



Office of Children's Services  
Empowering communities to serve youth

# Welcome

## Kristy Wharton

### Chief Financial Officer

Office of  
Children's Services





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

# **CSA Finance and Reimbursement Process**

## **CSA Coordinator Academy**

**November 1, 2022**

# 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 Reports

# Chapter 552, Virginia Act of Assembly

- \$300,674,334 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**



## Page 1 - CSA Supplemental Allocation Request Form — FY22

Date Created: 4/13/2022

Locality(FIPS): Hanover (085)

Base Rate: 0.4444

Date Printed: 4/13/2022

Contact Person: Kristy Wharton (kristy.wharton@csa.virginia.gov)

# Of Supplement Requested: 1

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.2-5211.C of the Children's Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act. The Supplement Request calculation is based on the locality's local match rate for each expenditure code at the time of the supplement request creation.

### THIS REQUEST IS FOR FISCAL YEAR FY22

		Local Match Rate	Actual FY22 Mandated Net Expenditure (*Excludes Pended Pool Report) (a)	Projected FY22 Additional Expenditure (b)	Total FY22 Actual+Projected Expenditure (a + b = c)	Local Share FY22 Actual+Projected Expenditure (c * local match rate = d)	State Share FY22 Actual+Projected Expenditure (c - d = e)
<b>1. CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES</b>							
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)	0.5555	\$12,240.00	<input type="text" value="0"/>	\$12,240.00	\$6,799.32	\$5,440.68
1b.	Foster Care - all others in Licensed Residential Congregate Care	0.5555	\$61,992.22	<input type="text" value="0"/>	\$61,992.22	\$34,436.68	\$27,555.54
1c.	Residential Congregate Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.5555	\$105,078.18	<input type="text" value="0"/>	\$105,078.18	\$58,370.93	\$46,707.25
1e.	Educational Services - Congregate Care	0.4444	\$285,442.06	<input type="text" value="0"/>	\$285,442.06	\$126,850.45	\$158,591.61
I	CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES SUBTOTAL (Sum of lines 1a+1b+1c+1e)		\$464,752.46	\$0.00	\$464,752.46	\$226,457.38	\$238,295.08
<b>2. OTHER MANDATED SERVICES</b>							
2a.	Treatment Foster Care - IV-E	0.4444	\$102,017.50	<input type="text" value="0"/>	\$102,017.50	\$45,336.58	\$56,680.92
2a.1	Treatment Foster Care	0.4444	\$428,861.83	<input type="text" value="0"/>	\$428,861.83	\$190,586.20	\$238,275.63
2a.2	Treatment Foster Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.4444	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2b.	Specialized Foster Care - IV-E; Community Based Services	0.4444	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2b.1	Specialized Foster Care	0.4444	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E; Community Based Services	0.2222	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2d.	Family Foster Care Maintenance only	0.4444	\$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	0.4444	\$109,637.70	<input type="text" value="0"/>	\$109,637.70	\$48,722.99	\$60,914.71
2e.1	State Kinship Guardianship	0.4444	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2e.2	Federal Kinship Guardianship	0.4444	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	0.2222	\$615,972.84	<input type="text" value="0"/>	\$615,972.84	\$136,869.17	\$479,103.67
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2222	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00
2g.	Special Education Private Day Placement	0.4444	\$1,488,609.17	<input type="text" value="0"/>	\$1,488,609.17	\$661,537.92	\$827,071.25
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0.4444	\$0.00	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00

