



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

Administrative Memo # 16-05

To: CSA Fiscal Agents
CSA Report Preparers

From: Chuck Savage, OCS Business Manager
Preetha Agrawal, OCS IT Director

Re: FY2017 CSA Pool Fund Expenditure Reporting

Date: June 14, 2016

With the approach of the 2017 CSA program year (begins July 1, 2016), all local governments should be familiar with the changes to the expenditure reporting system. This new expenditure reporting system, called the **CSA Local Expenditure, Data and Reimbursement System (LEDRS)** combines the existing CSA Data Set, pool fund expenditure report and quarterly expenditure file submissions into a single reporting file. Should you not be familiar with the LEDRS reporting system, you are strongly encouraged to visit Administrative Memo 15-08:

<http://www.csa.virginia.gov/html/pdf/AdminMemo15-08%20final.pdf>

Accompanying Administrative Memo 15-08 is a power point presentation providing additional details pertaining to LEDRS: [Presentation Slides - LEDRS: The future of CSA Data Reporting](#)

General Guidance for FY2017 Expenditure Reporting

The following are general guidelines/procedures for LEDRS filing and submission of FY2017 Pool Fund expenditure reports:

1. LEDRS reporting is effective with the 2017 Program Year (services between July 1, 2016 through June 30, 2017). The initial LEDRS file is available for reporting effective August 1, 2016 (for July 2016 expenditure reporting).
2. In accordance with State Executive Council reporting requirements, LEDRS expenditure files may be filed monthly but must be submitted at least quarterly. This is no change to existing reporting frequency requirements.

3. LEDRS files will be uploaded from a new section in the “CSA Pool Reimbursement Request Reports” section that will be located in the Local Government Reporting section on the CSA website. File transfers can only be performed by established locality “Report Preparers.” Again, this is no change from the current filing of a pool fund report. Local fiscal agents cannot upload LEDRS expenditure files. Each month will contain a unique file name to identify the locality/month submitted.
4. Once the Report Preparer has uploaded the file, the data will be validated and if correct, a pool fund expenditure report will be returned for the report preparer to view. The report preparer should ensure all expenditure and refund amounts match reporting from their local proprietary reporting systems and are reported in the correct expenditure category.
 - a. If all expenditure information is correct, submit the file. This action will prompt the July 31, 2016 Pool Fund Expenditure Report (the initial available report for FY2017) to engage.
 - i. Open the July 31, 2016 Pool Fund Expenditure report under Local Government Reporting, enter the LEDRS expenditure information and submit to the local fiscal agent for approval. No change to existing reporting.
 - ii. The fiscal agent then approves the report for state share reimbursement as is the current practice.
 - b. After a successful file validation, verification and submission, if expenditures are in an incorrect row, (i.e., all validations passed but it was identified that an expenditure is reported on an incorrect row) contact CSA IT support (csa.itsupport@csa.virginia.gov) to have the file deleted. The LEDRS file will need to be re-created and submitted. Once corrected, follow guidance in 4.a above.
 - c. If file contains validation errors, an error report will be displayed on the screen when uploading. The report preparer must correct the errors and resubmit the file. Once correct, follow guidance in 4.a above.

Summary

- LEDRS filing begins with the 2017 program year reporting (July 2016). The first LEDRS file can be uploaded effective August 1, 2016 and no later than for the period ending September 30, 2016.
- LEDRS files can be submitted at the same frequency as current Pool Fund Expenditure reporting.
- A LEDRS file must be submitted in or to obtain access to a monthly Pool Fund Expenditure report.
- Localities must ensure expenditure totals from the LEDRS file are in agreement with their local proprietary system and the LEDRS report.
- Localities must file a Pool Fund Expenditure report, with fiscal agent approval, in order to receive state share reimbursement. The CSA Pool Fund Expenditure reporting system is considered the system of record.

The Office of Children’s Services will be hosting webinars on LEDRS during July 2016. Any questions pertaining to the LEDRS filing should be directed to Preetha Agrawal at: preetha.agrawal@csa.virginia.gov or (804) 662-9814.