

CPMT PACKET

08/11/2016

Winchester CPMT Agenda

August 11, 2:00pm
WDSS, 24 Baker St
Winchester, VA 22601

Approve Minutes from 6/9/16

Announcements

Financial Report

- a. Review of June and July 2016 Financials

Old Business

- a. Strategic Planning & Assignment of Work Committees
 1. Goal 1: Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser)
 2. Goal 2: Data-Driven Accountability and Service Provision (Scardino, Bober)
- b. FY17 Allocations – WRAP, Non-mandated, Mandated

New Business

- a. FY16 City Budget Allocation Update
- b. Administrative Memo #16-05 FY17 Pool Fund Expenditure Reporting
- c. Broadcast 9675 Fostering Futures
- d. New Executive Director of OCS Visit to CPMT
- e. Guidance on Parental Contributions in Out of Home Placements
- f. Physician for CON

Motion to Convene in Executive Session

Motion to convene in Executive Session pursuant to 2.2- 3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.

Motion to Come Out of Executive Session & Immediately Reconvene in Open Session

Motion to Certify Compliance by Roll Call Vote

Move that the members of the Winchester City CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.

Motion to Approve All Cases

Motion to Adjourn

Next Meeting: Thursday, September 8, 2016 at 2:00 at WDSS Boardroom

**JUNE MINUTES WITH
MAY FINANCIALS**

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, June 9, 2016
 2:00 p.m.

MEMBERS PRESENT

Mary Blowe, City of Winchester
 Kelly Bober, Child Advocacy Center
 Dr. Charles Devine, Winchester/Frederick Health
 Department
 Amber Dopkowski, Winchester Dept. Social Services
 Mark Gleason, Northwestern Community Services Board
 Lyda Kiser, Parent Representative
 Sarah Kish, Winchester Public Schools
 Paul Scardino, National Counseling Group
 Peter Roussos, Dept. of Juvenile Justice

Others Present:

Karen Farrell, Winchester CSA Coordinator
 Connie P. Greer, Winchester Dept. of Social Services
 Onofrio Castiglia, Winchester Star

MEMBERS/OTHERS NOT PRESENT

Eden Freeman, City of Winchester

RECAP OF CPMT VOTES:

Motion:

- Motion to approve the minutes from May 12, 2016, CPMT Meeting
- Motion to approve the Agenda for June 9, 2016, CPMT Meeting
- Motion to approve Wrap Funds to be utilized pursuant to guidance from Administrative Memo #16-03 from the Office of Children's Services.
- Motion to approve Winchester Community Policy and Management Team Resolution 2015-03 to establish the regular meetings for June 2016-June 2017.
- Motion to Approve Consent Agenda, including all cases as distributed.
- Motion to adjourn CPMT Meeting

Action:

1st: Ms. Kiser
 2nd: Ms. Dopkowski
 Ms. Kish -- abstained
 1st: Ms. Dopkowski
 2nd: Ms. Kiser
 1st: Ms. Kiser
 2nd: Dr. Devine
 1st: Dr. Devine
 2nd: Mr. Scardino
 1st: Dr. Devine
 2nd: Mr. Roussos
 Mr. Scardino – abstained
 from ____ case(s)
 Mr. Gleason – abstained
 from ____ case(s)
 1st: Ms. Kiser
 2nd: Ms. Dopkowski

Status:

Approved with
 noted abstention
 Approved
 Unanimously
 Approved
 Unanimously
 Approved
 Unanimously
 Approved
 with noted
 abstention
 Approved
 Unanimously

| Item | Discussion | Action |
|----------------------------------|---|--|
| Call to Order/Approval of Agenda | The meeting was opened by Chair, Mark Gleason at 2:00 pm. | |
| Approval of Minutes | Motion to approve the minutes from May 12, 2016, CPMT Meeting | On Motion by Ms. Kiser and seconded by Ms. Dopkowski, the Minutes from the May 12, 2016, |

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, June 9, 2016
 2:00 p.m.

| Item | Discussion | Action |
|---|---|--|
| | | CPMT meeting were approved, with Ms. Kish abstaining. |
| Announcements | None. | No action required. |
| Financial Report | <p>The Financial Report was distributed and included expenditures for May, 2016.</p> <p>Report: May, 2016 Gross Expenditures: \$244,310.58 Expenditure Refunds: \$7,478.16 Net Expenditures: \$236,832.42 Local Dollars: \$110,280.08 Regular Medicaid Payments to Providers: \$320,690.00 Local Match: \$632,101.45</p> <p>Wrap Dollars Funds Beginning Balance: \$15,478.00 Encumbered: \$4,006.90 Disbursed: \$10,322.28 Remaining Funds: \$1,148.82</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$8,797.60 Disbursed: \$11,314.25 Remaining Funds: \$1,794.15</p> <p>Unduplicated CSA Case Count: 144 Average Spent per Child: \$9,937.72</p> | Ms. Farrell reviewed the report. |
| <p>Old Business:</p> <p>a. Strategic Planning Report- Assignment of Work Committees</p> <p>b. CPMT appointments of FAPT Member</p> | <p>Strategic Planning & Assignment of Work Committees</p> <p>1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser)</p> <p>2. Data-Driven Accountability and Service Provision (Scardino, Bober)</p> | <p>See further discussion below.</p> <p>1. Discussed several ways to implement this goal, including CPMT self-assessment and following the funding process from beginning to end. Decided to meet with the Family Assessment and Planning Team (FAPT) at September's CPMT meeting to solicit the FAPT's needs. Will discuss what information CPMT would like from FAPT and vice versa at July CPMT meeting.</p> <p>2. No report.</p> |

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, June 9, 2016
 2:00 p.m.

| Item | Discussion | Action |
|---|---|--|
| | It is time to reappoint the Private Provider Representative to the Family Assessment and Planning Team. | At last month's meeting, Ms. Tiffani Markwood was chosen to be the Private Provider Representative, and will start her duties at July FAPT meetings. |
| New Business a. Allocations for FY17 b. Wrap Funds c. CPMT Chair d. New CPMT Resolution e. Dr. Devine's retirement | <p>Winchester was allocated \$1,180,385 in Children's Services Act funding for Fiscal Year 2017. Non-Mandated funding for Fiscal Year 2017 remained at \$20,162.</p> <p>Ms. Farrell distributed and discussed Administrative Memo #16-03 regarding FY17 Wrap-Around Services for Children with Disabilities. Ms. Farrell reviewed the Intent to Utilize Funds for Wrap Around Services for Children with Disabilities.</p> <p>Ms. Farrell reviewed the agreed upon rotation schedule for CPMT Chair and CPMT Vice-Chair.</p> <p>Ms. Farrell reviewed a draft of Winchester Community Policy and Management Team Resolution 2015-03 to establish the regular meetings for June 2016-June 2017.</p> <p>Dr. Devine is retiring from the Lord Fairfax Health District. In addition to finding someone to fill his position on CPMT, a doctor to sign Certificates of Need must also be established.</p> | <p>No action.</p> <p>Ms. Kiser motioned to approve Wrap Funds to be utilized pursuant to guidance from Administrative Memo #16-03 from the Office of Children's Services. Dr. Devine seconded the motion, which passed unanimously.</p> <p>Mr. Roussos, Court Services for Juvenile Detention, agreed to be Chair for July 2016-June 2017. Ms. Kish, Winchester Public Schools, agreed to be Vice Chair for July 2016-June 2017.</p> <p>Dr. Devine motioned to accept Winchester Community Policy and Management Team Resolution 2015-03 to establish the regular meetings for June 2016-June 2017. Mr. Roussos seconded the motion, which passed unanimously.</p> <p>Ms. Farrell to request guidance from the Office of Children's Services regarding how other localities get Certificates of Need signed for admittance into residential treatment.</p> |
| Motion to Approve Consent Agenda, including all cases as distributed. | | All items on the Consent Agenda, including all cases as distributed were approved, on motion by Dr. Devine, seconded by Mr. Roussos. |

