

AGENDA
State Executive Council for Children's Services
September 11, 2025
9:30 AM

1604 Santa Rosa Road
Henrico, VA 23229
Richmond/Henrico Rooms

Note: This is an in-person meeting
To accommodate interested members of the public, the meeting will be viewable at:

Please join the meeting on your computer, tablet, or smartphone.

<https://meet.goto.com/707361437>

You can also dial in using your phone.

Access Code: 707-361-437

United States: [+1 \(872\) 240-3412](tel:+18722403412)

9:30 Call to Order / Opening Remarks – Honorable Leah Mills
Deputy Secretary of Health and Human Resources

Action Item: Approval of Remote Participation per SEC Policy 2.1.3 and §2.2-3708.3, COV
(if necessary)

Action Item: Approval of the Agenda and Certification of Quorum

9:40 Member Introductions

9:45 Public Comment (Five-minute limit per speaker)

9:50 Excellence in CSA Recognition

10:05 Action Item: Approval of June 2025 Minutes

10:10 SEC Policy Review – SEC Policy 4.1.1 – Eligible Populations CHINS

Action Item: Approve Policy 4.1.1 for final (60-day) public comment period

10:20 SEC Policy Review – Policy 5.1 – Data Set (Rescind)
Policy 4.5.6 – Local Match Rates

Action Item: Approve Policies 4.5.6 and Policy 5.1 (Rescind) for initial (45-day) public comment period

10:35 SEC Policy Review – SEC Policy 3.5 (Records Management)

Action Item: Approve revised Policy 3.5 for initial (45-day) public comment period

10:50 State and Local Advisory Team (SLAT) Report – Mills Jones, SLAT Chair

11:00 Presentation: Virginia Department of Education: Special Education Process

Emily Anne Gullickson, Superintendent of Public Instruction
Dr. Samantha Hollins, Deputy Superintendent for Special Education and Specialized Populations

12:30 OCS Executive Director's Report – Scott Reiner

12:45 Member Remarks / Updates

Closing Remarks and Adjourn – Honorable Leah Mills

Remaining 2025 Meetings

December 11

DRAFT

**STATE EXECUTIVE COUNCIL (SEC)
FOR CHILDREN'S SERVICES
1604 Santa Rosa Road
Richmond/Henrico Rooms
Richmond, VA 23229**

Thursday, June 12, 2025

SEC Members Present:

Leah Mills, Deputy Secretary of Health and Human Resources for The Honorable Janet Kelly,
Secretary of Health and Human Resources (*SEC Chair*)
Carl Ayers for James Williams, Commissioner, Virginia Department of Social Services
John Budesky, County Administrator, Hanover County
The Honorable Kevin Carroll, Member, Chesterfield County Board of Supervisors
Nicole Gore for Nelson Smith, Commissioner, Virginia Department of Behavioral Health
and Developmental Services
Catherine Harrison for Kathryn Hayfield, Commissioner, Department for Aging
and Rehabilitative Services
Samantha Hollins, Ph.D. for Lisa Coons, Superintendent of Public Instruction,
Virginia Department of Education
The Honorable Jacob Holmes, Vice Mayor, City of Bristol
Mills Jones, Chair, State and Local Advisory Team (SLAT)
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia
The Honorable Chad Logan, Judge, 26th Judicial District, Juvenile and Domestic Relations
District Court
The Honorable Barbara Null, Member, James City County Board of Supervisors
Laura Reed for Cheryl Roberts, Director, Department of Medical Assistance Services
Nancy Robbins, Parent Representative
Ron Spears, CEO, Elk Hill, Private Provider Representative
The Honorable Schuyler VanValkenburg, Member, Senate of Virginia

Other Staff Present:

Mary Bell, Program Consultant, OCS
Rachel Friedman, Program Auditor, OCS
Marsha Mucha, Administrative Staff Assistant, OCS
Scott Reiner, Executive Director, OCS
Kristi Schabo, Senior Policy and Planning Specialist, OCS
Susan Whyte, Assistant Attorney General

Members Absent:

The Honorable Carrie Coyner, Member, Virginia House of Delegates
Susan Fischer Davis, MD, for Karen Shelton, MD, Commissioner, Virginia Department of Health
Andrea McMahon for Amy Floriano, Director, Department of Juvenile Justice
Anahita Renner, Parent Representative
The Honorable Amelia Ross-Hammond, Member, Virginia Beach City Council
Melvin Roy, Founder and CEO of Foster-U, Service Recipient Representative

Call to Order/Opening Remarks

Leah Mills, Deputy Secretary of Health and Human Resources, called the meeting to order at 9:30 a.m. A quorum was present.

The meeting agenda was approved on a motion by Barbara Null, seconded by Jacob Holmes.

Member Introduction

Mrs. Mills welcomed everyone and noted the virtual attendance of members of the Governor's Fellows Program who are working on initiatives within the Health and Human Resources secretariat. She highlighted Governor Youngkin's *Safe Kids/Strong Families* initiative, which builds upon the Administration's progress in kinship support and *Right Help, Right Now*. Introductions were made.

Public Comment

There was no public comment.

Excellence in CSA Recognition

As part of the SEC's Strategic Plan, the SEC has developed a process to acknowledge areas of local excellence and best practices. The Excellence in CSA Award, established in March 2025, recognizes a local CSA program's commitment to positively impacting the lives of children, youth, and families through collaboration, authentic engagement, and a system of care.

Deputy Secretary of Health and Human Resources Leah Mills presented the SEC's June 2025 Excellence in CSA Award to the Bedford County CSA program on behalf of the SEC. Representing the Bedford County CSA were:

- Alicia Tuck, CSA Coordinator
- Kathleen Williams, FAPT Coordinator
- Glenda Hensley, CSA Office Administrator
- Tomi Turner, DSS Assistant Director
- Cat Dennis, Foster Care Case Manager
- Kathy McElroy, Foster Care Supervisor
- Athena Stanley and Laurie Lynch, FAPT and DSS CPMT Representatives
- Justin Stauder, County Administrator

Approval of Minutes

On a motion by John Budesky, seconded by Barbara Null, the SEC approved the March 13, 2025 meeting minutes.

SEC Policy Review

Policy 2.1.3 – Individual Participation in State Executive Council Meetings by Electronic Means

Ms. Schabo reported that the SEC approved Policy 2.1.3 for a 60-day public comment period at the March 13, 2025 meeting. No public comments were received.

Policy 2.1.3 provides guidance to the SEC regarding the parameters of electronic participation in SEC meetings or any committees established by the SEC. The proposed changes bring the current policy

into compliance with the guidelines set forth in §2.2-3708.2 and §2.2-3708.3, as amended, effective July 1, 2024.

There was discussion concerning the need for an additional policy to govern electronic meetings due to emergency situations. This will be discussed in more depth at the September SEC meeting.

