



COMMONWEALTH of VIRGINIA

OFFICE OF COMPREHENSIVE SERVICES

Administering the Comprehensive Services Act for At-Risk Youth and Families

Susan Cumbia Clare, M.Ed.
Executive Director

December 9, 2014

Ms. Diana F. Hutchens, CPMT Chair
James City County Social Services
5249 Olde Towne Road
Williamsburg, VA 23188

RE: James City County CSA Program Audit Self-Assessment Validation, File No. 35-2014

Dear Ms. Hutchens,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the James City County Community Policy and Management Team (CPMT) has completed and submitted the results of the self assessment audit of your local CSA Program by the established due date of January 31, 2014. An on-site visit was scheduled and conducted by the Program Compliance Specialist supervised by the OCS Program Audit Manager on October 21, 2014 to perform the independent validation phase of the process.

Based on the review and examination of the self assessment workbook and supporting documentation provided by the James City County CSA program, our independent validation:

Concurs Partially Concurs Does Not Concur

with the conclusion reported by the James City County CPMT that no significant observations of non-compliance and/ or weakness were found in the design or operation of the internal controls applicable to the process or services conducted on behalf of James City County CSA. The CPMT has submitted a complete and satisfactory quality improvement plan addressing all non-significant observations that were identified by the CPMT, which includes action steps, responsible parties, and targeted completion dates. We respectfully request that you notify this office as corrective actions are completed. OCS will conduct a follow up validation to ensure the corrective actions have been implemented.

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| CLIENT COMMENT: | <p>"This process has been helpful to us in evaluating our local policies and procedures. We have identified some strategic goals to focus on in the near future to better serve our population. We appreciate the time and effort put forth by your office; it has been a pleasure working with you. It was helpful to have you and Chloe come to our joint CPMT meeting that included localities currently working on their assessments. Your positive comments about Tammy as our CSA Coordinator were also much appreciated. Good luck as you continue down this path to use the Self-Assessment improve the CSA and services to Virginia's children."</p> |
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We would like to thank the James City County Community Policy and Management Team and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Tammy Becoat-Eclou, CSA Coordinator during our on-site visit. Ms. Becoat-Eclou's efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,


Stephanie S. Bacote, CIGA
Program Audit Manager

cc: Susan C. Clare, Executive Director
Bryan J. Hill, James City County Administrator
John McDonald, CPMT Fiscal Agent
Tammy Becoat-Eclou, CSA Coordinator
Chloe Carter, Program Compliance Specialist