

**CPMT PACKET**

**12/10/2015**

# Winchester CPMT Agenda

December 10, 2015, 2:00pm

WDSS, 24 Baker St

Winchester, VA 22601

## Approve Minutes from 11/12/15

## Announcements

### Financial Report

- a. Review of November 2015 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. FAPT Documentation

### New Business

- a. Wrap Re-allocation
- b. CSA payment for FTM Attendance

### 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 January 14, 2016 at 2:00 at WDSS Boardroom

**NOVEMBER MINUTES WITH  
OCTOBER FINANCIALS**

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, November 12, 2015  
 2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
 Kelly Bober, Child Advocacy Center  
 Amber Dopkowski, Winchester Dept. Social Services  
 Mark Gleason, Northwestern Community Services Board  
 Sarah Kish, Winchester Public Schools  
 Peter Roussos, Dept. of Juvenile Justice

**Others Present:**

Mike Ellwell, Northwestern Community Services Board  
 Karen Farrell, Winchester CSA Coordinator  
 Connie P. Greer, Winchester Dept. of Social Services

**MEMBERS/OTHERS NOT PRESENT**

Eden Freeman, City of Winchester  
 Dr. Charles Devine, Winchester/Frederick Health  
 Department  
 Lyda Kiser, Parent Representative  
 Paul Scardino, National Counseling Group

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve the minutes from October 8, 2015, CPMT Meeting
- 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
- Motion to Certify Compliance by Roll Call Vote Move that the members of the Winchester 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, as presented
- Motion to adjourn CPMT Meeting

**Action:**

- 1<sup>st</sup>: Ms. Dopkowski
- 2<sup>nd</sup>: Mr. Roussos
- 1<sup>st</sup>: Ms. Dopkowski
- 2<sup>nd</sup>: Mr. Roussos
- 1<sup>st</sup>: Ms. Dopkowski
- 2<sup>nd</sup>: Mr. Roussos
- 1<sup>st</sup>: Mr. Roussos i
- 2<sup>nd</sup>: Ms. Dopkowsk
- 1<sup>st</sup>: Mr. Roussos
- 2<sup>nd</sup>: Ms. Bober
- 1<sup>st</sup>: Mr. Roussos
- 2<sup>nd</sup>: Ms. Bober

**Status:**

- Approved
- 1 Abstention
- Approved
- Unanimously

Item	Discussion	Action
<b>Call to Order/Modifications to the Agenda</b>	The meeting was opened by Chair, Mark Gleason at 2:00 pm	
<b>Approval of Minutes</b>		On Motion by Ms. Dopkowski and seconded by Mr. Roussos, the Minutes from the October 8, 2015

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, November 12, 2015  
 2:00 p.m.

Item	Discussion	Action
		CPMT meeting were approved. Motion to approve the minutes passed unanimously.
<b>Announcements</b>		<p>Mr. Gleason introduced Mike Ellwell, new Executive Director of Northwestern Community Services Board.</p> <p>Ms. Bober reported the Winchester Child Advocacy Center received its national accreditation. They are planning a community reception in January 2016. More information to come.</p> <p>There will be an adoption awareness reception this evening at 5 p.m.</p> <p>Mr. Roussos reported there is a new position opening at Department of Juvenile Detention.</p>
<b>Financial Report</b>	<p>The Financial Report was distributed and included expenditures for October, 2015.</p> <p>Report: October, 2015          Gross Expenditures: \$124,338.77          Expenditure Refunds: \$1,390.85          Net Expenditures: \$122,947.92          Local Dollars: \$54,441.07          Regular Medicaid Payments to Providers: \$115,579.76          Local Match: \$33,135.27</p> <p>Wrap Dollars Funds Beginning Balance: \$15,478.00          Encumbered: \$5,041.91          Disbursed: \$1,302.97          Remaining Funds: \$9,133.12</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00          Encumbered: \$9,026.75          Disbursed: \$4,039.75          Remaining Funds: \$7,095.50</p>	Ms. Farrell reviewed the report.

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, November 12, 2015  
 2:00 p.m.

Item	Discussion	Action
	Unduplicated CSA Case Count: 75 Average Spent per Child: \$5,220.02	
<b>Old Business:</b>  <b>a. Strategic Planning Report- Assignment of Work Committees</b>	<b>Strategic Planning &amp; Assignment of Work Committees</b>  1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser)  2. Data-Driven Accountability and Service Provision (Scardino, Bober)	1. No report; table to January 2016  2. The software provider for the purchase of services program has incorporated the City purchase of services language into the existing purchase of services document. The CSA Coordinator will begin using the new version of the purchase of services order with the next software update in January, 2016.
<b>New Business:</b>  <b>a. Recommendations for the State Executive Council for Children's Services Work Group.</b>  <b>b. FAPT Documentation</b>	Ms. Farrell reviewed the recommendations, attached.  Ms. Farrell presented proposal to streamline FAPT paper usage by using the Smart Board to present cases to FAPT. Ms. Farrell stated this would mean that certain CSA required documentation would have to be provided to CSA Coordinator, by the case workers, at least the day before FAPT. The documentation includes the FAPT Referral form, the FAPT Budget Request Form, and the Family Services Plan.	No CPMT action required.  CPMT members will talk with their front-line caseworkers to determine the feasibility of getting the documentation to the CSA coordinators in advance. Further discussion about this in December.