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, June 9, 2016
2:00 p.m.

| Item | Discussion | Action |
|--|---|---|
| | | Motion was unanimously approved. |
| Motion to Adjourn/Next Meeting Date | The next CPMT meeting will be held Thursday, July 14, 2016 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA. | The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Blowe. |

Attachments: Minutes of May 12, 2016 w/attachments
Jun 2016 Financials
CSA 2017 Allocation Table
Administrative Memo #16-03 w/attachments
Resolution 2015-03

Transcribed by CPG

DRAFT

CSA Pool Reimbursement Request Report Worksheet

Date: June 6, 2016

Period Ending: May 31, 2016

Chart A

Part 1 - Expenditure Description

| | Number of Clients | Gross Total Expenditures | Expenditure Refunds | Net Total Expenditures |
|--|-------------------|--------------------------|---------------------|------------------------|
| 1. Congregate Care/Mandated & Non-Mandated Residential Services | | | | |
| 1a. Foster Care - IV-E Child in Licensed Residential Congregate Care | | 0.00 | | 0.00 |
| 1b. Foster Care - all other in Licensed Residential Congregate Care | 2 | 17,641.99 | 500.00 | 17,141.99 |
| 1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial | 5 | 37,820.95 | | 37,820.95 |
| 1d. Non-Mandated Services/Residential/Congregate Care | | 0.00 | | 0.00 |
| 1e. Educational Services - Congregate Care | 5 | 56,382.41 | | 56,382.41 |
| 2. Other Mandated Services | | | | |
| 2a. Treatment Foster Care - IV-E | 13 | 37,644.11 | 2,156.83 | 35,487.28 |
| 2a.1 Treatment Foster Care | 4 | 42,391.64 | 180.60 | 42,211.04 |
| 2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial | | 0.00 | | 0.00 |
| 2c. Family Foster Care - IV-E; Community Based Services | 8 | 5,884.40 | 778.89 | 5,105.51 |
| 2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL | 4 | 4,559.60 | 367.92 | 4,191.68 |
| 2f. Community Based Services | 24 | 17,453.09 | 3,493.92 | 13,959.17 |
| 2f.1 Community Transition Services | | 0.00 | | 0.00 |
| 2g. Special Education Private Day Placement | 2 | 20,724.21 | | 20,724.21 |
| 2h. Wrap-Around Services for Students With Disabilities | 1 | 2,553.68 | | 2,553.68 |
| 2i. Psychiatric Hospitals/Crisis Stabilization Units | | 0.00 | | 0.00 |
| 3. Non-Mandated Services/Community Based | 1 | 1,254.50 | | 1,254.50 |
| 4. Grand Totals: Sum of categories 1 through 3 | 69 | 244,310.58 | 7,478.16 | 236,832.42 |

Part 2 - Expenditure Refund Description (reported in line 4)

| | |
|--|-----------------|
| Vendor Refunds and Payment Cancellations | 1,830.80 |
| Parental Co-Payments | 168.00 |
| Payments made on behalf of the child (SSA, SSI, VA benefits) | 597.63 |
| Child Support Collections through DCSE | 1,095.82 |
| Pool prior-reported expenditures re-claimed under IV-E | 3,785.91 |
| Pool prior-reported expenditures re-claimed under Respite, Block Grant, PSSF | 7,478.16 |
| Total Refunds (must agree with line 4) | 7,478.16 |

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Chart B



Contact Us

CSA Reports
Pool Reimbursement Reports
FY16
Transaction History for Winchester - FIPS 840
Pended Forms are not on this report

Active Pool Report Preparers
Nancy Valentine (540) 686-4838
Donna Veach (540) 686-4826
Amber Johnson (540) 686-4823
Karen Farrell (540) 686-4832

Transaction History

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|-----------------------|---------------------|---------------------|
| Beginning Balance | | | | \$993,730.00 | \$537,874.05 | \$455,855.95 |
| Pool Reimbursement History | | | | | | |
| | 9 | 07/31/2015 | 08/04/2015 | \$1,302.55 | \$798.62 | \$503.93 |
| | 9 | 08/31/2015 | 09/02/2015 | \$135,400.49 | \$75,426.31 | \$59,974.18 |
| | 9 | 09/30/2015 | 10/05/2015 | \$130,355.82 | \$73,557.04 | \$56,798.78 |
| | 9 | 10/31/2015 | 11/02/2015 | \$122,947.92 | \$68,506.85 | \$54,441.07 |
| | 9 | 11/30/2015 | 12/04/2015 | \$112,255.06 | \$65,786.69 | \$46,468.37 |
| | 9 | 12/31/2015 | 01/06/2016 | \$138,115.97 | \$80,655.21 | \$57,460.76 |
| | 9 | 01/31/2016 | 02/10/2016 | \$130,966.48 | \$73,393.32 | \$57,573.16 |
| | 9 | 02/28/2016 | 03/03/2016 | \$137,059.14 | \$77,023.94 | \$60,035.20 |
| | 9 | 03/31/2016 | 04/01/2016 | \$128,104.07 | \$71,094.88 | \$57,009.19 |
| | 9 | 04/30/2016 | 05/04/2016 | \$157,691.90 | \$86,135.17 | \$71,556.73 |
| | 1 | 05/31/2016 | 06/07/2016 | \$236,832.42 | \$126,552.34 | \$110,280.08 |
| Pool Reimbursement Expenditure Totals | | | | \$1,431,031.82 | \$798,930.37 | \$632,101.45 |
| Supplement History | | | | | | |
| | | | 03/03/2016 | \$449,604.00 | \$287,798.00 | \$161,806.00 |
| | | | 05/12/2016 | \$149,867.00 | \$95,932.00 | \$53,935.00 |
| Supplement Totals | | | | \$599,471.00 | \$383,730.00 | \$215,741.00 |
| CSA System Balance | | | | \$162,169.18 | \$122,673.68 | \$39,495.50 |

