



COMMONWEALTH of VIRGINIA

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

Scott Reiner, M.S.
Executive Director

Administrative Memorandum #24-01

To: CPMT Chairs
CSA Coordinators

From: Kristi Schabo, Senior Policy and Planning Specialist *Kristi M. Schabo*

Date: March 20, 2024

Subject: Release of Policy 2.4 and 3.4

On March 14, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 2.4 Public Participation in Policy Making Actions and Policy 3.4 Dispute Resolution Process. These two policies are attached to this administrative memo and will be represented in the updated Policy Manual for the Children's Services Act which will be uploaded to the Office of Children's Services website (<https://www.csa.virginia.gov/>) in the upcoming weeks.

Notable changes to policy 2.4 include:

- Removal of the requirement for policy-making actions to be initiated with the Executive Committee of the SEC.
- Alignment with the standard policy format adopted by the SEC in September 2022.

Notable changes to policy 3.4 include:

- Changes in references to the State Executive Council for Children's Services from the "Council" to the "SEC."
- The addition of language to align the policy with the Freedom of Information Act (COV §2.2-3700 et seq).
- Alignment with the standard policy format adopted by the SEC in September 2022.

Please direct any policy-related questions to Kristi Schabo (kristi.schabo@csa.virginia.gov)