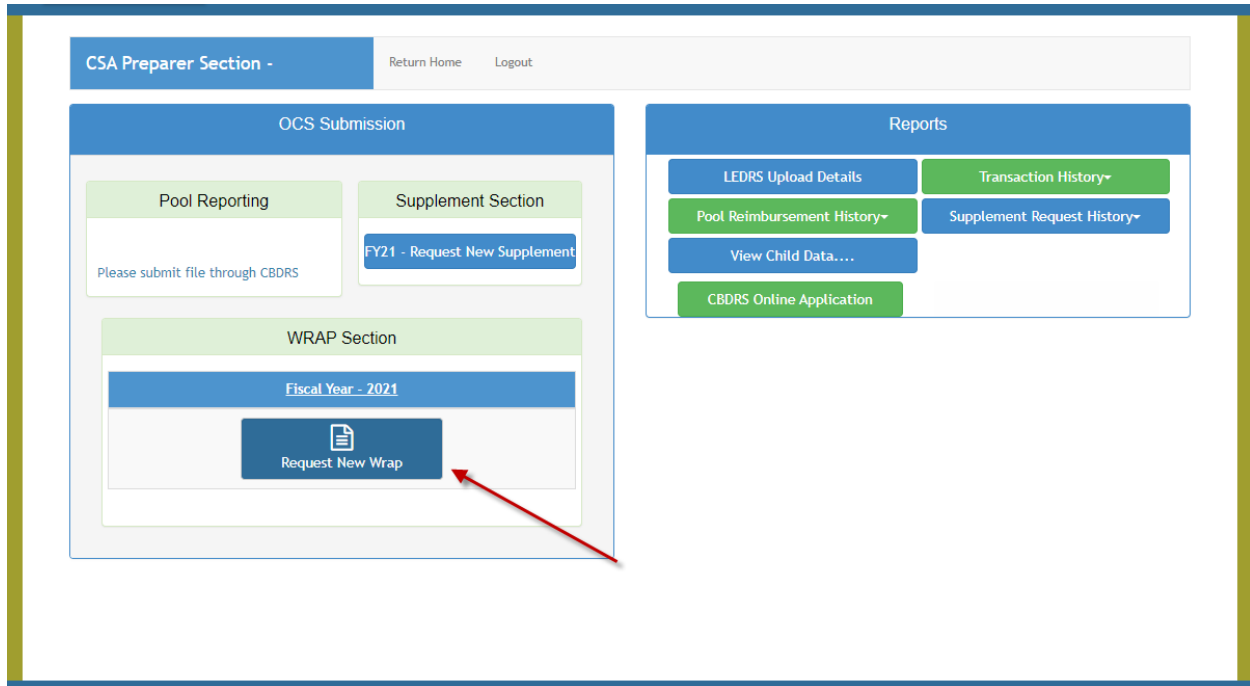


WRAP Request Process

Please Note: questions regard WRAP Request needs to be sent to OCS Business Manager
csa.financeit@csa.virginia.gov

1. Report Prepare Initiates the WRAP Request for the Locality
 - a. Click on the Request New WRAP under the WRAP section



- b. The Request Screen looks as follows
 - c. The user needs to enter
 - i. The additional expenditure amount
 - ii. The comment
 - d. After calculations the bottom line displays the WRAP allocation fund requested
 - e. Click on either Pend or Submit button

WRAP - | Return Print

WRAP Request Form - FY 2021

Wrap Supplement Information

Track your WRAP Supplement Request

1 Pend > 2 Submitted > 3 CPMT Approved > 4 FA Approved > 5 Partially Approved > 6 Release WRAP > 7 Fully Approved

WRAP REQUEST IS FOR FISCAL YEAR - FY 2021

Date Created: 02/19/2021 Date Printed: 02/19/2021

Locality (FIPS) Base Rate: 0.2109 (The rates have been rounded to ten thousandths place decimal)

Report Preparer

Name [input type="text"]
Email [input type="text"]

Wrap Details

		Actual FY 2021	Projected FY 2021	Total FY 2021
		Expenditures	Additional Expenditures	Actual + Projected Expenditures
		(*Includes Funded Pool Reports)	(b)	(a+b=c)
I	2h. Wrap-Around Services for Students With Disabilities	\$0.00	0	\$0.00
II	Less Current Reported Wrap Refunds	\$0.00		\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)	\$0.00		\$0.00
Comments		<input type="text"/>		

		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocated for FY 2021 which includes initial and any approved wrap allocations/adjustments	\$0.00	\$0.00	\$0.00
V	Wrap Allocation Funds Requested: (Line III - Line IV)	\$0.00 ↑	\$0.00 ↑	\$0.00 ↑

Pend Submit

- f. There are 2 interim confirmation screen that user needs to click OK button, for the action to proceed.



www.csa.virginia.gov says
 Are you sure you would like to [] this WRAP request?
 In order for the WRAP request process to proceed you will have to Edit the WRAP request and then Submit it.

