



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

Administrative Memorandum #25-08

To: CPMT Chairs
CSA Coordinators

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

Date: May 7, 2025

Subject: Strategic Planning Resources

The State and Local Advisory Team (SLAT) and the Office of Children's Services (OCS) are excited to announce the release of the newly created strategic planning resources for Community Policy and Management Teams (CPMT) and local Children's Services Act (CSA) programs. These resources were developed by a workgroup comprised of SLAT members, CSA Coordinators, and OCS staff. These resources include a Strategic Planning Guidance Document, a Strategic Plan Template, and a Strategic Plan Review Form. While using these resources and forms is not required, they should be beneficial in the local strategic planning process.

These three resources are attached to this email and will be located on the Resources tab on the redesigned CSA website after July 1, 2025.

We are confident that you will find these resources vital in the strategic planning process of your local CSA programs.

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

PLEASE NOTE: *the Strategic Plan Template and Review Form were created as Microsoft Word templates, allowing specific field settings. Although editing parameters exist, fields that appear in parentheses can be edited to include specific information. Additionally, the table layout of the form is unrestricted, allowing for the inclusion of unlimited data. Because of editing parameters, modifying the form's content and/or layout will require the password "CSA" (no quotes) to be entered while in design mode, which can be accessed from the developer tab.*