



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

July 19, 2016

Eleanor Butts, CPMT Chair
Suffolk Department of Social Services
PO Box 1818
Suffolk, VA 23439

RE: City of Suffolk CSA Program Self-Assessment Validation, File No. 39-2014

Dear Ms. Butts,

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Years 2013-2015, the City of Suffolk Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local Children's Service Act (CSA) Program by the established due date of January 31, 2014. An on-site visit was scheduled and conducted by OCS Program Auditors on March 16, 2016 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 City of Suffolk CSA program, our independent validation:

Concurs Partially Concurs Does Not Concur

with the conclusion reported by the City of Suffolk CPMT that no significant non-compliance observations and/or control weakness were found in the design or operation of internal controls applicable to the processes or services conducted on behalf of the City of Suffolk CSA. The City of Suffolk CPMT has submitted a satisfactory quality improvement plan (QIP) addressing all non-significant observations that were identified by the CPMT, which included tasks, responsible parties and target completion dates. OCS Program Auditor conducted a follow-up of the QIP and determined that tasks identified have been implemented.

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We would like to thank the City of Suffolk 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 Rachel Lewis, CSA Coordinator during our on-site visit. Ms. Lewis' efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,



Annette E. Larkin
Program Auditor

cc: Scott Reiner, Executive Director
Patrick Roberts, City Manager
Denise Daughtrey, Fiscal Agent
Rachel Lewis, CSA Coordinator
Stephanie Bacote, Audit Manager
SEC Finance and Audit Committee