

User Guide

File Upload

LEDRS CSA / LEDRS title IV-E



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File Upload LEDRS CSA / LEDRS title IV-E

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CSA LEDRS File Upload

(Submission Frequency: shall coincide with the locality's Monthly Pool Reimbursement Report)

1. On CSA main website www.csa.virginia.gov →
Under Applications section click on Local Government Reporting

The screenshot shows the OCS website homepage. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". The navigation menu includes: Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. There are also links for "Agencies Governor Search Virginia.Gov" and "virginia.gov".

The main content area features a large banner image of five diverse children smiling. Below the banner is a "What's New:" section with a link to "The Spring-Summer 2021 CSA Newsletter is now available here.".

The "Applications" section is highlighted with a red arrow pointing to "Local Government Reporting". The list of applications includes: Local Government Reporting, OCS Helpdesk, CANvas 2.0, Policy Public Comments Form, Virginia Learning Center (CSA), Service Fee Directory, Training Calendar, CANS Training, Account Management System, and Virginia Systems of Care Website.

The "Welcome to OCS" section features a photo of Scott Reiner, Executive Director, and a welcome message: "Welcome to the website for the Children's Services Act (CSA) and the Office of Children's Services (OCS). This website is one part of our effort here at OCS to provide the highest quality information and support to the public, our state government partners, and local CSA programs in the spirit of 'empowering communities to serve youth.' The site contains a wealth of materials and I am confident it is a valuable resource." Below this is a paragraph about the 2020 fiscal year: "In the 2020 fiscal year, CSA served over 15,000 children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$435 million, CSA is a major contributor to supporting the system of care in Virginia. We are proud partners with state agencies, local government, public and private service providers, and parents and families in improving lives and communities. Thank you for visiting the CSA website."

The "What is CSA" section explains: "The Children's Services Act (CSA) is a law enacted in 1993 that establishes a single state pool of funds to support services for eligible youth and their families. State funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth."

The "CSA Administration" section states: "The State Executive Council for Children's Services (SEC) is the supervisory body responsible for the establishment of programmatic and fiscal policies that support the purposes of the CSA. The Office of Children's Services (OCS) is the administrative entity responsible for implementation of the decisions of the SEC."

At the bottom of the page, there are three blue buttons: "Vision", "Mission", and "Values".

2. After the user, who has an active a Report Preparer role, successfully login. The *Report Preparer* section of the Local Government System is enabled.
3. Click on the *Report Preparer* section.

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virginia.gov

Office of Children's Services
Empowering communities to serve youth

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

Welcome to OCS Local Government Reporting
LOGOUT

Local Government Reporting

Pool Admin	Report Preparer	Fiscal Agent
Coordinator	CPMT Chair	AMS
CBDRS/T4E	DOE	File Transfer
Auditor	LEDRS File Test Area	

4. On CSA Preparer Main Section → Click on *Upload LEDRS* button

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The screenshot displays the OCS Submission interface. At the top, there is a navigation bar with the OCS logo (Office of Children's Services) and the Virginia.gov logo. The main content area is divided into two columns. The left column is titled 'OCS Submission' and contains three sections: 'Pool Reporting' with an 'Upload LEDRS' button (highlighted by a red arrow), 'Supplement Section' with a 'FY21 - Request New Supplement' button, and 'WRAP Section' with two 'Request New Wrap' buttons for fiscal years 2021 and 2022. The right column is titled 'Reports' and contains a grid of buttons: 'LEDRS Upload Details', 'Transaction History', 'Pool Reimbursement History', 'Supplement Request History', 'View Child Data...', 'WRAP Request Report', 'CBDRS Online Application', and 'CBDRS Online Apps (Title 4 E)'. A 'Return Home' and 'Logout' link are visible at the top of the main content area.

STEP 1: Click on the *Choose File* button

STEP 2: In the pop-up screen, click and select the file that needs to be uploaded and click on the *Open* button.

