



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

March 21, 2017

Ms. Thelma Llewellyn, CPMT Chair  
Buckingham County CSA Program  
15595 West James Anderson Highway  
Buckingham, VA 23921

RE: Buckingham County Children's Services Act (CSA) Program Audit Self-Assessment  
Validation, File No. 25-2013

Dear Ms. Llewellyn,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Buckingham County Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local CSA Program. An on-site visit was scheduled and conducted by OCS Program Auditors on February 22, 2016 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by the Buckingham County CSA program, our independent validation:

Concurs                       Partially Concurs                       Does Not Concur

with the conclusion reported by the Buckingham County CPMT. We agree that no significant internal control weaknesses were identified in the design or operation of the processes or services conducted on behalf of Buckingham County CSA. However, we do not agree with Buckingham County CPMT conclusion that there were no significant non-compliance observations. The explanations for our assessment results are as follows:

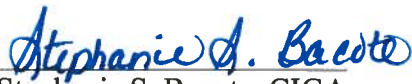
***Validation procedures of the locally prepared CSA Self-Assessment Workbook noted deficiencies that resulted in non-compliance with the Children's Services Act by the local CSA program. Non-compliance with the statutory requirements of the Children's Services Act is deemed significant because the local program is not fully operating in accordance with the laws of the Commonwealth of Virginia.***

<b>SIGNIFICANT NON-COMPLIANCE OBSERVATION</b>	
Membership of the Community Policy and Management Team (CPMT) was not consistent with state and locally established requirements. The composition of the CPMT did not include a parent representative as required by the Children's Services Act (CSA). The absence of the parent representatives impedes the intent of CSA to create a collaborative system of services and funding that includes both representatives of public agencies and the community.	
Criteria: COV§2.2-5200, COV§2.2-5205, COV§2.2-5207, Buckingham County CPMT Policies and Procedures Manual	
<b>RECOMMENDATION</b>	The Buckingham County CPMT should take appropriate action to ensure that the non-compliance observations are addressed in the immediate future. The CPMT should ensure that composition of CPMT meets the minimum requirements as established by CSA as well as locally established policies and procedures. The CPMT should actively recruit to fill vacancies.

The Office of Children's Services respectfully requests that you submit a quality improvement plan to address the observation outlined on this page no later than 30 days from receipt of this report. Buckingham County CPMT has submitted a complete and satisfactory quality improvement plan addressing all non-significant observations that were identified by the CPMT, which included tasks, responsible parties, and target completion dates. OCS Program Auditors conducted a follow-up of the quality improvement plan and determined that tasks identified have been implemented and/or are currently in progress. We respectfully request that you periodically update our office once quality improvement tasks have been fully completed.

We would like to thank the Buckingham County CPMT and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the assistance and cooperation that was provided by Karen Frable-Moss, CSA Coordinator during and after our on-site visit. Please feel free to contact us should you have any questions.

Sincerely,

  
Stephanie S. Bacote, CIGA  
Program Audit Manager

cc: Scott Reiner, Executive Director  
Rebecca S. Carter, Buckingham County Administrator  
Karl Carter, CPMT Fiscal Agent  
Karen Frable-Moss, CSA Coordinator  
SEC Finance and Audit Committee