



COMMONWEALTH of VIRGINIA

OFFICE OF COMPREHENSIVE SERVICES

Administering the Comprehensive Services Act for At-Risk Youth and Families

Susan Cumbia Clare, M.Ed.
Executive Director

August 5, 2013

Ms. Debora Russell, CPMT Chair
City of Hampton CSA Program
100 Old Hampton Lane
Hampton, VA 23669

RE: Hampton CSA Self-Assessment Validation, File No. 31-2013

Dear Ms. Russell,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Hampton 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 March 31, 2013. An on-site visit was scheduled and conducted by OCS Program Auditors on June 28, 2013 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 Hampton CSA program, our independent validation:

Concurs Partially Concurs Does Not Concur

with the conclusion reported by the Hampton CPMT that no significant observations of non-compliance and/or weaknesses were found in the design or operation of the internal controls applicable to the processes or services conducted on behalf of Hampton CSA. The CPMT has submitted a complete and satisfactory corrective action plan addressing all non-significant observations that were identified by the CPMT, which includes action steps, responsible parties, and targeted completion dates. We respectfully request that you notify this office as corrective actions are completed. OCS will conduct a follow up validation to ensure the corrective actions have been implemented as reported.

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OCS would like to thank the Hampton Community Policy and Management Team 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 Elizabeth Clark, CSA Administrator during our on-site visit. Ms. Clark's efforts enabled our staff to quickly, and in some cases immediately, resolve any questions/concerns that were observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,


Stephanie S. Bacote, CIGA
Program Auditor

cc: Susan C. Clare, Executive Director
Mary Bunting, Hampton City Manager
Karl S. Daughtrey, CPMT Fiscal Agent
Hampton City Comptroller
Elizabeth Clark, CSA Administrator