On a motion by Kevin Carroll, seconded by Nancy Robbins, the SEC approved Policy 2.1.3, Individual Participation in State Executive Council Meetings by Electronic Means, to become effective July 1, 2025.

Policy 4.5.5 – Supplemental Set-Aside

Beginning July 1, 2025, the language outlining the supplemental process will be removed from the Appropriation Act, thus allowing for the dissemination of the state share of CSA funds to localities without needing supplemental requests. As a result, this policy is no longer necessary.

As the proposed action is “necessary to conform to changes in Virginia statutory law or the appropriation act where no agency discretion is involved,” the action is considered exempt from the provisions of SEC Policy 2.4 (Public Participation in Policy-Making Actions).

The proposal is to repeal, in its entirety, the existing SEC Policy 4.5.5 without public comment as an exempt action under SEC Policy 2.4. After further discussion, on a motion by Kevin Carroll, seconded by Nancy Robbins, the SEC approved repealing Policy 4.5.5, Supplemental Set-Aside.

Policy 4.1.1 – Children in Need of Services (CHINS)

SB801 (2025 General Assembly Session) modified the Code of Virginia to include CHINS as a sum-sufficient population for CSA. Two actions on Policy 4.1.1 were presented for the SEC’s consideration:

- The first consideration was to rescind existing Policy 4.1.1 as it is no longer in compliance with the Code of Virginia as revised by the General Assembly (2025 Session) and approved by the Governor, effective July 1, 2025. This action would repeal, in its entirety, the existing Policy 4.1.1 without public comment as an exempt action under SEC Policy 2.4.

After discussion, on a motion by Carl Ayers, seconded by Senator VanValkenburg, the SEC approved repeal of existing SEC Policy 4.1.1, Children in Need of Services (CHINS).

- The second consideration was to publish a Notice of Intent to Develop/Revise Policy to address the legislative changes made by the General Assembly through the proposed draft Policy 4.1.1. which includes CHINS as a sum-sufficient population for CSA. If the SEC approves the draft, revised Policy 4.1.1 will be disseminated for a 45-day public comment period.

As part of the discussion, SEC members recommended changes to Appendix A, the Documentation of Eligibility Form.

- First checkbox - Removing “date of court filing” and the “name of judge” and replacing with “a copy of the court order is attached.”
- Third checkbox – Removing “the child does not meet” and replacing with “the FAPT has not determined”. Also adding that the parent/guardian has been advised of their right to appeal the determination of the FAPT.

On a motion by Senator VanValkenburg, seconded by Jacob Holmes, the SEC approved disseminating Policy 4.1.1 for a 45-day public comment period, once the changes have been made to Appendix A.

State and Local Advisory Team (SLAT) Report

Mills Jones, SLAT Chair, reported on the following items:

- SLAT last met on May 1, 2025.
- SLAT reviewed proposed SEC policy revisions, the CSA Strategic Planning document and the Family/Youth Satisfaction Survey.
- SLAT further discussed the use of sponsored residential care for children in foster care. DBHDS had presented on the topic during the OCS February 2025 office hours.

Mr. Jones presented the following individuals for the SEC’s approval to continue to serve on SLAT for a term beginning July 1, 2025:

- Amy Swift – LDSS representative
- Kristian Williams-Pugh – local school representative
- The Honorable Marilyn Goss – JDRDC judge representative
- Cristy Corbin – parent representative

Mr. Jones’ recommendations for SLAT membership were seconded by Sam Hollins and approved by the SEC.

Annual CSA Training Plan

Mr. Reiner provided members with a copy of the draft OCS Training Plan for Fiscal Year 2026. He also provided members with a copy of the Fiscal Year 2025 Training Progress Report.

From the draft Training Plan, he highlighted some of the training activities and collaborative training opportunities with other partner agencies and organizations. During the discussion, Carl Ayers asked Mr. Reiner to include the Safe Kids, Strong Families initiative on page 4, under Possible Topics.

On a motion by Mills Jones, seconded by Barbara Null, the SEC approved the OCS Training Plan for Fiscal Year 2026.

Presentation

Justin Savoy, Program Coordinator, Chesterfield Recovery Academy, presented on the Academy. The Chesterfield Recovery Academy services the Central Virginia area. Possible future locations include Loudoun County, Virginia Beach, and Waynesboro.

OCS Executive Director's Report

Mr. Reiner reported on the following items:

- For Fiscal Year 2025, total expenditures are expected to increase about 14 percent over Fiscal Year 2024.
- The OCS website is being updated for compliance with accessibility requirements. This work is expected to be completed in 30 to 45 days. The new website will also be compatible with mobile devices.
- SEC members received in their meeting packets several resources for their review and information: Status Report as of June 1, 2025 on the 2024-2025 SEC Strategic Plan; CSA Strategic Planning tools; and a Family/Youth Satisfaction Survey.

At the end of Mr. Reiner's update, an inquiry was made about how county/city officials might receive information on CSA that could potentially have a bearing on their localities. Mr. Reiner will have a conversation with VACo and VML representatives on how information could be shared.

Member Remarks/Updates

Members reported for their agencies and organizations on upcoming trainings, projects, new programs, and other ongoing activities. Members continue to work within their agencies and advocate through their associations for improvements to services and service delivery for Virginia's children, youth, and families.

Closing Remarks and Adjournment

There being no further business, the meeting adjourned at 12:35 p.m. on a motion by Carl Ayers, seconded by Nancy Robbins, and approved by the SEC. The next meeting is scheduled for September 11, 2025.

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services
Policy 4.1.1 “Children In Need of Services (CHINS)”**

#	Commenter	Public Comments	OCS Response
		No public comment was submitted regarding this policy.	

POLICY 4.1

ELIGIBLE POPULATIONS

4.1.1 *Children in Need of Services (CHINS)*

4.1.1.2 *Purpose*

To provide guidance to local Children's Services Act (CSA) programs regarding eligibility as a Child in Need of Services (CHINS).

4.1.1.3 *Authority*

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."
- B. Section [2.2-2648.D.13](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."
- C. Section [2.2-5211.B.4](#) of the Code of Virginia requires the CSAS state pool of funds to serve the following target population: "Children and youth who are determined, by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined in [§16.1-228](#) and requiring (i) community-based services to prevent or eliminate the need for an out of home placement, or (ii) placement outside of the home through an agreement between the public agency designated by the community policy and management team and the parents or legal guardians who retain legal custody of the child."
- D. Section [2.2-5212.A.4](#) of the Code of Virginia identifies a child who "Has been determined by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined [§16.1-228](#)" as an eligible population for funding through the CSA state pool of funds.
- E. Section [16.1-228](#) of the Code of Virginia identifies a child in need of services as "(i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at

Adopted:

Effective:

Revised:

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risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone.

4.1.1.4 Definitions

"Child" means any person under the age of 18.

"Child in Need of Services (CHINS)" means (i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone.