Transaction History without WRAP Dollars

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|-----------------------|---------------------|---------------------|
| Beginning Balance | | | | \$978,252.00 | \$529,496.52 | \$448,755.48 |
| Pool Reimbursement History | | | | | | |
| | - | 07/31/2015 | 08/04/2015 | \$1,302.55 | \$798.62 | \$503.93 |
| | - | 08/31/2015 | 09/02/2015 | \$135,258.86 | \$75,349.65 | \$59,909.21 |
| | - | 09/30/2015 | 10/05/2015 | \$129,194.48 | \$72,928.41 | \$56,266.07 |
| | - | 10/31/2015 | 11/02/2015 | \$122,947.92 | \$68,506.85 | \$54,441.07 |
| | - | 11/30/2015 | 12/04/2015 | \$111,461.90 | \$65,357.35 | \$46,104.55 |
| | - | 12/31/2015 | 01/06/2016 | \$137,124.53 | \$80,118.54 | \$57,005.99 |
| | - | 01/31/2016 | 02/10/2016 | \$130,399.98 | \$73,086.67 | \$57,313.31 |
| | - | 02/28/2016 | 03/03/2016 | \$136,492.64 | \$76,717.29 | \$59,775.35 |
| | - | 03/31/2016 | 04/01/2016 | \$127,056.04 | \$70,527.58 | \$56,528.46 |
| | - | 04/30/2016 | 05/04/2016 | \$155,191.90 | \$84,781.92 | \$70,409.98 |
| | - | 05/31/2016 | 06/07/2016 | \$234,278.74 | \$125,170.03 | \$109,108.71 |
| Pool Reimbursement Expenditure Totals | | | | \$1,420,709.54 | \$793,342.91 | \$627,366.63 |
| Supplement History | | | | | | |
| | | | 03/03/2016 | \$449,604.00 | \$287,798.00 | \$161,806.00 |

| | | | | |
|---------------------------------------|------------|---------------------|---------------------|---------------------|
| | 05/12/2016 | \$149,867.00 | \$95,932.00 | \$53,935.00 |
| Supplement Totals | | \$599,471.00 | \$383,730.00 | \$215,741.00 |
| CSA System Balance (Non-WRAP): | | \$157,013.46 | \$119,883.61 | \$37,129.85 |

Transaction History WRAP dollars only

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|--------------------|-------------------|-------------------|
| WRAP Allocation Additions History | | | | | | |
| | | | 08/28/2015 | \$15,478.00 | \$8,377.00 | \$7,100.00 |
| WRAP Allocation Additions Totals | | | | \$15,478.00 | \$8,377.00 | \$7,100.00 |

Pool Reimbursement History - WRAP only

| | | | | | | |
|---|--|------------|------------|--------------------|-------------------|-------------------|
| - | | 07/31/2015 | 08/04/2015 | \$0.00 | \$0.00 | \$0.00 |
| - | | 08/31/2015 | 09/02/2015 | \$141.63 | \$76.66 | \$64.97 |
| - | | 09/30/2015 | 10/05/2015 | \$1,161.34 | \$628.63 | \$532.71 |
| - | | 10/31/2015 | 11/02/2015 | \$0.00 | \$0.00 | \$0.00 |
| - | | 11/30/2015 | 12/04/2015 | \$793.16 | \$429.34 | \$363.82 |
| - | | 12/31/2015 | 01/06/2016 | \$991.44 | \$536.67 | \$454.77 |
| - | | 01/31/2016 | 02/10/2016 | \$566.50 | \$306.65 | \$259.85 |
| - | | 02/28/2016 | 03/03/2016 | \$566.50 | \$306.65 | \$259.85 |
| - | | 03/31/2016 | 04/01/2016 | \$1,048.03 | \$567.30 | \$480.73 |
| - | | 04/30/2016 | 05/04/2016 | \$2,500.00 | \$1,353.25 | \$1,146.75 |
| - | | 05/31/2016 | 06/07/2016 | \$2,553.68 | \$1,382.31 | \$1,171.37 |
| Pool Reimbursement Expenditure Totals -WRAP only | | | | \$10,322.28 | \$5,587.46 | \$4,734.82 |
| CSA System Balance (WRAP only): | | | | \$5,155.72 | \$2,790.07 | \$2,365.65 |

The Office of Children's Services © 2015
 1604 Santa Rosa Road, Ste 137, Richmond, VA 23229
 Phone (804) 662-9815 Fax (804) 662-9831

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Wrap-Around Services for Students with Disabilities
2015-2016

Chart

| Child | 18 | 29 | TOTAL SPENT |
|---------------|------------------|------------|-------------------|
| Agency Worker | WPS-NREP Clatter | WPS Morris | |
| JUL | | | 0.00 |
| AUG | 141.63 | | 141.63 |
| SEP | 1161.34 | | 1,161.34 |
| OCT | | | 0.00 |
| NOV | 793.16 | | 793.16 |
| DEC | 991.44 | | 991.44 |
| JAN | 566.50 | | 566.50 |
| FEB | 566.50 | | 566.50 |
| MAR | 1048.03 | | 1,048.03 |
| APR | | 2,500.00 | 2,500.00 |
| MAY | 1104.68 | | 1,449.00 |
| JUN | | | 0.00 |
| TOTAL/CHILD | 6,373.28 | 2,500.00 | 10,322.28 |
| | | | Beginning Balance |
| | | | 15,478.00 |
| | | | Disbursed |
| | | | 10,322.28 |
| | | | Encumbered |
| | | | 4,006.90 |
| | | | Remaining Funds |
| | | | 1,148.82 |

Non-Mandated Funds
2015-2016

Chart D

| Child | 24 | 21 | 25 | 26 | 28 | 27 | 31 | TOTAL SPENT |
|---------------|----------|----------|----------|---------|---------|-------------------|------------|----------------|
| Agency Worker | WPS Mck | WPS Mck | WDSS Sny | WPS Mck | WPS Mck | WPS Mck | WPS Morris | |
| JUL | | | | | | | | 0.00 |
| AUG | 135.00 | 1,575.00 | | | | | | 1,710.00 |
| SEP | 405.00 | 1,464.75 | | | | | | 1,869.75 |
| OCT | 270.00 | | 190.00 | | | | | 460.00 |
| NOV | | 1,086.75 | | | | | | 1,086.75 |
| DEC | 270.00 | 2,378.25 | | | | | | 2,648.25 |
| JAN | | 540.00 | | 295.00 | | | | 835.00 |
| FEB | | | | | 400.00 | 280.00 | | 680.00 |
| MAR | | | | | 280.00 | 210.00 | | 490.00 |
| APR | | | | | 280.00 | | | 280.00 |
| MAY | | | | | | | 1,254.50 | 1,254.50 |
| JUN | | | | | | | | 0.00 |
| JUN 1 | | | | | | | | 0.00 |
| TOTAL/CHILD | 1,080.00 | 7,044.75 | 190.00 | 295.00 | 960.00 | 490.00 | 1,254.50 | 11,314.25 |
| | | | | | | Beginning Balance | | 20,162.00 |
| | | | | | | Disbursed | | 11,314.25 |
| | | | | | | Encumbered | | 8,797.60 |
| | | | | | | Remaining Funds | | 50.15 |

CITY OF WINCHESTER
 CSA FUND BALANCE
 CHILDREN'S SERVICE ACT (CSA)

Chart F

| FUND NAME | REVISED BUDGET | EXPENDITURES | FUND BALANCE | | UNAPPROVED CREDIT AUTHORIZATIONS & POSOS | | ADJUSTED FUND BALANCE |
|---|----------------|--------------|--------------|--------------|--|-----------|-----------------------|
| | | | BALANCE | ENCUMBRANCES | BALANCE | | |
| C16 CSA MANDATED 15/16 ASSIST | 5,000.00 | 9,905.29 | (4,905.29) | 0.00 | (4,905.29) | 0.00 | (4,905.29) |
| C16 CSA MANDATED 15/16 POS | 1,422,856.00 | 1,402,985.75 | 19,870.25 | 580,129.06 | (560,258.81) | 2,636.48 | (562,895.29) |
| C16 CSA NON-MANDATED 15/16 POS | 20,162.00 | 13,197.65 | 6,964.35 | 6,914.20 | 50.15 | 0.00 | 50.15 |
| C16 CSA W/A SRVS FOR STUDENTS 15/16 POS | 15,478.00 | 10,322.28 | 5,155.72 | 4,006.90 | 1,148.82 | 0.00 | 1,148.82 |
| C17 CSA MANDATED 16/17 POS | 0.00 | 0.00 | 0.00 | 10,358.00 | (10,358.00) | 13,138.34 | (23,496.34) |
| | 1,463,496.00 | 1,436,410.97 | 27,085.03 | 601,408.16 | (574,323.13) | 15,774.82 | (590,097.95) |

