



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

## ADMINISTRATIVE MEMO #17-02

**TO:** CPMT Chairs  
CSA Fiscal Agents  
CSA Coordinators

**FROM:** Maris Adcock, Business and Finance Manager

**DATE:** June 1, 2017

**SUBJECT:** FY18 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

The FY2018 budget for CSA appropriates \$2.2 million for services in the category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for this particular service category.

This limited appropriation places several restrictions on expenditures for this category (i.e. expenditures may not exceed \$2.2 million general funds statewide and the funds cannot be used for or transferred to other service categories). As with all CSA service funds, unspent funds may not be carried forward from one fiscal year to the next. The Office of Children's Services (OCS) must allocate and manage these funds in such a manner to ensure compliance with these restrictions.

The allocation and management process for funds is based on the following principles:

1. All communities should have an opportunity to utilize funds regardless of past usage,
2. All communities should have equitable access to funds, and
3. 100% of the earmarked funds should be allocated.

The process for allocation and management of FY2018 SPED Wrap-Around funds is being slightly modified from prior years and is described below:

1. Initial allocations will be calculated following the same methodology used to determine base state pool allocations. No community will be allocated less than \$1,000 general funding.

2. Initial SPED Wrap-Around allocations will be made to all localities. Those who do not intend to utilize these funds should notify OCS by August 1, 2017. OCS will then recoup the allocation and make the funds available for reallocation to other communities on a first-come/first-served, by request basis.
3. Mid-year recovery and reallocation of unutilized WRAP allocation
  - Locality expenditures for SPED Wrap-Around services will be analyzed following the close of the second quarter (December 2017).
  - On January 1, 2018 if a locality has not recorded any expenditure for SPED Wrap-Around services in the CSA LEDRS system, the locality's current year WRAP allocation will be removed for reallocation to other communities.
  - A locality whose SPED Wrap-Around allocation is removed due to no expenditures incurred in the CSA LEDRS system as of January 1, 2018 may request a reallocation of WRAP funds; however, they will need to indicate in writing intent to utilize the funds.
4. In January 2018, localities that are in need of additional SPED Wrap-Around funds, should submit an email to the OCS Business Office requesting consideration for allocation of additional funds. This request should indicate the total estimated SPED Wrap-Around expenditures to be incurred by June 30, 2018. These requests will be reviewed and supported based on available appropriation.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified educational disabilities impact adjustment outside the school environment. Such services may provide critical supports for youth who face significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around service and to identify strategies to maximize utilization of community-based supports for all youth.

Questions regarding the SPED Wrap-Around allocation process may be directed to Maris Adcock, by phone at (804) 662-7451 or by e-mail at [maris.adcock@csa.virginia.gov](mailto:maris.adcock@csa.virginia.gov).