



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES

ADMINISTRATIVE MEMO #21-14

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

From: Kristy Wharton, Business and Finance Manager

Date: June 7, 2021

Subject: FY2021 CSA Program Expenditure Year End Instructions
FY2022 Base Pool and Protected (Non-Mandated) Funds Allocations
FY2022 WRAP-Around Services for Students with Disabilities Allocations
FY2022 Expenditure Reporting

FY2021 Year-End Reimbursement Processing:

During the months of July, August and September, LEDRS can accept expenditures incurred in multiple fiscal years. During the months of July and August, a locality can only submit one LEDRS file each month. In the month of September, a locality can submit up to three (3) LEDRS files.

The LEDRS file for the months of July, August, and September will contain expenditure reimbursement data from the locality for the previous fiscal year (FY2021) and current fiscal year (FY2022) in a single submission. The system separates the submitted data (into FY2021 and FY2022) based on the purchase order fiscal year. Therefore, a locality should review both FY2021 and FY2022 components of data reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

All FY2021 reimbursement requests for CSA services incurred during July 1, 2020 through June 30, 2021, must be approved by the local CSA fiscal agent in LEDRS before midnight September 30, 2021. Late submissions will not be accepted for reimbursement. Please reference SEC Policy 4.5.2 for more detailed information.

Requests for waivers to the September 30 reporting requirement must be submitted in writing and will be considered only if a local government can demonstrate mitigating circumstances beyond their control.

FY2022 Base Pool and Protected (Non-Mandated) Funds Allocations:

Attached to this memorandum is a table, which shows the FY2022 Base Pool Allocation by locality. The amount shown in the table will be the locality's Base Pool Allocation which will be reflected in the CSA Transaction History Report. The table also reflects an estimated required local base match required to receive the state's allocation. Please carefully review the amount allocated to your locality.

The Protected (Non-Mandated) funds are a subset of the locality's Base Pool Allocation. The Protected funds are not additional funds. It is a portion of the Base Pool Allocation that your locality can use to provide services to the non-mandated population. Also, attached to this memo is a PDF file, which reflects the FY2022 Protected funds associated with a locality's Base Pool Allocation.

FY2022 Wraparound Services for Students with Disabilities Funds:

The FY2022 allocation for "Wraparound Services for Students with Disabilities" (SPEDWRAP funds) is \$2,200,000. This specific appropriation represents a continuation of the CSA "earmark" funding for this particular service category.

This limited appropriation has several restrictions on expenditures in this category. The state share of reimbursement for these expenditures may not exceed \$2.2 million statewide, nor can the appropriation be used for other service categories. As with all state appropriations, any unexpended allocation cannot be carried forward from one fiscal year to the next. The Office of Children's Services (OCS) must allocate and manage these funds in such a manner as to ensure compliance with these restrictions.

The use of the funds for "Wraparound Services for Students with Disabilities" allows localities to provide services to youth when their identified educational disabilities affect adjustment outside the school environment. Such services may provide critical support for youth who face significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wraparound services and to identify strategies to maximize the utilization of community-based supports for all youth.

The allocation and management of the funds are based on the following principles:

1. All localities should have an opportunity to utilize the funds;
2. All localities should have access to the funds; and
3. 100% of the earmarked funds will be available for allocation.

The process for allocation and management of the FY2022 SPED Wrap-Around funds will be the same as prior years.

1. The initial allocation to localities is based on the locality's average utilization of these funds over the prior three (3) years.
2. If a locality does not receive SPED Wraparound funds in the initial allocation (due to historical non-utilization) or if a locality needs additional SPED Wraparound funds above those initially allocation, the locality can request funds by completing the automated SPEDWRAP Request Form process described on the CSA website under Resources - > Forms. Submit the form as instructed for funding consideration.

3. In January 2023, any locality that has not posted SPED Wraparound expenditures to LEDRS, will risk having their allocation removed by OCS for reallocation to localities which are requesting SPED Wraparound funds

Requests for additional SPED Wraparound funds will be supported based on the availability of unallocated funds. The total state allocation cannot exceed \$2,200,000.

FY2022 Expenditure Reporting:

The LEDRS System will open for FY2022 program service year reporting (*services provided from July 1, 2021 through June 30, 2022*) on August 1, 2021. The LEDRS will be the CSA expenditure system of record and shall be the source to report and calculate the state's share of CSA reimbursement to localities.

Beginning FY2022, the LEDRS file format has new elements and files submitted with FY2022 data should adhere to the new file format.

For additional information, please reference [Administrative Memo #21-04 LEDRS File Layout Changes](#)