

FREDERICK COUNTY CPMT AGENDA

April 22, 2024
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. March Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Vendor Inquiry/Questionable Practices
- V. Committee Member Announcements
- VI. CSA Office
 - A. CSA Committee Vacancy Updates
 - B. March Financial Statement
 - C. Vendor Contracts
- VII. Old Business
 - A. FAPT Structure Policy Status Updates
- VIII. New Business
 - A. Administrative Memorandum #24-02
- IX. Informational Items
 - A. Local CSA Administrative Resource Survey Results- FY2023
- X. Assigned Tasks
- XI. Next CPMT Meeting
 - May 20, 2024, 1:00-3:00pm, 1st Floor Conference Room
- XII. Adjourn

****Instructions for Closed Session:**

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-
- Certification that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

CPMT Meeting Minutes: March 25, 2024

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on March 25, 2024, at 1:00 pm.

The following members were present:

- Leea Shirley, Lord Fairfax Health District
- Denise Acker, Northwestern Community Services Board
- Jay Tibbs, Frederick County Administration
- Jerry Stollings, 26th District Juvenile Court Service Unit
- David Alley, Private Provider Representative, Grafton Integrated Health Network

The following members were not present:

- Dr. Michele Sandy, Frederick County Public Schools
- Tamara Green, Frederick County Department of Social Services

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Sarah Makomva, CSA Account Specialist

Call to Order: Jay Tibbs called the meeting to order at 1:08 pm.

I. Introductions

II. Adoption of Agenda

A. Leea Shirley made a motion to adopt the March agenda; David Alley seconded. CPMT approved.

III. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:

A. February 26, 2024 - CPMT Minutes. Denise Acker motioned to approve the February minutes; Leea Shirley seconded. CPMT approved.

B. Budget Request Forms- Confidential Under HIPAA. Denise Acker made a motion to approve the Budget Request Forms; David Alley seconded. CPMT approved. Private Provider Representative abstained from voting on funding for youth receiving services provided by their respective agency or where there may appear to be a personal financial gain from the provision of services.

IV. Executive Session

A. None

V. Committee Member Announcements

A. Denise Acker announced NWCSB hired a new Executive Director, Ellen Harrison, who will start on May 15, 2024. She is currently the Chief Deputy Commissioner for the Department of Behavioral Health & Developmental Services. She was formerly the Executive Director in Harrisonburg/Rockingham. She is a Licensed Professional Counselor with a Master of Business Administration degree and has a strong CSB background.

B. Jerry Stollings announced a probation officer in Shenandoah County was promoted to be a supervisor in Harrisonburg. They are in the process of hiring a new probation officer in Shenandoah County.

C. Jay Tibbs announced Frederick County has their Budget Public Hearing Thursday night.

VI. CSA Office Business

A. CSA Committee Vacancy Updates- Jacquelynn Jury announced the Private Provider Rep for FAPT and the Parent Rep for CPMT positions are still vacant. No interest has been expressed at this time. Jacquelynn Jury also requested to re-open the position for the Parent Rep for FAPT, as the current Parent Rep has not attended meetings for several months nor responded to attempts to contact her.

- Jerry Stollings made a motion to open the Parent Rep position; Denise Acker seconded. CPMT approved.

B. February 2024 Financial Statement-

- a) Total Net Expenditures as of February 2024- \$2,139,143.09 or 53% of the allocation, including Protected and SpEd WrapAround funds, of which \$823,971.26 is the local portion.
- b) Wrap Allocation is \$330,409.00 of which \$54,423.75 has been used.
- c) Youth Served as of end of February 2024 is 115
 - (1) 81 in Community Based Services
 - (2) 25 in TFC
 - (3) 9 in Congregate Care
 - (4) 18 in Private Day School
- d) Jacquelynn Jury informed CPMT that we have not used any non-mandated funds at this time, however, \$7,125.00 is encumbered.
- e) Jacquelynn Jury informed CPMT that Frederick County has \$83,370.00 encumbered for SpEd WrapAround funds.

C. Vendor Contracts- Jacquelynn Jury requested assistance from CPMT in reviewing the Vendor Contracts for FY25. CPMT identified which members would be the best fit to assist in this process.

VII. Old Business

A. FAPT Structure Policy Discussion- Jacquelynn Jury shared concerns about the length of time paperwork is taking during FAPT meeting, especially in sibling cases. CPMT discussed different ways to fix the discussed issues and decided more time needs to be allocated for sibling cases going forward. Jacquelynn Jury gave a specific example of funding gaps due to cases having a service end date and FAPT review date during the same month. There is not enough time to get IFT approval and create the PO without a gap in funding for services. CPMT discussed how to resolve the said issue going forward.

- Denise Acker made a motion to direct case managers to revise BRF for 4 months of services, but FAPT still review cases at 3-month mark so there is no gap in services. David Alley seconded; CPMT approved.

B. IAACT Policy- Jacquelynn Jury shared she did connect with Jerry Stollings contact in Shenandoah County and found they are having the same issue as our locality; however, their policy is worded differently than ours to help make the bed to bed transfer successful. Jacquelynn Jury reviewed with CPMT the current policy. The current policy requires IACCT process to be completed and approved for Medicaid eligible youth, prior to placement. IAACT cannot be initiated while youth is in detention. CPMT

discussed this concern and how to mitigate the issue. Jacquelyn Jury requested a small revision in the current policy.

- Jerry Stollings made a motion to amend the current policy and for the paperwork to be initiated on the day of admission, instead of prior to admission. Leea Shirley seconded; CPMT approved.

VIII. New Business

A. FY24 CSA Service Gap Survey- Jacquelyn Jury requested CPMT members complete the FY24 CSA Service Gap Survey. CPMT will complete the survey by Friday and return to Jacquelyn Jury.

B. VJCCA Budget Proposal- Jerry Stollings explained the VJCCA 2-year Plan in detail and that it is for youth that are not on probation. CPMT reviewed and approved documentation provided. Dr. Michele Sandy was not present at the meeting, so it was decided Jay Tibbs could sign the support letter on her behalf.

- Denise Acker made a motion that Jay Tibbs can sign the VJCCA support letter on Dr. Michelle Sandy's behalf. David Alley seconded; Jerry Stollings abstained; CPMT approved.

C. Administrative Memorandum #24-01 provides notice regarding adoption by the SEC of policy proposals 2.4 and 3.4. Per the memo, notable changes include aligning the policy format to the standard adopted by the SEC, allowing any SEC member to initiate policy making actions, changing references from "the Council" to the SEC, and adding language to align with FOIA. Jacqueline Jury reviewed these two policies that were in the comment period with CPMT for informational purposes.

D. Notice of Intent to Develop Policy 4.5.2 revision draft discusses timeframes and deadlines by which CSA pool fund requests must be made. Changes include language updates, addition of a deadline waiver process, requirement to adopt procedures to reconcile actual CSA reimbursements against expected reimbursements, requirement to adopt procedures to address staff vacancies/unavailability in the Report Preparer/Fiscal Agent positions to mitigate problems with submission of CSA reimbursement requests. Jacqueline Jury reviewed this notice of intent with CPMT for informational purposes. If this is approved in the future, some language for the CSA policy will need to be updated.

IX. Informational Items

A. CSA Outcome Indicators Report FY2023 – Jacquelyn Jury shared that this report is distributed by OCS annually and provides outcomes of various data by locality and state. It is a good tool to see the comparison of Frederick County with other localities. Jacquelyn Jury reviewed details of this report with CPMT.