OK Cancel

Email: preetha.agrawal@csa.virginia.gov

Wrap Details

		Actual FY 2021	Projected FY 2021	Total FY 2021
		Expenditures	Additional Expenditures	Actual + Projected Expenditures
		(Includes Pending Pool Report)	(b)	(a+b=c)
I	2h. Wrap-Around Services for Students With Disabilities	\$22,295.00	90490	\$112,785.00
II	Less Current Reported Wrap Refunds	\$0.00		\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)	\$22,295.00		\$112,785.00

Comments: but also to remain stable and function across settings. As a result, support through in-home services and social skills groups have been key in helping these students and families to maintain a level of normalcy and consistency throughout their day.

		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocated for FY 2021 which includes initial and any approved wrap allocations/adjustments	\$30,893.00	\$51,116.00	\$82,009.00
V	Wrap Allocation Funds Requested: (Line III - Line IV)	\$11,593.32 ↑	\$19,182.68 ↑	\$30,776.00 ↑

Pend Submit



www.csa.virginia.gov says
 This WRAP request has been successfully pended.
 In order for the WRAP request process to proceed you will have to Edit the WRAP request and then Submit it.

OK

WRAP REQUEST IS FOR FISCAL YEAR - FY 2021

Date Created: 02/19/2021

Date Printed: 02/19/2021

Locality (FIPS): Henrico (087)

Base Rate: 0.8755 (The rates have been rounded to ten-thousandths place decimal)

Report Preparer

Name: Preetia
Email: preethia.agrawal@csa.virginia.gov

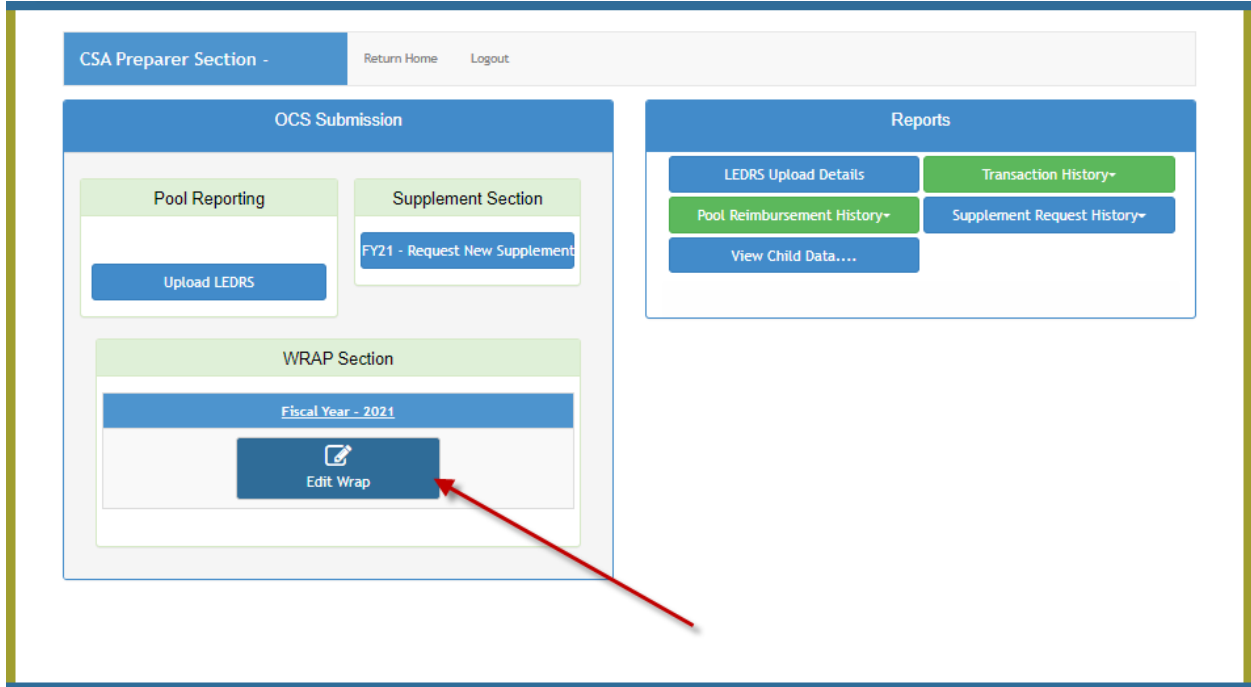
Wrap Details



This process might take some time. Please do not hit refresh or back button or close this window.