JUNE FINANCIALS

CSA Pool Reimbursement Request Report Worksheet

Date: July 5, 2016

Period Ending: June 30, 2016

Charlita

Part 1 - Expenditure Description

| | Number of Clients | Gross Total Expenditures | Expenditure Refunds | Net Total Expenditures |
|--|-------------------|--------------------------|---------------------|------------------------|
| 1. Congregate Care/Mandated & Non-Mandated Residential Services | | | | |
| 1a. Foster Care - IV-E Child in Licensed Residential Congregate Care | | 0.00 | | 0.00 |
| 1b. Foster Care - all other in Licensed Residential Congregate Care | 2 | 8,924.28 | 247.83 | 8,676.45 |
| 1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial | 6 | 41,178.24 | | 41,178.24 |
| 1d. Non-Mandated Services/Residential/Congregate Care | | 0.00 | | 0.00 |
| 1e. Educational Services - Congregate Care | 6 | 49,141.82 | | 49,141.82 |
| 2. Other Mandated Services | | | | |
| 2a. Treatment Foster Care - IV-E | 13 | 32,856.80 | 140.00 | 32,716.80 |
| 2a.1 Treatment Foster Care | 4 | 20,797.82 | | 20,797.82 |
| 2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial | | 0.00 | | 0.00 |
| 2c. Family Foster Care - IV-E; Community Based Services | 7 | 4,590.80 | | 4,590.80 |
| 2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL | 4 | 3,790.80 | 168.00 | 3,622.80 |
| 2f. Community Based Services | 20 | 18,019.81 | 45.00 | 17,974.81 |
| 2f.1 Community Transition Services | | 0.00 | | 0.00 |
| 2g. Special Education Private Day Placement | 2 | 10,587.83 | | 10,587.83 |
| 2h. Wrap-Around Services for Students With Disabilities | 1 | 157.50 | | 157.50 |
| 2i. Psychiatric Hospitals/Crisis Stabilization Units | | 0.00 | | 0.00 |
| 3. Non-Mandated Services/Community Based | 3 | 1,711.45 | | 1,711.45 |
| 4. Grand Totals: Sum of categories 1 through 3 | 68 | 191,757.15 | 600.83 | 191,156.32 |

Part 2 - Expenditure Refund Description (reported in line 4)

| | |
|--|---------------|
| Vendor Refunds and Payment Cancellations | 45.00 |
| Parental Co-Payments | |
| Payments made on behalf of the child (SSA, SSI, VA benefits) | 168.00 |
| Child Support Collections through DCSE | 387.83 |
| Pool prior-reported expenditures re-claimed under IV-E | |
| Other (specify) | |
| Total Refunds (must agree with line 4) | 600.83 |

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chart B



Contact Us

CSA Reports
Pool Reimbursement Reports
FY16
Transaction History for Winchester - FIPS 840
Pended Forms are not on this report

Active Pool Report Preparers
[Nancy Valentine](#) (540) 686-4838
[Donna Veach](#) (540) 686-4826
[Amber Johnson](#) (540) 686-4823
[Karen Farrell](#) (540) 686-4832

Transaction History

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|----------------|--------------|---------------|
| Beginning Balance | | | | \$993,730.00 | \$537,874.05 | \$455,855.95 |
| Pool Reimbursement History | | | | | | |
| | 9 | 07/31/2015 | 08/04/2015 | \$1,302.55 | \$798.62 | \$503.93 |
| | 9 | 08/31/2015 | 09/02/2015 | \$135,400.49 | \$75,426.31 | \$59,974.18 |
| | 9 | 09/30/2015 | 10/05/2015 | \$130,355.82 | \$73,557.04 | \$56,798.78 |
| | 9 | 10/31/2015 | 11/02/2015 | \$122,947.92 | \$68,506.85 | \$54,441.07 |
| | 9 | 11/30/2015 | 12/04/2015 | \$112,255.06 | \$65,786.69 | \$46,468.37 |
| | 9 | 12/31/2015 | 01/06/2016 | \$138,115.97 | \$80,655.21 | \$57,460.76 |
| | 9 | 01/31/2016 | 02/10/2016 | \$130,966.48 | \$73,393.32 | \$57,573.16 |
| | 9 | 02/28/2016 | 03/03/2016 | \$137,059.14 | \$77,023.94 | \$60,035.20 |
| | 9 | 03/31/2016 | 04/01/2016 | \$128,104.07 | \$71,094.88 | \$57,009.19 |
| | 9 | 04/30/2016 | 05/04/2016 | \$157,691.90 | \$86,135.17 | \$71,556.73 |
| | 9 | 05/31/2016 | 06/07/2016 | \$236,832.42 | \$126,552.34 | \$110,280.08 |
| | 1 | 06/30/2016 | 07/11/2016 | \$191,156.32 | \$103,321.30 | \$87,835.02 |
| Pool Reimbursement Expenditure Totals | | | | \$1,622,188.14 | \$902,251.67 | \$719,936.47 |
| Supplement History | | | | | | |
| | | | 03/03/2016 | \$449,604.00 | \$287,798.00 | \$161,806.00 |
| | | | 05/12/2016 | \$149,867.00 | \$95,932.00 | \$53,935.00 |
| Supplement Totals | | | | \$599,471.00 | \$383,730.00 | \$215,741.00 |
| CSA System Balance | | | | (\$28,987.14) | \$19,352.38 | (\$48,339.52) |

Transaction History without WRAP Dollars

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|----------------|--------------|---------------|
| Beginning Balance | | | | \$978,252.00 | \$529,496.52 | \$448,755.48 |
| Pool Reimbursement History | | | | | | |
| | - | 07/31/2015 | 08/04/2015 | \$1,302.55 | \$798.62 | \$503.93 |
| | - | 08/31/2015 | 09/02/2015 | \$135,258.86 | \$75,349.65 | \$59,909.21 |
| | - | 09/30/2015 | 10/05/2015 | \$129,194.48 | \$72,928.41 | \$56,266.07 |
| | - | 10/31/2015 | 11/02/2015 | \$122,947.92 | \$68,506.85 | \$54,441.07 |
| | - | 11/30/2015 | 12/04/2015 | \$111,461.90 | \$65,357.35 | \$46,104.55 |
| | - | 12/31/2015 | 01/06/2016 | \$137,124.53 | \$80,118.54 | \$57,005.99 |
| | - | 01/31/2016 | 02/10/2016 | \$130,399.98 | \$73,086.67 | \$57,313.31 |
| | - | 02/28/2016 | 03/03/2016 | \$136,492.64 | \$76,717.29 | \$59,775.35 |
| | - | 03/31/2016 | 04/01/2016 | \$127,056.04 | \$70,527.58 | \$56,528.46 |
| | - | 04/30/2016 | 05/04/2016 | \$155,191.90 | \$84,781.92 | \$70,409.98 |
| | - | 05/31/2016 | 06/07/2016 | \$234,278.74 | \$125,170.03 | \$109,108.71 |
| | - | 06/30/2016 | 07/11/2016 | \$190,998.82 | \$103,236.05 | \$87,762.77 |
| Pool Reimbursement Expenditure Totals | | | | \$1,611,708.36 | \$896,578.96 | \$715,129.40 |
| Supplement History | | | | | | |
| | | | 03/03/2016 | \$449,604.00 | \$287,798.00 | \$161,806.00 |
| | | | 05/12/2016 | \$149,867.00 | \$95,932.00 | \$53,935.00 |
| Supplement Totals | | | | \$599,471.00 | \$383,730.00 | \$215,741.00 |
| CSA System Balance (Non-WRAP) | | | | (\$33,985.36) | \$16,647.56 | (\$50,632.92) |

