

AGENDA
State and Local Advisory Team (SLAT)
May 7, 2026
9:30 a.m. – 12:00
1604 Santa Rosa Road
Richmond, VA 23229
Second Floor Meeting Room

Note: This is an in-person meeting
To accommodate interested members of the public, the meeting will be viewable at:
<https://meet.goto.com/994172701>
or via phone. 872-240-3212
Meeting Passcode: 994-172-701

- **Call to Order / Welcome / Opening Remarks** Mills Jones
 - **Action Item:** Approval of Remote Participation (as needed)
 - **Action Item:** Approve Agenda and Certification of Quorum
- **Member Introductions**
- **Public Comment** (In-person and remote-5 minute limit per speaker)
- **Approval of Minutes**
 - **Action Item:** Approval of minutes from February 5, 2026 meeting
- **Member Workgroup Updates**
- **Old Business**
 - Policy Update Kristi Schabo
 - Sponsored Residential Workgroup Mills Jones
- **SEC Report**
 - March Meeting Update Mills Jones
 - Excellence in CSA Recognition Mills Jones
- **OCS Update** Kristi Schabo
- **New Business**
 - Member Report Form

- **SLAT Member Reports**

- State Representatives

- Virginia Department of Health Kyndra Jackson
 - Department of Juvenile Justice Linda McWilliams
 - Department of Social Services Em Parente
 - Department of Behavioral Health and Developmental Services Kari Savage
 - Department of Medical Assistance Services Laura Reed
 - Department of Education Sabrina Gross
 - Department for Aging and Rehabilitative Services Patricia Hodge

- Local Representatives

- Local Department of Social Services Amy Swift
 - Children’s Services Act Coordinator Mills Jones
 - Community Services Boards Sandy Bryant
 - Court Services Units William Stanley
 - Juvenile and Domestic Relations Courts Honorable Marilyn Goss
 - Parent Representative Cristy Corbin
 - Private Provider Representative Shannon Updike
 - Public Schools Representative Kristina Williams-Pugh
 - Local Government Representative Lesley Abashian

- **Closing Remarks / Adjourn**

- **Action Item:** Adjourn meeting

Mills Jones

Next SEC Meeting – Thursday, June 11, 2026

Next SLAT Meeting – Thursday, August 6, 2026

2026 SLAT Meetings

August 6

November 5

**STATE AND LOCAL ADVISORY TEAM (SLAT)
CHILDREN'S SERVICES ACT (CSA)
1604 Santa Rosa Road
Second Floor
Richmond, VA 23229**

**MINUTES
February 5, 2026**

Members Present:

Mills Jones, SLAT Chair
Sabrina Gross, Vice-Chair, Department of Education (DOE)
Lesley Abashian, Community Policy and Management Team (CPMT) – Local Government Representative
Kimberly Ayers, CPMT – DSS Representative (*virtually*)
Cristy Corbin, Parent Representative
The Honorable Marilynn Goss, Juvenile & Domestic Relations District Court (J&DR)
Patti Hodge, Department for Aging and Rehabilitative Services (DARS)
Katherine Hunter, Department of Behavioral Health and Developmental Services (DBHDS)
Grace Hughes, Virginia Department of Health (VDH)
Linda McWilliams, Department of Juvenile Justice (DJJ) (**arrived at 9:42 AM**)
Em Parente, Virginia Department of Social Services (VDSS) (*virtually*)
Laura Reed, Department of Medical Assistance Services (DMAS)
William Stanley, CPMT – Court Services Unit (CSU) Representative (**arrived at 9:40 AM**)
Shannon Updike, Virginia Coalition of Private Provider Associations (VCOPPA)
Kristina Williams-Pugh, CPMT – School Representative

Members Absent:

Sandy Bryant, CPMT – Community Services Board (CSB) Representative

CSA Staff Members Present:

Stephanie Bacote
Mary Bell
Gezelle Glasgow
Scott Reiner
Kristi Schabo
Carrie Thompson

Welcome/Opening

Mills Jones called the meeting to order at 9:34 a.m. and welcomed everyone. Introductions were made.

Pursuant to SEC Policy 2.1.3 and § 2.2-3708.3 of the *Code of Virginia*, Kimberly Ayers and Em Parente's request to participate virtually was approved on a motion by Lesley Abashian, seconded by Grace Hughes.

Mr. Jones informed the members that the agenda item SLAT Member Reports would be amended to reflect that the listing for DARS should be *Department for Aging and Rehabilitative Services*. The amended meeting agenda was approved on a motion by Cristy Corbin, seconded by Laura Reed.