STEP 3: Click on *Validate File* button

File Upload LEDRS CSA / LEDRS title IV-E

The screenshot shows the OCS File Upload System interface. The page title is "LEDRS Upload -" and it includes navigation links for "Return Section" and "Logout". The main content area displays instructions for file uploads, including a "Please read before upload" section and a "The only acceptable file ext" section. A "Choose File" button is highlighted with a red arrow labeled "Step 1". An "Open" file dialog box is overlaid on the page, showing a list of files in the "Documents" folder. The file "CSA_13_M_2021_4_1.txt" is selected, and the "Open" button is highlighted with a red arrow labeled "Step 2". Below the dialog box, a "Validate File" button is highlighted with a red arrow labeled "Step 3".

STEP 4: If the validation is successful. Verify the pool report that was generated using payment/ adjustment figures in the submitted file. If the pool report generated looks accurate, click on the *Submit File to OCS* button. If the pool report generated does not match click on the *Cancel Upload* button or the *Print Report* button

File Upload LEDRS CSA / LEDRS title IV-E



LEDRS Upload -

[Return Section](#) [Logout](#)

Action Requested: [Submit File to OCS](#) [Cancel Upload](#) [Print Report](#)

(Please click only once. DO NOT press back button. If your system is facing latency, please wait.)

Results of LEDRS File validated on 9/17/2021

FIPS: 13

#Rows in the File (CSA): 360

Payment/Adjustment date range within the File: 7/7/2021 - 7/30/2021

Part 1 - Expenditure Description (FY 2022)

Total State Allocation Balance(Non Wrap): \$4,102,466.00
Total Expenditure(Non Wrap) in this LEDRS file: \$701.78
Total State Allocation Balance(Wrap only): \$33,366.00
Total Expenditure(Wrap only) in this LEDRS file: \$0.00

EXPENDITURE CATEGORY DESCRIPTION	LOCAL MATCH RATE (a)	GROSS EXPENDITURE THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.5752	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	0.5752	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.5752	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d. Non-Mandated Services/Residential/Congregate	0.5752	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	0.4602	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f.1 Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g. Special Education Private Day Placement	0.4602	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h. Wrap-Around Services for Students With Disabilities	0.4602	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units	0.4602	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Non-Mandated Services/Community-Based	0.2301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Grand Totals: (Sum of categories 1 through 3)		\$701.78	\$0.00	\$701.78	\$247.07	\$454.71

PART 2 - Expenditure Refund Description

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other:	090	\$0.00
Refund Total:		\$0.00

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OR

STEP 4: If the validation is unsuccessful. An Error Report is displayed on the screen. User shall have to rectify the errors and re-submit the file.

The screenshot shows the OCS (Office of Children's Services) website interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right of the navigation bar are links for "Agencies | Governor Search Virginia.Gov" and the "virginia.gov" logo. Below the navigation bar, there are menu items: "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts".

The main content area is titled "LEDRS Upload -" and includes links for "Return Section" and "Logout". A red heading "Upload Unsuccessful!" is displayed, followed by the message: "The LEDRS file has the following errors. Please rectify these errors and resubmit the file."

Below this message is a section titled "File Upload Result for FIPS 13" with a "Print this Report" button. A table displays the error details:

Line No (when header eliminated)	Error Date	Error Message #
13	09/17/21	xxx-xxx-1 - : The Service Placement Type 6 is not valid for Service Name Code 47 for Fiscal Year 2021

5. When the LEDRS file is successfully submitted to OCS.
6. The following is displayed on the Report Preparer main screen.
7. The Report Preparer needs to click on the Confirm Report button

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The screenshot displays the OCS Submission interface. At the top, there is a navigation bar with the OCS logo (Office of Children's Services) and the Virginia.gov logo. The main content area is divided into several sections:

- CSA Preparer Section -** Includes links for Return Home and Logout.
- OCS Submission**
 - Pool Reporting**: A green box containing a message: "Please Approve/Decline the Pool Report generated by LEDRS submission. Once approved report will be available for FA." Below this is a green button labeled "FY21-36795-Confirm Report", which is highlighted with a red arrow.
 - Supplement Section**: A white box with a blue button labeled "FY21 - Request New Supplement".
 - WRAP Section**: A white box with two sections for "Fiscal Year - 2021" and "Fiscal Year - 2022", each containing a blue button labeled "Request New Wrap".
- Reports**: A white box containing six buttons: "LEDRS Upload Details", "Transaction History", "Pool Reimbursement History", "Supplement Request History", "View Child Data....", and "WRAP Request Report".

