



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

### ADMINISTRATIVE MEMORANDUM #24-05

**To:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents

**From:** Kristy Wharton, Chief Financial Officer

**Date:** August 2, 2024

**Subject:** FY2025 Administrative Budget Plan Funding

The Office of Children's Services is releasing the CSA Administrative Plan funding allocations for FY2025. The process for localities to request their Local CSA Administrative funds in FY2025 has been streamlined and a step-by-step guide to the new process is attached for your review.

An email has been sent to all fiscal agents, prompting them to approve their plan via the Fiscal Agent module in LEDRS. Once submitted, funding will be transferred via ETF in October. CSA Coordinators and CMPT Chairs are no longer required to approve the plan.

FY2025 Administrative Budget Plan fund requests can be processed between August 1, 2024 and June 15, 2025. The system will close at midnight on June 15, 2025. At that point, no other requests for the FY2025 Administrative Funds will be accepted.

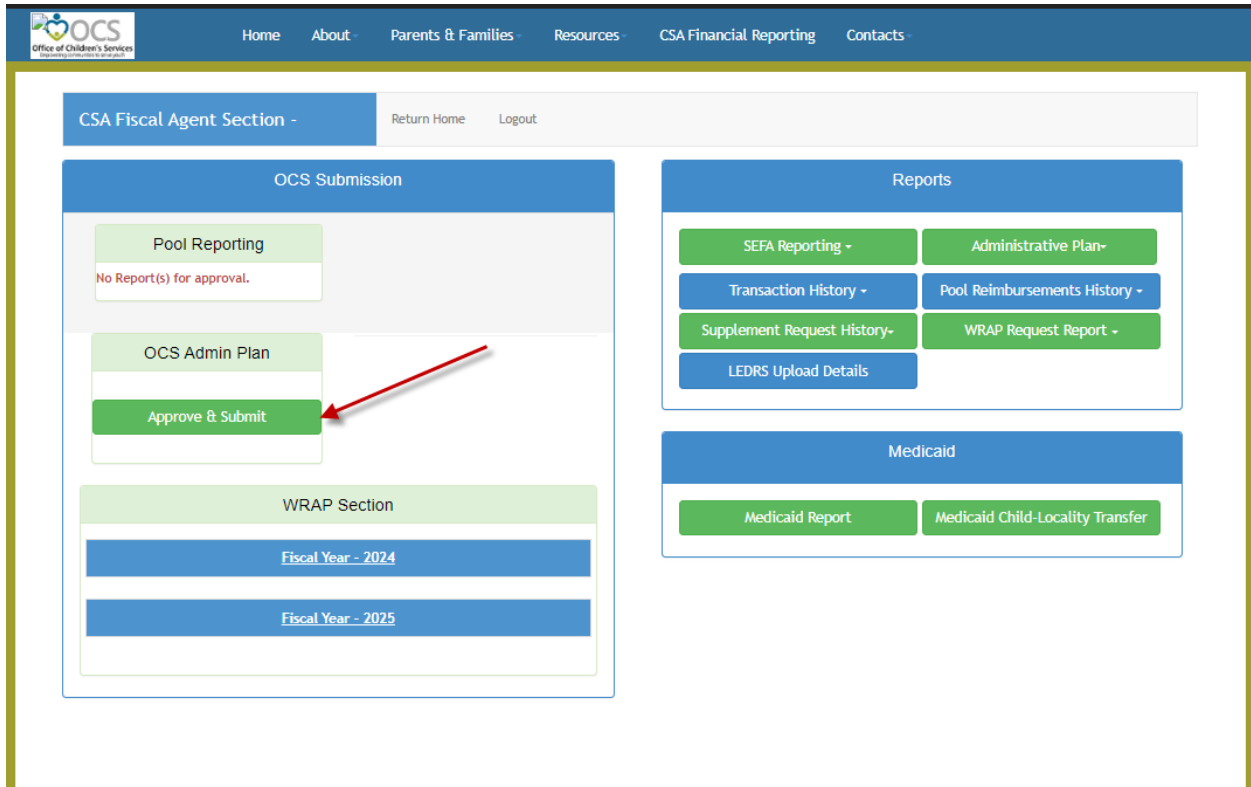
Attached to this memorandum is a table showing each locality's FY2025 CSA Administrative Budget Plan Allocation.

Questions about the Administrative Budget Plan process may be directed to the OCS Chief Financial Officer, Kristy Wharton at [kristy.wharton@csa.virginia.gov](mailto:kristy.wharton@csa.virginia.gov).

Thank you for your cooperation.


1. CSA Fiscal Agent: After August 1, on the CSA website, click on the Fiscal Agent module after logging into Local Government Reporting. (A courtesy e-mail from the Office of Children’s Services will be generated on or about August 1 reminding local CSA stakeholders that their annual Administrative Funds are now available)

2. Under the OCS Admin Plan section, click the “Approve & Submit” button as indicated in the following screenshot.



3. Review and then click on the check box for “I Acknowledge the above statement” and then

4. Click the “Approve & Submit button,” as indicated in the screenshot.

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OFFICE OF CHILDRENS SERVICES  
ADMINISTRATIVE BUDGET PLAN  
FY 2025

DATE	7/31/2024
LOCALITY/CPMT	

LOCAL MATCH RATE	29.10 %
STATE SHARE	\$13,405.00
LOCAL SHARE	\$5,502.00
TOTAL ADMINISTRATIVE ALLOCATION	\$18,907.00

By approving these CSA Administrative Funds, I certify that they will be budgeted and utilized for allowable expenditures including Personnel, Non-Personnel and Equipment costs for the operation of the \_\_\_\_\_ CSA Program for FY 2025.

I understand that the Department of Education as fiscal agent for the Children's Services Act will make payment of the state's share of this budget allocation according to my locality match rate for the pool funds under the Children's Services Act.

I acknowledge the above statement

FISCAL AGENT	
DATE FISCAL AGENT APPROVED	
DOE	
DATE DOE APPROVED	

5. Once these steps are complete, the Administrative funds will be processed for payment by the CSA Fiscal Agent, the Virginia Department of Education, via electronic fund transfer. Payments for the current fiscal year will be initiated in October.