# 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.

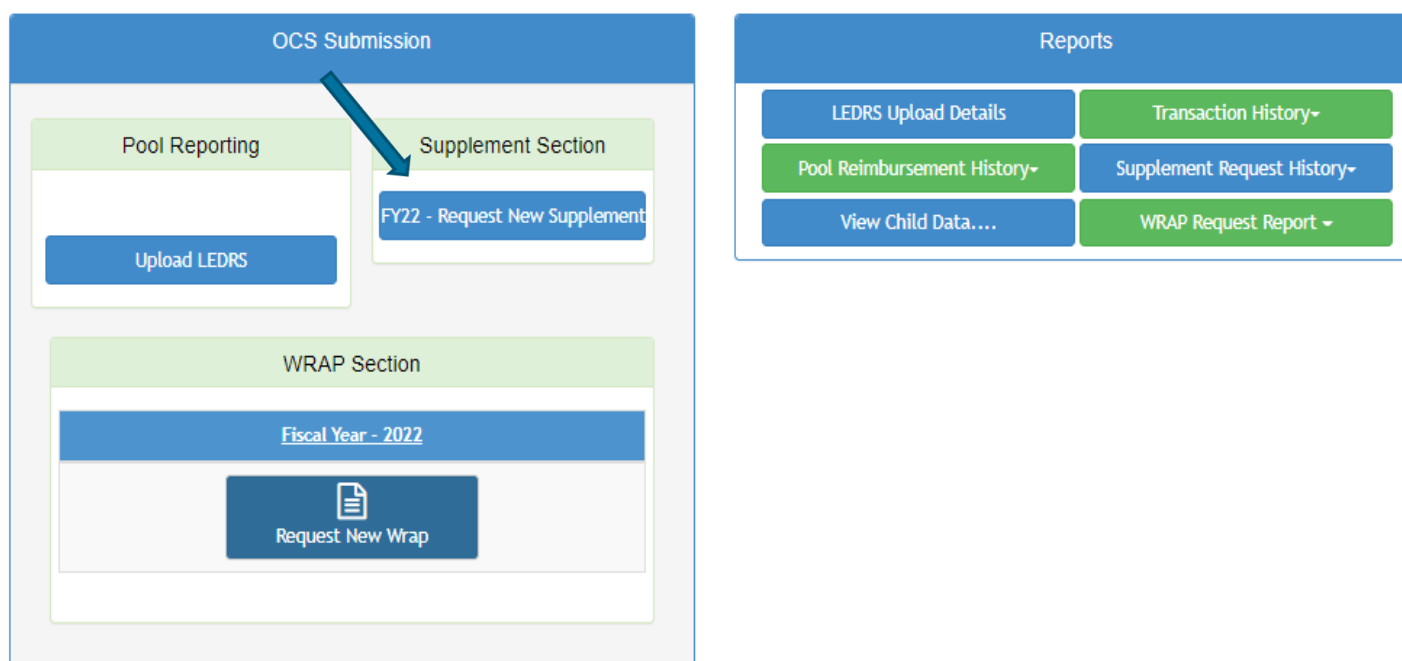


# Supplemental Funds

- 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



The screenshot displays two main sections of the CSA Account Management System interface. The left section, titled "OCS Submission", is divided into three main areas: "Pool Reporting" (containing an "Upload LEDRS" button), "Supplement Section" (containing a "FY22 - Request New Supplement" button, which is highlighted by a blue arrow), and "WRAP Section" (containing a "Request New Wrap" button). The right section, titled "Reports", contains a grid of buttons: "LEDRS Upload Details", "Transaction History", "Pool Reimbursement History", "Supplement Request History", "View Child Data...", and "WRAP Request Report".



Page 1 - CSA Supplemental Allocation Request Form — FY22

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Base Rate: 0.4444

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THIS REQUEST IS FOR FISCAL YEAR FY22		Local Match Rate	Actual FY22 Mandated Net Expenditure (*Excludes Pending Report) (a)	Projected FY22 Additional Expenditure (b)	Total FY22 Actual+Projected Expenditure (a + b = c)	Local Share FY22 Actual+Projected Expenditure (c * local match rate = d)	State Share FY22 Actual+Projected Expenditure (c - d = e)
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2b.	Specialized Foster Care - IV-E; Community Based Services	0.4444	\$ 0.00	<input type="text" value="0"/>	\$ 0.00	\$ 0.00	\$ 0.00
2b.1	Specialized Foster Care	0.4444	\$ 0.00	<input type="text" value="0"/>	\$ 0.00	\$ 0.00	\$ 0.00
2c.	Family Foster Care - IV-E; Community Based Services	0.2222	\$ 0.00	<input type="text" value="0"/>	\$ 0.00	\$ 0.00	\$ 0.00
2d.	Family Foster Care Maintenance only	0.4444	\$ 0.00	<input type="text" value="0"/>	\$ 0.00	\$ 0.00	\$ 0.00
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2e.2	Federal Kinship Guardianship	0.4444	\$ 0.00	<input type="text" value="0"/>	\$ 0.00	\$ 0.00	\$ 0.00
2f.	Community - Based Services	0.2222	\$ 615,972.84	<input type="text" value="0"/>	\$ 615,972.84	\$ 136,869.17	\$ 479,103.67
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2g.	Special Education Private Day Placement	0.4444	\$ 1,488,609.17	<input type="text" value="0"/>	\$ 1,488,609.17	\$ 661,537.92	\$ 827,071.25
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0.4444	\$ 0.00	<input type="text" value="0"/>	\$ 0.00	\$ 0.00	\$ 0.00

# Completing the Supplemental Request Form

- The final numbers at the bottom of the OCS Supplement request must be highlighted in **Green** before submitting.