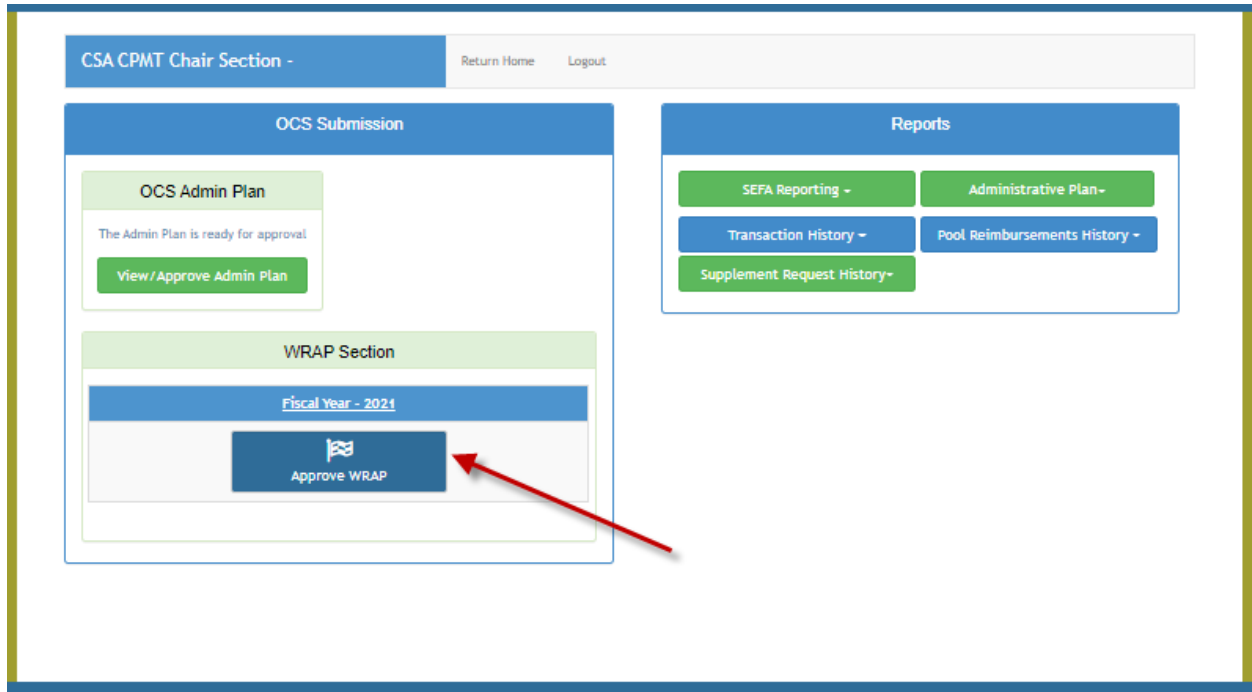
	Actual FY 2021	Projected FY 2021	Total FY 2021
	Expenditures	Additional Expenditures	Actual + Projected Expenditures
	(Includes Pended Pool Report)	(b)	(a)+(c)
I		68409.25	\$94,295.85
II	Less Current Reported Wrap Refunds	\$0.00	\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)	\$35,886.60	\$94,295.85
	Comments	and / or to assist the parent in managing the child's needs in the home. Henrico is requesting a supplemental allocation of SPED-Wrap funds to cover our expenditures for the the two youth we are continuing to support in the community with the funds.	

- g. When the Pend button is clicked the WRAP Request is in the Pend state
- h. The Report Preparer module page will have the Edit Wrap button available
- i. In order for the WRAP to be submitted for approval and funding, the user needs to click on the Edit Wrap button and submit the Request.