X. Assigned Tasks

- Jacquelyn Jury will send a reminder to CPMT to complete the FY24 CSA Service Gap Survey by Friday.
- Jacquelyn Jury will send the current FAPT Parent Rep a thank you note and release her from her duties and post the Parent Rep position.
- Jacquelyn Jury will email CPMT members electronic copies of FY25 contract drafts for review.

XI. Next CPMT Meeting

- April 22, 2024, 1:00-3:00pm, 1st Floor Conference Room

XII. Adjourn at 2:12 pm: Jerry Stollings made a motion to adjourn the meeting, Leea Shirley seconded. CPMT agreed.

Minutes Completed By: Sarah Makomva



Frederick County CSA Financial Update: March 2024

of Reports Submitted: 8

Year to Date Spending

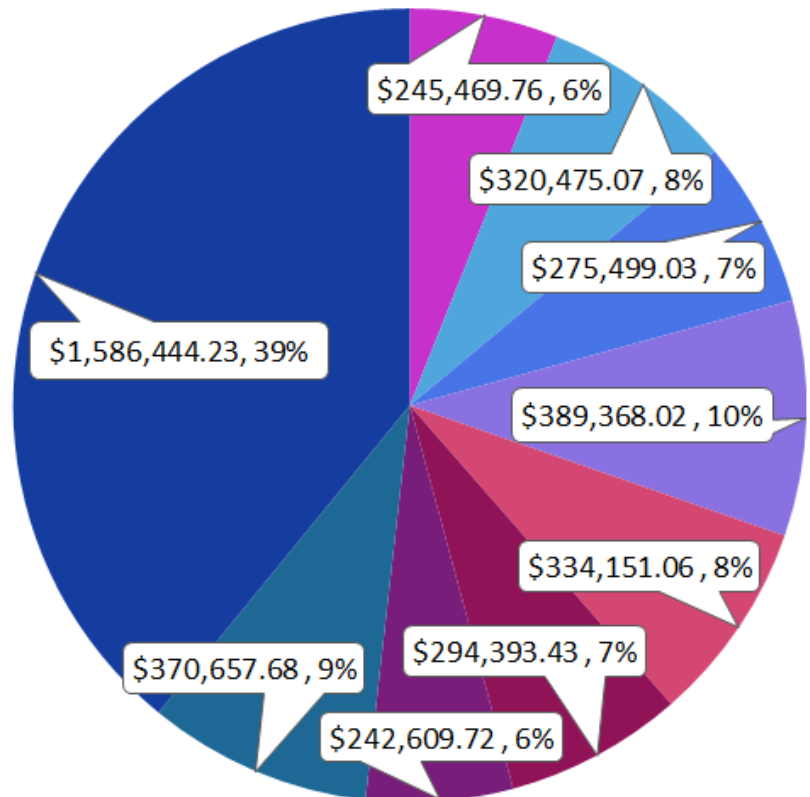
Total Net Expenditures: 61%
\$2,472,623.77

Sum-Sufficient Encumbered:
\$1,628,680.01

Wrap Allocation:
\$330,409.00

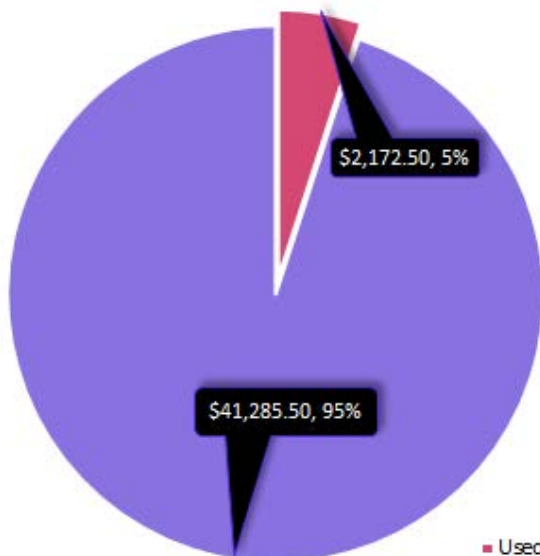
Protected State Share
Allocation: \$34,011

