

# **Guidance for Local Community Policy and Management Teams (CPMTs) and Children's Services Act (CSA) Coordinators on the implementation of State Executive Council Policy 4.2 Payment for Services and Change of Legal Residence**

**Issued March 2024**

On March 14, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 4.2, *Payment for Services and Change of Legal Residence*, with an implementation date of **July 1, 2024**. This policy guides local CSA programs regarding the transfer of CSA cases between localities due to a family's change of legal residence. Policy 4.2 can be found in the Policy Manual for the Children's Services Act (<https://www.csa.virginia.gov/Resources/PolicyGuides>) upon its effective date.

## **Notable aspects of Policy 4.2 include:**

- Alignment with the standard policy format adopted by the SEC to include purpose, authority, definitions, a review schedule, and formatting adjustments.
- An unchanged process for the transfer of CSA-funded **non-special education services**.
  - The former CPMT funds services for 30 calendar days after the new/receiving CPMT receives written notification from the former CPMT of the child/family's change of residence.
  - The new/receiving CPMT is responsible for reviewing the current IFSP and adopting/revising/implementing the IFSP within 30 calendar days of written receipt of the transfer from the former CPMT.
- A new policy for transferring **private special education services**.
  - The former CPMT is responsible for providing written notification of the change of residence with appropriate documentation (IEP/IFSP and other FAPT/MDT documents) to the new/receiving CPMT and funding educational services until the student no longer resides within their school division jurisdiction.
  - The new/receiving CPMT is responsible for notifying their Local Educational Agency (LEA) that a student has transferred to their locality and funding educational services immediately when the student resides within the new school division.

- **Recommendations for implementation:**
  - CPMTs are encouraged to:
    - In collaboration with all agency partners, keep track of the child/family's residence status.
    - Notify New/Receiving CPMTs as soon as they know of the child/family's pending move to facilitate planning.
    - Work cooperatively to resolve issues related to legal residence.
    - Include procedures for obtaining consent to release information if the family relocates
    - Include language in their contracts with private special education providers that they (the local CSA program) are responsible for payment for such services only while the student is a resident of that jurisdiction.
    - Notify, in writing, the parents of students receiving private special education services that if the parent relocates to another jurisdiction, responsibility for their child's IEP falls to their new jurisdiction of residence, and they need to immediately enroll their child in the Local Education Agency where they now reside.

Please direct any questions related to this policy to Kristi Schabo  
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