



Office of Children's Services
Empowering communities to serve youth

Welcome

Kristy Wharton

Chief Financial Officer

Office of
Children's Services



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CSA Finance and Reimbursement Process

New CSA Coordinator Academy

Learning Objectives:

- Provide overview of CSA financial processes
- Provide information about the financial reports available on the CSA web site
- Discuss tools and reports available to assist with reviewing CSA financial information
- Discuss the Medicaid Reporting and Funding

CSA is funded through the Virginia State Budget Process

- \$385,591.773 in General Funds (GF) - used to reimburse localities for the state share of their CSA costs
 - The state funds support four reimbursement funding streams
 - Base State Pool Allocation funds
 - Supplemental State Pool funds
 - Special Education Wraparound funds
 - Local Administrative Plan funds
- \$31,214,350 GF - used pay the state share of Medicaid claims related to CSA clients

All CSA Funds Require a Local Match

- Every locality has a base match rate which was established by Legislative action in 1997.
- The 2008 General Assembly approved CSA to begin using a three "tiered" match rate system to reimburse localities for their incurred CSA Expenditures

Pool Fund Expenditure Category	Pool Fund Expenditure Category Description
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)
1b	Foster Care - all others in Licensed Residential Congregate Care
1c	Residential Congregate Care—CSA Parental Agreements ; DSS non-custodial Agreements
1d	Non-Mandated Services/Residential/Congregate
1e	Educational Services - Congregate Care
2a	Therapeutic Foster Care – IV-E
2a1	Therapeutic Foster Care
2a2	Therapeutic Foster Care – CSA Parental Agreements ; DSS noncustodial Agreements
2c	Family Foster Care – IV-E ; Community Based Services
2e	Family Foster Care – Children receiving maintenance and basic activities payments; independent living stipend/arrangements
2f	Community - Based Services
2f1	Community Transition Services – Direct Family Services to Transition from Residential to Community
2g	Special Education Private Day Placement
2h	Wrap-Around Services for Students With Disabilities
2i	Psychiatric Hospitals/Crisis Stabilization Units
3	Non-Mandated Services/Community-Based

Residential Rate
125% of Base

Community - Based Rate
50% of Base

Base Match Rate

Base Match Rate

Base Match Rate

The CSA Reimbursement Process

- The locality must incur the expenditure before requesting reimbursement from the State.
- All CSA expenditures are maintained, reviewed, and approved at the local level.
- Localities must submit their expenditure data into the OCS Local Expenditure and Data Reimbursement System (LEDERS) in order to be reimbursed for the state share of the local CSA cost.
- LEDERS does a validation check of the expenditure data submitted. If there are no error a Pool Reimbursement Request is generated showing the state share of allowable CSA costs.
- If there are insufficient funds LEDERS will provide an error and stop the request. This will require the locality to submit a request for additional funds.

Supplemental Funds

- Once a locality's base allocation has been expended, the locality must request a supplemental fund allocation
- Supplemental funds are to cover local expenditures for mandated expenditures that exceed the initial Base Pool Allocation for the fiscal year.
- Funds are made available as needed upon request.

Supplemental Request Process

- The supplemental request form is in the Report Preparer area on the CSA Account Management System
- When the form opens the locality's current year reimbursements, submitted to LEDRS are shown by category
- The locality needs to estimate their total expenditures for the program year based on service type commitments
- Once the form is filled out the Report Preparer will click submit.



