



# COMMONWEALTH of VIRGINIA

Office of the Governor

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To: CPMT Chairs, FAPT Chairs, CSA Fiscal Agents, CSA Coordinators

From: Jane Woods, Secretary of Health and Human Resources  
Chair of the CSA State Executive Council

RE: Comprehensive Services Act Supplemental Funding Requests

With the implementation of the Comprehensive Services Act (CSA) Data Set, one of the many features of this system was the elimination of several forms previously submitted to the Office of Comprehensive Services (OCS). One of the eliminated forms was the form reporting case specific demographic and cost information when a locality requests supplemental funding. During the public comment component of the recent State Executive Council (SEC) meeting, some CSA coordinators indicated it was their belief that once the new data set information was submitted, that any additional questions or information requests would no longer be necessary should a locality seek supplemental funding. I want to clarify any misunderstanding that may exist about how the CSA data set is used in conjunction with supplemental requests.

As was true prior to the data set, all requests for supplemental funding must be analyzed thoroughly, to ensure the need for the funds is fully documented. This process is embodied in the below referenced statutory requirements.

***§ 2.2-5206 (12) of the Code of Virginia.*** *Collect and provide uniform data to the Council on, but not limited to, expenditures, number of youth served in specific CSA activities, length of stay for residents in core licensed residential facilities, and proportion of youth placed in treatment settings suggested by a uniform assessment instrument for CSA-funded services;*

***Item 299 C 1e of Chapter 1042, The Appropriations Act.*** *The State Executive Council shall deny state pool funding to any locality not in compliance with federal and state requirements pertaining to the provision of special education and foster care services funded in accordance with [§2.2-5211](#), Code of Virginia.*

***Item 299 C 2c of Chapter 1042, The Appropriations Act.*** *Localities requesting funding from the set aside in paragraphs 2a and 2 b must demonstrate that their request is based upon an increase in the number of mandated children or that the treatment costs have increased due to the service needs of the children. Localities must also demonstrate they are in compliance with all the provisions of the Comprehensive Services Act, including uniform assessment, family assessment team reviews, and data collection.*

While the new data reporting process did eliminate the need for localities to submit separate supplemental forms detailing case and cost information when these additional funds were being requested, it did not eliminate the process and procedures the OCS staff are required to use when examining the information. Nor did it eliminate the requirement that OCS seek clarification as further support of a request should their review reveal that further explanation is critical in order to document the need for additional funds. It is the SEC's expectation that the OCS will continue their evaluation of all requests for additional funding to ensure that localities comply with all of the provisions within the Code of Virginia, the Appropriations Act as well as SEC and member agency requirements. If their evaluation

identifies the need for further supporting materials, the OCS will need to secure the necessary additional information prior to approving additional funding.

I encourage localities to review the supplemental funding request instructions located within the *Local Government Reporting* section on the CSA web site. These instructions include a number of examples of specific items OCS must examine during their evaluation. By reviewing this information and ensuring that your request for additional funds is fully documented, you will likely reduce the need to provide additional clarifying and/or supporting information. Should you have questions regarding the supplemental process, please contact Stephanie Sivert, Assistance Team Manager via email at [stephanie.sivert@dss.virginia.gov](mailto:stephanie.sivert@dss.virginia.gov) or (804) 662-7317.

Again, let me reiterate the collective appreciation of the SEC for the critical work each and all do for our youth and families throughout Virginia.