.1, the content and formatting are specific, and editing is not allowed. However, the data fields (e.g., the child's name, checkboxes, and determination summary) can be edited to capture relevant information.*