



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

July 18, 2016

Peter P. Walentisch, CPMT Chair
Williamsburg Department of Social Services
401 Lafayette Street
Williamsburg, VA 23185

RE: City of Williamsburg Children's Services Act (CSA) Program Audit Self-Assessment
Validation, File No.32-2015

Dear Mr. Walentisch,

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Years 2013-2015, the City of Williamsburg Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local CSA Program by the established due date of January 31, 2015. An on-site visit was scheduled and conducted by OCS Program Auditors on March 1, 2016 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by the City of Williamsburg CSA program, our independent validation:

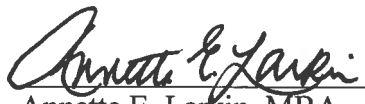
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with the conclusion reported by the City of Williamsburg CPMT that no significant non-compliance observations and/or control weakness were found in the design or operation of internal controls applicable to the processes or services conducted on behalf of the City of Williamsburg CSA. The City of Williamsburg CPMT has submitted a satisfactory quality improvement plan (QIP) addressing all non-significant observations that were identified by the CPMT, which included tasks, responsible parties and target completion dates. OCS Program Auditor conducted a follow-up of the QIP and determined that tasks identified have been implemented and/or are currently in progress. We respectfully request you periodically update our office once quality improvement tasks have been fully completed.

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We would like to thank the City of Williamsburg CPMT and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Wendy Evans, former CSA Coordinator during our on-site visit. Ms. Evans' efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,


Annette E. Larkin, MBA
Program Auditor

cc: Scott Reiner, Executive Director
Marvin E. Collins, III, City Manager
Philip F. Serra, CPMT Fiscal Agent
Wendy Evans, Former CSA Coordinator
Marion Sullivan, CSA Coordinator
Stephanie Bacote, Program Audit Manager
SEC Finance and Audit Committee