- j. When the Submit button clicked is the WRAP Request is submitted for the CPMT Chair's approval and email notification is also send to the recipients (in this case CPMT Chair)

2. CPMT Chair needs to approve the WRAP Requested
 - a. Click on the Approve WRAP button on landing page of the CPMT Chair module

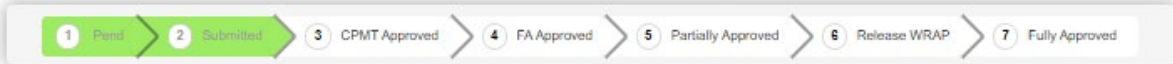


- b. The WRAP Request Approval Screen looks as follows
- c. CPMT Chair can either click on the Decline or Approve button
 - i. When the Decline button is clicked the WRAP Request is send back to the Report Preparer for modification
 - ii. When the Approve button clicked is the WRAP Request is sent for Fiscal Agent’s approval and email notification is also send to the recipients (in this case Fiscal Agent)

WRAP Request Form - FY 2021

Wrap Supplement Information

Track your WRAP Supplement Request



WRAP REQUEST IS FOR FISCAL YEAR - FY 2021

Wrap Request ID: 1

Date Created: 02/17/2021

Date Printed: 02/19/2021

Locality (FIPS):

Base Rate: 0.3111 (The rates have been rounded to ten-thousandths place decimal)

Report Preparer
Submitted on 02/18/2021

Name [redacted]
Email [redacted]

CPMT Chair

Name [redacted]
Email [redacted]