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, November 12, 2015  
 2:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Motion to Convene in Executive Session</b>	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.	Mr. Gleason asked that the meeting move into Executive Session. On motion by Ms. Dopkowski, seconded by Mr. Roussos, the meeting moved into Executive Session.
<b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b>		Motion to come out of Executive Session by Ms. Dopkowski and seconded by Mr. Roussos. Approved unanimously.
<b>Motion to Certify Compliance by Roll Call Vote</b>	Move that the members of the Winchester 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 Certify Compliance by Roll Call Vote was made by Mr. Roussos, seconded by Ms. Dopkowski, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as accepted or amended.	All cases were approved, on motion by Mr. Roussos, seconded by Ms. Dopkowski. Motion was approved unanimously.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, December 10, 2015 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. Bober.

Attachments: Minutes of October 8, 2015 w/attachments  
 October 2015 Financials  
 Recommendations for the State Executive Council for Children's Services Work Group approved  
 October 13, 2015

Transcribed by CG

**CSA Pool Reimbursement Request Report Worksheet**

Date: October 27, 2015

Period Ending: October, 2015

Chart A

**Part 1 - Expenditure Description**

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
<b>1. Congregate Care/Mandated &amp; Non-Mandated Residential Services</b>				
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		0.00	300.00	-300.00
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	3	22,929.30		22,929.30
1d. Non-Mandated Services/Residential/Congregate Care		0.00		0.00
1e. Educational Services - Congregate Care	4	22,546.61		22,546.61
<b>2. Other Mandated Services</b>				
2a. Treatment Foster Care - IV-E	11	35,688.30	100.00	35,588.30
2a.1 Treatment Foster Care	5	15,692.20		15,692.20
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	4,304.00		4,304.00
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	3	2,831.15	990.85	1,840.30
2f. Community Based Services	28	15,082.14		15,082.14
2f.1 Community Transition Services		0.00		0.00
2g. Special Education Private Day Placement	2	4,805.07		4,805.07
2h. Wrap-Around Services for Students With Disabilities		0.00		0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00		0.00
3. Non-Mandated Services/Community Based	2	460.00		460.00
<b>4. Grand Totals: Sum of categories 1 through 3</b>	<b>65</b>	<b>124,338.77</b>	<b>1,390.85</b>	<b>122,947.92</b>

**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)	833.00
Child Support Collections through DCSE	557.85
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
<b>Total Refunds (must agree with line 4)</b>	<b>1,390.85</b>

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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
<b>Beginning Balance</b>				\$993,730.00	\$537,874.05	\$455,855.95
<b>Pool Reimbursement History</b>						
	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
	5	10/31/2015	11/02/2015	\$122,947.92	\$68,506.85	\$54,441.07
<b>Pool Reimbursement Expenditure Totals</b>				\$390,006.78	\$218,288.82	\$171,717.96
<b>Supplement History</b>						
<b>Supplement Totals</b>				\$0.00	\$0.00	\$0.00
<b>CSA System Balance</b>				\$603,723.22	\$319,585.23	\$284,137.99

**Transaction History without WRAP Dollars**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$978,252.00	\$529,496.52	\$448,755.48
<b>Pool Reimbursement History</b>						
	-	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
<b>Pool Reimbursement Expenditure Totals</b>				\$388,703.81	\$217,583.53	\$171,120.28
<b>Supplement History</b>						
<b>Supplement Totals</b>				\$0.00	\$0.00	\$0.00
<b>CSA System Balance (Non-WRAP):</b>				\$589,548.19	\$311,912.99	\$277,635.20

**Transaction History WRAP dollars only**

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

<b>Pool Reimbursement History - WRAP only</b>						
-	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	
<b>Pool Reimbursement Expenditure Totals -WRAP only</b>			<b>\$1,302.97</b>	<b>\$705.29</b>	<b>\$597.68</b>	
<b>CSA System Balance (WRAP only):</b>			<b>\$14,175.03</b>	<b>\$7,672.24</b>	<b>\$6,502.79</b>	