8. The following screen is displayed and the user needs either **Approve** or **Decline** the Pool Report that was generated for the LEDRS File that was submitted.

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CSA Child Information Section -

[Return Section](#) [Logout](#)

PREPARER'S POOL REIMBURSEMENT REPORT REVIEW

Payment/Adjustment Date From: 9/1/2021 To: 9/30/2021

Please review the report. If the information is correct then click the Approve button, if not click Decline button.

(The decline function will send an email to OCS IT Support. They will contact you for the file removal.)

CSA POOL REIMBURSEMENT REQUEST REPORT

ALL COSTS REPORTED IN COLUMN (b) PERTAIN TO SERVICES PROVIDED DURING THE FISCAL YEAR :21
(NOTE: expenditure refunds reported in Column (c) may pertain to any year)

DATE: 9/17/2021 FOR PERIOD ENDING: 9/30/2021
LOCALITY: REPORT ID: 36795

PART I: EXPENDITURE DESCRIPTION

EXPENDITURE DESCRIPTION	LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
1. MANDATED SERVICES/ RESIDENTIAL						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.3913	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f. Community - Based Services	0.1565	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f1. Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1565	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g. Special Education Private Day Placement	0.3131	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h. Wrap-Around Services for Students With Disabilities	0.3131	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units	0.3131	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Non-Mandated Services/Community-Based	0.1565	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. GRAND TOTAL: (sum of categories 1 through 3)	0.3131	\$20,661.89	\$0.00	\$20,661.89	\$6,948.21	\$13,713.68
Current Match Rate 0.3130						

The expenditures and refunds reported herein were incurred in accordance with provisions of the Children's Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and PAPT criteria.

FOR STATE USE ONLY:

TOTAL COST REPORTED:	\$
LOCAL SHARE:	\$
APPROVED STATE SHARE:	\$
MEDICAID ADJUSTMENT:	\$ []
STATE PAYMENT:	\$
STATE FISCAL AGENT _____	
SIGNATURE _____ DATE _____	

PART II: EXPENDITURE REFUND SOURCES

THESE EXPENDITURE REFUNDS ARE BEING REPORTED IN FISCAL YEAR 21

DATE: 9/16/2021 FOR PERIOD ENDING: 9/30/2021
LOCALITY: REPORT ID: 36795

Information regarding total expenditure refunds reported on Part I, line 4(c).








EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, ...)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other (Please specify): (Please use tab to exit this field)	090	\$0.00
TOTAL REFUNDS		\$0.00

Note: This total must agree with the GRAND TOTAL of all expenditure refunds for the reporting period (Part I, Line 4, Col c).

(Please click only once. DO NOT press back button. If your system is facing latency, please wait.)

File Upload LEDRS CSA / LEDRS title IV-E

Note:

-  *The LEDRS files MUST be submitted in the sequential reporting month order. For eg. September file CANNOT be submitted before an August is submitted and an August CANNOT be submitted before a July file is submitted.*
-  *The files that are out of order will need the removal of the prior file. If the Pool Reimbursement has NOT been pick by DOE*
-  *During the dual Fiscal Year Period July, August & September. The file will contain payment data for both the Fiscal Years in the same file. The totals for both Fiscal Years need to be verified and approved. A file cannot be approved for partial data.*
-  *September is the ONLY month when the payments of the same month can be submitted.*
-  *Up to 3 September files can be submit in the month of September and they can contain both fiscal year payments.*
-  *September 30th is last day when the prior fiscal year payment data can be submitted and approved by the Fiscal Agent.*
-  *After September 30th, one September file with current fiscal year can be submitted. ONLY current fiscal year payment data can be submitted.*

File Upload LEDRS CSA / LEDRS title IV-E

CBDRS system for CSA LEDRS Files submission

All CBDRS Localities need to validate and export their CSA LEDRS file from CBDRS system. Follow the steps in the snapshot.