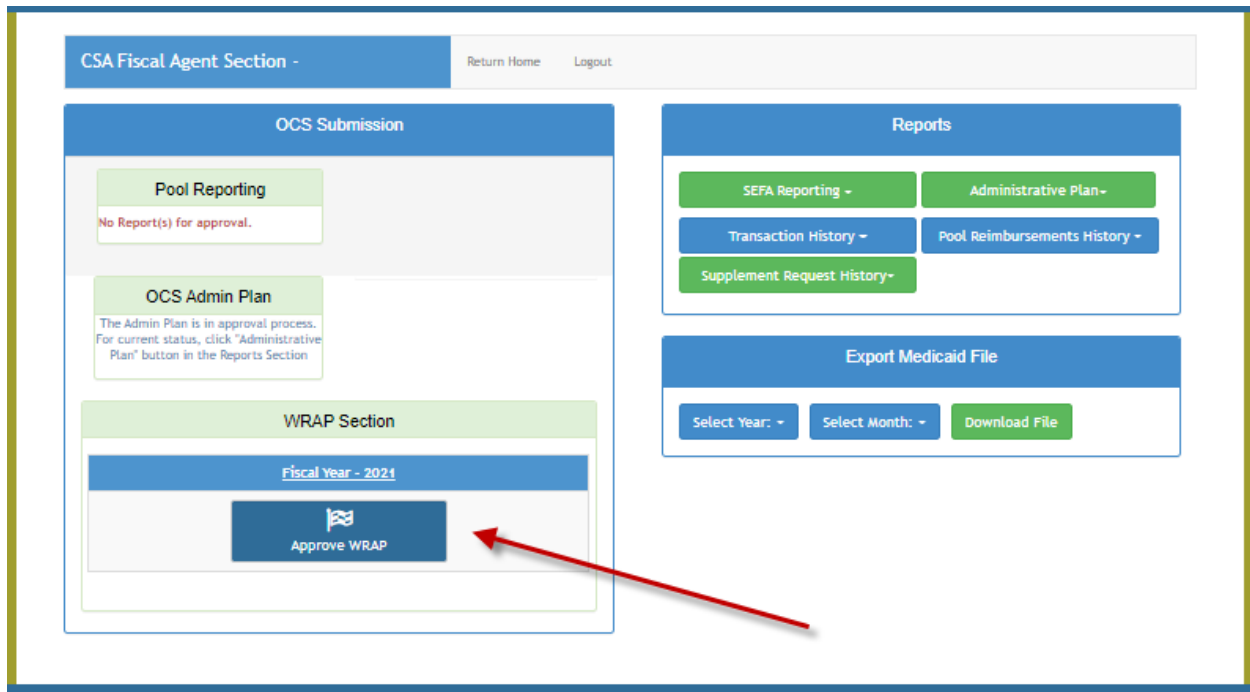
Wrap Details

		Actual FY 2021	Projected FY 2021	Total FY 2021
		Expenditures	Additional Expenditures	Actual + Projected Expenditures
		(*Includes Pended Pool Report)	(b)	(a+b=c)
I	2h. Wrap-Around Services for Students With Disabilities	\$0.00	\$10,000.00	\$10,000.00
II	Less Current Reported Wrap Refunds	\$0.00		\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)	\$0.00		\$10,000.00
	Comments	Testing on how the comment will look for enter key: 1) in home counseling with ASD component and mentoring with life skills component for youth who is attending private day school (multiple diagnoses including high functioning autism) 2) travel assistance for family to access ECT therapy for severely autistic student at a private day school (ECT helps control his self injurious behavior so he can function in the private day school and at home)		

		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocated for FY 2021 which includes initial and any approved wrap allocations/adjustments	\$0.00	\$0.00	\$0.00
V	Wrap Allocation Funds Requested: (Line III - Line IV)	\$3,111.00	\$6,889.00	\$10,000.00

Decline **Approve**

3. Fiscal Agent needs to approve the WRAP Request
 - a. Click on the Approve WRAP button



- b. The WRAP Request Approval Screen looks as follows
- c. Fiscal Agent can either click on the Decline or Approve button
 - i. When the Decline button is clicked the WRAP Request is send back to the Report Preparer for modification
 - ii. When the Approve button clicked is the WRAP Request is sent OCS Business Manager for approval and email notification is also send to the recipients (in this case OCS Business Manager)

WRAP Request Form - FY 2021

Wrap Supplement Information

Track your WRAP Supplement Request



WRAP REQUEST IS FOR FISCAL YEAR - FY 2021 Wrap Request ID: 1
 Date Created: 02/17/2021 Date Printed: 02/19/2021
 Locality (FIPS): Base Rate: 0.3111 (The rates have been rounded to ten-thousandths place decimal)

Report Preparer
 Submitted on 02/18/2021

Name [redacted]
 Email [redacted]

CPMT Chair
 Approved on 02/19/2021

Name [redacted]
 Email [redacted]

Fiscal Agent

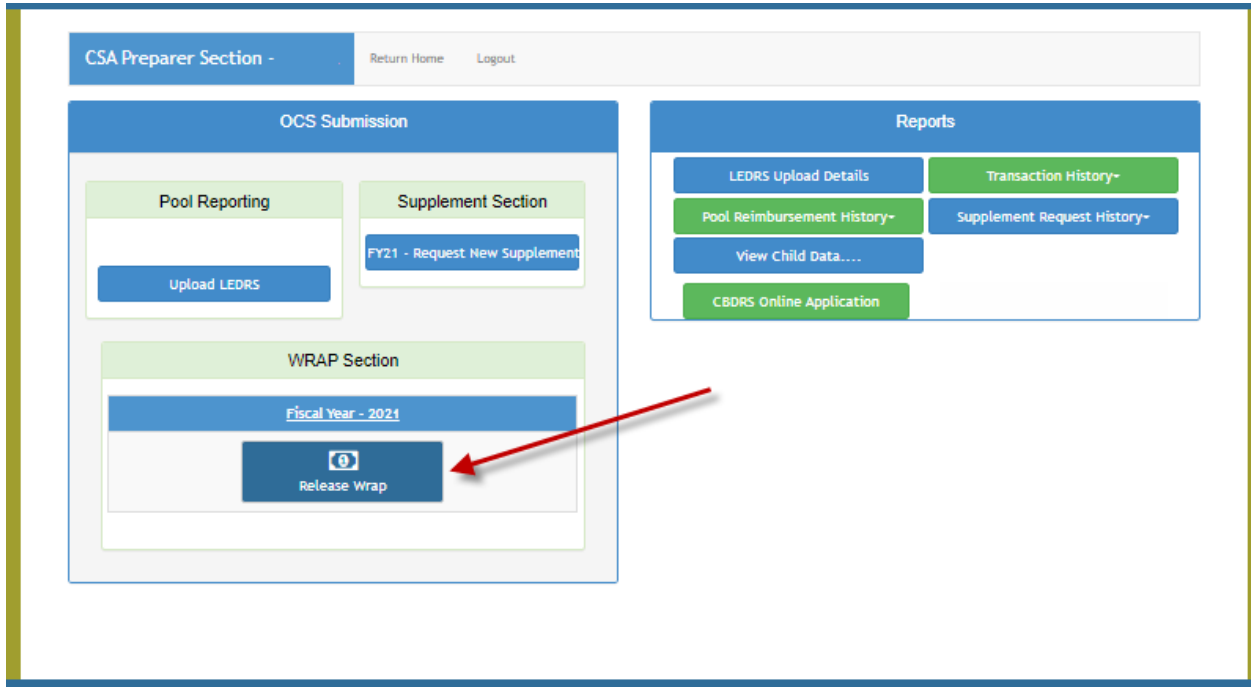
Name [redacted]
 Email [redacted]