"Community Policy and Management Team (CPMT)" is the entity responsible for developing, implementing, and monitoring the CSA local program through policy development, quality assurance, and oversight of its functions.

"Family Assessment and Planning Team (FAPT)" implements the CSA by recommending services for children and their families. The team considers every child and family's strengths and challenges to address their specific needs as best they can. Families are included in all FAPT assessments, service planning, and decision-making.

"Multidisciplinary Team (MDT)" is an alternative to a "standard" FAPT that provides an option to local CSA programs to provide review and recommendations for an identified group or type of cases and can complete all the statutory duties of a standard FAPT, including a recommendation of services for authorization by the CPMT.

4.1.1.5 Eligibility as a Child in Need of Services

- A. State law mandates the provision of services through the CSA state pool of funds for CHINS-eligible youth (COV [§2.2-5212.4](#)) and requires that those services be considered sum-sufficiently funded under [§2.2-5211.B.4](#).
- B. The determination of CHINS eligibility shall be made in one of two ways:
 - 1. The FAPT or approved MDT shall determine whether the child meets the definition of a CHINS.
 - 2. A juvenile and domestic relations court finds that a child falls within the statutory definition, including that "(i) the conduct complained of must present a clear and substantial danger to the child's life or health or to the life or health of another person, (ii) the child or his family is in need of treatment, rehabilitation or services not presently being received, and (iii) the intervention of the court is essential to provide the treatment, rehabilitation or services needed by the child or his family." (COV [§16.1-228](#))
- C. The FAPT shall document its determination using the CHINS Eligibility Determination Form (see Appendix A).
- D. Once a court or FAPT determines that a child is a CHINS, there is no requirement to reestablish eligibility as a CHINS for the duration of the child's continuing involvement with the CSA program. However, once the circumstances related to a child being determined to be a CHINS have been resolved and/or services have been successfully completed, the child is no longer considered a CHINS. If a child ceases to be a CHINS, the child may qualify as a CHINS again if a court or FAPT makes a new determination.
- E. The local CSA program is responsible for service planning and monitoring of services provided in accordance with all provisions of the Children's Services Act (COV [§2.2-5200 et seq.](#)).

4.1.1.6 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children's Services.

Appendix A

Documentation of Eligibility Form

Child in Need of Services (CHINS)

Funded through the Children's Services Act (CSA)

Effective TBD

Family Assessment and Planning Teams (FAPTs) or approved alternative Multidisciplinary Teams (MDTs), will use this standard eligibility documentation form to provide consistent application in determining CHINS eligibility across all local CSA programs. Localities shall use this form to document that the decision regarding the child's eligibility was made in accordance with the Code of Virginia and the State Executive Council for Children's Services Policy 4.1.1.¹

Name of Child:	Enter the child's name.
The FAPT (or approved MDT), in accordance with SEC Policy 4.1.1 and the policies of the CPMT, determines and documents that there are sufficient facts that the following criteria are met:	
The child meets the statutory definition of a Child in Need of Services (Code of Virginia, §16.1-228): "Child in need of services" means (i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person.	
<input type="checkbox"/> A J&DR court has found that the child is "in need of services" in accordance with §16.1-228 and a copy of the court order is attached.	
<input type="checkbox"/> The FAPT or approved multidisciplinary team has determined that the child's behavior, conduct, or condition meets the statutory definition above.	
<input type="checkbox"/> The FAPT has not determined that the child meets the statutory definition above and the parent/guardian has been advised of their right to appeal the determination of the FAPT.	
If the FAPT/MDT made the determination, briefly describe in specific terms the facts and time frames on which the team based its conclusion that the child does or does not meet the statutory definition of CHINS found in Code of Virginia, §16.1-228 (listed above): Click or tap here to enter text.	

¹ This checklist does not apply to abused or neglected children as defined in §63.2-100, as they are otherwise eligible for foster care prevention services.

[illegible]

Appendix B
MODEL CSA PARENTAL AGREEMENT¹
Effective 2025

This Parental Agreement (from now on referred to as the “Agreement”) is entered into on the select day day of select month, select year in the City/County of enter locality name, Virginia, between enter parent name and enter parent name, the Parent(s)/ Legal Guardian(s) of enter child’s name (a child under the age of eighteen) born on select date and enter local agency name, a public agency designated by and acting as an agent of the enter locality name Community Policy and Management Team (from now on referred to as the “Agency”).

All signing parties agree that the placement of this child in a state-approved home or licensed facility is:

- a. In the child’s best interests at this time.
- b. The most appropriate and least restrictive setting to meet the child’s needs at this time.
- c. Agreed upon by the members of the child’s Family Assessment and Planning Team (FAPT) and the parent(s) or legal guardian(s).

PLACEMENT AUTHORITY

As the parent(s)/legal guardian(s) of enter child’s name, I/we have the legal authority to plan for him/her and voluntarily place him/her on the select day of placement day of select month, select year in a state-approved home or a licensed facility for a period not to exceed enter time frame. Review of this parental agreement will occur on or before enter review date, when treatment progress and the Family Assessment and Planning Team (FAPT) recommendations will be reviewed to determine the continued need for placement and the extension or re-issuance of the parental agreement.

RIGHTS AND RESPONSIBILITIES

PARENT(S)/GUARDIANS

1. I/we retain legal custody of my/our child.
2. I/we will, to the best of my/our ability:
 - a. Actively and consistently participate in all aspects of assessment, planning, and implementation of services throughout this agreement.

¹ This is a model agreement provided for the use of local Children’s Services Act programs. Local CSA programs may modify this document in any way they see fit or create entirely new agreements for use in these cases.

- b. Attend and participate in all FAPT meetings to plan, review, and monitor the service plan concerning my/our child's and our family's needs.
 - c. Attend and participate in family therapy sessions, parent training, and/or other services for family members as described in the Individual Family Service Plan (IFSP).
 - d. Provide all necessary information and documentation to the FAPT and the placing Agency for services and placement of my/our child.
3. I/we agree to complete all Medicaid eligibility or referral paperwork for my child upon admission to the facility or after 30 days of placement (if applicable).
4. I/we agree to inform the CPMT of any plan to relocate my/our physical residence outside this jurisdiction.

PLACING AGENCY AND CSA PROGRAM

The placing Agency and FAPT shall:

1. Collaborate with the child's parent(s)/legal guardian(s) to develop and provide case management services and to implement the Individualized Family Service Plan (IFSP).
2. Provide case-specific information to the child's parent(s)/legal guardian(s) in accordance with established local CPMT policies and procedures, as well as relevant laws.
3. Provide utilization review and management in accordance with established CPMT policies and procedures.

FISCAL AUTHORITY/PAYMENT TERMS

Payments for services will be made and documented for all parties in accordance with the policies and procedures approved by the CPMT and may include:

- Parental co-pays
- Private insurance benefits
- Child support (Division of Child Support Enforcement)
- Medicaid
- CSA Pool Funds

Payment of service costs using CSA funding will be authorized only for services included in the IFSP that have been approved in accordance with the policies and procedures established by the CPMT and that comply with all relevant City/County procurement and fiscal policies.