| Transaction History WRAP dollars only | | | | | | |
|---|--------|------------|-------------|--------------------|-------------------|-------------------|
| Match Rate: 0.4587 | Status | Period End | Date Filled | Total Amount | State | Local |
| WRAP Allocation Additions History | | | | | | |
| | | | 08/28/2015 | \$15,478.00 | \$8,377.00 | \$7,100.00 |
| WRAP Allocation Additions Totals | | | | \$15,478.00 | \$8,377.00 | \$7,100.00 |
| Pool Reimbursement History - WRAP only | | | | | | |
| - | | 07/31/2015 | 08/04/2015 | \$0.00 | \$0.00 | \$0.00 |
| - | | 08/31/2015 | 09/02/2015 | \$141.63 | \$76.66 | \$64.97 |
| - | | 09/30/2015 | 10/05/2015 | \$1,161.34 | \$628.63 | \$532.71 |
| - | | 10/31/2015 | 11/02/2015 | \$0.00 | \$0.00 | \$0.00 |
| - | | 11/30/2015 | 12/04/2015 | \$793.16 | \$429.34 | \$363.82 |
| - | | 12/31/2015 | 01/06/2016 | \$991.44 | \$536.67 | \$454.77 |
| - | | 01/31/2016 | 02/10/2016 | \$566.50 | \$306.65 | \$259.85 |
| - | | 02/28/2016 | 03/03/2016 | \$566.50 | \$306.65 | \$259.85 |
| - | | 03/31/2016 | 04/01/2016 | \$1,048.03 | \$567.30 | \$480.73 |
| - | | 04/30/2016 | 05/04/2016 | \$2,500.00 | \$1,353.25 | \$1,146.75 |
| - | | 05/31/2016 | 06/07/2016 | \$2,553.68 | \$1,382.31 | \$1,171.37 |
| - | | 06/30/2016 | 07/11/2016 | \$157.50 | \$85.25 | \$72.25 |
| Pool Reimbursement Expenditure Totals -WRAP only | | | | \$10,479.78 | \$5,672.71 | \$4,807.07 |
| CSA System Balance (WRAP only): | | | | \$4,998.22 | \$2,704.82 | \$2,293.40 |

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Wrap-Around Services for Students with Disabilities
2015-2016

Chart C

| Child | 18 | 29 | 30 | TOTAL SPENT |
|-----------------|------------------|------------|-------------------|----------------|
| Agency Worker | WPS-NREP Clatter | WPS Morris | WPS Morris | |
| JUL | | | | 0.00 |
| AUG | 141.63 | | | 141.63 |
| SEP | 1161.34 | | | 1,161.34 |
| OCT | | | | 0.00 |
| NOV | 793.16 | | | 793.16 |
| DEC | 991.44 | | | 991.44 |
| JAN | 566.50 | | | 566.50 |
| FEB | 566.50 | | | 566.50 |
| MAR | 1048.03 | | | 1,048.03 |
| APR | | 2,500.00 | | 2,500.00 |
| MAY | 1104.68 | | 1,449.00 | 2,553.68 |
| JUN | | | 157.50 | 157.50 |
| TOTAL/ CHILD | 6,373.28 | 2,500.00 | 1,606.50 | 10,479.78 |
| | | | Beginning Balance | 15,478.00 |
| | | | Disbursed | 10,479.78 |
| | | | Encumbered | 2,235.80 |
| | | | Remaining Funds | 2,762.42 |

Non-Mandated Funds
2015-2016

| Child | 24 | 21 | 25 | 26 | 28 | 27 | 31 | 32 | TOTAL SPENT |
|---------------|----------|----------|----------|---------|----------|-------------------|------------|--------------|----------------|
| Agency Worker | WPS Mck | WPS Mck | WDSS Sny | WPS Mck | WPS Mck | WPS Mck | WPS Morris | NW Tritchler | |
| JUL | | | | | | | | | 0.00 |
| AUG | 135.00 | 1,575.00 | | | | | | | 1,710.00 |
| SEP | 405.00 | 1,464.75 | | | | | | | 1,869.75 |
| OCT | 270.00 | | 190.00 | | | | | | 460.00 |
| NOV | | 1,086.75 | | | | | | | 1,086.75 |
| DEC | 270.00 | 2,378.25 | | | | | | | 2,648.25 |
| JAN | | 540.00 | | 295.00 | | | | | 835.00 |
| FEB | | | | | 400.00 | 280.00 | | | 680.00 |
| MAR | | | | | 280.00 | 210.00 | | | 490.00 |
| APR | | | | | 280.00 | | | | 280.00 |
| MAY | | | | | | | 1,254.50 | | 1,254.50 |
| JUN | | | | | 435.00 | | 643.00 | 633.45 | 1,711.45 |
| JUN 1 | | | | | | | | | 0.00 |
| TOTAL | 1,080.00 | 7,044.75 | 190.00 | 295.00 | 1,395.00 | 490.00 | 1,897.50 | 633.45 | 13,025.70 |
| CHILD | | | | | | | | | |
| | | | | | | Beginning Balance | | | 20,162.00 |
| | | | | | | Disbursed | | | 13,025.70 |
| | | | | | | Encumbered | | | 6,668.50 |
| | | | | | | Remaining Funds | | | 467.80 |

CITY OF WINCHESTER
 CSA FUND BALANCE
 CHILDREN'S SERVICE ACT (CSA)

Chart 1

| FUND NAME | REVISED BUDGET | EXPENDITURES | FUND BALANCE | | ENCUMBRANCES | FUND BALANCE | | UNAPPROVED CREDIT AUTHORIZATIONS & POSOS | ADJUSTED FUND BALANCE |
|---|----------------|--------------|--------------|--|--------------|--------------|-----------|--|-----------------------|
| | | | | | | | | | |
| C16 CSA MANDATED 15/16 ASSIST | 5,000.00 | 11,004.09 | (6,004.09) | | 0.00 | (6,004.09) | 0.00 | (6,004.09) | |
| C16 CSA MANDATED 15/16 POS | 1,422,856.00 | 1,591,174.32 | (168,318.32) | | 269,185.06 | (437,503.38) | 7,080.00 | (444,583.38) | |
| C16 CSA NON-MANDATED 15/16 POS | 20,162.00 | 14,909.10 | 5,252.90 | | 4,785.10 | 467.80 | 0.00 | 467.80 | |
| C16 CSA W/A SRVS FOR STUDENTS 15/16 POS | 15,478.00 | 10,479.78 | 4,998.22 | | 2,235.80 | 2,762.42 | 0.00 | 2,762.42 | |
| C17 CSA MANDATED 16/17 POS | 0.00 | 0.00 | 0.00 | | 260,722.75 | (260,722.75) | 26,955.30 | (287,678.05) | |
| C17 CSA NON-MANDATED 16/17 POS | 0.00 | 0.00 | 0.00 | | 741.60 | (741.60) | 0.00 | (741.60) | |
| | 1,463,496.00 | 1,627,567.29 | (164,071.29) | | 537,670.31 | (701,741.60) | 34,035.30 | (735,776.90) | |