C1.	<b>Non-Mandated Costs:</b> Amount of Actual Non-Mandated expenditure. (COMMUNITY BASED)			\$0.00
D.	<b>Unused Non-Mandated Protected Funds Available:</b> (Line B - Line C - Line C1)			\$80,361.00
E.	<b>Mandated Funds Available:</b> This number represents the existing allocated funds available for the mandated population. (Line A - Line B + Line D)			\$2,651,713.00
F.	<b>Net Projected Mandated Expenditure (without WRAP)(excluding pended reports):</b> (From Page 1, Line III)			\$1,755,794.84
L.	<b>Supplemental Allocation Funds/Additional Mandated Funds requested for pool reports reimbursement (without WRAP) - all the three columns should be greater than \$50:</b> (Line F - Line E)	-\$1,320,455.26	-\$424,537.10	-\$895,918.16
M.	<b>Submitted Mandated Net Expenditure (without WRAP) (including pended reports):</b> This is the total mandated dollar amount that your locality has submitted for FY22. This total is calculated based on the first PEND or SUBMIT of this supplement request.	\$2,526,509.74	\$770,714.91	\$1,755,794.83
N.	<b>Projected Mandated Funds remaining for future pool reports reimbursement (without WRAP) after this supplement is fully funded - all the three columns should be greater than \$50:</b> (Line E + Line L - Line M)	\$1,320,455.26	\$424,537.09	\$895,918.17

**IMPORTANT!**  
Actual signatures on the cover page are required on local documentation. Documentation must be maintained which supports the supplemental allocation being requested is only for mandated (or "sum sufficient") children. That reasonable projections have been made to estimate the amount of Supplemental funds needed. **All three columns of line L and line N should be greater than \$50 for a successful Submit.**  
This supplemental request does not reflect WRAP-Around Funds or WRAP-Around Expenditures. A separate funding request form specific to WRAP-Around funds must be used to request additional Wrap-Around funding.

Submit    Pend

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

# 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>)

# SPEDWRAP Request Form

OCS Submission

Pool Reporting

LEDRS

Supplement Section

FY22 - Request New Supplement

WRAP Section

Fiscal Year - 2022

Request New Wrap

Reports

LEDRS Upload Details

Pool Reimbursement History

View Child Data...

Transaction History

Supplement Request History

WRAP Request Report

Wrap Details

		Actual FY 2022	Projected FY 2022	Total FY 2022
		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	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 If your WRAP request exceeds your prior year expenditures, please provide a detailed explanation for the need for increase in WRAP allocation.				
		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocations for FY 2022 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 <span style="color: green;">↑</span>	\$0.00 <span style="color: green;">↑</span>	\$0.00 <span style="color: green;">↑</span>

Pend

Submit

# 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.

# Administrative Plan

CSA Coordinator Section - Allegheny

[Return Home](#)

[Logout](#)

## OCS Submission

### File Transfer

IACCT  
Private Day Rate

[Other File Upload](#)

### OCS Admin Plan

[Initiate Admin Plan](#)



## Reports

[FY 19 SEFA Reporting](#)

[Administrative Plan](#)

[Transaction History](#) ▾

[Pool Reimbursements History](#) ▾

[Supplement Request History](#) ▾

[LEDRS Upload Details](#)

## Export Medicaid File

[Select Year:](#) ▾

[Select Month:](#) ▾

[Download File](#)



# View of an Administrative Plan

OFFICE OF CHILDRENS SERVICES  
ADMINISTRATIVE BUDGET PLAN  
FY 2022

DATE:	4/13/2022
LOCALITY:	[REDACTED]
CONTACT PERSON:	[REDACTED]
TELEPHONE:	[REDACTED]

EXPENSE TYPE	AMOUNT
PERSONNEL	\$ 0
NON-PERSONNEL	\$ 0
EQUIPMENT	\$ 0
INITIAL STATE SHARE	\$10,787.00
ADD'L STATE SHARE	\$0.00
TOTAL STATE SHARE	\$10,787.00
TOTAL LOCAL SHARE	\$3,123.00
TOTAL ADMINISTRATIVE ALLOCATION	\$13,910.00

This budget plan is for the total allocation for the locality (s) indicated above. We understand that the Department of Education as fiscal agent of the State Executive Council will make payment of the state's share of this budget allocation according to our locality (s) match rate for pool funds under the Children's Services Act. Further, we certify that all expenditures from this allocation will be in accordance with the requirements for the use of such funds as set forth in the State Pool Funds section of the CSA Operations Manual.