The parent(s) or legal guardian(s) will apply for Medicaid and/or other public or private funding and resources, as applicable, to assist in paying for services provided in accordance with the IFSP.

The parent(s) or legal guardian(s) agree to pay the parental co-pay or child support as determined by CPMT policies and procedures.

In addition, the parent(s)/legal guardian(s) will retain specific financial responsibilities related to their child's care that are normal and customary parental responsibilities, including but not limited to clothing, toiletries, personal care items, and spending allowances, and the following special items: enter special items

The parent(s)/legal guardian(s) is/are aware that should they move outside of the City/County represented by this CPMT, there is no guarantee that the CPMT in the new Virginia locality or any other state's jurisdiction, will honor this agreement and the placement of their child may be disrupted. The parent(s)/legal guardian(s) further agree(s) that if they change residency to:

- Another Virginia locality.
 - The new locality has up to 30 calendar days to determine what appropriate services and agreements will apply according to its CPMT policies. The 30 calendar days begin upon the new CPMT's receipt of written notification of the residency change. This Parental Agreement will terminate when the new locality's CPMT implements services or when the 30 calendar days have elapsed, whichever occurs first.
- A locality outside of Virginia.
 - This Parental Agreement terminates immediately, meaning the CPMT has no further obligation to continue funding the placement, and the parent(s) or legal guardian(s) must assume responsibility for the placement and care of the child.

CONDITIONS FOR TERMINATION OF AGREEMENT

This is a voluntary agreement. I/we understand that as my/our child's parent(s)/legal guardian(s), I/we may revoke this agreement at any time.

I/we understand that the Agency may terminate this agreement by giving me/us enter number of days days written notice of the intended termination, including reasons and documentation supporting the reasons for termination. Reasons may include: the Agency determines that based upon a utilization review or other factors, the placement is no longer in the best interest of my/our child, is not the most appropriate or least restrictive setting to meet my/our child's needs, the child is not making adequate progress in the placement, or services have been successfully completed; or that I/we have failed to comply with the conditions and terms of this agreement.

APPEAL PROCESS

I/we understand that if I/we disagree with the Agency's decision to terminate this agreement, I/we have the right to appeal this decision by submitting a written request in accordance with the local CPMT policies and procedures for appeals. By signing this agreement, I/we acknowledge receipt of the local CPMT policies and procedures on appeals.

SIGNATURES

A copy of this agreement will be given to all signing parties, and the original will be placed in the child's file, which is located at enter location of client file. By signing below, each party enters into this agreement under the conditions set forth.

_____ PARENT/LEGAL GUARDIAN	<u>select date</u> _____ DATE
_____ PARENT/LEGAL GUARDIAN	<u>select date</u> _____ DATE
_____ REPRESENTATIVE OF THE AGENCY DESIGNATED BY THE CPMT	<u>Select date</u> _____ DATE

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: 5:00 PM, October 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 3.5.1 "Records Management"

Basis and Purpose of the Proposed/Revised Policy:

Code of Virginia [§2.2-2648](#) enumerates specific areas in which the State Executive Council for Children's Services (SEC) shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

Specifically, [§2.2-2648.D.13](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

Section [2.2-2648.D.16](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform data collection standards and the collection of data, utilizing a secure electronic client-specific database for CSA-funded services, which shall include, but not be limited to, the following client specific information: (i) children served, including those placed out of state; (ii) individual characteristics of youths and families being served; (iii) types of services provided; (iv) service utilization including length of stay; (v) service expenditures; (vi) provider identification number for specific facilities and programs identified by the state in which the child receives services; (vii) a data field indicating the circumstances under which the child ends each service; and (viii) a data field indicating the circumstances under which the child exits the Children's Services Act program. All client-specific information shall remain confidential and only non-identifying aggregate demographic, service, and expenditure information shall be made available to the public."

In addition, the Office of Children's Services (OCS) is established pursuant to [§2.2-2649.A](#) as the administrative entity of the SEC.

[§2.2-5206.12](#) of the Code of Virginia directs local Community Policy and Management Teams to “Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of [§2.2-2648](#).”

[§2.2-5210](#) of the Code of Virginia states that: “All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of [§2.2-2648](#).”

Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. By systematically examining policies, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

Summary of the Proposed/Revised Policy:

Policy 3.5.1 provides guidance to local CSA programs by outlining minimum documentation requirements to demonstrate compliance with the CSA statutory requirements in [§2.2-2648.D.16](#) and [§2.2-5206.12](#). and the management of printed and electronic records.

Preliminary Fiscal Impact Analysis:

Passage of this policy has no fiscal impact.

POLICY 3.5

RECORDS MANAGEMENT (~~ADOPTED AUGUST 28, 1998~~)

3.5.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs regarding minimum documentation requirements and the management of printed and electronic records.

3.5.2 Authority

Code of Virginia [§2.2-2648](#) enumerates specific areas in which the State Executive Council for Children's Services (SEC) shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

[Section 2.2-2648.D.13](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

[Section 2.2-2648.D.16](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform data collection standards and the collection of data, utilizing a secure electronic client-specific database for CSA-funded services, which shall include, but not be limited to, the following client specific information: (i) children served, including those placed out of state; (ii) individual characteristics of youths and families being served; (iii) types of services provided; (iv) service utilization including length of stay; (v) service expenditures; (vi) provider identification number for specific facilities and programs identified by the state in which the child receives services; (vii) a data field indicating the circumstances under which the child ends each service; and (viii) a data field indicating the circumstances under which the child exits the Children's Services Act program. All client-specific information shall remain confidential and only non-identifying aggregate demographic, service, and expenditure information shall be made available to the public."

In addition, the Office of Children's Services (OCS) is established pursuant to [§2.2-2649](#) A as the administrative entity of the SEC.

[§2.2-5206.12](#) of the Code of Virginia directs local Community Policy and Management Teams to "Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of [§ 2.2-2648](#)."

[§2.2-5210](#) of the Code of Virginia states that: "All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this

team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § [2.2-2648](#)."

3.5.3 Definitions

"Community Policy and Management Teams (CPMT)" is the entity that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight functions.

"Family Assessment and Planning Team (FAPT)" implements the CSA by recommending services for children and families. When making a decision, the team will take into consideration every child and family's unique strengths and challenges when addressing their specific needs as best they can. Families are included in all FAPT assessment, service planning, and decision making.