STEP 1

STEP 2

SSN	First Name	Last Name	Service Placement Type	Payment Date	Invoice #	Financial Code	Expenditure Code	Amt	Uploaded	Program Year
			10-Treatment Foster Care	09/01/21	JUNE 2021	2a1	Expenditure	2700.00	NO	2021
			10-Treatment Foster Care	09/01/21	JULY 21	2a1	Expenditure	672.00	NO	2022
			10-Treatment Foster Care	09/01/21	JULY 2021	2a1	Expenditure	735.00	NO	2022
			10-Treatment Foster Care	09/01/21	JULY 21	2a1	Expenditure	2790.00	NO	2022
			17-Congregate Care Educational Services for Medicaid Funded Placements	09/01/21	JULY 21	1e	Expenditure	4016.25	NO	2022
			10-Treatment Foster Care	09/01/21	JUNE 2021	2a1	Expenditure	672.00	NO	2021
			10-Treatment Foster Care	09/01/21	JUNE 2021	2a1	Expenditure	721.00	NO	2021


If the locality has errors.

- ✚ The locality will need to rectify the errors.
- ✚ **Validate** once again.

If there are no errors the following screen will be displayed.


- ✚ Click on **Export Data?** link to export the LEDRS file.
- ✚ During the dual Fiscal Year period when both Fiscal Year data is keyed in. Click on the Fiscal Year link to verify the expenditure report for that Fiscal Year

File Upload LEDRS CSA / LEDRS title IV-E



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Home
About
Parents & Family
Local Government
Resources
Statistics and Publications
Contacts

Hello: Location: Application Mode: CSA [CBDRS Manual](#)

CBDRS
Home
Child Master List
Create New Child
Create/Edit Provider
Adjustment
LEDRS File Export
Reports
Log Out
Return to Report Preparer

EXPENDITURE REPORT

Reporting Period: September 2021
 View Fiscal Year: 2022 2021 (Click Year to View Pool Report)
[Print](#) [Download To Excel](#) [Export Data?](#)

PART 1 - EXPENDITURE DESCRIPTION REPORT

Expenditure Description	MatchRate	Expenditure	Refunds	NetExpenditures	LocalShare	StateShare
1a Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.5489	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b Foster Care - all others in Licensed Residential Congregate Care	0.5489	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.5489	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d Non-Mandated Services/Residential/Congregate	0.5489	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e Educational Services - Congregate Care	0.4391	\$4,016.25	\$0.00	\$4,016.25	\$1,763.54	\$2,252.71
2a Treatment Foster Care - IV-E	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a1 Treatment Foster Care	0.4391	\$4,197.00	\$0.00	\$4,197.00	\$1,842.90	\$2,354.10
2a2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b Specialized Foster Care - IV-E ; Community Based Services	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b1 Specialized Foster Care	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c Family Foster Care - IV-E ; Community Based Services	0.2195	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2d Family Foster Care Maintenance only	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h Family Foster Care - Children receiving maintenance and basic activities payments; Wrap-Around Services for Students With Disabilities	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i Psychiatric Hospitals/Crisis Stabilization Units	0.4391	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Non-Mandated Services/Community-Based	0.2195	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$8,213.25	\$0.00	\$8,213.25	\$3,606.44	\$4,606.81

PART 2 - EXPENDITURE REFUND DESCRIPTION

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	10	\$0.00
Parental Co-Payments	20	\$0.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	\$0.00
Child Support Collections through DCSE	40	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	50	\$0.00
Other (Please specify):	90	\$0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$0.00

Note:

After the export of LEDRS file, follow the steps for listed above for a non-CBDRS locality Approve / Decline of the pool reimbursement request.

File Upload LEDRS CSA / LEDRS title IV-E

Locality has NO CSA LEDRS Files for a submission period

1. If the user has NO file to be uploaded for the Month listed on the screen, but has one for the next month; Click on the **Enter Zero Dollar Report** button for the period. Then follow steps from pervious section, to upload the file for the following month.

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Home About Parents & Family Local Government Resources Statistics and Publications Contacts

Hello: Location : Application Mode: CSA CBDRS Manual

CBDRS Home Child Master List Create New Child Create/Edit Provider Adjustment LEDRS File Export Reports Log Out Return to Report Preparer

LEDRS DATA EXPORT

Click "Validate" To Check Errors Before Exporting The LEDRS File"

LEDRS File Reporting Period: July 2021 Validate Enter Zero Dollar Report

Click "ENTER ZERO DOLLAR REPORT" only if you have no more submissions for July - 2021 Report Period.