CPMT CHAIR	
DATE CPMT CHAIR APPROVED	
FISCAL AGENT	
DATE FISCAL AGENT APPROVED	
DOE	
DATE DOE APPROVED	

# CSA Reporting Features



The screenshot shows the top navigation bar of the OCS website. On the left is the OCS logo. On the right are links for 'Agencies', 'Governor', and 'Search Virginia.Gov'. Below these are navigation links: 'Home', 'About', 'Parents & Families', 'Local Government', 'Resources', 'Statistics and Publications', and 'Contacts'.



## What's New:

New online classes for CPMT members are now available through the Virginia Learning Center (<https://covlc.virginia.gov/Default.aspx>). Please search for CSA and look for courses CSA31, CSA32, CSA33, and CSA 34.



## Applications

- 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



## What is CSA

The Children's Services Act (CSA) is now the name for 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.



## Welcome to OCS



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.

In the 2018 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 \$390

## Statistics and Publications



### Statewide Statistics



- **CSA Utilization Reports**  
Statewide & Locality reports on expenditures, assessments, service types, mandate types, length of stay, and other demographic information. [User Guide to producing CSA Utilization Reports](#)
- **CSA Pool Expenditure Reports**  
Current and historical information on CSA Pool system. Medicaid Reports; Locality Allocations.
- **CSA Filing Status Report**  
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.

# CSA Public Facing Reports

Return
**CSA Pool Expenditure Reports**

📁 **View Filed Reports**

Filed Reports

↔ **Transaction History**

Detailed Pool Fund Reimbursement History  
Pool Transaction History

📄 **Supplements**

Supplements Report

📄 **Locality Reports**

Medicaid Billings  
Locality Allocations  
Allocation for non-sum-sufficient youth (Protection Amount)

⚙️ **Utilities**

**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).

**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.

**Refund Report**  
The report reflects refund information submitted to LEDRS by localities and the categories of refunds being reported.

**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.



# 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 Magellan/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 Magellan to correct the billing.

### OCS Submission

#### Private Day Rate

Click the link below to update Private Day Rates

[Update](#)

#### OCS Admin Plan

[Initiate Admin Plan](#)

#### File Transfer

IACCT

[Other File Upload](#)

### Reports

[SEFA Reporting ▾](#) [Administrative Plan ▾](#)

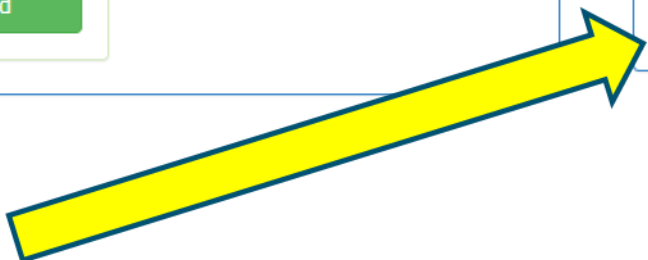
[Transaction History ▾](#) [Pool Reimbursements History ▾](#)

[Supplement Request History ▾](#) [LEDRS Upload Details](#)

[WRAP Request Report ▾](#)

### Export Medicaid File

[Select Year: ▾](#) [Select Month: ▾](#) [Download File](#)



[CLICK HERE: Notify Magellan of Medicaid Client Adjustment](#)