Public Comment Period

There were no public comments.

Approval of Minutes

The November 6, 2025, meeting minutes were approved on a motion by Lesley Abashian seconded by Patti Hodges and carried.

Workgroup Updates

- Cristy Corbin provided an informative update on the Center for Evidence-Based Partnerships Transformation Zone project. The work group has focused on working with local leaders to identify a local team to design and implement changes to improve access and use of high-fidelity wraparound.
- Mr. Jones provided an update on the Sponsored Residential Work Group, outlining its purpose and current activities. He explained that the group was established to convene a broad range of stakeholders to review all aspects of sponsored residential services, including funding methodologies and the applicable match rate. The work group has engaged in in-depth discussions and data analysis to support equitable and sustainable practices. Mr. Jones also reported that the group is developing a comprehensive rate determination tool to enhance consistency, transparency, and informed decision-making statewide. In addition, the work group is preparing a set of frequently asked questions (FAQs) to provide education and clarity regarding sponsored residential services.

Old Business

- Policy Update – Kristi Schabo provided an update on the following policies:
 - Policy 3.5.1 – Records Management
At its December meeting, the SEC approved for a 60-day public comment period. As of this date, no public comments have been received. Will ask the SEC for approval at the next meeting.
 - Policy 4.1.1 – Children in Need of Services (CHINS)
- At its December 12, 2025, meeting, the SEC approved an additional 60-day public comment period for draft Policy 4.1.1 following revisions to the language in Appendix A. The public comment period is scheduled to close on February 13, 2026. As of this date, no public comments have been received.

- DMAS Behavioral Health Redesign Update – Laura Reed, SLAT representative from DMAS, provided an update on the DMAS Behavioral Health Redesign Project. Ms. Reed reported that the project is scheduled for implementation on July 1, 2026, and noted that draft policies are currently posted on the DMAS website for informal public comment.

SEC Report

Mills Jones provided an update on the following items from the SEC's December 12, 2025, meeting, noting that Ms. Schabo already presented the policy updates:

- The Winchester County CSA Program was recognized as the December recipient of the Excellence in CSA Award. Established in March 2025, the award honors local CSA programs that demonstrate a strong commitment to improving outcomes for children, youth, and families through collaboration, meaningful engagement, and implementation of systems of care principles.
- Ms. Schabo encouraged members to notify Mary Bell, Anna Antell, or herself of noteworthy initiatives and activities taking place at the local level so they may be shared with OCS.

OCS Update

Ms. Schabo provided updates on the following:

- HB 1373, currently under consideration during the legislative session, directs the Office of Children's Services (OCS), in collaboration with the Department of Education, the school boards within Planning District 16, and other identified stakeholders, to evaluate the feasibility of establishing a regional public day school in Planning District 16. The proposed school would serve students with disabilities who are otherwise placed in private day schools pursuant to their Individualized Education Programs (IEPs), if an appropriate public option was available. OCS is required to report its findings and recommendations to the Chairs of the House Appropriations and Education Committees and the Senate Education and Health and Finance and Appropriations Committees by November 1, 2026.
- The Virtual CPMT Academy launched in January 2026 and is held twice monthly on Fridays. The next session is scheduled for February 13, 2026. Members were advised to contact Anna Antell for additional information.
- The New CSA Coordinator Academy is scheduled for May 12–14, 2026. Interested participants may contact Anna Antell for details.
- Ms. Bell reminded members that the 2026 Annual CSA Conference will take place October 13–15, 2026, at Hotel Roanoke, with a focus on Systems of Care. Nominations for the Rookie of the Year Award and the Paul Baldwin Outstanding CSA Coordinator Award must be submitted by July 17, 2026.
- OCS Office Hours are held on the third Friday of each month from September through May. The February 20, 2026, session will include a presentation by VDSS.

New Business

- Ms. Thompson presented an overview of the FY 2025 CSA Service Gap Survey findings. OCS has conducted this survey annually for 17 years to assess service gaps across the Commonwealth, identify challenges in addressing those gaps, and highlight efforts underway at the local level. The survey was announced through an OCS Administrative Memorandum sent to CPMT Chairs and CSA Coordinators on March 4, 2025, with responses due by May 30, 2025. Each locality was

permitted to submit one response, although some partnered and submitted jointly under a shared CPMT. Of the 126 CSA localities, 103 submitted responses, resulting in an 82% participation rate, consistent with prior survey cycles. Localities were organized by VDSS geographic regions for reporting purposes. The presentation covered survey background, statewide trends in identified service gaps, common barriers, regional patterns, and overall observations.