JULY FINANCIALS

CSA Pool Reimbursement Request Report Worksheet(Draft)

Chart A

Date: August 3, 2016
 Period Ending: July 2016

Part 1 - Expenditure Description

| | Number of Clients | Gross Total Expenditures | Expenditure Refunds | Net Total Expenditures |
|--|-------------------|--------------------------|---------------------|------------------------|
| 1. Congregate Care/Mandated & Non-Mandated Residential Services | | | | |
| 1a. Foster Care - IV-E Child in Licensed Residential Congregate Care | | | | 0.00 |
| 1b. Foster Care - all other in Licensed Residential Congregate Care | | | 316.17 | -316.17 |
| 1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial | | | | 0.00 |
| 1d. Non-Mandated Services/Residential/Congregate Care | | | | 0.00 |
| 1e. Educational Services - Congregate Care | | | | 0.00 |
| 2. Other Mandated Services | | | | |
| 2a. Treatment Foster Care - IV-E | | | 95.00 | -95.00 |
| 2a.1 Treatment Foster Care | 1 | 672.00 | 205.00 | 467.00 |
| 2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial | | | | 0.00 |
| 2c. Family Foster Care - IV-E; Community Based Services | | | | 0.00 |
| 2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL | 4 | 1,954.00 | 180.46 | 1,773.54 |
| 2f. Community Based Services | 5 | 2,125.00 | | 2,125.00 |
| 2f.1 Community Transition Services | | | | 0.00 |
| 2g. Special Education Private Day Placement | | | | 0.00 |
| 2h. Wrap-Around Services for Students With Disabilities | | | | 0.00 |
| 2i. Psychiatric Hospitals/Crisis Stabilization Units | | | | 0.00 |
| 3. Non-Mandated Services/Community Based | | | | 0.00 |
| 4. Grand Totals: Sum of categories 1 through 3 | 10 | 4,751.00 | 796.63 | 3,954.37 |

Part 2 - Expenditure Refund Description (reported in line 4)

| | |
|--|---------------|
| Vendor Refunds and Payment Cancellations | |
| Parental Co-Payments | |
| Payments made on behalf of the child (SSA, SSI, VA benefits) | 168.00 |
| Child Support Collections through DCSE | 628.63 |
| Pool prior-reported expenditures re-claimed under IV-E | |
| Other (specify) | |
| Total Refunds (must agree with line 4) | 796.63 |

Chart B

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Contact Us

CSA Reports
 Pool Reimbursement
 Reports
 FY17
 Transaction History for
 Winchester - FIPS 840
 Pended Forms are not on this
 report

**Active Pool Report
 Preparers**

| | |
|---------------------------------|----------------|
| Nancy Valentine | (540) 686-4838 |
| Donna Veach | (540) 686-4826 |
| Amber Johnson | (540) 686-4823 |
| Karen Farrell | (540) 686-4832 |

Transaction History

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|----------------|--------------|--------------|
| Beginning Balance | | | | \$1,197,066.00 | \$647,933.72 | \$549,132.28 |
| Pool Reimbursement History | | | | | | |
| Pool Reimbursement Expenditure Totals | | | | \$0.00 | \$0.00 | \$0.00 |
| Supplement History | | | | | | |
| Supplement Totals | | | | \$0.00 | \$0.00 | \$0.00 |
| CSA System Balance | | | | \$1,197,066.00 | \$647,933.72 | \$549,132.28 |

Transaction History without WRAP Dollars

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|----------------|--------------|--------------|
| Beginning Balance | | | | \$1,180,385.00 | \$638,904.67 | \$541,480.33 |
| Pool Reimbursement History | | | | | | |
| Pool Reimbursement Expenditure Totals | | | | \$0.00 | \$0.00 | \$0.00 |
| Supplement History | | | | | | |
| Supplement Totals | | | | \$0.00 | \$0.00 | \$0.00 |
| CSA System Balance (Non-WRAP) | | | | \$1,180,385.00 | \$638,904.67 | \$541,480.33 |

Transaction History WRAP dollars only

| Match Rate: 0.4587 | Status | Period End | Date Filed | Total Amount | State | Local |
|--|--------|------------|------------|--------------------|-------------------|-------------------|
| WRAP Allocation Additions History | | | | | | |
| | | | 08/01/2016 | \$16,681.00 | \$9,029.00 | \$7,651.00 |
| WRAP Allocation Additions Totals | | | | \$16,681.00 | \$9,029.00 | \$7,651.00 |
| Pool Reimbursement History - WRAP only | | | | | | |
| Pool Reimbursement Expenditure Totals - WRAP only | | | | \$0.00 | \$0.00 | \$0.00 |
| CSA System Balance (WRAP only): | | | | \$16,681.00 | \$9,029.04 | \$7,651.96 |

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Wrap-Around Services for Students with Disabilities
2015-2016

Chart C

| Child | 30 | | | TOTAL SPENT |
|-----------------|------------|-------------------|--|----------------|
| Agency Worker | WPS Morris | | | |
| JUL | 0 | | | 0.00 |
| AUG | | | | |
| SEP | | | | |
| OCT | | | | |
| NOV | | | | |
| DEC | | | | |
| JAN | | | | |
| FEB | | | | |
| MAR | | | | |
| APR | | | | |
| MAY | | | | |
| JUN | | | | |
| TOTAL/ CHILD | | | | |
| | | Beginning Balance | | 16,681.00 |
| | | Disbursed | | 0.00 |
| | | Encumbered | | 2,239.26 |
| | | Remaining Funds | | 14,441.74 |

Non-Mandated Funds
2015-2016

Chart D

| Child | 21 | 28 | 31 | 32 | TOTAL SPENT |
|-----------------|-----|-----|--------|----------|-------------------|
| Agency | WPS | WPS | WPS | NW | |
| Worker | Mck | Mck | Morris | Trichler | |
| JUL | | | | | 0.00 |
| AUG | | | | | 0.00 |
| SEP | | | | | 0.00 |
| OCT | | | | | 0.00 |
| NOV | | | | | 0.00 |
| DEC | | | | | 0.00 |
| JAN | | | | | 0.00 |
| FEB | | | | | 0.00 |
| MAR | | | | | 0.00 |
| APR | | | | | 0.00 |
| MAY | | | | | 0.00 |
| JUN | | | | | 0.00 |
| JUN 1 | | | | | 0.00 |
| TOTAL/ CHILD | | | | | 0.00 |
| | | | | | Beginning Balance |
| | | | | | 20,162.00 |
| | | | | | Disbursed |
| | | | | | 0.00 |
| | | | | | Encumbered |
| | | | | | 4,816.76 |
| | | | | | Remaining Funds |
| | | | | | 15,345.24 |

CITY OF WINCHESTER
 CSA FUND BALANCE
 CHILDREN'S SERVICE ACT (CSA)