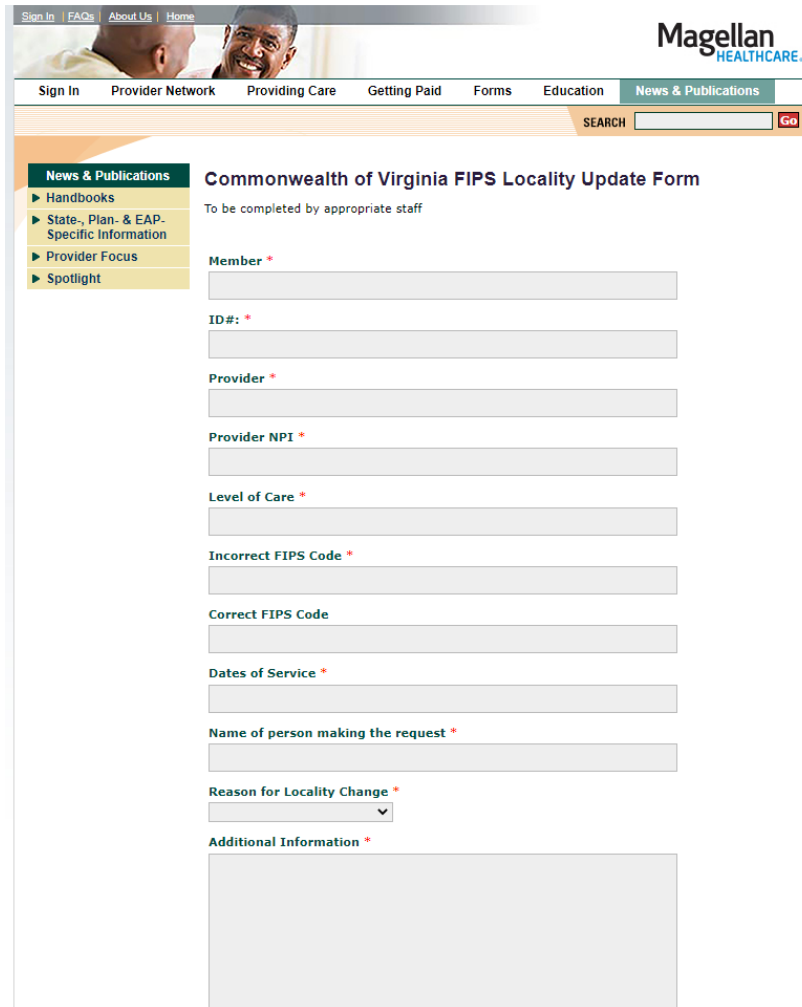
# Medicaid Excel Spreadsheet

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

updated 2/16/2022

Column Labels		TFC Covid 19 Rate Adj					Regular Covid 19 Rate Adj					Total Payment	Total Federal Medicaid	Total State and Local	Total Local	Total State
Row Labels	LOCALITY	Payment	Federal Medicaid	State and Local	Local	State	Payment	Federal Medicaid	State and Local	Local	State					
740	Portsmouth City															
740	Jul-2021	653.00	366.99	286.01	74.51	211.50	65,170.88	36,626.03	28,544.85	9,294.92	19,249.93	65,823.88	36,993.02	28,830.86	9,369.43	19,461.43
740	Sep-2021	1,306.00	733.97	572.03	149.01	423.02	70,419.82	39,575.94	30,843.88	10,043.54	20,800.34	71,725.82	40,309.91	31,415.91	10,192.55	21,223.36
740	Aug-2021	653.00	366.99	286.01	74.51	211.50	113,669.90	63,882.48	49,787.42	16,212.03	33,575.39	114,322.90	64,249.47	50,073.43	16,286.54	33,786.89
740	Oct-2021	653.00	366.99	286.01	74.51	211.50	37,515.82	21,083.89	16,431.93	5,350.65	11,081.28	38,168.82	21,450.88	16,717.94	5,425.16	11,292.78
740	Nov-2021	1,959.00	1,100.96	858.04	223.52	634.52	60,132.00	33,794.18	26,337.82	8,576.25	17,761.57	62,091.00	34,895.14	27,195.86	8,799.77	18,396.09
740	Dec-2021	1,061.12	596.35	464.77	121.07	343.70	60,470.15	33,984.22	26,485.93	8,624.48	17,861.45	61,531.27	34,580.57	26,950.70	8,745.55	18,205.15
740	Jan-2022	2,448.74	1,376.19	1,072.55	279.40	793.15	60,385.43	33,936.61	26,448.82	8,612.40	17,836.42	62,834.17	35,312.80	27,521.37	8,891.80	18,629.57
<b>Grand Total</b>		<b>8,733.86</b>	<b>4,908.44</b>	<b>3,825.42</b>	<b>996.53</b>	<b>2,828.89</b>	<b>467,764.00</b>	<b>262,883.35</b>	<b>204,880.65</b>	<b>66,714.27</b>	<b>138,166.38</b>	<b>476,497.86</b>	<b>267,791.79</b>	<b>208,706.07</b>	<b>67,710.80</b>	<b>140,995.27</b>

## Notify Magellan of a required adjustment:



The screenshot shows the Magellan Healthcare website interface. At the top, there is a navigation bar with links for Sign In, Provider Network, Providing Care, Getting Paid, Forms, Education, and News & Publications. A search bar is located to the right of the navigation bar. Below the navigation bar, the main content area is titled "Commonwealth of Virginia FIPS Locality Update Form". To the left of the form is a sidebar menu under "News & Publications" with options for Handbooks, State-, Plan- & EAP-Specific Information, Provider Focus, and Spotlight. The form itself contains several required fields, each with a red asterisk indicating it is mandatory. The fields are: Member, ID#, Provider, Provider NPI, Level of Care, Incorrect FIPS Code, Correct FIPS Code, Dates of Service, Name of person making the request, Reason for Locality Change (a dropdown menu), and Additional Information (a large text area).