View Previous Exports: Select View Reset Print

SSN	First Name	Last Name	Service Placement Type	Payment Date	Invoice #	Financial Code	Expenditure Code	Amt	Uploaded	Program Year
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File Upload LEDRS CSA / LEDRS title IV-E

Title IV-E LEDRS File Upload


(Submission Frequency: Quarterly)

1. CSA main website www.csa.virginia.gov 
Under Applications section click on Local Government Reporting



The screenshot shows the OCS Local Government Reporting portal. The header includes the OCS logo (Office of Children's Services) and navigation links: Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. A secondary header contains links for Agencies, Governor, and Search Virginia.Gov. The main content area features a large image of diverse children. Below the image, the text reads 'Welcome to OCS Local Government Reporting' with a 'LOGOUT' link. A central section titled 'Local Government Reporting' contains a grid of role-based buttons: Pool Admin, Report Preparer, Fiscal Agent, Coordinator, CPMT Chair, AMS, CBDRS/T4E, DOE, File Transfer, and Auditor. A red arrow points to the 'File Transfer' button.

2. After the user who has an active a *T4E File Uploader* role successfully login. The Report Preparer section of the Local Government System is enabled.
3. Click on the *File Transfer module*


STEP 1: Click on *Browse* → Select File → Click Open  Click on *Upload File* button

File Upload LEDRS CSA / LEDRS title IV-E

The screenshot shows the OCS File Upload System interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services (Empowering communities to save youth)". The navigation menu includes "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Below the navigation bar, there is a "File Transfer" section with "Return Home" and "Logout" links. A "Reports" section contains a "Filing Status Report" button. The main content area is titled "OCS File Upload System" and features a green banner that says "Please read before uploading files". Below this, there is a section titled "The standards related to the Upload File" and "The only acceptable file format is .txt". A list of file types is shown: "Local Expenditure, Data and Reimbursement", "Medicaid - Child Support", "Medicaid - Foster Care", "Other". A red box highlights the "Choose File" button, with a red arrow pointing to it. Below the "Choose File" button, there is a red text label "File is Required". To the right of the "Choose File" button, there is an "Upload File" button, also with a red arrow pointing to it. Below the "Upload File" button, there is a "Skip Title IV-E Quarter" button. An "Open" dialog box is overlaid on the interface, showing the file selection process. The dialog box has a search bar, a navigation pane, and a list of files. The file name "T4E_47_Q_2021_4_1.txt" is entered in the "File name" field. The "Open" button in the dialog box is highlighted with a red arrow.


STEP 2: If the validation is successful. If the report generated looks accurate, click on the *Submit File to OCS* button.

File Upload LEDRS CSA / LEDRS title IV-E



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Home About Parents & Families Local Government Resources Statistics and Publications Contacts

File Transfer - [Return Home](#) [Logout](#)

Action Requested:

(Please click only once. DO NOT press back button. If your system is facing latency, please wait.)

