



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### ADMINISTRATIVE MEMORANDUM #21-03

**To:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents  
CSA Report Preparers

**From:** Preetha Agrawal, Information Technology Director  
Kristy Wharton, Business and Finance Manager

**Date:** February 26, 2021

**Subject:** Automation of Additional CSA SPED WRAP Allocation Request Process

Beginning with Fiscal Year 2021 (the current year) there are a few significant changes in our process for requesting an additional Special Education Wraparound funding (WRAP) allocation. These changes are as follows:

- 1. The local CSA Report Preparer will initiate the additional WRAP allocation request process from the Report Preparer Module** in the Local Government Reporting System.
- 2. The additional WRAP allocation request process has the CPMT Chair and then the CSA Fiscal Agent in the automated approval flow. The locality's CPMT Chair will need to approve the WRAP request in the Local Government Reporting system, after the Report Preparer submits the request. Once the CPMT Chair approves it, it will be forwarded (via email notification) to the Fiscal Agent for approval in the Local Government Reporting system.**
- 3. Detailed instructions for the additional WRAP request process are located on the OCS website home page under the [Resources → Forms → SPEDWRAP Request Form](#) link.**

Note: This process applies only to requests for additional WRAP funds following the initial allocation made at the onset of each fiscal year. The initial allocations are based on a three-year historical expenditure analysis of the locality's WRAP expenditures.

Please feel free to contact us with questions about the WRAP process. Thank you for your cooperation.