



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

Administrative Memorandum #25-01

To: CPMT Chairs
CSA Coordinators

From: Kristi Schabo, Senior Policy and Planning Specialist *Kristi M. Schabo*

Date: February 18, 2025

Subject: Expenditure Category Clarification for Case Support

The Office of Children's Services (OCS) has learned that there is confusion within local Children's Services Act (CSA) programs regarding the coding of Case Support services when a youth is in Residential/Congregate Care. Specifically, several local CSA programs have been coding Case Support as a residential service.

Case support is defined as a service that may be purchased from a public child-serving agency and includes basic case oversight for a child not otherwise open to a public child-serving agency for whom a case manager is not available through the routine scope of work of a public child-serving agency, and for whom the worker's activities are not funded outside of the State Pool. Services may include administration of the Child and Adolescent Needs and Strengths (CANS) assessment, collection and summary of relevant history and assessment data and representation of such information to the Family Assessment and Planning Team (FAPT); participation in the development of an Individual Family Services Plan (IFSP), and acting as a liaison between the family, service providers, and the FAPT.

This Administrative Memo clarifies that case support services provided to youth in residential/congregate care placements should be coded with a Service Placement Type (SPT) of 1 (Community Service) and an Expenditure Category (EXP) of 2f (Community-Based Services). Local CSA programs should review their current service coding processes to ensure this service is coded accurately.

Please direct any questions related to the content of this memo to Kristi Schabo (kristi.schabo@csa.virginia.gov).