"Individual Family Services Plan" is a plan developed during the Family Assessment and Planning Team (FAPT) process that incorporates the results of the mandatory uniform assessment, input of the youth and family, and other information to document goals, objectives, specific interventions/activities, and services recommended by the FAPT.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records. (§42.1-77, COV)

3.5.4 Record Collection

The CPMT shall adopt written policies and establish procedures regarding the management of printed and electronic records for the following purposes:

- *To protect confidential data regarding individual children and families.*
- *To create an internal structure for the management of documents.*
- *To assure that appropriate records to document the provision of child-specific services, including FAPT decision-making and CPMT funding authorizations, are maintained for future individualized service planning, analysis of aggregated data used to monitor and evaluate overall program effectiveness, and subject to audit; and*
- *To comply with federal and state requirements regarding confidentiality, records management, storage, and destruction.*

3.5.4.1 Minimum Documentation Requirements

Each CPMT shall ensure *the* collection of child-specific documentation to demonstrate compliance with the CSA statutory requirements ([§2.2-2648.D.16](#) and [§2.2-5206.12](#)). Such documentation shall include, at a minimum, the following:

- *Client referral forms*
- *Case manager designation*
- *Parent/guardian consent to release information*
- *Child and Adolescent Needs and Strengths (CANS) assessments*
- ~~Assessment data, including completed CANS~~
- ~~Parental co-payment assessed~~ *contribution assessments, notifications, and payment agreements*
- ~~Service Plan~~ *Individual Family Services Plans (IFSP), which include:*
 - *CSA eligibility determinations, including Child in Need of Services (CHINS) determinations/court orders*
 - *Identified strengths and needs of the child and family*
 - *Goals and objectives (desired outcomes and time frames)*
 - *Services recommended by FAPT/MDT*
 - *Plan for returning youth to family settings or the community (e.g., discharge plans)*
 - *Parent/Guardian participation and consent to the service plan*
- *Individualized Education Programs (IEP)-for CSA-funded special education services*
- *Foster Care Plans (if used in place of an IFSP)*
- *Virginia Enhanced Maintenance Assessment Tool (VEMAT)*
- *Title IV-E Foster Care Notice of Actions*

- *Independent Assessment Certification and Coordination Team (IACCT) decisions*
- *Medicaid denials*
- *Best Interest Determination Documentation (ESSA form B-17) (for CSA-funded school transportation for youth in foster care)*
- ~~Identification of services~~
- ~~FAPT or MDT recommendations~~
- *Utilization review data (if performed by FAPT, purchased, or otherwise directed by local practice/policy)*
- *Parental agreements*
- *CPMT funding requests/authorization(s)*
- *Signed vendor contract(s)*
- *Vendor purchase orders*
- *Vendor invoices and supporting documentation (e.g., receipts, contact logs, etc.)*
- *Vendor treatment plan(s)*
- *Vendor progress report(s)*
- ~~Updated Service Plan(s)~~

See Appendix A for a copy of a CSA Document Inventory form.

3.5.4.2 Records Management and Retention

The retention and destruction of original records is based on the retention and destruction policy of the agency under whose purview the document originated. Duplicates or “copies of convenience” of original documents are not under the purview of the record retention schedule.

3.5.5 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children’s Services.

CSA Document Inventory

Client Name/Case Number:	enter client name and case number	Date:	select date
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Required Documentation	Location	Date Received	Notes
Referral Information			
Referral Form	enter location if applicable	select date	enter notes if applicable
Consent to Release Information	enter location if applicable	select date	enter notes if applicable
Family Assessment and Planning Team Documentation			
Case Manager Designation	enter location if applicable	select date	enter notes if applicable
Child and Adolescent Needs and Strengths Assessment ¹ (initial, annual, discharge)	enter location if applicable	select date	enter notes if applicable
Service Plan: select plan type	enter location if applicable	select date	enter notes if applicable
CSA Eligibility Determination	enter location if applicable	select date	enter notes if applicable
CHINS Determination	enter location if applicable	select date	enter notes if applicable
Court Orders	enter location if applicable	select date	enter notes if applicable
IEP (for CSA funded educational services)	enter location if applicable	select date	enter notes if applicable
Identified Strengths and Needs	enter location if applicable	select date	enter notes if applicable
Goals and Objectives	enter location if applicable	select date	enter notes if applicable
Services Recommended by FAPT/MDT	enter location if applicable	select date	enter notes if applicable
Discharge Plans	enter location if applicable	select date	enter notes if applicable

¹ Per Policy 3.6, "Mandatory Uniform Assessment Instrument", CANS assessments must be completed in the CANVaS 2.0 system.

Parent/Guardian Participation and Consent to the Services Plan	enter location if applicable	select date	enter notes if applicable
Parental Agreements	enter location if applicable	select date	enter notes if applicable
Financial Information			
CPMT Funding Requests/Authorizations	enter location if applicable	select date	enter notes if applicable
Parental Contribution Assessments/Payment Agreements	enter location if applicable	select date	enter notes if applicable
Virginia Enhanced Maintenance Tool (VMAT)	enter location if applicable	select date	enter notes if applicable
Title IV-E Notice of Actions	enter location if applicable	select date	enter notes if applicable
Independent Assessment, Certification and Coordination Team (IACT) Decisions	enter location if applicable	select date	enter notes if applicable
Medicaid Denials	enter location if applicable	select date	enter notes if applicable
Vendor Purchase Orders	enter location if applicable	select date	enter notes if applicable
Vendor Invoices and Supporting Documentation	enter location if applicable	select date	enter notes if applicable
Best Interest Determination Documentation (ESSA form B-17)	enter location if applicable	select date	enter notes if applicable
Signed Vendor Contract(s)	enter location if applicable	select date	enter notes if applicable
Monitoring Information			
Utilization Review Data	enter location if applicable	select date	enter notes if applicable
Vendor Treatment Plan(s)	enter location if applicable	select date	enter notes if applicable
Vendor Progress Report(s)	enter location if applicable	select date	enter notes if applicable
Miscellaneous Documentation			
enter document name/type	enter location if applicable	select date	enter notes if applicable

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: 5:00 PM, October 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 5.1 "Data Set" (Adopted 6/12/2008; Rev June 2010; Rev March 2011; Technical edits December 2011, July 2016, July 2021)

Basis and Purpose of the Proposed/Revised Policy:

The authority for the SEC to develop a policy for public participation falls is provided for in [§2.2-2648.D.9](#) of the *Code of Virginia*, which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."* Additionally, [§2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to *"provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."*

The proposed repeal of Policy 5.1 removes a policy that is no longer technically appropriate as the CSA Dataset ceased to exist with the implementation of the Local Expenditure and Data Reimbursement System (LEDERS). Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. In examining policies that are discretionary and not currently relevant, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

Summary of the Proposed/Revised Policy:

Policy 5.1 outlines and defines three different local match rates for specific services (community-based, base, and residential) as defined in Item 268 Paragraph C.2, C.3.a, and C.3.b of the Appropriation Act.

Preliminary Fiscal Impact Analysis:

The repeal of this policy will have no fiscal impact if Policy 4.5.6, which is proposed in companion to the repeal of Policy 5.1, is adopted. Policy 4.5.6 includes the same local match rates and updated service language.