Sign In | FAQs | About Us | Home

Magellan HEALTHCARE

Sign In | Provider Network | Providing Care | Getting Paid | Forms | Education | News & Publications

SEARCH

**News & Publications**

- ▶ Handbooks
- ▶ State-, Plan- & EAP-Specific Information
- ▶ Provider Focus
- ▶ Spotlight

### Commonwealth of Virginia FIPS Locality Update Form

To be completed by appropriate staff

**Member \***

**ID# \***

**Provider \***

**Provider NPI \***

**Level of Care \***

**Incorrect FIPS Code \***

**Correct FIPS Code**

**Dates of Service \***

**Name of person making the request \***

**Reason for Locality Change \***

**Additional Information \***



# 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 their expenditures by category.

## CSA Pool Expenditure Reports

[Return](#)

### View Filed Reports

Filed Reports

### Transaction History

Detailed Pool Fund Reimbursement History  
Pool Transaction History



### Supplements

Supplements Report

### Locality Reports

Medicaid Billings  
Locality Allocations  
Allocation for non-sum-sufficient youth (Protection Amount)

### Utilities

#### 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).

#### 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.

#### Refund Report

The report reflects refund information submitted to LEDRS by localities and the categories of refunds being reported.

#### Net Expenditures Report

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# Detailed Pool Fund Reimbursement History:

## Reconcile your locality's EFT to your pool transaction submission:

As of 3/29/2022  
**NOTE: No Medicaid match was deducted from the March payment.**

**FY 2022 - CSA Pool Payment Detail**  
Reconciliation Report

LOCALITY				Distribution1_2		Distribution1				
LOCALITY				CSA Payment	PEG	Medicaid	Medicaid TFC	Grand Total		
LOCALITY	Fiscal Month	PERIOD EN	RECORDID							
085 Hanover Co		1 Jul-21	36550	(4,405.51)		(34,048.77)	(444.87)	(34,493.64)		
<b>1 Total</b>				(4,405.51)		(34,048.77)	(444.87)	(38,899.15)		
		2 Aug-21	36808		7,209.12	(50,179.60)	(508.42)	(50,688.02)		
<b>2 Total</b>					7,209.12	(50,179.60)	(508.42)	(43,478.90)		
		3 Sep-21	36986		351,028.48	(21,202.95)	(317.76)	(21,520.71)		
<b>3 Total</b>					351,028.48	(21,202.95)	(317.76)	329,507.77		
		4 Oct-21	37192		317,566.59	(26,477.85)	(635.52)	(27,113.37)		
<b>4 Total</b>				(319,338.45)	317,566.59	(26,477.85)	(635.52)	(28,885.23)		
		5 Nov-21	37314		316,368.96	(18,633.05)	(826.18)	(19,459.23)		
<b>5 Total</b>				(317,566.59)	316,368.96	(18,633.05)	(826.18)	(20,656.86)		
		6 Dec-21	37441		275,396.78	(21,386.94)	(693.20)	(22,080.14)		
<b>6 Total</b>				(316,368.96)	275,396.78	(21,386.94)	(693.20)	(63,052.32)		
		7 Jan-22	37569		330,544.60	(33,946.29)	(1,429.92)	(35,376.21)		
<b>7 Total</b>				(316,368.96)	330,544.60	(33,946.29)	(1,429.92)	295,168.39		
		8 Feb-22	37700		318,392.22			318,392.22		
<b>8 Total</b>				(429,703.70)	318,392.22			(111,311.48)		
		9 Mar-22			(318,392.22)			(318,392.22)		
<b>9 Total</b>				(429,703.70)	318,392.22			(111,311.48)		
<b>085 Hanover Co Total</b>				(1,701,369.92)	1,912,101.24	(205,875.45)	(4,855.87)	(0.00)		
<b>Grand Total</b>				(1,701,369.92)	1,912,101.24	(205,875.45)	(4,855.87)	(0.00)		



**CSA Pool Expenditure Reports** [Return](#)

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**View Filed Reports**

Filed Reports

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**Supplements**

Supplements Report

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**Utilities**

**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).

**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.

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**Transaction History**

Detailed Pool Fund Reimbursement History  
Pool Transaction History

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**Locality Reports**

Medicaid Billings  
Locality Allocations  
Allocation for non-sum-sufficient youth (Protection Amount)



# 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)

Administrative Allocation		Total Amount	Local	State
		\$13,910.00		\$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 6/16/2022				

Administrative Allocation		Total Amount	Local	State
		\$14,793.00		\$10,787.00
Status	Date Filed	Date CPMT Approved	Date FA Approved	Date DOE Approved
2	2/23/2022	2/24/2022	2/25/2022	3/17/2022