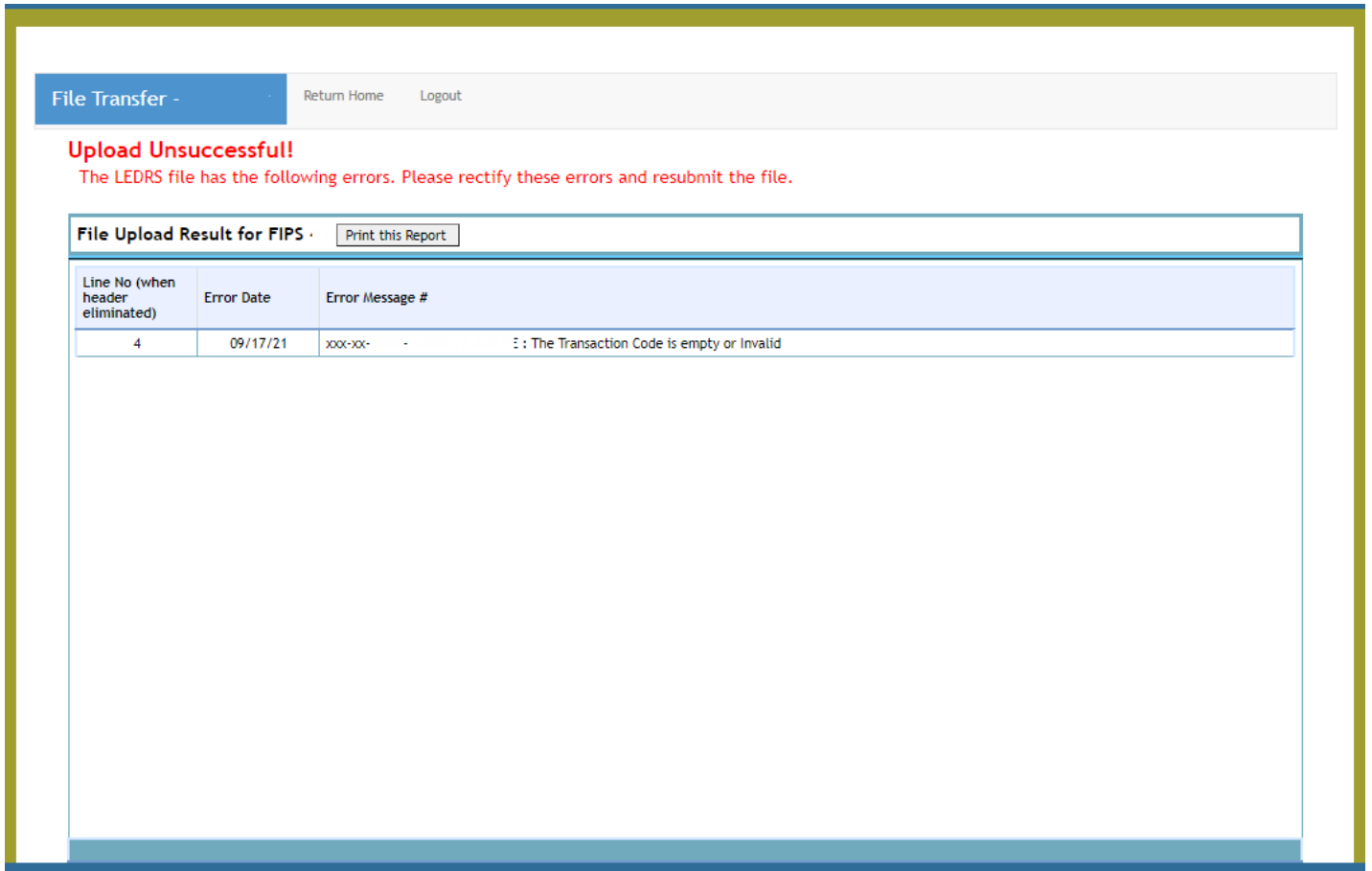
Results of LEDRS File validated on 9/17/2021
FIPS:
 #Rows in the File (T4E): 111
 Payment/Adjustment date range within the File: 4/15/2021 - 6/30/2021

Part 1 - Expenditure Description (FY 2021)

