



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO # 15-02

TO: CPMT Chairs
CSA Fiscal Agents
CSA Coordinators

FROM: Chuck Savage, Business Manager

DATE: May 21, 2015

SUBJECT: FY16 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

The Governor's FY2016 budget for CSA appropriates \$2.2 million general funding for services in the fund category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for a particular service category.

This limited appropriation places several restrictions on expenditures for this service category i.e. expenditures may not exceed \$2.2 million general funding statewide and funds cannot be used for other service categories. As with all CSA service funds, unspent funds may not be carried forward from one fiscal year to the next. The Office of Comprehensive Services (OCS) must allocate and manage these funds in such a manner to ensure compliance with these restrictions.

The allocation and management process for funds has been predicated on the following principles:

1. All communities should have an opportunity to utilize funds regardless of past usage,
2. All communities should have equitable access to funds,
3. 100% of the earmarked funds should be allocated,
4. The outcomes achieved for youth receiving such funds should be documented.

The process for allocation and management of FY2016 SPED Wrap-Around funds is described below:

1. Initial allocations have been calculated following the same methodology used to determine base service allocations. No community is allocated less than \$1,000 general funding (See "Preliminary Allocations: Wrap-Around Services for Students with Disabilities," attached).
2. Allocations will become available to local communities upon OCS review of written confirmation that the community intends to utilize funds. Allocations must be used solely for SPED Wrap-Around Services. (See "Intent to Utilize Funds for Wrap-Around Services for Students with Disabilities," attached)
3. Allocations to communities who do not submit confirmation they intend to utilize funds will be recouped and made available for reallocation to other communities on a first-come/first-served, application basis.
4. Expenditures for SPED Wrap-Around services will be analyzed following the close of the second quarter (December 2015). Unspent allocations will be reviewed for possible recoument and reallocation.
5. Communities will identify projected outcomes and outcome measures when submitting their intent to used funds and will maintain internal reporting documentation of annual results.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified disabilities compromise functioning outside the school environment. Such services may provide critical supports for youth who present significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around service and to identify strategies to maximize utilization of community-based supports for all youth.

Communities must submit their FY2016 Intent to Utilize Funds form no later than the close of business on Thursday, July 9, 2015.

Questions regarding the SPED Wrap-Around allocation process may be directed to Brady Nemeyer, Program Consultant, by phone at (804) 662-9819 or by e-mail at brady.nemeyer@csa.virginia.gov .