POLICY 5.1

CSA DATA SET

5.1.1 Service Placement Types (Adopted 6/12/2008; Rev June 2010; Rev March 2011; Technical edits December 2011, July 2016, July 2021)

COMMUNITY BASED SERVICES (50% of local base match rate)

Community-Based Services: Community services provided to youth while living at home, in the home of extended family, in a regular foster family home, or in an independent living arrangement. This category includes community services provided to the youth's planned permanent caregiver in the family home or home community. (It does not include basic or enhanced maintenance payments for family foster care, basic activities, independent living stipends, or independent living arrangements. These payments are reported under the categories specific to those services.)

Community Transition Services: Community transition services are provided directly to the planned permanent caregiver (e.g., parents, relatives, and foster families) of youth in congregate/residential placements for the primary purpose of preparing the planned permanent caregiver and youth for the youth's discharge and transitioning from a residential/congregate care setting to the family's home. The settings for these services are primarily in the planned permanent caregiver's home and home community, but may also be in the residential care setting or its local community if provided directly to the planned permanent caregiver with the primary purpose of helping transition the youth home.

Intensive In-home Services: Services are provided to youth and their families when they are living at home. Intensive in-home services are typically provided, but not solely, in the residence of a youth who is at risk of being removed from the home or being transitioned home from an out of home placement. These services may include crisis intervention/treatment, individual and family counseling, life, parenting, and communication skills, and 24-hour per day emergency response. By delivering the service in the home, clinicians can address family system issues and support parents in effective behavioral techniques.

Intensive Care Coordination: Services conducted by an intensive care coordinator, as defined under the State Executive Council guidelines, for youth at risk of entering or placed in residential care. (Community-based services provided concurrent to Intensive Care Coordination are to be reported in the community-based services category.)

EDUCATION SERVICES & FOSTER CARE SERVICES (Local base match rate)

~~Special Education Private Day Placement:~~ Educational services for students with disabilities receiving special education and related services in a private day school in accordance with the placement decision in the IEP. *(Non IEP services provided to a youth in a private day placement are to be reported as Community-based services or as Wrap-Around Services for Students with Disabilities, as determined appropriate by the FAPT.)*

~~Wrap-Around Services for Students with Disabilities:~~ Non-IEP services in the IFSP and approved by the FAPT provided to a student with a disability and/or the student's family which are necessary to keep the student out of a more restrictive placement. Wrap-around services are non-residential and are provided outside of the school setting in the home and community when the needs associated with the student's disability extend beyond the school setting and threaten the student's ability to be maintained in the home, community, or school setting. The wrap-around services may be provided to a student placed in a public school setting, a private day school, or being transitioned back to the community from a residential educational program or a juvenile correction center.

~~Family Foster Care Basic Maintenance and Activities Payments:~~ Payments for basic maintenance for foster care youth living in a local agency foster home. The families are receiving foster care maintenance payments consistent with Title IV-E definitions (i.e., room, board, daily basic supervision, school supplies, youth's personal incidentals, the basic clothing allowance, child care and/or travel costs), and the youth do not meet requirements for Title IV-E funding. *(Community-based services provided directly to the child and/or biological/adoptive family should be reported in the Community-Based Services category. Educational placements and non-instructional services in the public schools provided to these children should be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities. The Foster Care Supplemental Clothing Allowance is reported as a Community-Based Service in this expenditure category.)*

~~Family Foster Care Enhanced Maintenance:~~ Payments in this category are for foster care youth in a local agency foster home and include the enhanced maintenance payment (currently determined by the VEMAT) for additional daily supervision as well as the basic maintenance payment, and the youth do not meet requirements for Title IV-E. *(Community-based services provided directly to the child and/or biological/adoptive family should be reported in the appropriate expenditure category (either Community-based services or the Foster Care Maintenance as detailed in the CSA Pool Fund Expenditure Categories and Definitions document). Educational placements and non-instructional services in the public schools provided to these children should be*

~~reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Specialized Foster Care: This category has been retired.

Treatment Foster Care: Payment for services and treatment of children living in a foster home where a trained foster parent provides care through a licensed child-placing agency or local agency's defined treatment foster care program. The package of services included in the treatment payment rate may include assessment; development of the case plan, home visits; referral to services; direct provision of services, treatment, and counseling for children, parents, and/or substitute care providers in their own homes or outside of their homes; respite care; parent support services; 24-hour supervision and crisis intervention; casework, case management, and supervision; placement of the child; preparing and participating in judicial determination; recruitment and training. This category includes all services, including any community-based services, provided to these children while they live in the treatment foster home, except as provided below.

~~(Community-based services provided directly to the child and/or biological/adoptive family should be reported in the appropriate expenditure category, either Community-Based Services or the Treatment Foster Care, as detailed in the CSA Pool Fund Expenditure Categories and Definitions document. Educational placements and non-instructional services in the public schools provided to these children should be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Independent Living Stipend: The standard statewide payment rate made for the care and support of youth over age 16 placed in independent living status. Covered costs are not limited to but generally include room and board, rent, household equipment, utilities, clothing, personal care, and transportation. Payment cannot be made from Title IV-E funds; it is made from CSA pool funds. Payments may be made directly to the youth, or if the youth is living with an individual to whom the youth pays rent, the costs may be paid to that individual. The method of payment must be in a written agreement signed by the youth. ~~(Community-based services provided to these youth or their families while the children receive an independent living stipend are to be reported in the community-based services category. Educational placements and non-instructional services in the public schools provided to these children should be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Independent Living Arrangement: Payment for foster care youth at least 16 years of age who have been placed by the local DSS board or licensed child-placing agency in a living arrangement in which the child does not have daily substitute parental supervision (e.g., college dormitory, individual apartment, apartments licensed by child-placing agencies). This category does not include apartments located in one complex where daily substitute parental supervision is provided, and the programs are licensed as group homes. It does

~~not include group homes or residential facilities. (Community-based services provided to the youth or planned permanent caregiver should be reported in the community-based services category. Private educational placements are to be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Psychiatric Hospital/Residential Crisis Stabilization Unit: ~~Placement of youth outside of their family home for acute care in an acute care psychiatric unit of a licensed medical hospital or licensed free-standing psychiatric hospital or a crisis stabilization unit for 24 hours or more (i.e., for crisis stabilization of harmful behaviors to self or others and/or serious mental health issues). This category includes all services provided to the youth while staying in the psychiatric hospital/crisis unit. Residential Crisis Stabilization length of stay should not exceed 15 days per incident. (Community-based services provided directly to the youth and/or planned permanent caregiver in the family's home should be reported in the Community-based Services category.)~~

Congregate Care Educational Services for Medicaid Funded Placements: ~~Educational services provided to youth who are placed in a residential setting for non-educational purposes or who have an IEP written for residential educational services. The youth is Medicaid eligible and placed in a Medicaid facility, but Medicaid funds cannot be used to pay for the educational services.~~

