



# COMMONWEALTH of VIRGINIA

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Executive Director

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

## Administrative Memo #17-04

**To:** CPMT Chairs  
CSA Coordinators

**From:** Scott Reiner, Executive Director 

**Date:** September 1, 2017

**Subject:** Agency Assessment of Mandates

Section 2.2-613 of the Code of Virginia requires all state agencies to assess the impact of the mandates that they administer on local governments, and to determine whether any mandates can be altered or eliminated. Section 15.2-2903 charges the Commission on Local Government (CLG) with the responsibility for managing the mandate assessment process. Executive Order 58 (2007) provides details on the process.

This year, two mandates related to the Children's Services Act (CSA) are due for assessment as follows:

1) Referrals and Reviews of Children and Families (SHHR.CSA002)

Local Community Policy and Management Teams are required to establish policies governing referrals and reviews of children and families to the family assessment and planning teams or a collaborative, multidisciplinary team process approved by the Council, including a process for parents and persons who have primary physical custody of a child to refer children in their care to the teams, a process to review the teams' recommendations and requests for funding, and a process for youth and families to appeal decisions made by the local family planning and assessment teams concerning individual family services plans.

2) Appeals for Youth and Families Involving Family Services Plans  
(SHHR.CSA003)

Local Community Policy and Management Teams are required to adopt policies and procedures for youth and families to appeal decisions made by local family planning and assessment teams concerning services provided to the youth and family based on an individual family services plan.

Additional details about these mandates can be found in the [Catalog of State and Federal Mandates on Local Governments – 2016](#), published by the CLG, which is within the Virginia Department of Housing and Community Development. The details of the CSA specific mandates can be found on page 33 of the Catalog.

The review process requires information on the fiscal impact of mandates on local governments. This Administrative Memo is to solicit your comments on the fiscal and other impacts of the two mandates listed above. Attached with this Memo are the “Estimate of Local Fiscal Impact of Mandates” forms (one template for each mandate) to allow you to provide input into the mandate review. The form can also be accessed online at: <http://www.dhcd.virginia.gov/index.php/commission-on-local-government/mandates-on-local-governments/agency-assessment-of-mandates.html> (See the link labeled “Local Fiscal Impact Comments Form”).

The use of the form will be the sole method by which the Office of Children’s Services (OCS) will collect local input into the assessment of these mandates. The dates for the review are 09/01/2017 – 11/30/2017 and in order to complete analysis of local input, the deadline for receipt by the OCS of the “Estimate of Local Fiscal Impact of Mandates” form is 5:00 P.M., October 2, 2017. Forms will be received via U.S. Mail or an alternative courier or via e-mail attachment to [csa.office@csa.virginia.gov](mailto:csa.office@csa.virginia.gov) with the Subject Line: Mandate Review.

Please note that the CLG works with the Virginia Association of Counties and the Virginia Municipal League to encourage localities to provide comments and fiscal impact data. The CLG asks that participating localities submit forms summarizing the fiscal impact of the mandate within the first 30 days of each assessment period. Localities may or may not choose to submit information through this process, but if submitted, the CLG will forward them to OCS for incorporation into the assessment.

Thank you for your cooperation.