



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

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Executive Director

ADMINISTRATIVE MEMO #25-05

To: ALL CSA Users
From: Preetha Agrawal, Chief Information Officer
Date: April 8, 2025
Subject: CSA Financial Reporting location change

In anticipation of the release of our revised CSA website in early June, CSA Financial Reporting is moving from the public website to behind the Local Government Reporting Application login. After an authorized user logs in successfully, they will see a new CSA Financial Reporting button on the Local Government Reporting welcome page. All existing CSA Financial Reports from the public website will be found at this new location. The new location is shown below:



CSA Financial Reporting

 Pool Fund Reports

Pool Fund Distribution History

A detailed breakdown of the monthly CSA reimbursement for each locality for the current and prior fiscal years. Shows amounts reimbursed and payment dates. And includes amounts deducted for Medicaid local share and any audit-based recoveries.

Pool Transaction History

Current and Prior year monthly reimbursement activity for each locality. Includes a record of all LEDRS reimbursement filings, and state and local pool fund balances (including Special Education Wraparound and Protected funds) and status of CSA Administrative funds submissions.

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).

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.

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.

 Local Allocation Reports

Local Pool Fund Allocation (Non-Medicaid)

The report provides the annual (state and local) pool fund allocation by locality and the local base match rate.

Allocation for Special Education Wraparound

The report provides the annual (state and local) share of the Special Education Wraparound funds allocated to each locality.

Allocation for non-sum-sufficient youth (Protection Amount)

The report provides the annual state share of the Protected (non-mandated) amount for each locality.

Allocation for Administrative Plan

This report provides the annual (state and local) share for the Administrative Plan funds for each locality.

 Filing Status Reports

Filed LEDRS Status Reports

The report provides a detailed list of reports filed for reimbursement by locality. It includes the period (month) covered and the approval status (i.e., Pending, Report Preparer Approved, Fiscal Agent Approved, DOE Approved (paid)).

File Submission Report - LEDRS and Others

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.

Filed Admin Plan Status Reports

This report contain the current year status of the locality's CSA administrative funds (requested/not requested) and a list of those localities who have not yet requested these funds.

 Medicaid Reports

Local Medicaid Billings by Month

The report provides the detailed monthly Medicaid costs for each locality for the current and prior fiscal years.

 Supplements

Funded Supplement Report

This report shows information about approved state and local share for supplemental allocations, by locality for a selected fiscal year.

Requested Supplement Report

This report shows information about the status of requested supplemental allocations, by locality for a selected fiscal year and includes approval status.

**Supplements must be initiated by the CSA Report Preparer and then approved by the CPMT Chair followed by the Fiscal Agent.*

Questions may be directed to: csa.itsupport@csa.virginia.gov