### Transaction History (With WRAP)

Beginning Balance		Total Amount	Local	State	
		\$1,199,720.00	\$269,337.00	\$930,383.00	
Status	Period End Date	Date Filed	Total Amount	Local	State
9	8/31/2021	9/28/2021	\$46,486.78	\$10,380.75	\$36,106.03
9	9/30/2021	9/30/2021	\$112,630.05	\$24,534.32	\$88,095.73
9	10/31/2021	11/15/2021	\$79,335.50	\$17,687.30	\$61,648.21
9	11/30/2021	2/22/2022	\$117,399.39	\$20,891.65	\$96,507.74
9	12/31/2021	2/22/2022	\$106,618.80	\$23,604.28	\$83,014.52
Pool Reimbursement Expenditure Totals (With WRAP)			\$462,470.52	\$97,098.30	\$365,372.23
Remaining CSA Balance (With WRAP)			\$737,249.48	\$172,238.70	\$565,010.77

### Transaction History (With WRAP)

Beginning Balance		Total Amount	Local	State	
		\$1,950,701.00	\$528,250.00	\$1,422,451.00	
Supplement		4/13/2022	\$528,576.30	\$148,258.43	\$380,317.87
Supplement		4/13/2022	\$528,576.30	\$148,258.43	\$380,317.87
Status	Period End Date	Date Filed	Total Amount	Local	State
9	7/31/2021	8/2/2021	\$1,226.90		\$318.31
9	8/31/2021	9/2/2021	\$117,716.95		\$32,631.03
9	9/30/2021	9/28/2021	\$157,408.24	\$43,316.56	\$114,091.68
9	10/31/2021	11/1/2021	\$239,107.20	\$64,623.58	\$174,483.62
9	11/30/2021	12/1/2021	\$235,032.17	\$65,082.77	\$169,949.40
9	12/31/2021	1/5/2022	\$254,839.03	\$70,186.74	\$184,652.29
9	1/31/2022	2/3/2022	\$206,568.66	\$54,792.90	\$151,775.76
9	2/28/2022	3/1/2022	\$232,859.51	\$64,123.04	\$168,736.47
8	3/31/2022	4/1/2022	\$260,990.93	\$72,864.25	\$188,126.68
Pool Reimbursement Expenditure Totals (With WRAP)			\$1,705,749.59	\$467,939.18	\$1,237,810.41
Remaining CSA Balance (With WRAP)			\$1,302,104.01	\$336,827.68	\$945,276.33

### Transaction History (NON-WRAP Dollars only)

Beginnings Balances		Total Amount	Local	State
		\$1,199,720.00	\$269,337.00	\$930,383.00
Period End Date	Date Filed	Total Amount	Local	State
8/31/2021	9/28/2021	\$46,486.78	\$10,380.75	\$36,106.03
9/30/2021	9/30/2021	\$112,630.05	\$24,534.32	\$88,095.73
10/31/2021	11/15/2021	\$79,335.50	\$17,687.30	\$61,648.21
11/30/2021	2/22/2022	\$117,399.39	\$20,891.65	\$96,507.74
12/31/2021	2/22/2022	\$106,618.80	\$23,604.28	\$83,014.52
Pool Reimbursement Expenditure Totals (NON-WRAP Only)		\$462,470.52	\$97,098.30	\$365,372.23
Remaining CSA Balance (NON-WRAP only)		\$737,249.48	\$172,238.70	\$565,010.77

### Transaction History (NON-WRAP Dollars only)

Beginnings Balances		Total Amount	Local	State	
		\$1,950,701.00	\$528,250.00	\$1,422,451.00	
Supplement		4/13/2022	\$528,576.30	\$148,258.43	\$380,317.87
Supplement		4/13/2022	\$528,576.30	\$148,258.43	\$380,317.87
Period End Date	Date Filed	Total Amount	Local	State	
7/31/2021	8/2/2021	\$1,226.90		\$318.31	
8/31/2021	9/2/2021	\$117,716.95		\$32,631.03	
9/30/2021	9/28/2021	\$157,408.24	\$43,316.56	\$114,091.68	
10/31/2021	11/1/2021	\$239,107.20	\$64,623.58	\$174,483.62	

# Pool Reimbursement History

Often used by localities to view their expenditures by category.