THIS REQUEST IS FOR FISCAL YEAR FY24							
	Local Match Rate	Actual FY24 Mandated Net Expenditure (*Excludes Pending Report) (a)	Projected FY24 Additional Expenditure (b)	Total FY24 Actual+Projected Expenditure (a + b = c)	Local Share FY24 Actual+Projected Expenditure (c * local match rate = d)	State Share FY24 Actual+Projected Expenditure (c - d = e)	
1. CONGREGATE CARE / 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)	0.3933	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
1b.	Foster Care - all others in Licensed Residential Congregate Care	0.3933	\$158,297.57	<input type="text" value="0"/>	\$158,297.57	\$62,258.43	\$96,039.14
1c.	Residential Congregate Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.3933	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
1e.	Educational Services - Congregate Care	0.3146	\$176,272.45	<input type="text" value="0"/>	\$176,272.45	\$55,455.31	\$120,817.14
I	CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES SUBTOTAL (Sum of lines 1a+1b+1c+1e)		\$334,570.02	\$0.00	\$334,570.02	\$117,713.74	\$216,856.28
2. OTHER MANDATED SERVICES							
2a.	Treatment Foster Care - IV-E	0.3146	\$40,494.50	<input type="text" value="0"/>	\$40,494.50	\$12,739.57	\$27,754.93
2a.1	Treatment Foster Care	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2a.2	Treatment Foster Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2b.	Specialized Foster Care - IV-E; Community Based Services	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2b.1	Specialized Foster Care	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E; Community Based Services	0.1573	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2d.	Family Foster Care Maintenance only	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	0.3146	\$51,487.19	<input type="text" value="0"/>	\$51,487.19	\$16,197.87	\$35,289.32
2e1.	State Kinship Guardianship	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2e2.	Federal Kinship Guardianship	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	0.1573	\$68,681.89	<input type="text" value="0"/>	\$68,681.89	\$10,803.66	\$57,878.23
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.1573	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2g.	Special Education Private Day Placement	0.3146	\$9,758.60	<input type="text" value="0"/>	\$9,758.60	\$3,070.06	\$6,688.54
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0.3146	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
II.	OTHER MANDATED SERVICES SUBTOTAL (Sum of lines 2a+2a1+2a2+2b+2b1+2c+2d+2e+2e1+2e2+2f+2f1+2g+2i)		\$170,422.18	\$0.00	\$170,422.18	\$42,811.16	\$127,611.02
III.	Net Estimated Mandated Expenditure (without WRAP) (Line I + Line II)		\$504,992.20	\$0.00	\$504,992.20	\$160,524.90	\$344,467.30
IV.	The Supplemental allocation requested from OCS (Detailed calculation on Page 2, Line L = Line F - Line E):				-\$854,422.80	-\$267,147.10	-\$587,275.70
Comments*:							

Completing the Supplemental Request Form

- The fourth column, needs to reflect the total projected expenditures to be submitted to OCS for the program year. (column a + column b = column c)
- Take the total by Service Type shown in your local system and subtract the totals shown in column B of the OCS Report
- The difference between these two numbers should be input into column C of the OCS Supplement Report
- The final numbers at the bottom of the OCS Supplement request must be highlighted in **Green before submitting**. If it is **Red** then the projected expenditures do not exceed the current available allocation

Special Education Wraparound Funding

- \$2.2 million from the state pool is set aside for serving students with educational disabilities in a community-based (non-school) settings per policy 4.1.3 of the SEC
- Students are considered to be eligible under the special education mandate
- Localities are allocated funds at the beginning of each year by OCS.
 - The allocation is based on the locality's prior 3 years of utilization.
 - Localities may request funds beyond their initial allocation by completing a SPEDWRAP form located on the CSA website under "Resources / Forms" (<https://www.csa.virginia.gov/Resources/Forms>)

Local Administrative Funding

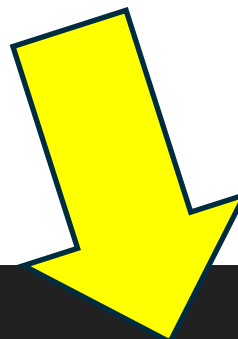
- \$2,560,000 of the State Pool is allocated to support the administrative costs to operating a local CSA program
- To receive administrative funds, each locality must provide a local match per the local base match rate
- To receive these funds the CSA coordinator must complete an Administrative Budget Plan found in their Local Government Reporting area.
 - Once complete select submit, the Account Management System will notify the CSA Chair requesting their approval,
 - Once submitted by the CSA Coordinator the Administrative Funds Request will be sent through the approval process.
 - It is important that each locally maintain a copy of the final approved form which can be obtained from the LEDRS system.
- Administrative Plan funds must be request in the Account Management System by June 15 of each fiscal year.

CSA Public Facing Reports Often Used

- Detailed Pool Fund Reimbursement History
 - This is a cash distribution report showing the actual reimbursement by DOE and any adjustments for things like local Medicaid share. (Only available on Public facing site)
- Pool Transaction History
 - This is a report showing the status of reimbursement and a breakdown between state and local month reimbursement request. (Available in the AMS and the Public site)
- Approved Pool Totals Report
 - Often used by localities to report they expenditures by expenditure category at meeting.



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Pool Fund Reports

Pool Fund Distribution History

A detailed breakdown of the monthly CSA reimbursement for each locality for the current and prior fiscal years. Shows amounts reimbursed and payment dates. And includes amounts deducted for Medicaid local share and any audit-based recoveries.

Pool Transaction History

Current and Prior year monthly reimbursement activity for each locality. Includes a record of all LEDRS reimbursement filings, and state and local pool fund balances (including Special Education Wraparound and Protected funds) and status of CSA Administrative funds submissions.