Monthly Expenditure



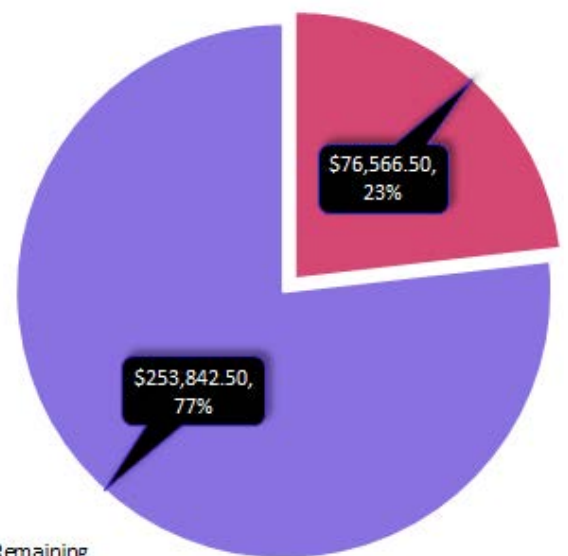
Protected Encumbered
\$31,413.00

Protected Funds



SpEd Wrap Encumbered
\$124,740.00

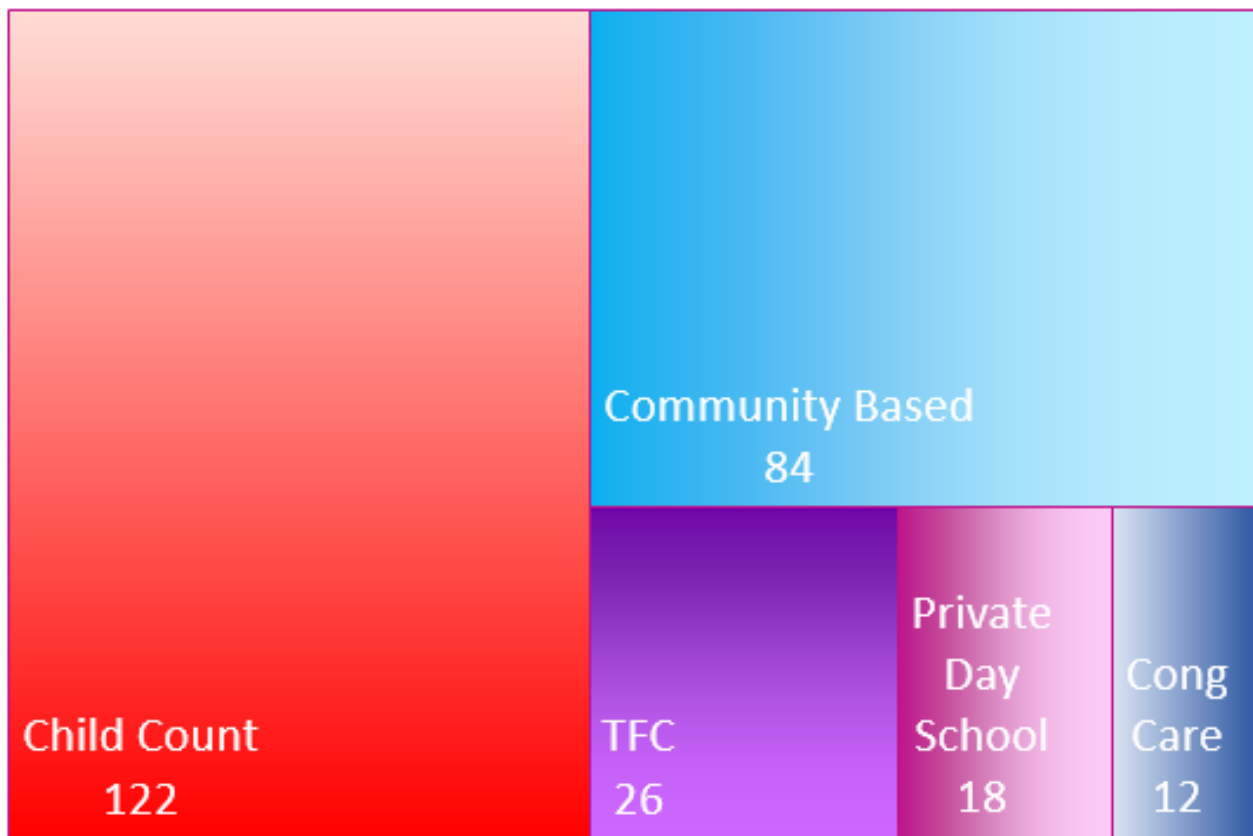
SpEd Wrap



■ Used ■ Remaining

■ Used ■ Remaining

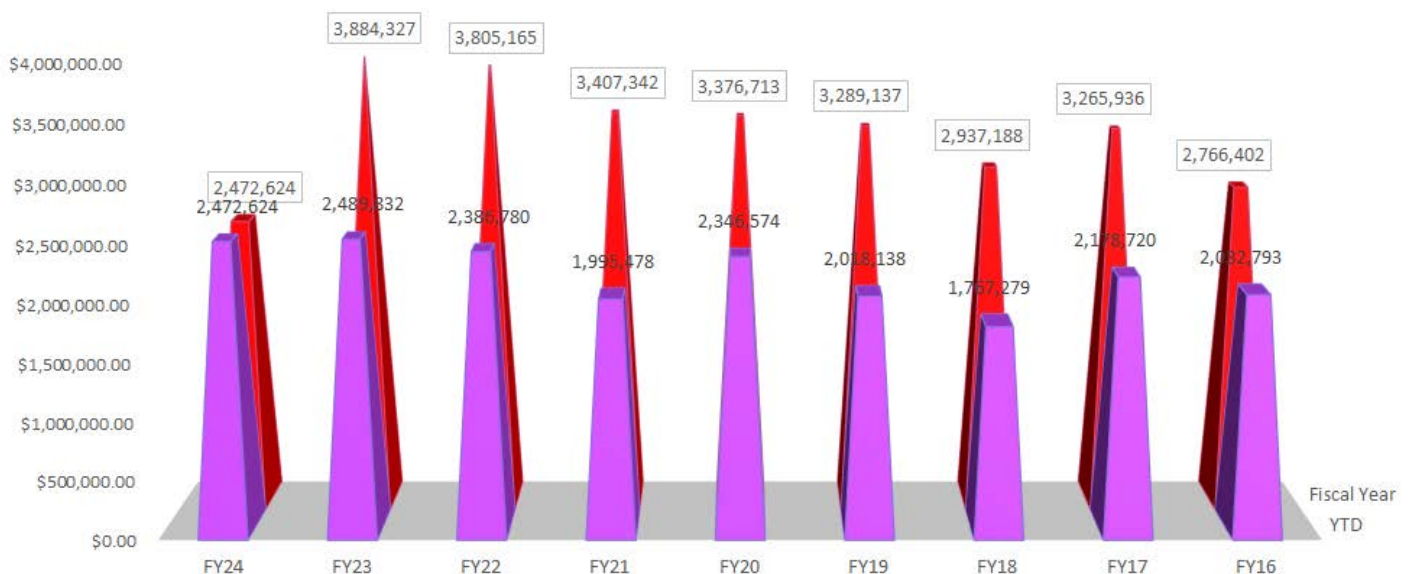
Placement Environment

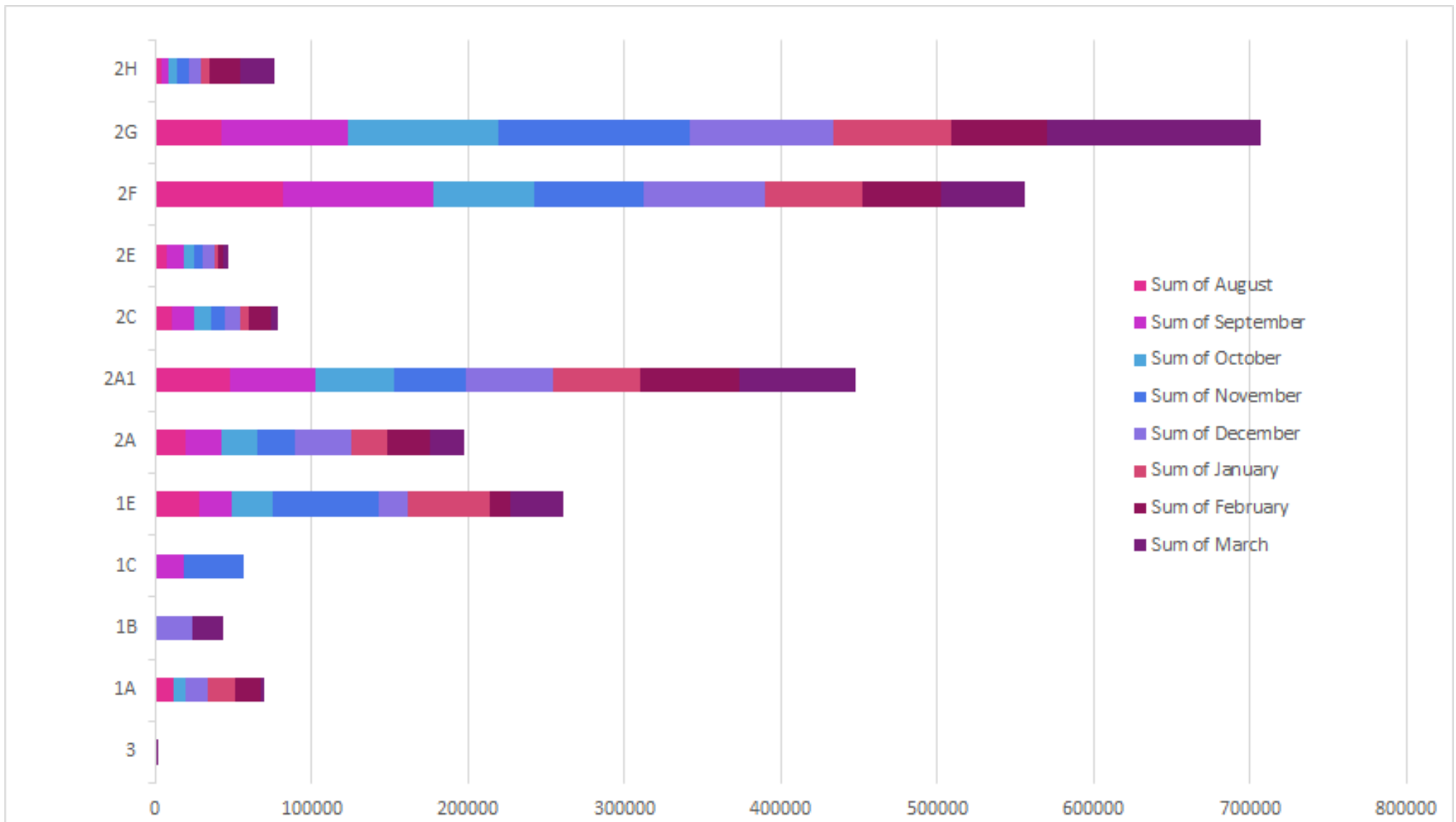


Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

*Possible duplication of Private Day School students with youth in Congregate Care

