

POLICY 4.5.3

ADMINISTRATIVE FUNDS (~~ADOPTED 1994~~)

4.5.3.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs about accessing administrative funds, as detailed in the Appropriation Act, from the Office of Children's Services (OCS).

4.5.3.2 Authority

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council 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."
- B. Section [2.2-2648.D.9](#) of the Code of Virginia requires the State Executive Council to "provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."
- C. [Item 268, Paragraph C.2 of the Appropriation Act](#) states "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carryforward expenditures submitted prior to September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
- D. [Item 268, Paragraph C.4 of the Appropriation Act](#) states "...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."¹

¹ With the allocation of an additional \$500,000 per year for administrative funds in the FY2017-2018 Appropriation Act, the minimum amount for localities increased to \$13,405 (state share) the maximum to \$53,623.

4.5.3.3 Definitions

“Administrative budget plan” means the annual request for administrative funds submitted through the CSA local government reporting system (LEDRS)

“Administrative funds” mean funds appropriated by the General Assembly to support a locality’s non-direct services cost of implementing the Children’s Services Act (CSA). The Appropriation Act specifies the administrative funds available from the state general fund, defines the minimum and maximum amounts received by localities, and requires local matching funds.

“Fiscal Agent” means the individual designated by the locality as responsible for the final approval and submission of CSA financial documents to the Office of Children’s Services.

“Local Expenditure and Data Reimbursement System (LEDRS)” means the electronic system for integrated, required reporting for state CSA reimbursement and data collection by local governments.

4.5.3.4 Administrative Funds

To receive administrative funds, each locality ~~is required to~~ *must* appropriate a local match based on the match rate used in the pool formula. *Each locality shall receive a minimum of \$13,405 in state allocation. every locality shall receive the larger of \$12,500 or an amount equal to two percent of the fiscal year 1994 pool allocations. No locality shall receive more than \$50,000 inclusive of the state allocation and local match.*²

4.5.3.5 Administrative Budget Plan Funding Process

~~Each year, the Community Policy and Management Team must submit to the State Fiscal Agent budget plans for using administrative funds (state and local combined).~~

~~Upon receipt of the Administrative Funds Budget Plan, After August 1st of each fiscal year, the State Fiscal Agent will process a single payment to the fiscal agent of the Community Policy and Management Team for the state’s share of the administrative allocation. The local government should use the following process to submit the administrative plan to the state fiscal agent by no later than June 15th of the fiscal year to ensure payment.~~

- 1. On or about August 1, the Office of Children’s Services will send the local CSA Fiscal Agent an electronic communication stating that their annual Administrative Funds are now available for the fiscal year.*

²

2. *Upon receipt of this email, the fiscal agent will:*
 - a. *Log into the Local Government Reporting portal on the CSA website (www.csa.virginia.gov).*
 - b. *Click on the “Fiscal Agent Module” button.*
 - c. *Click the “Approve & Submit” button under the OCS admin plan section.*
 - d. *Review the information and click the “Acknowledgment” check box. The Acknowledgement indicates that the Fiscal Agent certifies that these funds will be utilized for allowable personnel, non-personnel, and equipment costs for the operation of the local CSA program and that the locality will provide matching funds,*
 - e. *Click the “Approve & Submit” button.*
3. *Once these steps are complete, the administrative funds will be processed for payment via electronic fund transfer by the CSA Fiscal Agent, the Virginia Department of Education.*
4. *Payments for the current fiscal year will be initiated in October.*

~~If, during the course of the year, the Community Policy and Management Team elects to use its administrative funds in a manner other than proposed in the Budget Plan, it may do so without amending the plan, provided the funds are expended for administrative and coordinating expenses or direct services to eligible youth and families. The decision on specific use of administrative funds rests with the Community Policy and Management Team.~~

~~The local fiscal agent must account for CSA administrative expenditures such that they are clearly identifiable as CSA administrative expenditures.~~

4.5.3.6 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children’s Services.