	Expenditure Category Description	Gross Expenditures (a)	Refunds (b)	Net Expenditures (c=a-b)
81107	Children's Residential Facility (CRF)	\$51,274.48	\$0.00	\$51,274.48
81108	Licensed Child Placing Agency (LCPA) - Basic Maintenance	\$18,887.43	\$0.00	\$18,887.43
81110	Local Agency Foster Homes - Basic Maintenance	\$0.00	\$0.00	\$0.00
81112	Licensed Child Placing Agency (LCPA) - Enhanced Maintenance for Additional Daily Supervision (ADS)	\$14,784.00	\$0.00	\$14,784.00
81113	Local Agency Foster Homes - Enhanced Maintenance for Additional Daily Supervision (ADS)	\$0.00	\$0.00	\$0.00
81114	Qualified Residential Treatment Program (QRTP) (Draft)	\$0.00	\$0.00	\$0.00
81115	Prenatal, Post-Partum or Parenting Support of Youth (Draft)	\$0.00	\$0.00	\$0.00
81116	Actual or At Risk of Becoming Sex Trafficking Victim (Draft)	\$0.00	\$0.00	\$0.00
81118	Family Based Substance Abuse Treatment Facility	\$0.00	\$0.00	\$0.00
81401	Fostering Futures Licensed Child Placing Agency - Basic Maintenance	\$6,570.89	\$0.00	\$6,570.89
81402	Fostering Futures Local Agency Foster Homes - Basic Maintenance	\$264.51	\$0.00	\$264.51
81403	Fostering Futures Independent Living Arrangement - Basic Maintenance	\$17,042.04	\$937.27	\$16,104.77
81404	Fostering Futures Licensed Child Placing Agency - Enhanced Maintenance	\$1,568.00	\$0.00	\$1,568.00
81405	Fostering Futures Local Agency Foster Homes - Enhanced Maintenance	\$0.00	\$0.00	\$0.00
82201	KinGAP - Basic Maintenance	\$0.00	\$0.00	\$0.00
82202	KinGAP Enhanced Maintenance	\$0.00	\$0.00	\$0.00
82301	EXTENSION OF KinGAP - Basic Maintenance	\$0.00	\$0.00	\$0.00
82302	EXTENSION OF KinGAP - Enhanced Maintenance	\$0.00	\$0.00	\$0.00
82303	KINGAP - NON-RECURRING ASSISTANCE	\$0.00	\$0.00	\$0.00
83501	IV-E Prevention Well-Supported Practice (Draft)	\$0.00	\$0.00	\$0.00
83502	IV-E Prevention Supported Practice (Draft)	\$0.00	\$0.00	\$0.00
83503	IV-E Prevention Promising Practice (Draft)	\$0.00	\$0.00	\$0.00
	Total	\$110,391.35	\$937.27	\$109,454.08

File Upload LEDRS CSA / LEDRS title IV-E

STEP 2: If the validation is unsuccessful. An Error Report is displayed on the screen. User shall have to rectify the errors and re-submit the file.



The screenshot shows a web interface for file uploads. At the top, there is a navigation bar with 'File Transfer -', 'Return Home', and 'Logout'. Below this, a red heading reads 'Upload Unsuccessful!' followed by a message: 'The LEDRS file has the following errors. Please rectify these errors and resubmit the file.' A table titled 'File Upload Result for FIPS' contains one row of error data. A 'Print this Report' button is located above the table.

Line No (when header eliminated)	Error Date	Error Message #
4	09/17/21	xxx-xx- - E : The Transaction Code is empty or Invalid

Note:

If a file has been submitted for a period a message shall be displayed on the screen that *A File for your Locality has already been submitted successfully. If that file was uploaded in error, please contact csa.itsupport@csa.virginia.gov*

Locality has NO Title IV-E LEDRS Files for a submission period

STEP A: If the locality has NO Title IV-E file to be uploaded for the Quarter click on button *No Title IV- E LEDRS File.*

STEP B: A confirmation box shall be presented. When the user clicks *YES* an empty file for that period shall be submitted to OCS.

File Upload LEDRS CSA / LEDRS title IV-E

OCS
Office of Children's Services
Empowering communities to serve youth

Agencies | Governor
Search Virginia.Gov

virginia.gov

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

File Transfer - Return Home Logout

Reports

Filing Status Report

OCS File Upload System

Please read before uploading files

The standards related to the Upload files can be found in the two files listed below.
[File Naming Standard](#)
[LEDRS File Layout](#)

The only acceptable file extensions are:

- Local Expenditure, Data and Reimbursement System(LEDRS) Files - CSA and/or Title4E - **.TXT**
- Medicaid - Claim, Member or Provider - **.ZIP**
- Medicaid - Payment or Adjustment - **.CSV**
- Oasis & VEMAT - **.ZIP**

Any other file extensions will be rejected.
Click on the "Browse" button to find and select the file you wish to upload on your local computer.
Once the path of the file you wish to upload appears in the text area, click on the **"Upload File"** button.

*-Required

Choose File No file chosen *

Upload File

Click the "Skip Title IV-E Quarter" button below if no Title IV-E Expenditures incurred for 07/01/2020 - 09/30/2020.
The last uploaded quarter was 04/01/2020 - 06/30/2020.