Wrap Details

		Actual FY 2021	Projected FY 2021	Total FY 2021
		Expenditures	Additional Expenditures	Actual + Projected Expenditures
		(*Includes Pending Pool Report)	(b)	(a+b=c)
I	2h. Wrap-Around Services for Students With Disabilities	\$0.00	\$10,000.00	\$10,000.00
II	Less Current Reported Wrap Refunds	\$0.00		\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)	\$0.00		\$10,000.00
	Comments	Testing on how the comment will look for enter key: 1) in home counseling with ASD component and mentoring with life skills component for youth who is attending private day school (multiple diagnoses including high functioning autism) 2) travel assistance for family to access ECT therapy for severely autistic student at a private day school (ECT helps control his self injurious behavior so he can function in the private day school and at home)		

		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocated for FY 2021 which includes initial and any approved wrap allocations/adjustments	\$0.00	\$0.00	\$0.00
V	Wrap Allocation Funds Requested: (Line III - Line IV)	\$3,111.00 ↑	\$6,889.00 ↑	\$10,000.00 ↑

- d. The WRAP Request when received by the OCS Business Manager can either be partially or fully funded
- e. If the WRAP Request is partially funded. The Report Preparer will see the Release of WRAP button on the screen. Which shall be initiated for the remainder of the requested amount (As shown in the screenshot below).



- f. To verify the approved WRAP amount, navigate to the Transaction History Report for the locality. The screen shot for the report for a locality is as below. Scroll all the way to the bottom of the report to verify the approved amount

FY 21 Transaction History for

Transaction History Summary Match Rate: 0.2204

Pended Pool Reports are NOT displayed in the Transaction History Section

Active Pool Report Preparers

Admin Plan

Locality has NOT filed the Administrative Plan for current Fiscal Year.The Administrative Plan needs to be filed and approved fully by Locality by 6/16/2021

Match Rate: 0.2204		Total Amount		State
Administrative Allocation		\$13,837.00		\$10,787.00
Status	Date Filed	Date CPMT Approved	Date FA Approved	Date DOE Approved

Locality has NOT filed the Administrative Plan for current Fiscal Year.The Administrative Plan needs to be filed and approved fully by Locality by 6/16/2021

Transaction History

Pool Reimbursement History

Match Rate: 0.2204		Total Amount	State	Local
Beginning Balance		\$940,658.28	\$733,337.00	\$207,321.28



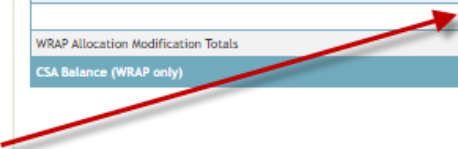
Transaction History (WRAP dollars only)

Pool Reimbursement History - WRAP only

Beginning Balance		\$15,259.00	\$11,896.00	\$3,363.00
Period End Date	Date Filed	Total Amount	State	Local
9/30/2020	10/14/2020	\$3,287.50	\$2,562.93	\$724.57
10/31/2020	11/4/2020	\$3,087.50	\$2,407.01	\$680.49
11/30/2020	12/11/2020	\$3,100.00	\$2,416.76	\$683.24
12/31/2020	1/4/2021	\$3,537.50	\$2,757.84	\$779.67
Pool Reimbursement Expenditure Totals - WRAP only		\$13,012.50	\$10,144.54	\$2,867.97

WRAP Allocation Modification History

Period End Date	Date Filed	Total Amount	State	Local
	1/4/2021	\$23,354.28	\$18,207.00	\$5,147.28
WRAP Allocation Modification Totals		\$23,354.28	\$18,207.00	\$5,147.28
CSA Balance (WRAP only)		\$25,600.78	\$19,958.46	\$5,642.31



PLEASE NOTE: Emails are notification and users need to use Local Government Reporting System for Requesting / Editing / Approving the WRAP Request. There are no link provided in the email.