



COMMONWEALTH of VIRGINIA

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Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

Administrative Memo #12-10

To: CPMT Chairs
FAPT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Chuck Savage, Business Manager

Date: July 11, 2012

Subject: FY12 CSA Pool Fund Reporting
FY13 CSA Pool Fund Reporting
FY13 Local Protection Levels and FY13 Administrative Reports

FY12 Year End Expenditure Reporting

September 30 is the cut-off for reporting program year 2012 CSA pool fund expenditures (services from July 1, 2011 through June 30, 2012). Please refer to Section 4.5.3 (Disbursement Procedures) of the CSA manual for additional information regarding reporting requirements:

http://www.csa.virginia.gov/html/csa_manual_dev/stage.cfm?page=main_toc.cfm

The web-based pool fund reporting system will be available until midnight, September 30 for entry of FY12 expenditures. In order to ensure all program year expenditures are reported by the September 30 cut-off, local governments may enter as many as five (5) June 30, 2012 pool fund requests into the reimbursement system.

The FY12 Pool Fund Reimbursement System will not be available for entry effective Monday, October 1, 2012. Beginning October 1, 2012 only FY13 expenditures will be available for reporting.

FY13 Expenditure Reporting

The FY13 Pool Fund Reimbursement System will be open for FY13 service year reporting (services from July 1, 2012 through June 30, 2013) on August 1, 2012. When entering a FY13 expenditure report, please be sure to select the FY13 reporting option on the Pool Reimbursement Request Report screen.

FY13 Local Protection Levels and FY13 Administrative Reports

The locality specific FY13 Protection Level and FY13 Local Administrative Plan form is now posted on the locality CSA Fiscal Agent site. The FY13 Administrative Plan form is located in the shaded area of the fiscal agent site and labeled "Download FY13 Administrative Plan". Please note the FY13 Administrative Plan form must be printed, completed and sent to the Department of Education (DOE) for reimbursement. The mailing address is printed on the form. State share reimbursement will be made after the signed administrative plan is received by DOE. FY13 protected levels appear on the local fiscal agent site below the FY13 Administrative Plan form.

FY13 Wrap Services for Students with Disabilities Allocations

The FY2013 budget for CSA appropriates \$2.2 million for services in the fund category "Wrap-Around Services for students with Disabilities" (SPED Wrap-Around). This specific appropriation represents for CSA a first-time "earmark" of funding for a particular service category.

For further information on guidelines to reserve locality FY13 allocation, please refer to the Administrative Memo #8, dated June 25, 2012, Wrap-Around Services for Students with Disabilities; Preliminary allocation; Wrap-around Intent documents located in the Administrative Memo section of the CSA website here:

http://www.csa.virginia.gov/html/Administrative_Memos/admin_memos.cfm

Please contact charles.savage@csa.virginia.gov or (804) 662-9818 with any question you may have.