



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #26-09

To: CPMT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Scott Reiner, Executive Director

Date: July 27, 2026

Subject: FY2027 Administrative Budget Plan Funding

On August 1, 2026, the Office of Children's Services will release the CSA Administrative Plan funding allocations for FY2027. The process for localities to request their allotted local CSA Administrative funds is unchanged from last year. A step-by-step guide to the process is attached for your review and is also available at:

www.csa.virginia.gov/content/doc/Administrative_Plan_Guide.pdf.

An email will be generated to all local CSA fiscal agents, prompting them to approve their Administrative Plan (and request the funds) via the Fiscal Agent module in the CSA Local Expenditure, Data and Reimbursement System (LED RS). Once submitted, funding will be issued in October via the Department of Education's usual disbursement process.

FY2027 Administrative Budget Plan fund requests can be processed between August 1, 2026, and June 15, 2027. The system will close at midnight on June 15, 2027. At that point, no other requests for the FY2027 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2027 CSA Administrative Budget Plan Allocation. This table will also be found in the Local Government Reporting section of the CSA website (select FY2027 after August 1) at:

<https://www.csa.virginia.gov/OCSPoolReports/PoolReports/AdminPlanAllocation>

Questions about the Administrative Budget Plan process may be directed to csa.financeit@csa.virginia.gov.

Thank you for your cooperation.

Attachments: Admininstrative_Plan_Guide.pdf
FY2027_Administrative_Budget_Plan_Allocation.pdf