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

Chart F

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE		ENCUMBRANCES	FUND BALANCE		UNAPPROVED CREDIT AUTHORIZATIONS & POSOS		ADJUSTED FUND BALANCE
16 CSA MANDATED 15/16 ASSIST	5,000.00	4,290.55	709.45	0.00	709.45	0.00	0.00	709.45		709.45
16 CSA MANDATED 15/16 POS	973,252.00	397,475.28	575,776.72	577,992.59	(2,215.87)	11,399.00	(13,614.87)			
16 CSA NON-MANDATED 15/16 POS	20,162.00	5,126.50	15,035.50	7,940.00	7,095.50	0.00	7,095.50			7,095.50
16 CSA W/A SRVS FOR STUDENTS 15/16 POS	15,478.00	2,096.13	13,381.87	4,248.75	9,133.12	0.00	9,133.12			9,133.12
	1,013,892.00	408,988.46	604,903.54	590,181.34	14,722.20	11,399.00	3,323.20			

# **NOVEMBER FINANCIALS**

**CSA Pool Reimbursement Request Report Worksheet**

Chart A

Date: November 30, 2015

Period Ending: November, 2015

**Part 1 - Expenditure Description**

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
<b>1. Congregate Care/Mandated &amp; Non-Mandated Residential Services</b>				
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care	0	0.00		0.00
1b. Foster Care - all other in Licensed Residential Congregate Care	0	0.00	10.48	-10.48
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	3	23,693.61		23,693.61
1d. Non-Mandated Services/Residential/Congregate Care	0	0.00		0.00
1e. Educational Services - Congregate Care	3	24,511.22		24,511.22

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
<b>2. Other Mandated Services</b>				
2a. Treatment Foster Care - IV-E	10	18,656.90		18,656.90
2a.1 Treatment Foster Care	1	265.20	238.00	27.20
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial	0	0.00		0.00
2c. Family Foster Care - IV-E; Community Based Services	9	8,618.40		8,618.40
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	5	1,958.55	822.31	1,136.24
2f. Community Based Services	35	24,712.52	665.00	24,047.52
2f.1 Community Transition Services	0	0.00		0.00
2g. Special Education Private Day Placement	2	9,694.54		9,694.54
2h. Wrap-Around Services for Students With Disabilities	1	793.16		793.16
2i. Psychiatric Hospitals/Crisis Stabilization Units	0	0.00		0.00
3. Non-Mandated Services/Community Based	1	1,086.75		1,086.75
<b>4. Grand Totals: Sum of categories 1 through 3</b>	<b>70</b>	<b>113,990.85</b>	<b>1,735.79</b>	<b>112,255.06</b>

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

Vendor Refunds and Payment Cancellations	541.00
Parental Co-Payments	
Payments made on behalf of the child (SSA, SSI, VA benefits)	833.00
Child Support Collections through DCSE	361.79
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
<b>Total Refunds (must agree with line 4)</b>	<b>1,735.79</b>

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Chart B

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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
<b>Beginning Balance</b>				\$993,730.00	\$537,874.05	\$455,855.95
<b>Pool Reimbursement History</b>						
	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
	1	11/30/2015	12/04/2015	\$112,255.06	\$65,786.69	\$46,468.37
<b>Pool Reimbursement Expenditure Totals</b>				\$502,281.84	\$284,075.51	\$218,186.33
<b>Supplement History</b>						
<b>Supplement Totals</b>				\$0.00	\$0.00	\$0.00
<b>CSA System Balance</b>				\$491,468.16	\$253,798.54	\$237,669.62

Transaction History without WRAP Dollars

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$978,262.00	\$529,496.52	\$448,765.48
<b>Pool Reimbursement History</b>						
	-	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
	-	08/31/2015	09/02/2015	\$135,258.86	\$75,348.65	\$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
<b>Pool Reimbursement Expenditure Totals</b>				\$500,165.71	\$282,940.88	\$217,224.83
<b>Supplement History</b>						
<b>Supplement Totals</b>				\$0.00	\$0.00	\$0.00
<b>CSA System Balance (Non-WRAP):</b>				\$478,086.29	\$246,556.64	\$231,530.65

Transaction History WRAP dollars only

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>WRAP Allocation Additions History</b>						
			08/28/2015	\$15,478.00	\$8,377.00	\$7,100.00
<b>WRAP Allocation Additions Totals</b>				\$15,478.00	\$8,377.00	\$7,100.00
<b>Pool Reimbursement History - WRAP only</b>						
	-	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
<b>Pool Reimbursement Expenditure Totals -WRAP only</b>				\$2,096.13	\$1,134.63	\$961.50
<b>CSA System Balance (WRAP only):</b>				\$13,381.87	\$7,242.80	\$6,138.97

The Office of Children's Services, 2015  
 1500 Curtis Road East, Ste 127, Richmond, VA 23209  
 Phone: (804) 686-4816 Fax: (804) 686-4831

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Wrap-Around Services for Students with Disabilities  
2015-2016

