



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

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Executive Director

ADMINISTRATIVE MEMORANDUM #19-05

To: CPMT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Maris Adcock, Finance and Business Operation Manager

Date: May 21, 2019

Subject: FY2020 Administrative Budget Plan Funding

The process for localities to request their Local CSA Administrative funds in FY2020 will stay the same. The current process no longer requires a paper submission, physical signatures, or the mailing of the request to the Department of Education.

The procedure is electronically done through the CSA Local Government Reporting system. The systematic instructions along with screen shots of each step are in the CSA Users Guide at <http://www.csa.virginia.gov/Resources/PolicyGuides>. This document provides instruction as to the required action needed by the CSA Coordinator. The CSA Coordinator originates the process; the CPMT Chair and the Fiscal Agent then sequentially approve it. Once initiated, an e-mail notification will occur at each stage alerting the appropriate individual of the need to take action. After the local Fiscal Agent has approved and submitted the Administrative Budget Plan, OCS recommends that the locality print and retain a copy.

FY2020 Administrative Budget Plan fund requests must be processed between July 8, 2019 and June 5, 2020. The system will close on mid-night June 5, 2020. At that point, no other requests for current FY2020 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2020 CSA Administrative Budget Plan Allocation.

Questions about the Administrative Budget Plan process may be directed to the OCS Finance and Business Operation Manager, Maris Adcock at maris.adcock@csa.virginia.gov or (804) 662-7451.

Thank you for your cooperation.