Expenditure Trends





Primary Mandate Types (PMT):

1A- IV-E Congregate Care

1B- Non IV-E Congregate Care

1C- Parental Agreement Congregate Care

*PMTs from 1A-1C do not include Daily Education payment of congregated care placements

1E- Residential Education

*Includes all services for RTC IEP and Education only for all other RTC placements

2A- IV-E Treatment Foster Home

2A1- Non IV-E Treatment Foster Home

2A2- Parental Agreement Treatment Foster Home

2C- IV-E Community Based Services

*Only for youth placed in CFW Foster Homes

2E- Maintenance and Other Services

*Only Basic Maintenance and Daycare for youth in Foster Care

2F- Non IV-E Community Based Services

*Includes Daycare for youth not in Foster Care or IV-E CBS for youth placed in TFC or Cong Care

2G- Private Day School

2H- Special Education Wrap Around Services

3- Protected Funds

*NonMandated



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

Administrative Memorandum #24-02

To: CPMT Chairs
CSA Coordinators

From: Kristi Schabo, Senior Policy and Planning
Specialist

Kristi M. Schabo

Date: March 27, 2024

Subject: Release of Revisions to Policy 4.2

On March 14, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 4.2 Payment for Services and Change of Legal Residence for implementation effective **July 1, 2024**. This policy and accompanying guidance document are attached to this administrative memo and will be in the updated Policy Manual for the Children's Services Act on the Office of Children's Services website (<https://www.csa.virginia.gov/>) upon implementation.

Notable changes to policy 4.2 include:

- Alignment with the standard policy format adopted by the SEC in September 2022.
- An unchanged process for the transfer of CSA-funded non-special education services.
 - The former CPMT funds services for 30 calendar days after the new/receiving CPMT receives written notification from the former CPMT of the child/family's change of residence.
 - The new/receiving CPMT is responsible for reviewing the current IFSP and adopting/revising/implementing the IFSP within 30 calendar days of written receipt of the transfer from the former CPMT.
- A new process for the transfer of private special education services.
 - The former CPMT is responsible for providing written notification of the

change of residence with appropriate documentation (IEP/IFSP and other FAPT/MDT documents) to the new/receiving CPMT and funding educational services until the student no longer resides within their jurisdiction.

- The new/receiving CPMT is responsible for notifying their LEA that a student has transferred into their locality and funding educational services once the student resides within the new school division.

Local CSA programs should carefully review the new policy and take appropriate actions before the July 1, 2024 implementation date.

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

POLICY 4.2

PAYMENT FOR SERVICES AND CHANGE OF LEGAL RESIDENCE

4.2.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs regarding the processes related to the transfer of CSA cases upon the notification of a family's change of legal residence.

4.2.2 Authority

- A. Section [2.2-2648.D.9](#) of the Code of Virginia requires the State Executive Council to "provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."
- B. Section [34 CFR 300.323\(e\)](#) of the Individuals with Disabilities Education Act directs that "IEPs for children who transfer public agencies in the same State. If a child with a disability (who had an IEP that was in effect in a previous public agency in the same State) transfers to a new public agency in the same State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide FAPE to the child (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency either:
 - (1) Adopts the child's IEP from the previous public agency; or
 - (2) Develops, adopts, and implements a new IEP that meets the applicable requirements in [§§300.320](#) through [300.324](#)."
- C. [8VAC20-81-120.A.2](#) of the Code of Virginia requires that "Children with disabilities who transfer between local educational agencies in Virginia or transfer from a local educational agency outside of Virginia to a local educational agency in Virginia within the same school year are subject to the following provisions. (34 CFR 300.323(e), (f), and (g))
 - 1. The new local educational agency shall provide a free appropriate public education to the child, including ensuring that the child has available special education and related services, in consultation with the parent(s), including services comparable to those described in the child's IEP from the previous local educational agency, until the new local educational agency either:
 - a. Adopts and implements the child's IEP from the previous local educational agency with the parent's consent; or
 - b. Conducts an evaluation, if determined necessary by the local educational agency, and develops and implements a new IEP with the parent's consent that meets the requirements in this chapter."

Adopted: 1994

Effective: 1994

Revised: July 1, 2024

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4.2.3 Definitions

"Community Policy and Management Team (CPMT)" is the entity that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight of functions.

"Free appropriate public education" or "FAPE" means special education and related services that: (34 CFR 300.17) 1. Are provided at public expense, under public supervision and direction, and without charge; 2. Meet the standards of the Virginia Board of Education; 3. Include an appropriate preschool, elementary school, middle school or secondary school education in Virginia; and 4. Are provided in conformity with an individualized education program that meets the requirements of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

"Former CPMT" is, for the purpose of this policy, the CPMT from the locality where a family resides prior to a change of address.

"Individualized Education Program" or "IEP" is a written statement for a child with a disability that is developed, reviewed, and revised in a team meeting in accordance with the Regulations Governing Special Education Programs for Children with Disabilities in Virginia. The IEP specifies the individual educational needs of the child and what special education and related services are necessary to meet the child's educational needs. (8VAC20-81-10)

"Individual Family Service Plan (IFSP)" is a plan developed during the Family Assessment and Planning Team (FAPT) process that incorporates the results of the mandatory uniform assessment, input of the youth and family, and other information to document goals, objectives, specific interventions/activities, and services recommended by the FAPT.

"Local Education Agency" or "LEA" means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools (34 CFR 303.23).

"New/Receiving CPMT" is, for the purposes of this policy, the CPMT from the locality where a family resides following a change of address.

4.2.4 Payment for Services

The CPMT jurisdiction where the child legally resides shall be responsible for payment for the services identified in the child/family's Individual Family Service Plan for 30 calendar days after the new CPMT receives written notification of the child/family's residence in the new CPMT locality, except for private special education services as detailed in section 4.2.6. of this policy.

4.2.5 Change of Legal Residence – Non-Special Education Services

- A. Issues of legal residence should be addressed by the legal counsel assigned to the CPMT. If the child/family's legal residence changes, the following shall govern payment for services:
 1. The Former CPMT is responsible for:
 - a. Providing written notification to the New/Receiving CPMT of the fact that the child/family's residence has changed after obtaining proper consent from the parent or legal guardian(s) of the child.
 - b. Forwarding the child's/family's IFSP and other FAPT or MDT documents to the New/Receiving CPMT.
 - c. Informing current service providers of changes in the child/family's residence.
 - d. Paying for services for 30 calendar days after the New/Receiving CPMT receives written notification of the child/family's change of residence.
 2. The New/Receiving CPMT is responsible for reviewing the current IFSP and adopting (or revising) and implementing the IFSP within 30 calendar days of written receipt of the notification of the child/family's residence in their locality.
 3. CPMT jurisdictions are encouraged to:
 - a. Keep track of the child/family's residence status.
 - b. Notify New/Receiving Community Policy and Management Teams as soon as they know of the child/family's pending move to facilitate planning.
 - c. Work cooperatively to resolve issues related to legal residence.

