



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

ADMINISTRATIVE MEMORANDUM #23-07

To: CPMT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Kristy Wharton, Chief Financial Officer

Date: July 12, 2023

Subject: FY2024 Administrative Budget Plan Funding

The Office of Children's Services is releasing the CSA Administrative Plan funding allocations for FY2024. The process for localities to request their Local CSA Administrative funds in FY2024 is unchanged and is fully automated. Paper submission, physical signatures, or the mailing of the request to the Department of Education is no longer required.

The procedure is electronic through the CSA LEDRS system. The CSA Coordinator originates the process. The CPMT Chair and the Fiscal Agent then approve it sequentially. Once initiated, an e-mail notification will occur at each stage alerting the appropriate individual of the need to take action. The individual needs to log in to CSA Local Government Reporting System to approve the request. After the local Fiscal Agent has approved and submitted the Administrative Budget Plan, OCS recommends that the locality print and retain a copy.

FY2024 Administrative Budget Plan funds request can be processed between July 15, 2023 and June 15, 2024. The system will close at midnight on June 15, 2024. At that point, no other request for the FY2024 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2024 CSA Administrative Budget Plan Allocation.

Questions about the Administrative Budget Plan process may be directed to the OCS Chief Financial Officer, Kristy Wharton at kristy.wharton@csa.virginia.gov.

Thank you for your cooperation.