



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

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Executive Director

ADMINISTRATIVE MEMO #26-10

To: CSA LEDRS Report Preparers
CSA Fiscal Agents

CC: CSA Coordinators

From: Preetha Agrawal, Chief Information Officer

Date: October 1, 2026

Subject: CSA LEDRS File Submission Process Change Reminder

The following changes were made to the CSA LEDRS file upload process to inform Report Preparers and OCS that no additional LEDRS files will be submitted for September FY2027.

1. The CSA File Upload page now informs the Report Preparer of the next specific time period (month) that is expected by the system for the CSA LEDRS file. If there are no files (reimbursement) to be submitted for that specific month, the Report Preparer is required to click on the "Skip File" button. This is an existing process.

LEDRS Upload - [Return Section](#) [Logout](#)

OCS File Upload System

Please read before uploading files

The standards related to the Upload files can be found in the two files listed below.
[File Naming Standard](#)
[LEDRS File Layout](#)

The only acceptable file extension is:

Local Expenditure, Data and Reimbursement System (LEDRS) is: **CSA_...TXT**

Any other file extensions will be rejected.

Click on the "Choose File" button to find and select the file you wish to upload from your local computer.

Once the path of the file you wish to upload appears in the text area, click on the [Validate File](#) button.

IMPORTANT - A validated file is NOT submitted to OCS unless user clicks on 'Submit File to OCS' button on the following 'Validated File Result' page

*-Required

The last uploaded CSA LEDRS file was for September 2026.
The next allowed CSA LEDRS file is for September 2026.

No file chosen

2. For example, when the Report Preparer attempts a submission for FY2027 October expenditures, the system will first check if OCS has received a FY2027 September file. If the system is unable to find a September file, the Report Preparer will be required to click on the “Skip File” button on the page. The “Skip File” button generates an “empty” LEDRS file for the designated month and a corresponding \$0 State Pool reimbursement report. **This \$0 State Pool reimbursement report will need to be approved by your locality Fiscal Agent. The \$0 will appear as follows in the Transaction History Report:**

Local Government Reporting Reports

Return Section

Return Home

Print

Logout

FY 20Transaction History for

Transaction History Summary

Base Match Rate: 0.4474

Pended Pool Reports are NOT displayed in the Transaction History Section

Active Pool Report Preparers

Admin Plan

			Total Amount	State
Administrative Allocation			\$48,992.00	\$27,073.00
Status	Date Filed	Date CPMT Approved	Date FA Approved	Date DOE Approved
2	8/1/2025	8/1/2025	9/2/2025	10/22/2025

Transaction History (NON-WRAP Dollars only)

Status	Period End Date	Date Filed	Total Amount	Local	State
2		7/31/2025	9/2/2025	\$8,663.06	\$3,829.31
2		8/31/2025	9/12/2025	\$174,324.94	\$59,636.82
2		9/30/2025	9/29/2025	\$1,430,418.11	\$532,572.07
2		9/30/2025	11/14/2025	\$0.00	\$0.00
2		10/31/2025	11/14/2025	\$1,353,475.77	\$480,600.55
					\$872,875.22

3. If the locality tries to upload a LEDRS file out of chronological sequence, the system will NOT allow the file to be uploaded. The Report Preparer will be notified that they are submitting a file out of sequence and must either submit the correct file highlighted in yellow on the page or click the “Skip File” button, which will autogenerate an empty LEDRS file to submit to OCS. A LEDRS file **MUST** be submitted for every calendar month, even it contains \$0 or is a “Skipped” month.

Questions may be directed to: csa.itsupport@csa.virginia.gov