4.2.6 Change of Legal Residence – Private Special Education Placements

- A. Issues of legal residence should be addressed by the legal counsel assigned to the CPMT/Local Education Agency. If the child/family's legal residence changes, the following shall govern payment for services:
1. The Former CPMT is responsible for:
 - a. Providing written notification to the New/Receiving CPMT of the fact that the child/family's residence has changed.
 - b. Forwarding child's/family's IEP/IFSP and other FAPT or MDT documents to the New/Receiving CPMT jurisdiction.
 - c. Informing private special education service providers of changes in the child/family's residence.
 - d. Fund educational services until the student no longer resides within the jurisdiction of the prior Local Education Agency.
 2. CPMTs are encouraged to:
 - a. Include language in their contracts with private special education providers indicating that they (the local CSA program) are responsible for payment for such services only while the student is a resident of that jurisdiction.
 - b. Notify, in writing, the parents of students receiving private special education services, that if the parent relocates to another jurisdiction, responsibility for their child's IEP falls to their new jurisdiction of residence and they need to immediately enroll their child in the Local Education Agency where they now reside.
 3. The New/Receiving CPMT is responsible for:
 - a. Notifying their Local Education Agency that a student has transferred into their locality.
 - b. Begin funding educational services when the student resides within the new school division.
 4. CPMT jurisdictions are encouraged to:
 - a. Keep track of the child/family's residence status.
 - b. Notify New/Receiving Community Policy and Management Teams as soon as they know of the child/family's pending move to facilitate planning.
 - c. To work cooperatively to resolve issues related to legal residence.

Adopted: 1994

Effective: 1994

Revised: July 1, 2024

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4.2.7 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children's Services.

Guidance for Local Community Policy and Management Teams (CPMTs) and Children's Services Act (CSA) Coordinators on the implementation of State Executive Council Policy 4.2 Payment for Services and Change of Legal Residence

Issued March 2024

On March 14, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 4.2, *Payment for Services and Change of Legal Residence*, with an implementation date of **July 1, 2024**. This policy guides local CSA programs regarding the transfer of CSA cases between localities due to a family's change of legal residence. Policy 4.2 be found in the Policy Manual for the Children's Services Act (<https://www.csa.virginia.gov/Resources/PolicyGuides>) upon its effective date.

Notable aspects of Policy 4.2 include:

- Alignment with the standard policy format adopted by the SEC to include purpose, authority, definitions, a review schedule, and formatting adjustments.
- An unchanged process for the transfer of CSA-funded **non-special education services**.
 - The former CPMT funds services for 30 calendar days after the new/receiving CPMT receives written notification from the former CPMT of the child/family's change of residence.
 - The new/receiving CPMT is responsible for reviewing the current IFSP and adopting/revising/implementing the IFSP within 30 calendar days of written receipt of the transfer from the former CPMT.
- A new policy for transferring **private special education services**.
 - The former CPMT is responsible for providing written notification of the change of residence with appropriate documentation (IEP/IFSP and other FAPT/MDT documents) to the new/receiving CPMT and funding educational services until the student no longer resides within their school division jurisdiction.
 - The new/receiving CPMT is responsible for notifying their Local Educational Agency (LEA) that a student has transferred to their locality and funding educational services immediately when the student resides within the new school division.

- **Recommendations for implementation:**

- CPMTs are encouraged to:
 - In collaboration with all agency partners, keep track of the child/family's residence status.
 - Notify New/Receiving CPMTs as soon as they know of the child/family's pending move to facilitate planning.
 - Work cooperatively to resolve issues related to legal residence.
 - Include procedures for obtaining consent to release information if the family relocates
 - Include language in their contracts with private special education providers that they (the local CSA program) are responsible for payment for such services only while the student is a resident of that jurisdiction.
 - Notify, in writing, the parents of students receiving private special education services that if the parent relocates to another jurisdiction, responsibility for their child's IEP falls to their new jurisdiction of residence, and they need to immediately enroll their child in the Local Education Agency where they now reside.

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

Local CSA Administrative Resource Survey – FY2023

Introduction

The oversight responsibilities of the Office of Children's Services (OCS) include the effective monitoring and implementation of the Children's Services Act (CSA). Beginning in FY2021, the Virginia General Assembly directed the OCS to: "collect annually from each local Children's Services Act program the number of program staff by full- and part-time status and the administrative budget broken out by state and local funding to understand local program resources and target technical assistance to the most under-resourced local programs" (Appropriation Act).

In late October 2023, via email and Survey Monkey, the following questions were sent to local CSA Coordinators and CPMT Chairs:

1. In whole numbers, how many full-time employees were the financial responsibility of your local CSA in FY2023?
2. In whole numbers, how many part-time employees were the financial responsibility of your local CSA in FY2023? Enter the employee count based on their approximate percentage of time worked.
 - a. Working 25% of the time
 - b. Working 50% of the time
 - c. Working 75% or more of the time
3. What additional local funds, beyond the required local match, were needed to fund:
 - a. Personnel expenses (full and part-time employees)?
 - b. Non-personnel expenses (e.g., office space, supplies, postage, vehicle usage, training)?

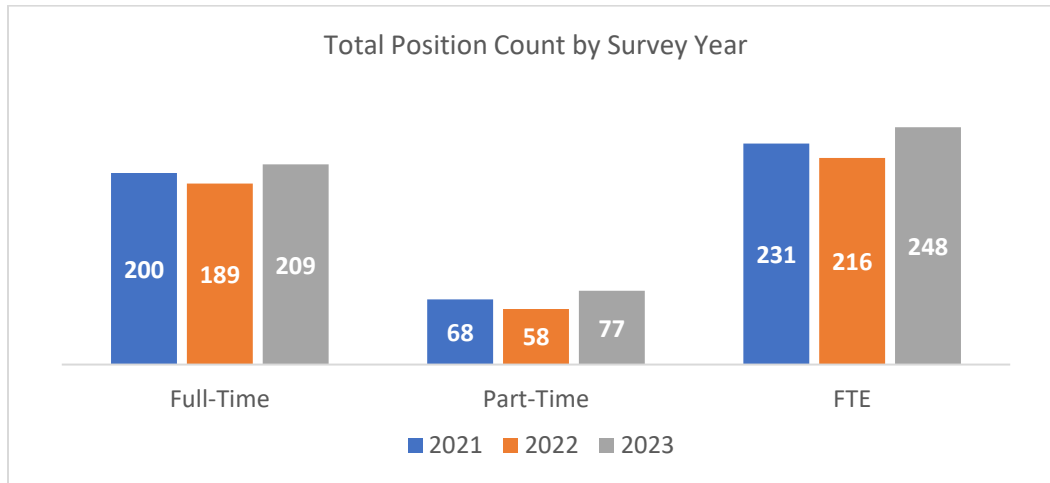
Responses were collected between November and December 2023. The combined locality responses (Accomack/Northampton, Chesterfield/Colonial Heights, Henry/Martinsville, New Kent/Charles City, Poquoson/York, Staunton/Augusta/Waynesboro, Alleghany/Covington, and Washington/Bristol) were manually redistributed for this analysis to the individual locality level, based on each locality's total allocation, to produce the averages reported in the summary below. The survey responses at the end of this document provide data as reported by respondents.

