



Supplemental Allocation Requirements

A CPMT may request a supplemental allocation at any time before the close of the program year. In order to be approved for a supplemental allocation, the CPMT must demonstrate each of the following:

- a. A known cost has been, or will be, incurred for a specific child or children in the MANDATED TARGET population.
- b. Any amount of the allocation for the non-mandated population (NON-MANDATED TARGET + OTHER ELIGIBLE in the Allocation Plan) which, 1) exceeds the protection level established for that year and 2) is not yet expended or obligated, may be re-allocated for use with the MANDATED TARGET population. For this purpose, obligations are unpaid purchase orders, contracts, or any other agreements, which bind the CPMT to pay for goods or services to be delivered to specific children, at a specified cost, over a defined period of time.
- c. Localities requesting supplemental funds must also demonstrate that they are in compliance with all provisions of the Comprehensive Services Act including, but not limited to, instituting and operating effective cost control measures as recommended by the State Executive Council.
- d. Requests for supplemental allocations are filed electronically via the CSA web-site <http://www.csa.state.va.us>. The requests will be reviewed, and the local fiscal agent will be notified upon approval. From the local government reporting web page, localities may also access an Excel spreadsheet from their latest CSA Data Set submission as well as a local Transaction History Report to assist them in filing their supplemental allocation requests.
- e. It is no longer necessary to submit a hard copy of the Request for Supplemental Allocation form to the Office of Comprehensive Services; however, a hard copy containing all necessary signatures should be maintained by the local CPMT.
- f. A Word document containing instructions for filing a Request for Supplemental Allocation form is available on the local government reporting page and has also been included in the Supplemental State Allocation Toolkit of this Manual. Localities are strongly encouraged to review the instructions prior to filing their supplemental allocation requests. A sample Supplemental Allocation Request form may also be accessed on the local government reporting page under the "CSA Supplemental Allocation Request" link.
- g. Documentation to support the supplement allocation request may be requested by OCS following receipt of the supplemental allocation request. Staff from the Office of Comprehensive Services may also conduct a site visit to review information and supporting documentation prior to the approval of a supplemental request. (See <http://www.csa.state.va.us/html/pdf/SecWoodsLetterreSupplements.pdf>.)
- h. Localities whose mandated expenditures have increased more than 10% over the previous year's total mandated expenditures will be required to complete the "Comment" portion of the Supplemental Allocation Request form. (*NOTE: Any locality submitting a Request for Supplemental Allocation may provide comments in this area that they feel will assist OCS in processing their request.*) These comments should provide additional information related to locality trends that are affecting CSA costs. It is not necessary to restate the financial information already submitted in other portions of the report.

