

## OCS Administrative Plan

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Commencing this Fiscal Year FY2025, each locality's Administrative Plan is requested by an automated process. This automated process involves just one step that shall be fulfilled by the locality's CSA Fiscal Agent. The locality step-by-step guide to the new process.

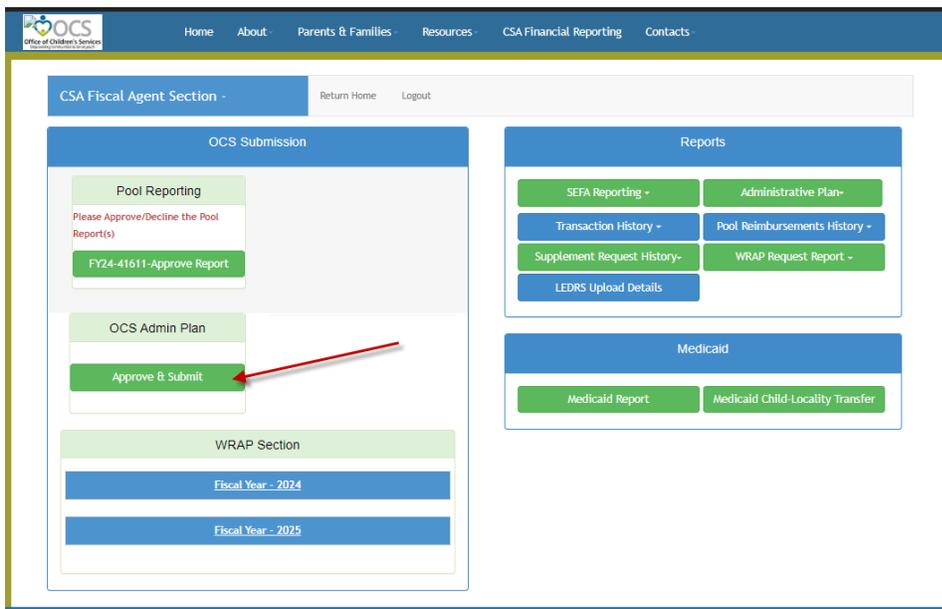
The Administrative Plan can be accessed, on CSA website's home page, under the Applications section, click on the *Local Government Reporting* link, and then click on the *Click Here to Proceed* button. If the user has not yet configured their password in the system or has forgotten their password, they need to click on the *Reset/ Forgot Password* link that is under *Login* button and follow the instructions.

### Step 1:

**CSA Fiscal Agent** - After August 1 2024, on the CSA website, click on the Fiscal Agent module after logging into Local Government Reporting. (A courtesy e-mail from the Office of Children's Services will be generated on or about August 1 reminding local CSA stakeholders that their annual Administrative Funds are now available)

### Step 2:

Under the OCS Admin Plan section, click the "Approve & Submit" button as indicated in the following screenshot.



### Step 3.

Click on the check box for I Acknowledge

### Step 4.

Click on Approve & Submit button as indicated in the following screenshot.

OCS Admin Plan-

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OFFICE OF CHILDREN'S SERVICES  
ADMINISTRATIVE BUDGET PLAN  
FY 2025

|                                 |             |
|---------------------------------|-------------|
| DATE                            | 9/4/2024    |
| LOCALITY/CPWIT                  |             |
| LOCAL MATCH RATE                | 32.68 %     |
| STATE SHARE                     | \$13,405.00 |
| LOCAL SHARE                     | \$6,507.00  |
| TOTAL ADMINISTRATIVE ALLOCATION | \$19,912.00 |

By approving these CSA Administrative Funds, I certify that they will be budgeted and utilized for allowable expenditures including Personnel, Non-Personnel and Equipment costs for the operation of the \_\_\_\_\_ CSA Program for FY 2025.

I understand that the Department of Education as fiscal agent for the Children's Services Act will make payment of the state's share of this budget allocation according to my locality match rate for the pool funds under the Children's Services Act.

I acknowledge the above statement

|                            |  |
|----------------------------|--|
| FISCAL AGENT               |  |
| DATE FISCAL AGENT APPROVED |  |
| DOE                        |  |
| DATE DOE APPROVED          |  |

The submitted Admin Plan also can be invoked by clicking on the *Administrative Plan* button on the right section of screen, under Reports. Click on the Fiscal Year from the list to view the needed fiscal year Administrative Plan details.

Reports

SEFA Reporting ▾

Transaction History ▾

Supplement Request History-

LEDRS Upload Details

Administrative Plan- 

2025

2024

2023

2022

2021

2020

2019

Medicaid

Medicaid Report

Medicaid Child-Locality Transfer