- **The response rate for the FY2023 survey was 79%** (103 out of 130 localities responded).
- Employee position counts and average expenditures for FY2023 were at their highest since data collection began in FY2021.
- The most notable increase in FY2023 was the average additional funds spent, beyond local match, on non-personnel expenses. Average spending in this category was doubled compared to the prior two years of survey responses. The majority of this increase was

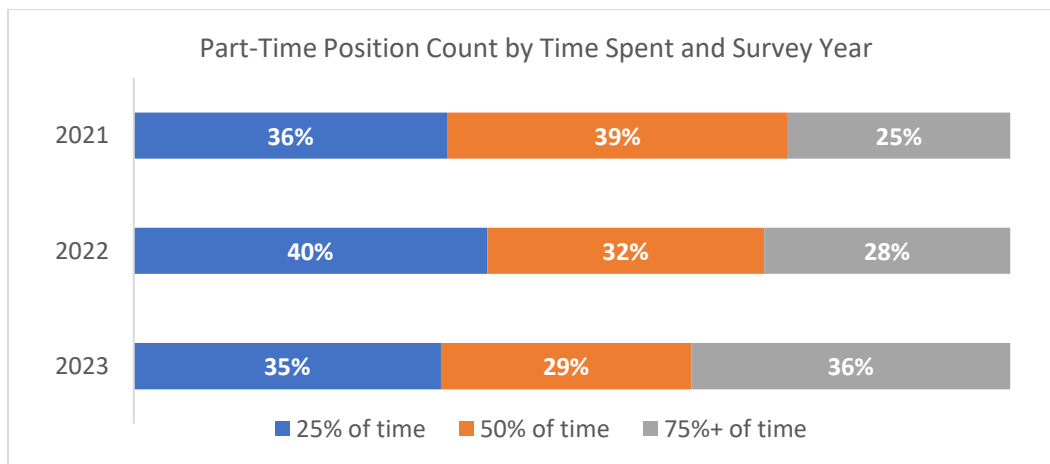
seen among localities with the highest total allocations for FY2023. The source of these increases is unclear and may be a data quality/consistency issue between years.

Results

Employee Positions

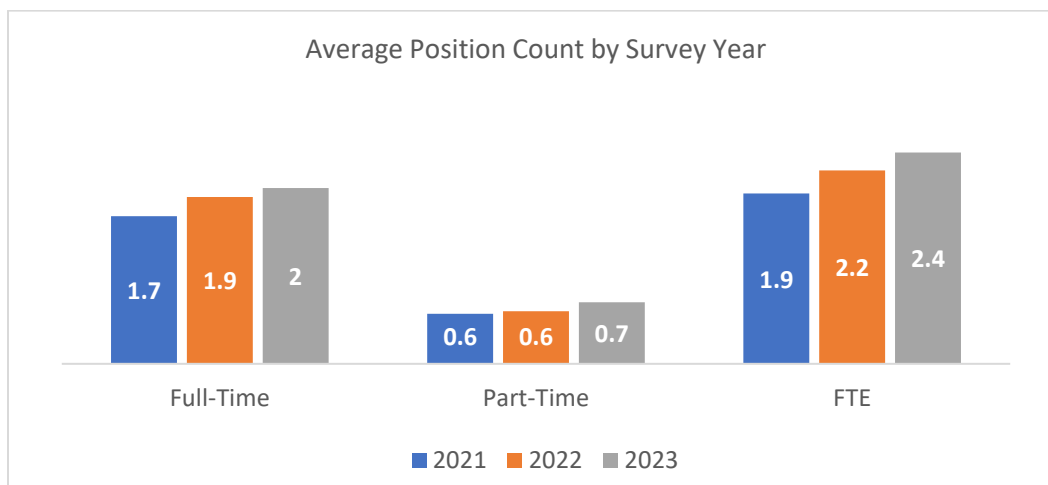


For FY2023, reported employee position counts were higher than reports for the last two years. The most significant increase was in the total count of part-time positions (77 in FY2023): 12% higher than FY2021 totals and 31% higher than FY2022 totals. Compared to responses FY2022, there were 27 more full-time positions, 18 more part-time positions, and 38 more full-time equivalent (FTE) totals. More localities provided survey responses this year (103, compared to 99 last year), which could have influenced the increased count for the total staff.



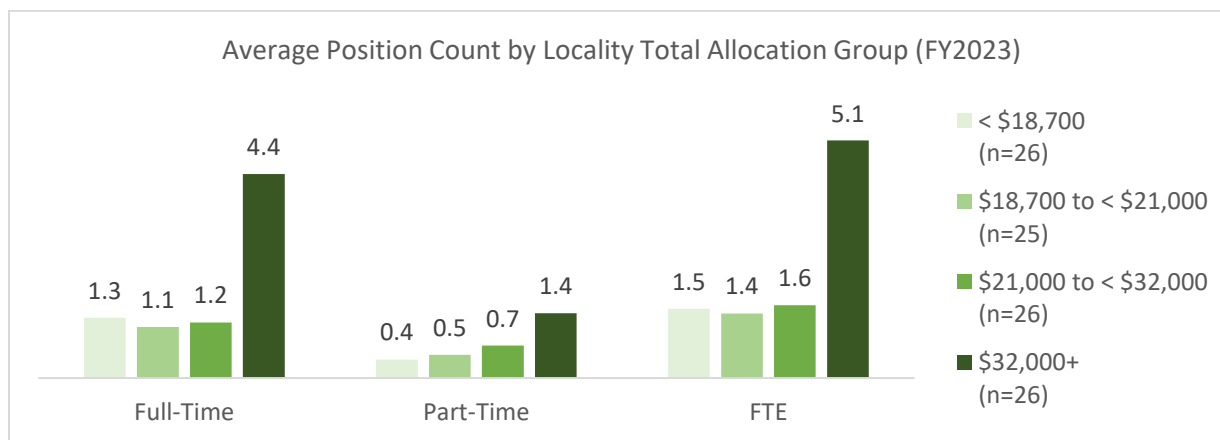
Over the last three survey years, the proportion of reported part-time positions classified as half-time (50% FTE) has decreased from 39% of part-time positions in FY2021 to 29% in FY2023. The ten percentage point drop was almost entirely picked up by the increase in the proportion of part-time positions that were 75% FTE or more (25% of part-time positions in FY2021 and

36% of part-time positions in FY2023). The shift from half-time positions to 75%+ positions has influenced the increase in average FTE across the last three years of surveys, as seen below.