Chart C

Child	18			TOTAL SPENT
Agency	WPS-NREP			
Worker	Clatter			
JUL				0.00
AUG	141.63			141.63
SEP	1161.34			1,161.34
OCT				0.00
NOV	793.16			793.16
DEC				0.00
JAN				0.00
FEB				0.00
MAR				0.00
APR				0.00
MAY				0.00
JUN				0.00
TOTAL/ CHILD	2,096.13	0.00	0.00	2,096.13
			Beginning Balance	<b>15,478.00</b>
			Disbursed	2,096.13
			Encumbered	2,124.44
			Remaining Funds	<b>11,257.43</b>





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

Chart F

FUND NAME	ORIGINAL	BUDGET	REVISED	EXPENDITURES	FUND	ENCUMBRANCES	FUND
	BUDGET	REVISIONS	BUDGET		BALANCE		BALANCE
C16 CSA MANDATED 15/16 ASSIST	5,000.00	0.00	5,000.00	4,691.35	308.65	0.00	308.65
C16 CSA MANDATED 15/16 POS	973,252.00	0.00	973,252.00	523,398.81	449,853.19	499,899.53	(50,046.34)
C16 CSA NON-MANDATED 15/16 POS	20,162.00	0.00	20,162.00	6,546.25	13,615.75	6,895.00	6,720.75
C16 CSA W/A SRVS FOR STUDENTS 15/16 POS	15,478.00	0.00	15,478.00	2,521.07	12,956.93	1,699.50	11,257.43
	1,013,892.00	0.00	1,013,892.00	537,157.48	476,734.52	508,494.03	(31,759.51)

# **DECEMBER ATTACHMENTS**



# COMMONWEALTH of VIRGINIA

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

**To:** CPMT Chairs  
Local Fiscal Agents  
CSA Coordinators

**From:** Charles Savage, Business Manager

**Date:** November 30, 2015

**Subject:** WRAP Services for Students with Disabilities  
Re-allocation of FY2016 Allocation

Administrative Memo #15-02, dated May 21, 2015, initiated the FY2016 allocations for the CSA expenditure category Wrap Services for Students with Disabilities. Ninety-two (92) localities submitted requests for allocation and received initial allocations for FY2016. The purpose of this memo is two-fold:

1. To request the 92 localities receiving original allocation to review their current spending and inform the state office of any available allocation that may be re-distributed to other localities requiring WRAP funding.
2. To allow any locality to request WRAP funding should spending needs merit

Please adhere to the following guidelines:

### Localities That Received Initial FY2016 WRAP Allocation

The attached schedule provides the status of the locality FY2016 WRAP allocation spending reported through the CSA Pool Fund Reimbursement system as of November 23, 2015. The report also provides the remaining un-spent balance (column labeled Total WRAP left; shaded) as of November 23, 2015.

Please email the AMOUNT OF THE REMAINING TOTAL WRAP LEFT BALANCE that your locality *does not intend to spend* by the end of the program year (June 30, 2016) if applicable. Email this information to Chuck Savage, CSA Business Manager [Charles.savage@csa.virginia.gov](mailto:Charles.savage@csa.virginia.gov) containing the following language in your email reply:

"FIPS xxx (name of city/county) does not intend to spend \$x,xxx of the initial FY2016 WRAP allocation"

**Localities Requesting Initial or Localities Requesting Additional WRAP Allocation**

Localities that did not initially request WRAP funding or localities that have encumbered all of the WRAP allocation may submit a request to receive additional funding. Localities that are **requesting WRAP funds for the first time in FY2016** must submit the attached "Intent to Utilize Funds" form and indicate the total amount that your locality intends to spend during the FY2016 program year.

Localities that are **requesting additional funds to their initial allocation** must submit the total amount that the locality intends to spend in FY2016. Those localities may send an email with the statement: "FIPS xxx (name of city/county) projects spending a total of \$x,xxx for WRAP services by June 30, 2016.

All requests must be submitted via email to Chuck Savage, CSA Business Manager, at: **Charles.savage@csa.virginia.gov**.

In order for our office to re-allocate funds, please submit all required information by 5PM on Thursday, January 21, 2016. Note: as WRAP funding is earmarked at \$2.2M general funding in the Appropriation Act, actual re-allocation amounts will be prorated based on available funds versus funding requests.

Questions may be directed to Chuck Savage at (804) 662-9818 or via email.

**Intent to Utilize Funds for Wrap Around Services for Students with Disabilities**

Fiscal Year 2016

Locality:

We intend to utilize funds in the service category "Wrap Around Services for Students with Disabilities" and request that the preliminary allocation be made available for use effective with the first quarter of Fiscal Year 2016.

Projected Outcome(s) for youth provided "SPED Wrap Around Services":

Measure(s) of outcome(s):

Anticipated FY2016 Expenditures: \$

Fiscal Agent Signature:

Date: