



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

Administrative Memo #16-04

To: CPMT Chairs
FAPT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Chuck Savage, Business Manager

Date: June 6, 2016

Subject: FY16 CSA Pool Fund Reporting
FY16 Data Set Reporting – June 30, 2016
FY17 CSA Pool Fund Reporting
FY17 Local Protection Levels and FY16 Administrative Reports

FY16 Year End Expenditure Reporting

September 30 is the cut-off for reporting program year 2016 CSA pool fund expenditures (services from July 1, 2015 through June 30, 2016). Please refer to Section 4.5.2 (Pool Fund Reimbursement) of the CSA Policy Manual for additional information regarding reporting requirements:

http://www.csa.virginia.gov/PDF/CSA_PolicyManual2015revision.pdf

The web-based pool fund reporting system will be available until midnight, September 30 for entry of FY16 expenditures. In order to ensure all program year expenditures are reported by the September 30 cut-off, local governments may enter as many as five (5) June 30, 2016 pool fund requests into the reimbursement system.

The FY16 Pool Fund Reimbursement System will not be available for entry effective Saturday, October 1, 2016. Beginning October 1, 2016 only FY17 expenditures will be available for reporting.

FY16 Data Set Reporting

The due date for final submission of June 30, 2016 Data Set information is October 15, 2016. The quarter 4 Data Set report (June 30) reflects child specific FY16 actual expenditure data; there

should be no projected expenditures. The financial information reported in the June 30, 2016 data set should correspond to the total net expenditure amount reported through the CSA Pool Fund Reimbursement system. Remember, the June 30 data set financial report should be completed once all FY16 pool fund reimbursements have been completed.

Beginning with the FY2017 program year, submission of the CSA Data Set will cease. Phase 1 of the single submission process, called the CSA Local Expenditure, Data and Reimbursement system (LEDRS), will consolidate the Data Set submission with the Expenditure file submission. Please refer to Administrative Memo #15-08 <http://www.csa.virginia.gov/html/pdf/AdminMemo15-08%20final.pdf> for additional information pertaining to LEDRS.

FY16 Federal Expenditure Reporting Requirements

During the 2016 fiscal year, the Comprehensive Services Act for At-Risk Youth and Families received \$9,419,998 in TANF/SSBG funding. These funds were used to reimburse localities for eligible Title IV-E clients. A report, located on the fiscal agent site will be posted in July 2016 providing individual locality reimbursement using SSBG (Catalog of Federal Domestic Assistance, CFDA # 93667) funds. This information is provided for your annual Statement of Expenditures of Federal Awards (SEFA) reporting.

FY17 Expenditure Reporting

The FY17 Pool Fund Reimbursement System will be open for FY17 service year reporting (services from July 1, 2016 through June 30, 2017) on August 1, 2016. Please be sure to select the FY17 reporting option on the Pool Reimbursement Request Report screen.

During FY2017, localities will continue to enter pool fund expenditure reports via the Pool Fund Reimbursement reporting system. The Pool Fund Reimbursement system will continue to be the expenditure system of record and will be used as the source to report and calculate CSA state share reimbursement. However, access to a monthly report will occur only when a LEDRS expenditure file is received at the OCS. Additional information of FY2017 expenditure reporting is forthcoming.

FY17 Local Protection Levels and FY17 Administrative Reports

The locality specific FY17 Protection Level and FY17 Local Administrative Plan form will be available in July 2016 on the locality CSA Fiscal Agent site. The FY17 Administrative Plan form is located in the shaded area of the fiscal agent site and labeled "Download FY17 Administrative Plan". This plan has incorporated the additional \$500,000 general funding appropriated during the 2016 General Assembly session.

Please note the FY17 Administrative Plan form must be printed, completed and sent to the Department of Education (DOE) for reimbursement. The mailing address is printed on the form. State share reimbursement will be made after the signed administrative plan is received by DOE.

FY17 protected levels appear on the local fiscal agent site below the FY16 Administrative Plan form.

Please contact charles.savage@csa.virginia.gov or (804) 662-9818 with any question you may have.