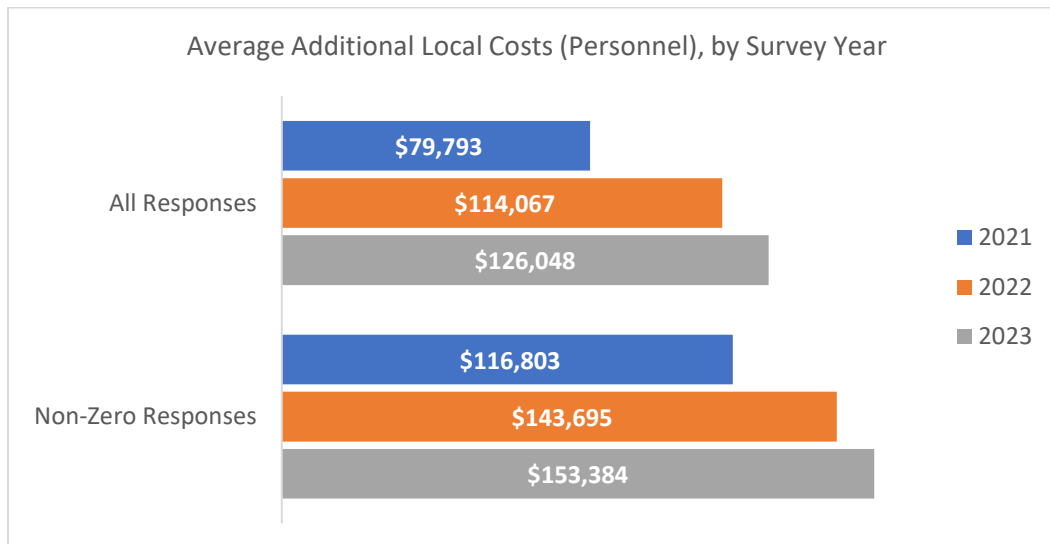
The average number of staff positions per locality adjusts for counts over time when the number of responding localities changes yearly. The average number of full-time positions and FTE totals have steadily increased over the last three years. Average part-time positions were constant between FY2021 and FY2022 (0.6 average positions) and then increased slightly in FY2023 (0.7 average positions). Use of the average number of positions per responding locality suggests relatively minor increases in program staffing (0.2 full-time equivalents) from FY2022 to FY2023.

The number of localities reporting **only** part-time employees has declined significantly over the last three surveys (24 localities in FY2021, 15 localities in FY2022, and six localities for this year).

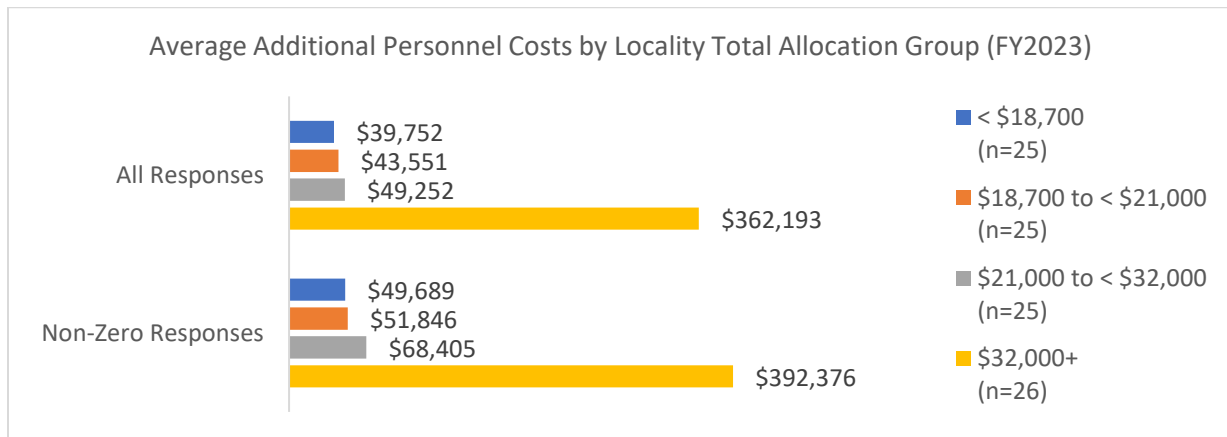


When respondents were grouped based on their total allocation, the average number of positions tended to increase as allocation categories increased.

Additional Spending over Required Local Match (Personnel)



Average additional funds for personnel costs, beyond the required local matching share, was highest in FY2023 compared to the two previous years. The total locality average for FY2023 was \$126,048, 11% higher than FY2022 and 58% higher than FY2021. Among localities that demonstrated expending additional funds (excluding localities that answered \$0 extra spending beyond their allocation), the average was \$153,384 in FY2023, 7% higher than FY2022 and 31% higher than FY2021. Eighty-five localities indicated such expenditures (non-zero spending response) for FY2023, or 83% of respondents. For FY2022, this percentage was slightly lower, with 81% of respondents reporting additional personnel expenditures.

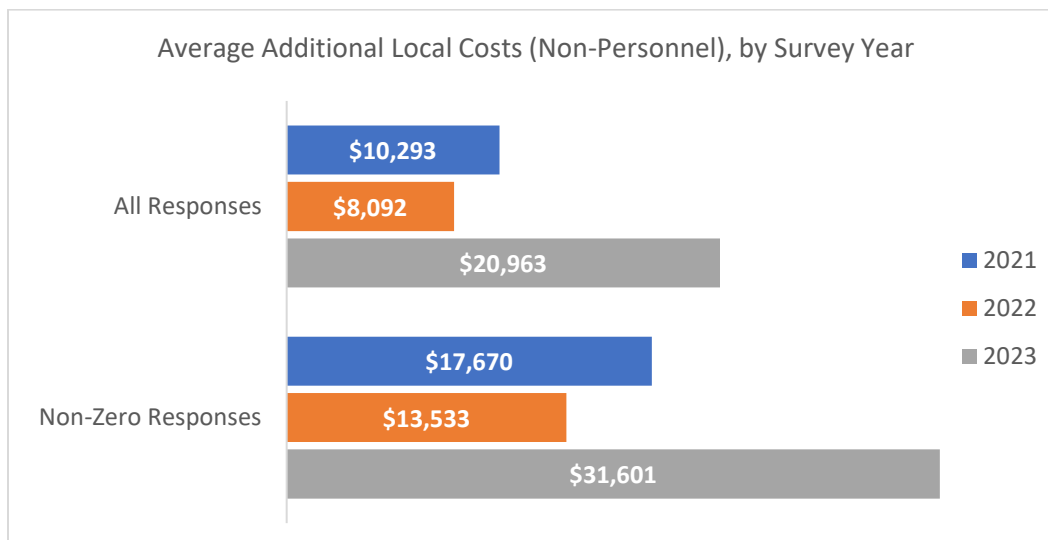


Average additional personnel expenditures were higher for localities assigned higher total allocations. The chart above shows the average additional personnel expenditures by total allocation grouping.

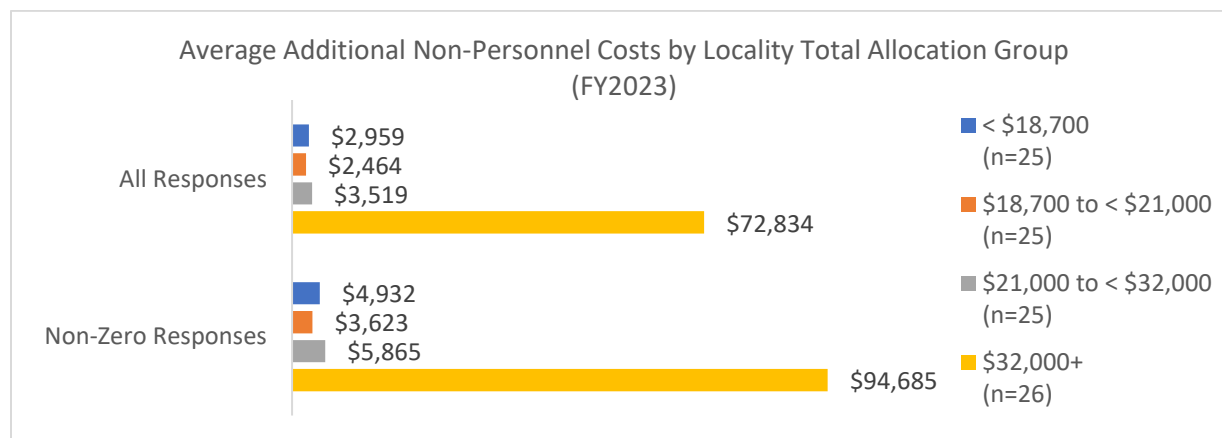
The increased proportion of localities reporting non-zero personnel expenses in FY2023, compared to FY2022, was also seen when grouping localities into categories based on their

total allocation. For every group except those localities with the highest allocations, the percentage of respondents indicating personnel spending above zero dollars was higher in FY2023 than in FY2022. For the localities with the highest allocations, the percentage of respondents with additional personnel expenses decreased slightly (from 96% of respondents to 92% of respondents).