- The interactive dashboard remains available on the CSA website for continued reference. A follow-up survey is planned for March to gather updated information.

Member Updates

Members reported for their agencies and organizations on their projects, new programs, other ongoing activities and workforce issues. 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.

Representatives from state agencies shared updates regarding leadership transitions effective January 17, 2026, as well as legislation currently under consideration by the General Assembly.

DSS will be participating in OCS Office Hours on February 20, 2026, where they will be discussing Trafficking Prevention Designation, the IV-E Review, and Sponsored Residential.

DBHDS will be hosting monthly activities for parent representatives, which include peer training and support opportunities.

The DARS Vocational Rehabilitation (VR) section of the Virginia Workforce Innovation and Opportunity Act (WIOA) Combined State Plan Modification for Program Years 2026–2027 will soon be released for public comment.

Adjournment

There being no other business, the meeting adjourned at 12:21 p.m. on a motion by Cristy Corbin, seconded by Shannon Updike and carried. The next meeting is scheduled for May 7, 2026.

Policy 3.5 Records Management

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

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

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- F. [§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.

- G. 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.

- H. 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 assessments, service planning, and decision-making.

“Individual Family Services Plan (IFSP)” 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
- Parental-contribution assessments, notifications, and payment agreements
- 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)

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- 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)
- 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)

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 are governed by the agency's retention and destruction policy 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.

Appendix A



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
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

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

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
enter document name/type	enter location if applicable	select date	enter notes if applicable
enter document name/type	enter location if applicable	select date	enter notes if applicable

Policy 3.5
Appendix A

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Effective: April 1, 2010
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Policy 4.1.1 Children in Need of Services (CHINS)

4.1.1.1 Purpose

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

4.1.1.2 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 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

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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.

4.1.1.3 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.

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"**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.

4.1.1.4 Eligibility as a Child in Need of Services (CHINS)

- 1 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](#).
- 2 The determination of CHINS eligibility shall be made in one of two ways:
 - a. The FAPT or approved MDT shall determine whether the child meets the definition of a CHINS.
 - b. 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](#))
- 3 The FAPT shall document its determination using the CHINS Eligibility Determination Form (see Appendix A).
- 4 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.
- 5 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.](#)).

4.1.1.5 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 April 1, 2026

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:	
<p>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.</p>	
<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 meets the statutory definition of a CHINS in accordance with §2.2-5211 and §2.2-5212 .	
<input type="checkbox"/> The FAPT has determined that the child does not meet the statutory definition of a CHINS in accordance with §2.2-5211 and §2.2-5212 , and the parent/guardian has been advised of their right to petition the Juvenile and Domestic Relations Court for a CHINS determination.	
<p>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):</p> <p>Click or tap here to enter text.</p>	

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.

Appendix B

MODEL CSA PARENTAL AGREEMENT¹

Effective 2026

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 **select City or County** of **enter locality name**, Virginia, between **enter parent’s name** and **enter parent’s 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 (hereinafter, 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**, where 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

- A. I/we retain legal custody of my/our child.
- B. I/we will, to the best of my/our ability:

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.

- a. Actively and consistently participate in all aspects of assessment, planning, and implementation of services throughout this agreement.
 - 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.
- C. Complete all Medicaid eligibility or referral paperwork for my child upon admission to the facility or after 30 days of placement (if applicable).
- D. I/we agree to inform the CPMT of any plan to relocate my/our physical residence outside of this jurisdiction.

PLACING AGENCY AND CSA PROGRAM

The Placing Agency and FAPT shall:

- a. 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).
- b. 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.
- c. 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:

- A. Parental co-pays
- B. Private insurance benefits
- C. Child support (Division of Child Support Enforcement)
- D. Medicaid
- E. 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:

A. Another Virginia locality.

- a. 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.

B. A locality outside of Virginia.

- a. 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, or the child is not making adequate progress in the placement; services have been

Adopted: March 12, 2026

Effective: April 1, 2026

Revised: N/A

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successfully completed; or 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	DATE
	select date
PARENT/LEGAL GUARDIAN	DATE
	select date
REPRESENTATIVE OF THE AGENCY DESIGNATED BY THE CPMT	DATE
	select date

**State and Local Advisory Team (SLAT)
Member Report**

Member Name:	enter name
Agency/Area Representing:	select agency/area
Date:	select meeting date
Report:	enter bulleted report topics
Email this form to gezelle.glasgow@csa.virginia.gov	