Pool Daily History Comparison

The report provides four fiscal years of financial information by Expenditure Description. For the active fiscal year selected, the information displays, the active fiscal year and its three prior fiscal years' financial expenditures, by category, submitted to LEDRS, as of the same run date each year. If any year, other than an active fiscal year, is selected, the report reflects for the fiscal year selected and its three prior fiscal years, as of the end of the CSA fiscal year.

Approved Pool Totals Report

The report shows the expenditures by category and reflects the total expenditure less any refunds to reflect a net expenditure. The report also shows the state's share and the locality's share of the net expenditure by category as well as a total for each at the bottom of the report. This report can be viewed by that which has been approved by the Report Preparer (RP), Local Fiscal Agent (FA), and Department of Education (DOE).

Net Expenditures Report

The report shows, for an active fiscal year selected, the total net expenditures, by locality and pool fund expenditure category, which have been submitted to LEDRS, at the time the report is requested. If the fiscal year selected, is not an active fiscal year, at the date of report request, then the report shows, the net expenditures reported in LEDRS by locality and pool fund expenditure category, as of the end of the CSA fiscal year.

Effective Match Rate Report

The report provides a summary of each locality's pool expenditures and the corresponding effective match rate based on that locality's utilization of the three different match rates [Base Rate Services, Community Rate Services (50% less than Base Rate) and Residential Rate Services (125% of Base Rate)], as of the date of report creation, for the chosen "Report Fiscal Year". Additionally user has the ability to compare corresponding effective match rate between the "Report Fiscal Year" and a "Compare Fiscal Year" as of the date of report creation.

Local Allocation Reports

Local Pool Fund Allocation (Non-Medicaid)

The report provides the annual (state and local) pool fund allocation by locality and the local base match rate.

Allocation for Special Education Wraparound

The report provides the annual (state and local) share of the Special Education Wraparound funds allocated to each locality.

Allocation for non-sum-sufficient youth (Protection Amount)

The report provides the annual state share of the Protected (non-mandated) amount for each locality.

Allocation for Administrative Plan

This report provides the annual (state and local) share for the Administrative Plan funds for each locality.

Filing Status Reports

Filed LEDRS Status Reports

The report provides a detailed list of reports filed for reimbursement by locality. It includes the period (month) covered and the approval status (i.e., Pending, Report Preparer Approved, Fiscal Agent Approved, DOE Approved (paid)).

File Submission Report - LEDRS and Others

This report provides filing status, dates and other information to assist users in tracking the various files they have uploaded to the OCS system. It is searchable by locality/agency, date range, and type of report filed.

Filed Admin Plan Status Reports

This report contain the current year status of the locality's CSA administrative funds (requested/not requested) and a list of those localities who have not yet requested these funds.

Medicaid Billing process

- CSA is authorized to recover from the locality their share of the monthly Medicaid billing.
- OCS receives a detailed Medicaid billing report from DMAS. This report provides a list of clients for which services were provided and the vendor name.
- The locality must verify the detail Medicaid billings.
- The Medicaid cost by client report is provided to a localities to verify they are only being charged for their children
 - If there are any discrepancies the locally must contact OCS to correct the billing.



Medicaid Excel Spreadsheet

<https://www.csa.virginia.gov/OCSDData/MedicaidBillings>

Medicaid Billings Report

Select Locality

All

Select Fiscal Year

2023

Report updated:

04/20/2023

Display Local Information Only?