Chart F

| FUND NAME | ORIGINAL BUDGET | BUDGET REVISIONS | REVISED BUDGET | EXPENDITURES | FUND BALANCE | ENCUMBRANCES | FUND BALANCE |
|---|-----------------|------------------|----------------|--------------|--------------|--------------|--------------|
| C16 CSA MANDATED 15/16 ASSIST | 5,000.00 | 6,722.00 | 11,722.00 | 11,508.09 | 213.91 | 0.00 | 213.91 |
| C16 CSA MANDATED 15/16 POS | 973,252.00 | 839,471.00 | 1,812,723.00 | 1,752,871.98 | 59,851.02 | 35,902.98 | 23,948.04 |
| C16 CSA NON-MANDATED 15/16 POS | 20,162.00 | 0.00 | 20,162.00 | 16,828.65 | 3,333.35 | 720.00 | 2,613.35 |
| C16 CSA W/A SRVS FOR STUDENTS 15/16 POS | 15,478.00 | 0.00 | 15,478.00 | 10,889.28 | 4,588.72 | 0.00 | 4,588.72 |
| C17 CSA MANDATED 16/17 ASSIST | 10,000.00 | 0.00 | 10,000.00 | 1,104.00 | 8,896.00 | 0.00 | 8,896.00 |
| C17 CSA MANDATED 16/17 POS | 1,170,385.00 | 0.00 | 1,170,385.00 | 2,975.00 | 1,167,410.00 | 795,490.06 | 371,919.94 |
| C17 CSA NON-MANDATED 16/17 POS | 20,162.00 | 0.00 | 20,162.00 | 0.00 | 20,162.00 | 4,816.76 | 15,345.24 |
| C17 CSA W/A SRVS FOR STUDENTS 16/17 POS | 16,681.00 | 0.00 | 16,681.00 | 0.00 | 16,681.00 | 2,239.26 | 14,441.74 |
| | 2,231,120.00 | 846,193.00 | 3,077,313.00 | 1,796,177.00 | 1,281,136.00 | 839,169.06 | 441,966.94 |

AUGUST ATTACHMENTS



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

Administrative Memo # 16-05

To: CSA Fiscal Agents
CSA Report Preparers

From: Chuck Savage, OCS Business Manager
Preetha Agrawal, OCS IT Director

Re: FY2017 CSA Pool Fund Expenditure Reporting

Date: June 14, 2016

With the approach of the 2017 CSA program year (begins July 1, 2016), all local governments should be familiar with the changes to the expenditure reporting system. This new expenditure reporting system, called the **CSA Local Expenditure, Data and Reimbursement System (LEDRS)** combines the existing CSA Data Set, pool fund expenditure report and quarterly expenditure file submissions into a single reporting file. Should you not be familiar with the LEDRS reporting system, you are strongly encouraged to visit Administrative Memo 15-08:

<http://www.csa.virginia.gov/html/pdf/AdminMemo15-08%20final.pdf>

Accompanying Administrative Memo 15-08 is a power point presentation providing additional details pertaining to LEDRS: **Presentation Slides - LEDRS: The future of CSA Data Reporting**

General Guidance for FY2017 Expenditure Reporting

The following are general guidelines/procedures for LEDRS filing and submission of FY2017 Pool Fund expenditure reports:

1. LEDRS reporting is effective with the 2017 Program Year (services between July 1, 2016 through June 30, 2017). The initial LEDRS file is available for reporting effective August 1, 2016 (for July 2016 expenditure reporting).
2. In accordance with State Executive Council reporting requirements, LEDRS expenditure files may be filed monthly but must be submitted at least quarterly. This is no change to existing reporting frequency requirements.

3. LEDRS files will be uploaded from a new section in the “CSA Pool Reimbursement Request Reports” section that will be located in the Local Government Reporting section on the CSA website. File transfers can only be performed by established locality “Report Preparers.” Again, this is no change from the current filing of a pool fund report. Local fiscal agents cannot upload LEDRS expenditure files. Each month will contain a unique file name to identify the locality/month submitted.
4. Once the Report Preparer has uploaded the file, the data will be validated and if correct, a pool fund expenditure report will be returned for the report preparer to view. The report preparer should ensure all expenditure and refund amounts match reporting from their local proprietary reporting systems and are reported in the correct expenditure category.
 - a. If all expenditure information is correct, submit the file. This action will prompt the July 31, 2016 Pool Fund Expenditure Report (the initial available report for FY2017) to engage.
 - i. Open the July 31, 2016 Pool Fund Expenditure report under Local Government Reporting, enter the LEDRS expenditure information and submit to the local fiscal agent for approval. No change to existing reporting.
 - ii. The fiscal agent then approves the report for state share reimbursement as is the current practice.
 - b. After a successful file validation, verification and submission, if expenditures are in an incorrect row, (i.e., all validations passed but it was identified that an expenditure is reported on an incorrect row) contact CSA IT support (csa.itsupport@csa.virginia.gov) to have the file deleted. The LEDRS file will need to be re-created and submitted. Once corrected, follow guidance in 4.a above.
 - c. If file contains validation errors, an error report will be displayed on the screen when uploading. The report preparer must correct the errors and resubmit the file. Once correct, follow guidance in 4.a above.

Summary

- LEDRS filing begins with the 2017 program year reporting (July 2016). The first LEDRS file can be uploaded effective August 1, 2016 and no later than for the period ending September 30, 2016.
- LEDRS files can be submitted at the same frequency as current Pool Fund Expenditure reporting.
- A LEDRS file must be submitted in or to obtain access to a monthly Pool Fund Expenditure report.
- Localities must ensure expenditure totals from the LEDRS file are in agreement with their local proprietary system and the LEDRS report.
- Localities must file a Pool Fund Expenditure report, with fiscal agent approval, in order to receive state share reimbursement. The CSA Pool Fund Expenditure reporting system is considered the system of record.

The Office of Children’s Services will be hosting webinars on LEDRS during July 2016. Any questions pertaining to the LEDRS filing should be directed to Preetha Agrawal at: preetha.agrawal@csa.virginia.gov or (804) 662-9814.

BROADCAST 9675

DATE: April 13, 2016

TO: Local Department of Social Services Directors, Foster Care Supervisors, and workers; CSA Coordinators; CPMT chairs

FROM: Carl E. Ayers, Director, Division of Family Services
Scott Reiner, Interim Director, Office of Children's Services
Em Parente, Foster Care Program Manager
Traci B. Jones, Adoption Program Manager

SUBJECT: Update regarding Fostering Futures

CONTACT(S): Permanency Consultants:
Piedmont: Dawn Caldwell, (540) 04-9638; dawn.caldwell@dss.virginia.gov
Northern: Tammy Curl, (540)347-6334; tammy.d.curl@dss.virginia.gov
Western: Tammy Francisco, (276)676-5487;
tammy.francisco@dss.virginia.gov
Eastern: the Permanency Consultant providing coverage for the LDSS
Central: Lisa Tully, (804)662-9791; lisa.tully@dss.virginia.gov

Office of Children's Services:
Carol Wilson, Program Consultant, Children's Services Act (804) 662-9817;
carol.wilson@csa.virginia.gov

The purpose of this broadcast is to provide initial information regarding the implementation of the Fostering Futures program. The budget which the General Assembly submitted to Governor McAuliffe included language authorizing the Virginia Department of Social Services (VDSS) to implement Fostering Futures, Virginia's extension of foster care services and adoption assistance to 21, beginning July 1, 2016. Fostering Futures also allows eligible youth who were adopted after 16 years of age and who turn 18 years of age on or after July 1, 2016 to continue adoption assistance until 21 years of age. As the Governor has previously indicated support for the program, VDSS feels confident that the final version of the budget which will be signed by Governor McAuliffe will also contain this authorization.

