

State Executive Council (SEC) for Children’s Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 12, 2024

Public Comment Period Ends: 5:00 PM, November 1, 2024

Number and Name of Proposed/Revised Policy:

Policy 4.5.3 – Administrative Funds

Basis and Purpose of the Proposed/Revised Policy:

Section 2.2-2648.D.3 of the *Code of Virginia* requires the SEC to: “Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate.”

Section 2.2-2648.D.9 of the Code of Virginia also requires the State Executive Council for Children's Services (SEC) to " provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems.”

Item 268.C.4. of the Appropriation Act directs that “... Out of this appropriation, an amount equal to two percent of the fiscal year 1997 pool fund allocations, not to exceed \$2,560,000 the first year and \$2,560,000 the second year from the general fund, shall be allocated among all localities for administrative costs. Every locality shall be required to appropriate a local match based on the local match contribution in paragraph C.2. of this Item. Inclusive of the state allocation and local matching funds, every locality shall receive the larger of \$12,500 or an amount equal to two percent of the total pool allocation.”

The proposed changes to the existing policy 4.5.3 align the policy with a new administrative funding process employed by the Office of Children’s Services that is more streamlined and accessible by localities.

The proposed changes include a step-by-step process for the submission of local administrative plan funding requests, which are required for local CSA programs to access their allocated administrative funding.

Summary of the Proposed Policy:

Policy 4.5.3 guides local Children's Services Act (CSA) programs regarding the processes related to accessing administrative funds from the Office of Children's Services (OCS).

Preliminary Fiscal Impact Analysis:

There is no anticipated fiscal impact of the revisions to this policy on either the Commonwealth or local governments.