



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

November 12, 2013

Mr. Alan Archer, CPMT Chair
City of Newport News CSA Program
2400 Washington Avenue
Newport News, VA 23607

RE: City of Newport News CSA Program Self-Assessment Validation, File No. 35-2013

Dear Mr. Archer,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Newport News 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 January 31, 2013. To complete the independent validation phase of the process, an on-site visit was scheduled and conducted on July 16, 2013 by OCS' Finance and Data Consultant and supervised by the OCS Program Auditors.

Based on the review and examination of the self assessment workbook and supporting documentation provided by the Newport News CSA Program, our independent validation:

Concurs

Partially Concurs

Does Not Concur

with the conclusion reported by the Newport News 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 the Newport News CSA Program. The CPMT has submitted a complete and satisfactory corrective action plan addressing all observations that were identified by the CPMT, which includes action steps, responsible parties, and targeted completion dates. However, an additional action step is warranted to fully address the following non-compliance observations identified by the Newport News CPMT:

NON-COMPLIANCE OBSERVATIONS

- An emergency placement was not presented to the Family Assessment and Planning Team (FAPT) within 14 days of the admission as required by Code of Virginia Section 2.2-5209. Referrals to family assessment and planning teams. As a result, use of CSA pool funds was not appropriate. The corrective action plan submitted by the local program did not indicate a locally initiated reimbursement to CSA for the state share (\$2,468.17) of funds expended where CSA requirements were not met. The total CSA costs (state and local share) incurred for that placement was \$3,415.

RECOMMENDATION: The CPMT should submit a corrective action plan, for review by the OCS Finance Office, to address whether the funds will be restored. Upon review and recommendations presented by OCS Finance staff, the CPMT will be notified of the final determination made by the Executive Director of whether the identified actions are acceptable or any additional actions that may be required.

Mr. Alan Archer, CPMT Chair
November 12, 2013
Page 2

NON-COMPLIANCE OBSERVATIONS	
•	Coordination of long-range planning are evidenced in supporting funding streams to include Virginia Juvenile Crime Control Commission Act(VJCCCA) and Promoting Safe and Stable Families grants. However, comprehensive and formal documentation has not been organized to identify specifics goals, objectives, targets, and outcomes related to the Newport News CSA program. RECOMMENDATION: The CPMT should include in the corrective action plan submitted an action step to develop and document a comprehensive plan that includes CSA, VJCCA, and PSSF and formally adopted by the CPMT
•	Assessments of parental co-payments were completed. However, the CPMT has not established a means to track and collect delinquent/past due accounts. RECOMMENDATION: The CPMT should include in the corrective action plan submitted an action step to develop and enforce procedures to govern the monitoring and collection of delinquent accounts.

The Office of Comprehensive Services respectfully requests that you submit a revised corrective action plan to address the observations outlined on this page no later than 30 days from receipt of this report. We also acknowledge receipt of corrective action plan updates for 3 of the 6 corrective action plans submitted, and we respectfully request that you continue to notify this office as the remaining corrective actions are completed. OCS will conduct a follow up validation to ensure the corrective actions have been implemented as reported.

OCS would like to thank the Newport News 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 Crystal Bell, CSA Coordinator during our on-site visit. Their 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
James M. Bourey, City Manager
City of Newport News
Tom Mitchell, CPMT Fiscal Agent
Director of Finance, City of Newport News
Crystal Bell, CSA Coordinator