Congregate Care Educational Services for Non-Medicaid Funded Placements: ~~Educational services provided to youth who are placed in a residential setting for non-educational purposes or who have an IEP written for residential educational services. The youth is not eligible for Medicaid or is not placed in a Medicaid-funded placement because appropriate Medicaid programs are not available to meet the youth's needs.~~

RESIDENTIAL/CONGREGATE CARE (25% above local base match rate)

Temporary Care Facility and Services: ~~Placement of children outside of their family homes in licensed facilities or emergency shelters that serve groups of youth and are specifically approved to provide a range of services, as needed, on an individual basis not to exceed 90 days. Includes all services provided to children while they are living in the temporary care facility, except as specified. (Community and community transition services provided directly to the child and/or family for the primary purpose of discharging and transitioning the child home from residential care should be reported in the appropriate community-based services category. Educational services provided in this setting should be reported in the Educational Services—Congregate Care category. Does not include secure detention facilities.)~~

Group Home: ~~Placement of children outside of their family homes in licensed residential programs that are characterized by a supervised homelike environment in a single-family residence that serves groups of children (up to 8 youth) who have behavioral/emotional~~

difficulties and/or physical or mental disabilities. This includes the placement of children in apartments located in one complex where daily substitute parental supervision is provided, and the programs are licensed as residential programs. Group homes may provide social, life, or vocational skills training. They may provide emergency placements. Includes all services provided to children while living in the group home, except as specified. *(Community-based services provided directly to the youth and/or planned permanent caregiver in the home where the youth will be living are to be reported in the Transition Services Category. Transition services provided directly to the planned permanent caregiver for the primary purpose of discharging and transitioning the child home from residential care are to be reported in the Community Transition Services category. Educational services provided in the group home setting are to be reported in either the Educational Services – Congregate Care category.)*

Residential Facility: Placement of youth outside of their family homes in licensed residential care programs that provide 24 hour supervised care to groups of youth (e.g., secure residential treatment facilities, campus style residential programs, group homes on the campus of a residential facility, group homes that serve more than nine youth). Programs may provide intensive treatment services such as medication management, nursing care, occupational therapy, crisis stabilization, assessment, social skills training, group therapy, individual therapy, family therapy, etc. This category includes services provided to youth while living in the residential program (e.g., outpatient, respite care, crisis stabilization, assessment, child behavioral aides) and includes services that are provided in the residential facility and residential facility community to the youth's family. This category does not include secure detention facilities. *(Community-based services provided directly to the youth and/or planned permanent caregiver in the home where the youth will be living are to be reported in the Transition Services category. Transition services provided directly to the planned permanent caregiver for the primary purpose of discharging and transitioning the child home from residential care are also to be reported in the Community Transition Services category. Educational services provided in the group home setting are to be reported in either the Educational Services – Congregate Care category.)*

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: 5:00 PM, October 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 4.5.6 "Local Match Rates"

Basis and Purpose of the Proposed/Revised Policy:

The authority for the SEC to develop a policy for public participation is provided for in [§2.2-2648.D.9](#) of the *Code of Virginia*, which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."* Additionally, [§2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to "provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate." Furthermore, the Appropriation Act calls for varying local match rates for services. Specifically:

1. Item 268, Paragraph C.2 of the Appropriation Act states, "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carry-forward expenditures submitted before September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
2. Item 268, Paragraph C.3.a of the Appropriation Act states, "...Notwithstanding the provisions of C.2. of this Item, beginning July 1, 2008, the local match rate for community-based services for each locality shall be reduced by 50 percent."

3. Item 268, Paragraph C.3.b of the Appropriation Act states, “Localities shall review their caseloads for those individuals who can be served appropriately by community-based services and transition those cases to the community for services. Beginning July 1, 2009, the local match rate for non-Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base. Beginning July 1, 2011, the local match rate for Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base.”
4. Item 268, Paragraph C.3.e of the Appropriation Act states, “The local match rate for all non-Medicaid services provided in the public schools after June 30, 2011 shall equal the fiscal year 2007 base.”

Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. By systematically examining policies, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

Summary of the Proposed/Revised Policy:

Policy 4.5.6.1 outlines specific local match rates for services as defined in Item 268 of the Appropriation Act. Policy 4.5.6.1 would replace Policy 5.1 Data Set, which is currently under consideration for repeal by the State Executive Council.

Preliminary Fiscal Impact Analysis:

Passage of this policy has no fiscal impact, as the defined match rates are already allotted in Policy 5.1.

POLICY 4.5.6

LOCAL MATCH RATES

4.5.6.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs about local match rates for specific services.

4.5.6.2 Authority

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to "provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ [2.2-5200](#) et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."
- B. Section [2.2-2648.D.9](#) of the Code of Virginia requires the State Executive Council to "provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."
- C. [Item 268, Paragraph C.2 of the Appropriation Act](#) states, "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carry-forward expenditures submitted before September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
- D. [Item 268, Paragraph C.3.a of the Appropriation Act](#) states, "...Notwithstanding the provisions of C.2. of this Item, beginning July 1, 2008, the local match rate for community-based services for each locality shall be reduced by 50 percent."
- E. [Item 268, Paragraph C.3.b of the Appropriation Act](#) states, "Localities shall review their caseloads for those individuals who can be served appropriately by community-based services and transition those cases to the community for services. Beginning July 1, 2009, the local match rate for non-Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base. Beginning July 1, 2011, the local match rate for Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base."

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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- F. [Item 268, Paragraph C.3.e of the Appropriation Act](#) states, “The local match rate for all non-Medicaid services provided in the public schools after June 30, 2011, shall equal the fiscal year 2007 base.”

4.5.6.3 Definitions

“Community-based services match rate” means a locality’s match rate for community-based services, which is 50% of the base local match rate.

“Base local match rate” means each locality’s basic match rate for special education and foster care services determined by the Appropriation Act.

“Residential/congregate care services match rate” means a locality’s match rate for services that place a child outside of the family home in licensed facilities or emergency shelters, which is 25% above the base local match rate.

4.5.6.4 Service Placement Types and Corresponding Match Rates

The following service placement types have been assigned to the corresponding match rate.

A. Community-Based Services Match Rate (50% of base local match rate)

1. Community-Based Services: Services provided to youth living in community settings (i.e., family home, kinship placement, agency resource [foster] home, or independent living arrangement) and their planned permanent caregiver(s). Community-based services include but are not limited to Intensive In-Home services, Intensive Care Coordination, mentoring, case support/utilization review, and other treatment and related services/interventions. Per-diem payments made to private providers for the supervision and services of an IL arrangement are reported in this category.

Exception: Services provided to youth residing in a Treatment Foster Care placement are at the base local match rate.

2. Community Transition Services: Services provided directly to the caregiver(s) (e.g., parents, kin, fictive kin, and foster families) of youth in residential placements or treatment foster care for the primary purpose of preparing the caregiver and youth for discharge to home.