Statewide, FY2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Grand Total
REGULAR Payment	5,053,027.52	6,700,035.14	6,014,350.61	5,890,561.74	4,271,474.73	5,836,427.22	7,001,607.08	6,807,202.69	5,074,528.30	52,649,215.03
REGULAR Federal Medicaid Rate	0.562	0.562	0.562	0.5685	0.5685	0.5685	0.5685	0.5685	0.5685	
REGULAR Federal Medicaid	2,839,801.43	3,765,419.73	3,380,065.05	3,348,784.29	2,428,333.38	3,318,008.88	3,980,413.65	3,869,894.76	2,884,869.33	29,815,590.50
REGULAR State and Local	2,213,226.09	2,934,615.41	2,634,285.56	2,541,777.46	1,843,141.35	2,518,418.33	3,021,193.43	2,937,307.93	2,189,658.97	22,833,624.53
REGULAR Local	950,382.98	1,252,747.65	1,116,975.43	1,109,451.31	785,829.33	1,064,197.39	1,289,449.15	1,266,051.51	929,649.49	9,764,734.24
REGULAR State	1,262,843.05	1,681,867.61	1,517,310.11	1,432,326.07	1,057,312.00	1,454,220.94	1,731,744.28	1,671,256.43	1,260,009.49	13,068,889.98
TFC Payment	314,572.42	297,366.10	303,642.98	324,765.90	259,124.54	231,436.76	323,273.90	259,849.65	262,145.62	2,576,177.87
TFC Federal Medicaid Rate	0.562	0.562	0.562	0.5685	0.5685	0.5685	0.5685	0.5685	0.5685	
TFC Federal Medicaid	176,789.72	167,119.72	170,647.27	184,629.40	147,312.34	131,571.86	183,781.25	147,724.56	149,029.83	1,458,605.95
TFC State and Local	137,782.70	130,246.38	132,995.71	140,136.50	111,812.20	99,864.90	139,492.65	112,125.09	113,115.79	1,117,571.92
TFC Local	45,446.22	42,981.88	43,785.21	46,086.94	36,819.92	33,088.54	45,791.23	37,210.24	37,018.37	368,228.55
TFC State	92,336.47	87,264.50	89,210.39	94,049.60	74,992.32	66,776.47	93,701.46	74,914.83	76,097.49	749,343.53
EXTENDED Payment	118,200.32	198,110.09	265,994.79	137,877.62	101,288.03	167,464.15	260,171.11	269,952.92	216,745.89	1,735,804.92
EXTENDED Federal Medicaid Rate	0.6934	0.6934	0.6934	0.698	0.698	0.698	0.698	0.698	0.698	
EXTENDED Federal Medicaid	81,960.10	137,369.54	184,440.77	96,238.59	70,699.04	116,889.97	181,599.45	188,427.15	151,288.62	1,208,913.23
EXTENDED State and Local	36,240.23	60,740.55	81,554.02	41,639.03	30,588.99	50,574.18	78,571.66	81,525.77	65,457.27	526,891.70
EXTENDED Local	16,250.07	26,503.19	31,092.65	17,741.06	12,116.05	21,520.65	32,292.45	34,361.96	27,743.31	219,621.39
EXTENDED State	19,990.17	34,237.38	50,461.36	23,897.99	18,472.94	29,053.52	46,279.24	47,163.83	37,713.95	307,270.38
TFC-EXT & FAMIS Payment				289.82	584.88	734.62	2,203.86	367.31	367.31	4,547.80
TFC-EXT & FAMIS Federal Medicaid Rate	0.6934	0.6934	0.6934	0.698	0.698	0.698	0.698	0.698	0.698	
TFC-EXT & FAMIS Federal Medicaid				202.29	408.25	512.76	1,538.29	256.38	256.38	3,174.35
TFC-EXT & FAMIS State and Local				87.53	176.63	221.86	665.57	110.93	110.93	1,373.45
TFC-EXT & FAMIS Local				28.90	58.87	72.23	223.66	31.78	49.63	465.07
TFC-EXT & FAMIS State				58.62	117.76	149.63	441.92	79.15	61.30	908.38
TOTAL Payment	5,485,800.26	7,195,511.33	6,583,988.38	6,353,495.08	4,632,472.18	6,236,062.75	7,587,255.95	7,337,372.57	5,553,787.12	56,965,745.62
TOTAL Federal Medicaid	3,098,551.25	4,069,908.99	3,735,153.09	3,629,854.57	2,646,753.01	3,566,983.47	4,347,332.64	4,206,302.85	3,185,444.16	32,486,284.03
TOTAL State and Local	2,387,249.02	3,125,602.34	2,848,835.29	2,723,640.52	1,985,719.17	2,669,079.27	3,239,923.31	3,131,069.72	2,368,342.96	24,479,461.60
TOTAL Local	1,012,079.27	1,322,232.72	1,191,853.29	1,173,308.21	834,824.17	1,118,878.81	1,367,756.49	1,337,655.49	994,460.80	10,353,049.25
TOTAL State	1,375,169.69	1,803,369.49	1,656,981.86	1,550,332.28	1,150,895.02	1,550,200.56	1,872,166.90	1,793,414.24	1,373,882.23	14,126,412.27

CSA Functions and Reports Available only in the Local Government Reporting area (requires log in)

- Report Preparer
 - LEDRS Data Upload
 - Request Supplement
 - Request Wrap
- CSA Coordinator
 - Initiate Administrative Plan
 - Export Medicaid File (Detail by client)
 - SEFA Reporting (Federal funds, once a year)
 - LEDRS Upload Detail

QUESTIONS?

Kristy Wharton

804-662-9819

Kristy.Wharton@csa.virginia.gov