Therefore, VDSS is in the process of developing guidance for local department of social services (LDSS) which will be made available in June. Additionally, VDSS plans to offer transmittal training for the Fostering Futures program through webinars beginning in June. The webinar content will later be made available as an e-learning so that the information presented will continue to be available as needed.

In advance of the Fostering Futures program becoming effective on July 1, 2016, VDSS and the Office of Children's Services are sharing the following information about the program.

The Fostering Futures Program will be available to those youth in foster care (or who were in foster care prior to being committed to DJJ) who turn 18 on and after July 1, 2016.

Youth who have turned 18 or will turn 18 prior to July 1, 2016 will not be eligible for participation in the Fostering Futures program. As a result, there will be two programs in effect in Virginia for youth over 18 for the next three years, at which point all youth being served will be in the Fostering Futures program. There are no changes for youth ages 18 to 21 who are currently receiving Independent Living (IL) services and will continue to receive only those IL services.

The following information applies **ONLY** to those youth who turn 18 on or after July 1, 2016, making them eligible for the Fostering Futures program:

1) Foster care placements are allowable under this program; however, group home and residential programs **are not** permissible placements under Fostering Futures. Although participants will be eligible for maintenance payments and foster care placements, budget language expressly prohibits placement in group homes and residential programs. The exception for youth who are turning 18 but on track to graduate from high school before turning 19 will remain in effect for group homes and residential placements. However, as soon as the youth graduates or it becomes clear that he or she will not graduate before turning 19, the youth must transition immediately into another type of placement.

2) In order continue to be eligible for maintenance payments through Fostering Futures, participants are required to be:

- A. enrolled in a high school or equivalency program;
- B. enrolled in a college or post-secondary education vocational program;
- C. participating in a program or activity designed to promote or remove barriers to employment;
- D. working at least 80 hours a month; or,
- E. medically incapable of engaging in any of the above activities.

Fostering Futures was designed to provide a safety-net for youth aging out of foster care. These requirements are intended to permit flexibility and to afford every youth the opportunity to continue to qualify. The goal is to support these youth in the critical period between 18 and 21 to make gains in the areas of education and employment, so that they are better able to be self-sufficient when they exit foster care at 21.

3) In order to maximize federal title IV-E funding for the program, all youth (except those in group homes or residential programs who are on track to graduate before turning 19) will need to voluntarily "sign themselves into" foster care. The Voluntary Continuing Services and Support Agreement will then be approved in the Juvenile and Domestic Relations Court. The order resulting from this hearing will indicate that the youth has begun a new foster care episode, and a new IV-E determination, based only on the youth's income, can be made. It is anticipated that a very high percentage of youth entering the Fostering Futures program will be found eligible for IV-E. No further court hearings are required, although the Judge may choose to schedule them. Additionally, there will be no further reviews or redetermination of IV-E required as long as the youth does not exit the program.

4) For those youth who continue to reside in foster homes, the basic and enhanced maintenance payment will continue to be made to the foster parents. Youth may also

choose to reside in an Independent Living (IL) Arrangement. They will have great flexibility around determining the nature of the IL arrangement. There are no restrictions regarding with whom the youth lives (including on his/her own, boyfriend/girlfriend, birth parents, or other relatives). The goal is to reduce barriers to youth participation and to increase opportunities for youth to have learning experiences, without risking the total loss of the safety-net provided by the program.

In an IL Arrangement, the basic maintenance payment (which will replace the current Independent Living stipend for Fostering Futures eligible youth) can be paid directly to the youth, or with the youth's permission, a portion can be paid directly to the landlord. All youth will continue to be eligible for the supplemental clothing allowance and maintenance for the youth's minor child.

5) Once in the Fostering Futures program, youth can exit and re-enter without restriction. The Fostering Futures program is designed to reduce barriers to participation, and to respond to the age appropriate desire of 18 to 21 years olds to have more independence than they might be prepared to manage. Until they turn 21, all youth who turn 18 on or after July 1, 2016 remain eligible to re-enter Fostering Futures.

6) Youth served by Fostering Futures are eligible and "mandated" for maintenance and community-based services under the Children's Services Act (CSA) and current local processes for referral to the Family Assessment and Planning Team for non-title IV-E maintenance and/or services apply.

7) The Fostering Futures Program extension of adoption assistance will be available to eligible youth who were adopted after 16 years of age and who turn 18 on or after July 1, 2016, to continue adoption assistance until turning 21. Adopted youth have to meet the same eligibility criteria as identified for extension of foster care services. This method will be secondary to the extension of adoption assistance for youth due to special needs and will be incorporated into the process for determining conditions that warrant extension of adoption assistance prior to an adopted youth turning 18 years of age beginning July 1, 2016.

This information is intended to provide the LDSS and CSA coordinators with the information required to begin preparing youth who will be turning 18 in the next year for transition into the Fostering Futures program. All youth in foster care (or who were in foster care prior to being committed to DJJ) who turn 18 on and after July 1, 2016 will be transitioned into the Fostering Futures program. The LDSS shall offer services and supports to provide the youth with every opportunity to take advantage of the Fostering Futures program in order to increase the likelihood that former foster care youth will become successful, productive and positive contributors to society in adulthood.

Farrell, Karen (VDSS)

From: Reiner, Scott (CSA)
Sent: Monday, June 27, 2016 8:35 AM
To: Reiner, Scott (CSA)
Cc: All OCS Employees
Subject: Visits to Your CPMTs

Good morning,

As I settle into my role as the Executive Director at OCS, I'd like to make a priority of getting out and visiting with CPMTs around the state. The purpose of these visits is to meet CSA stakeholders, hear from you about what's going well and how my office can be a better partner as we work toward our shared goals of an effective system of care. Of course, as there are 130 CPMTs, it will take some time to get to everyone who might want me to visit. I would appreciate if you would let me know of your interest in my visiting and sharing the regularly scheduled meeting times for your CPMT (I don't wish to have you convene any additional meetings). I will then try to begin scheduling these trips and coordinate with you as I do.

I look forward to hearing from you and to (hopefully) seeing you in the near future.

Scott

Scott Reiner, Executive Director
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Farrell, Karen (VDSS)

From: Mucha, Marsha (CSA)
Sent: Thursday, June 23, 2016 2:48 PM
To: Mucha, Marsha (CSA)
Cc: Agrawal, Preetha (CSA); Antell, Anna (CSA); Bacote, Stephanie (CSA); Banerjee, Tania (CSA); Schabo, Kristi (CSA); Larkin, Annette (CSA); Potts, Juan (CSA); Reiner, Scott (CSA); Savage, Charles (CSA); Thankaswamy, Kavin (CSA); Wilson, Carol (CSA)
Subject: Guidance on Parental Contributions in Out of Home Placements

The Office of Children's Services has recently been asked to clarify which services are subject to parental contributions for children placed in out-of-home placements under a CSA Parental Agreement (if the locality has chosen not to utilize Child Support as the mechanism for assessing/collecting that contribution). Guidance from the Office of the Attorney General is that no parental contribution may be assessed against any services funded by Medicaid or educational services required under an IEP.

This clarification will be included in the update to the CSA User Guide to be issued on or shortly after July 1, 2016.

I hope this provides sufficient clarification.

Scott

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