



COMMONWEALTH of VIRGINIA

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OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

ADMINISTRATIVE MEMO #24-04

To: CPMT Chairs
CSA Report Preparers
CSA Coordinators
CSA Fiscal Agents

From: Kristy Wharton, Chief Financial Officer

Date: July 17, 2024

Subject: FY2024 CSA Program Expenditure Year End
FY2025 Base Pool Allocation Funds / Non-Mandated (protected) Funds
FY2025 Wraparound Services for Students with Disabilities Funds (SPEDWrap)
FY2025 Expenditure Reporting

FY2024 Year-End Reimbursement Processing:

During the months of July, August, and September, LEDRS can accept expenditures incurred in multiple fiscal years. During the month of July and August, a locality can only submit one LEDRS file each month. In the month of September, a locality can submit up to three (3) LEDRS files.

In the months of July, August, and September, LEDRS separates the submitted data into FY2024 and FY2025 based on the purchase order's fiscal year, this will determine the program service year and the month of service. The expenditure reimbursement data from the locality comes in a single submission. Therefore, a locality should review both FY2024 and FY2025 data reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

All FY2024 reimbursement requests, for CSA services incurred during July 1, 2023, through June 30, 2024, must be approved by the local CSA fiscal agent in LEDRS by midnight September 30, 2024. Late submissions will not be accepted for reimbursement as addressed in SEC Policy 4.5.2.

Waivers to the September 30 reporting requirement must be submitted in writing and will be considered only if local governments demonstrate mitigating circumstances beyond their control.

CSA 2025 Base Pool Allocation and Non-Mandated (Protected) Funds:

Attached to this memorandum is a table showing the FY2025 Base Pool Allocation by locality. The amount shown in the table will be the locality's Base Pool Allocation which will be reflected in the CSA Transaction History Report. The table also reflects an estimated local base match needed to receive the state's allocation. Please carefully review the amount allocated to your locality.

The Non-Mandated (Protected) funds are a subset of the locality's Base Pool Allocation. The Non-Mandated (Protected) funds are not additional funds. Your locality can use a portion of the Base Pool Allocation to provide non-mandated services. Attached to this memo is a PDF file, which reflects the FY2025 Non-Mandated (Protected) funds associated with a locality's Base Pool Allocation.

FY2025 Wraparound Services for Students with Disabilities Funds:

The FY2025 state appropriation allocation for "Wraparound Services for Students with Disabilities (SPEDWrap) is \$2.2 million. This specific appropriation represents a continuation of the CSA "earmark" funding for this service category.

This limited appropriation places several restrictions on expenditures for this category. The state share of reimbursement of this category of expenditures may not exceed \$2.2 million statewide, nor can the appropriation be used for or transferred to other service categories. As with all state appropriations, any unexpended allocation cannot be carried forward to the next fiscal year. The Office of Children's Services (OCS) must allocate and manage these funds to ensure compliance with these restrictions.

The use of the funds for "Wraparound Services for Students with Disabilities" allows localities to provide services to youth when their identified educational disabilities affect adjustment outside the school environment. These services may provide critical support for youth facing significant home or community challenges. Communities are encouraged to consider their local policies regarding the provision of SPED Wraparound services and to identify strategies to maximize the utilization of community-based support for all youth.

The allocation and management of the funds are based on the following principles.

1. All localities should have access to and an opportunity to utilize the funds,
2. 100% of the earmarked funds will be available for allocation.

The process for allocation and management of the FY2025 SPED Wraparound funds will be as follows:

1. Allocations will be based on a running three-year average of the locality's utilization of the funds.
2. Only those localities with SPEDWrap reimbursements for FY 2024 will receive allocation.
3. If a locality does not receive SPED Wraparound funds in the initial allocation (due to no history of utilization) or if a locality needs additional SPED Wraparound funds beyond those initially allocated, the locality can request funds by the local LEDRS Report Preparer initiating a request in the appropriate area of the Local Government Reporting section of the CSA website.

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4. In January any locality, which has not posted SPED Wraparound expenditures to LEDRS, will risk having their allocation unallocated by OCS.
5. Request for additional SPED Wraparound funds will be supported based on the availability of unallocated SPED Wraparound funds. The total state allocation cannot exceed \$2,200,000.

FY 2025 Expenditure Reporting:

The LEDRS System will open for FY2025 program service year reporting (*services from July 1, 2024 through June 30, 2025*) on August 1, 2024. The LEDRS will be the CSA expenditure system of record and shall be the source to report and calculate the state's share of CSA reimbursement to localities.

Attachments:

FY2025 Base CSA State Pool Allocations

FY2025 Special Education Wraparound Allocations

FY2025 CSA Protected Allocations