### OCS Submission

#### Private Day Rate

Click the link below to update Private Day Rates

Update

#### File Transfer

IACCT

Other File Upload

### Reports

- SEFA Reporting
- Administrative Plan
- Transaction History
- Pool Reimbursements History
- Supplement Reporting History
- WRAP Request Report

### Export Menu

Select Year:

Select Month:

- FY:22, March
- FY:22, February
- FY:22, January
- FY:22, December
- FY:22, November
- FY:22, October
- FY:22, September
- FY:22, August
- FY:22, July
- FY:21, September
- FY:21, August
- FY:21, July
- FY:21, June
- FY:21, May

CLICK HERE: [Notify Magellan o](#)

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 Utilities

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2022

Hanover - 85

Search

Print

**Date Report Created:** April 13, 2022

**Locality:** Hanover - 85

**Report Fiscal Year:** 2022

**Report Comparison Years:** 2021,2020,2019

*Net Expenditures include all Report Preparer Approved pool reports (status 1 or greater) for each Fiscal Year as of April 13 of that Fiscal Year*

*Note: This report compares "Total" Net Expenditures of each Fiscal Year*

Expenditure Description		Net Total Expenditure FY19	Net Total Expenditure FY20	Net Total Expenditure FY21	Net Total Expenditure FY22	Change	% Change
<b>Number of Pool Reports: RP-APPROVED (STATUS 1 or GREATER)</b>		9	8	8	8		
<b>1. Congregate care / Mandated and Non-Mandated Residential Services</b>		<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e=d-c</b>	<b>f=(e/c)*100</b>
<b>1a.</b>	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)	\$9,639.00	\$2,447.28	\$13,248.00	\$12,240.00	-\$1,008.00	-7.61%
<b>1b.</b>	Foster Care - all others in Licensed Residential Congregate Care	\$17,212.14	\$83,976.06	\$212,520.23	\$61,992.22	-\$150,528.01	-70.83%
<b>1c.</b>	Residential Congregate Care—CSA Parental Agreements ; DSS Noncustodial Agreements	\$190,082.50	\$197,068.02	\$8,569.50	\$105,078.18	\$96,508.68	1,126.19%
<b>1d.</b>	Non-Mandated Services/Residential/Congregate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>1e.</b>	Educational Services - Congregate Care	\$408,907.44	\$273,640.40	\$279,775.44	\$285,442.06	\$5,666.62	2.03%
<b>2. Other Mandated Services</b>							
<b>2a.</b>	Treatment Foster Care – IV-E	\$84,898.35	\$59,641.19	\$109,046.73	\$102,017.50	-\$7,029.23	-6.45%
<b>2a.1</b>	Treatment Foster Care	\$161,630.41	\$148,206.00	\$250,390.48	\$428,861.83	\$178,471.35	71.28%
<b>2a.2</b>	Treatment Foster Care – CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



<b>2a.1</b>	Treatment Foster Care	\$161,630.41	\$148,206.00	\$250,390.48	\$428,861.83	\$178,471.35	71.28%
<b>2a.2</b>	Treatment Foster Care – CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2b.</b>	Specialized Foster Care – IV-E ; Community Based Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2b.1</b>	Specialized Foster Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2c.</b>	Family Foster Care – IV-E ; Community Based Services	\$894.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2d.</b>	Family Foster Care Maintenance only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2e.</b>	Family Foster Care – Children receiving maintenance and basic activities payments; independent living stipend/arrangements	\$103,255.66	\$184,249.88	\$36,046.35	\$109,637.70	\$73,591.35	204.16%
<b>2e.1</b>	State Kinship Guardianship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2e.2</b>	Federal Kinship Guardianship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2f.</b>	Community - Based Services	\$510,811.49	\$537,267.81	\$561,922.47	\$615,972.84	\$54,050.37	9.62%
<b>2f.1</b>	Community Transition Services – Direct Family Services to Transition from Residential to Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>2g.</b>	Special Education Private Day Placement	\$1,778,873.92	\$1,288,040.80	\$1,482,864.07	\$1,488,609.17	\$5,745.10	0.39%
<b>2h.</b>	Wrap-Around Services for Students With Disabilities	\$1,700.00	\$31,577.65	\$7,364.00	\$4,609.50	-\$2,754.50	-37.40%
<b>2i.</b>	Psychiatric Hospitals/Crisis Stabilization Units	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>3.</b>	Non-Mandated Services/Community-Based	\$25,061.35	\$15,548.65	\$18,567.31	\$11,826.88	-\$6,740.43	-36.30%
<b>4.</b>	<b>GRAND TOTALS: (Sum of categories 1 through 3)</b>	<b>\$3,292,966.51</b>	<b>\$2,821,663.74</b>	<b>\$2,980,314.58</b>	<b>\$3,226,287.88</b>	<b>\$245,973.30</b>	<b>8.25%</b>

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

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



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

# Questions or Comments

**Kristy Wharton**

**[Kristy.Wharton@csa.virginia.gov](mailto:Kristy.Wharton@csa.virginia.gov)**

**804-662-9819 (Office)**