Skip Title IV-E Quarter

File Upload LEDRS CSA / LEDRS title IV-E

Filing Status Report

The screenshot displays the OCS File Upload System interface. At the top, there is a navigation bar with the OCS logo (Office of Children's Services) and the Virginia.gov logo. The navigation menu includes: Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. Below the navigation bar, there is a "File Transfer" section with a "Return Home" and "Logout" link. A "Reports" section contains a "Filing Status Report" button, which is highlighted with a red arrow. Below this is the "OCS File Upload System" section, which includes a "Please read before uploading files" warning. The warning text states: "The standards related to the Upload files can be found in the two files listed below. [File Naming Standard](#) [LEDRS File Layout](#). The only acceptable file extensions are: Local Expenditure, Data and Reimbursement System(LEDRS) Files - CSA and/or Title4E - .TXT, Medicaid - Claim, Member or Provider - .ZIP, Medicaid - Payment or Adjustment - .CSV, Oasis & VEMAT - .ZIP. Any other file extensions will be rejected. Click on the 'Browse' button to find and select the file you wish to upload on your local computer. Once the path of the file you wish to upload appears in the text area, click on the 'Upload File' button." Below the warning, there is a form with a "Choose File" button, a "No file chosen" message, and a red asterisk. Below the form is an "Upload File" button. At the bottom of the form, there is a "Skip Title IV-E Quarter" button and a note: "Click the 'Skip Title IV-E Quarter' button below if no Title IV-E Expenditures incurred for 07/01/2020 - 09/30/2020. The last uploaded quarter was 04/01/2020 - 06/30/2020."

File Upload LEDRS CSA / LEDRS title IV-E



T4E Filing Status Report

Locality: Culpeper (047)

Begin Date: End Date:

File Name: LEDRS Title 4E

Locality/Agency	File Name	Uploaded Date	Uploaded By
Culpeper (047)	T4E_47_Q_2021_3_1.txt	05/04/2021	
Culpeper (047)	T4E_47_Q_2019_4_1.txt	07/23/2019	
Culpeper (047)	T4E_47_Q_2019_2_1.txt	01/29/2020	
Culpeper (047)	T4E_47_Q_2018_4_1.txt	07/16/2018	
Culpeper (047)	T4E_47_Q_2018_1_1.txt	10/17/2018	
Culpeper (047)	T4E_47_Q_2017_2_1.txt	02/28/2018	
Culpeper (047)	T4E_47_Q_2017_1_1.txt	11/01/2017	

1 - 7 of 7 items

File Upload LEDRS CSA / LEDRS title IV-E

CBDRS system for T4E LEDRS Files submission

All CBDRS Localities need to validate and export their CSA LEDRS file from CBDRS system. Follow the steps in the snapshot.

After the export of LEDRS file, follow the steps for other localities.

File Upload LEDRS CSA / LEDRS title IV-E

Hello: Location : Application Mode: Title 4E CDBRS_MANUAL Contact Us

Home | Child Master List | Create New Child | Create/Edit Provider | Adjustment | Data Export | LEDRS File Export | Reports | Edit Users | Log Out

STEP 1

LEDRS DATA EXPORT

Click "Validate" To Check Errors Before Exporting The LEDRS File"

LEDRS File Start Date: End Date: STEP 2

STEP 3

View Previous Exports:

OASIS ID	First Name	Last Name	Program Year	Service Placement Type	Payment Date	Invoice #	Status	Amt	Uploaded
			2017	30 - Title IV-E Service	07/29/16	0001	Expenditure	552.00	NO

If there are errors an interim screen (as shown below) will be displayed with errors that the user needs to rectify before they click Export.

Hello: Location : Application Mode: Title 4E CDBRS_MANUAL Contact Us

Home | Child Master List | Create New Child | Create/Edit Provider | Adjustment | Data Export | LEDRS File Export | Reports | Edit Users | Log Out

error(s) found in processing.

ID	Edit Child	SSN	First Name	Last Name	Error Date	error Message #
					10/14/16	-2253326
					10/14/16	-2253326
					10/14/16	6865399 - : Race value must be either 1, 2, 3, 4, 5, 6 or 7-2253326
					10/14/16	6865399 - : Race value must be either 1, 2, 3, 4, 5, 6 or 7-2253326
					10/14/16	6865399 - : Invalid Hispanic Flag.-2253326
					10/14/16	6865399 - : Invalid Hispanic Flag.-2253326

LEDRS file layout, validation & crosswalk

<http://www.csa.virginia.gov/PDF/LEDRS.xlsx>