B. Education, Foster Care, and Crisis Services Match Rate (base local match rate)

1. Special Education Private Placement (day or residential): Educational services for students with disabilities receiving special education and related services in a licensed private special education day or residential school in accordance with their Individualized Education Program (IEP).

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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2. Special Education Transition Services: IEP-directed educational services delivered in public schools to students with disabilities who were previously placed in approved private special education programs for at least six months. These services may be reimbursed for no more than 12 out of the 15 calendar months from the date they are initiated.
3. Wrap-Around Services for Students with Disabilities: Non-IEP services that are directed by an Individual Family Services Plan (IFSP) and provided to a student with a disability and/or the student's family. These services are focused on keeping the student out of a more restrictive placement. They are provided outside of the school setting when the needs associated with the student's disability extend beyond the school setting and threaten the student's ability to be maintained in the home, community, or school setting. Wrap-around services may be provided to a student placed by their IEP in a public school or private day school or during the transition to the community from a residential educational program or a juvenile correction center.
4. Family Foster Care Basic and Enhanced Maintenance and Activities Payments: Payments for basic and enhanced maintenance for youth in foster care who do not meet requirements for Title IV-E funding and are living in local agency resource homes. The Virginia Department of Social Services (VDSS) VEMAT process determines enhanced maintenance payments. Payments in this category are consistent with Title IV-E definitions: "Maintenance means payments made on behalf of a child in foster care to cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance for a child, and reasonable travel for the child to visit with family or other caretakers and to remain in his or her previous school placement."

Exception: The Foster Care supplemental clothing allowance is at the community-based services match rate.
5. Treatment Foster Care: Payment for services and treatment, including community-based services, for children living in a foster home where a trained foster parent provides care through a licensed child-placing agency or a local agency's defined treatment foster care program.
6. Independent Living Stipend: The standard statewide payment rate made for the care and support of youth in foster care who are between the ages of 16 and 17 and placed in independent living status. These payments may be made directly to the youth, or if the youth is living with an individual to whom the youth pays rent, the costs may be paid to that individual. The method of payment must be in a written agreement signed by the youth. This payment cannot be made from Title IV-E funds and must be made from CSA pool funds.
7. Independent Living Arrangement: The monthly maintenance payment for youth in foster care who are 18 – 21 years of age and have been placed by the local DSS or

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Revised: month, 2026

licensed child-placing agency in a living arrangement in which the child does not have daily substitute parental supervision (e.g., college dormitory, individual apartment, apartments licensed by child-placing agencies). **This category does not include group homes or residential treatment facilities.**

8. Psychiatric Hospital/Residential Crisis Stabilization Unit: Acute psychiatric care in a licensed or free-standing psychiatric hospital, or a crisis stabilization unit for 24 hours or more. This category includes all services provided to the youth while staying in the psychiatric hospital/crisis unit.
9. Congregate Care Educational Services: Educational services provided to youth who are placed in a residential setting for non-educational purposes or who have an IEP written for residential educational services.

C. Residential/Congregate Care Services Match Rate (25% above base local match rate)

1. Temporary Care Facility and Services: Placement of youth in licensed facilities or emergency shelters that serve groups of youth and are specifically approved to provide a range of services, as needed, on an individual basis, not to exceed 90 days. Includes all services provided to youth while they are living in the temporary care facility.
2. Group Home: Placement of youth in a Therapeutic Group Home licensed by the Department of Behavioral Health and Developmental Services (DBHDS), or a Children's Residential Facility licensed by the VDSS, or a group home certified by the Department of Juvenile Justice. This category includes all services provided to youth while living in the group home.

Exception: Educational services provided in the residential setting are considered congregate care educational services (base local match rate). With rare exceptions (e.g., group home-based assessment and diagnostic program), it is expected that youth in group homes will attend public school or an IEP-determined private day school.

3. Residential Facility: Placement of youth in licensed residential programs that provide 24-hour supervised care (e.g., secure residential treatment facilities, campus-style residential programs, sponsored residential programs). This category includes all services provided to youth while living in the residential program. This category does not include secure detention facilities.

Exception: Educational services provided in the residential setting are considered congregate care educational services (base local match rate).

4.5.6.5 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children's Services.

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2026 Virtual CSA Academy

For CPMT Members and Supervisors

Hosted by the Office of Children's Services (OCS)

New Training Opportunity!

The Office of Children's Services (OCS) is excited to announce the **Virtual CSA Academy**—an eight-session learning series designed to support CPMT members and those who supervise CSA Coordinators.

- **Format:** Virtual (via Zoom)
- **Schedule:** Twice a month on **Friday mornings**, 10:00–11:30 AM
- **Start Date:** **January 9, 2026**
- **Presented by:** OCS Staff
- **Register in advance for this meeting:**

<https://dss-virginia-gov.zoomgov.com/meeting/register/pRQT2bsNT32XY-Mmzytpiw>

After registering, you will receive a confirmation email containing information about joining the meeting.

Who Should Attend?

- All **CPMT members**
- **Supervisors** of CSA Coordinators

Participation in each session is expected to ensure continuity and effectiveness.

Questions?

Contact **Anna Antell**, Lead Program Consultant

 anna.antell@csa.virginia.gov



Training Schedule

Date	Topic	Presenter
January 9, 2026	Systems of Care	Anna Antell Lead Program Consultant
January 23, 2026	CPMT and FAPT Roles and Responsibilities	Courtney Sexton & Mary Bell Program Consultants
February 13, 2026	Policy Development	Kristi Schabo Sr. Policy & Planning Specialist
February 27, 2026	Can CSA Pay?	Carol Wilson Senior Program Consultant
March 13, 2026	CQI and Data	Carrie Thompson Research Associate Senior
March 27, 2026	CSA Finance	Kristy Wharton Chief Financial Officer
April 10, 2026	CSA Information Technology	Preetha Agrawal Chief Information Officer
April 24, 2026	Audit	Stephanie Bacote Audit Manager

Virginia OCS Workshop | November 5, 2025

9:00 AM – 12:00 Noon

Via Zoom

Strengthening Systems of Care: Connecting People, Purpose, and Practice

This half-day workshop will support CPMT (Community Policy and Management Team) members to strengthen their capacity for collaboration, support, and adaptive leadership. Participants will explore practical tools and frameworks to enhance multi-disciplinary local planning efforts, with a specific focus on relationship dynamics such as building trust, navigating power dynamics, and fostering shared ownership of work.

Through a dynamic teaching approach and interactive activities, this workshop will:

- Equip leaders with adaptive and relational strategies grounded in implementation science
- Support leaders in strengthening partnerships with families, communities, and system partners
- Provide tools for reflection and planning to help apply the learning in their local context
- Support participants in identifying a specific goal they will focus on as part of their ongoing follow-up work with OCS

This session is designed for participants who are ready to deepen their practice and advance meaningful relationship-building and collaborative change.