Additional Spending over Required Local Match (Non-Personnel)



Average additional non-personnel costs totaled \$20,963 for non-personnel expenses in FY2023, 104% higher than FY2022 and 159% higher than FY2021. The average non-personnel component among localities' expenditure of additional funds (excluding answers of \$0 extra spending) was \$31,601 in FY2023, 134% higher than FY2022 and 79% higher than FY2021. Sixty-seven localities (65% of responses) utilized additional funds for non-personnel expenses.



Compared to FY2022, increased spending on non-personnel costs was most notable for localities with the highest total allocations. For FY2023, the average additional non-personnel expenditures was \$72,834 for those localities allocated \$32,000 or more. In FY2022, the

average was \$50,000 lower (\$22,400 average spent on non-personnel expenses for localities with the highest allocations). Among localities that gave non-zero responses for additional non-personnel expenses in FY2023, the average for localities with the highest allocations (\$32,000+) was nearly \$95,000 compared to just under \$32,000 reported for FY2022. The remaining three total allocation groupings of localities saw a much smaller change in average non-personnel costs reported: FY2023 averages varied less than \$5,000 from FY2022 averages for each group, with two groupings (lowest allocations, or less than \$18,700 for FY2023, and second-highest allocations, or \$21,000 to less than \$32,000 in FY2023) averaging lower non-personnel expenditures in FY2023 than in FY2022.

Local CSA Resource Survey Responses (FY2023)

Grey rows indicate localities that did not respond to the survey.

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Accomack/Northampton	\$26,810	\$7,369	\$73,395	1	0
Albemarle	\$27,073	\$21,918	\$226,432	2	6
Alexandria	\$53,623	\$60,689	\$328,416	3	0
Alleghany/Covington	\$40,632	\$10,945	\$10,945	1	1
Amelia	\$13,405	\$6,507	\$17,589	1	0
Amherst	\$13,405	\$5,013	\$143,391	2	0
Appomattox	\$13,405	\$4,806	\$0	1	0
Arlington	\$53,623	\$45,707	\$361,134	4	0
Augusta/Staunton/Waynesboro	\$43,756	\$22,140	\$79,175	7	1
Bath	\$13,405	\$10,021	\$0	0	1
Bedford	\$39,278	\$19,876	\$59,154	3	2
Bland	\$13,405	\$3,583	\$0	1	0
Botetourt	\$13,405	\$7,548	\$21,417	0	1
Brunswick	\$13,405	\$4,324	\$26,000	0	1
Buchanan	\$13,405	\$6,181	\$0	1	0
Buckingham	\$13,405	\$3,400	\$16,805	1	0
Buena Vista					
Campbell					
Caroline	\$13,405	\$6,626	\$72,000	1	1
Carroll	\$13,405	\$5,501	\$0	1	0
Charles City/New Kent	\$26,810	\$16,342	\$166,091	1	1
Charlotte					
Charlottesville	\$25,639	\$11,349	\$44,032	1	0
Chesapeake	\$53,623	\$31,701	\$453,579	5	0
Chesterfield/Colonial Heights	\$67,028	\$42,650	\$322,985	5	1
Clarke	\$13,405	\$12,359	\$52,552	1	0
Craig	\$13,405	\$5,479	\$13,097	0	1
Culpeper	\$13,405	\$8,102	\$208,510	2	0
Cumberland					
Danville					
Dickenson	\$13,405	\$5,859	\$54,500	1	0
Dinwiddie	\$13,405	\$6,777	\$187,352	2	2
Essex	\$13,405	\$8,403	\$0	1	0
Fairfax/Falls Church	\$53,623	\$45,889	\$3,700,216	25	13
Fauquier	\$17,919	\$15,164	\$149,077	2	1
Floyd	\$13,405	\$4,059	\$52,750	1	0

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Fluvanna					
Franklin City	\$13,405	\$7,908	\$90,562	1	0
Franklin County	\$13,405	\$5,291	\$132,577	2	0
Frederick	\$20,045	\$15,423	\$181,706	3	0
Fredericksburg	\$13,405	\$7,033	\$131,500	1	0
Galax	\$13,405	\$6,153	\$84,073	2	0
Giles	\$13,405	\$5,470	\$71,586	1	0
Gloucester	\$13,405	\$7,829	\$88,074	1	0
Goochland	\$13,405	\$12,729	\$12,729	1	0
Grayson					
Greene	\$13,405	\$7,126	\$7,126	1	0
Greensville/Emporia	\$13,405	\$3,927	\$97,973	1	0
Halifax	\$13,405	\$4,084	\$46,861	0	3
Hampton	\$53,623	\$25,499	\$277,000	4	5
Hanover	\$24,769	\$19,811	\$239,682	2	2
Harrisonburg					
Henrico					
Henry/Martinsville	\$26,810	\$11,842	\$146,907	2	1
Highland	\$13,405	\$8,291	\$0	0	2
Hopewell	\$13,405	\$4,876	\$72,500	1	0
Isle of Wight	\$13,405	\$7,584	\$50,525	2	2
James City	\$13,405	\$10,895	\$0	1	0
King and Queen	\$13,405	\$6,147	\$0	2	0
King George					
King William	\$13,405	\$8,402	\$1,189	1	0
Lancaster	\$13,405	\$10,494	\$15,233	1	1
Lee					
Lexington					
Loudoun	\$53,058	\$48,267	\$770,382	8	0
Louisa	\$13,405	\$10,538	\$65,107	1	0
Lunenburg					
Lynchburg	\$43,896	\$16,537	\$276,370	6	1
Madison	\$13,405	\$6,767	\$0	1	0
Manassas City	\$17,701	\$12,648	\$345,000	2	2
Manassas Park	\$13,405	\$10,003	\$110,000	1	1
Mathews	\$13,405	\$9,993	\$0	1	1
Mecklenburg	\$13,405	\$3,973	\$0	1	3
Middlesex	\$13,405	\$10,249	\$0	0	1
Montgomery	\$18,364	\$7,263	\$63,545	1	0

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Nelson					
Newport News	\$53,623	\$20,575	\$79,728	6	1
Norfolk	\$53,623	\$17,446	\$0	5	1
Northumberland	\$13,405	\$6,614	\$11,090	0	1
Norton					
Nottoway					
Orange					
Page					
Patrick	\$13,405	\$4,563	\$51,167	6	0
Petersburg	\$53,623	\$29,321	\$54,806	1	0
Pittsylvania	\$13,405	\$4,130	\$452,644	3	0
Poquoson/York	\$26,810	\$13,708	\$58,000	0	1
Portsmouth	\$53,623	\$18,889	\$0	2	0
Powhatan	\$13,405	\$10,286	\$147,429	4	0
Prince Edward					
Prince George	\$13,405	\$7,927	\$7,750	0	1
Prince William	\$53,623	\$27,795	\$1,016,000	7	0
Pulaski	\$13,405	\$5,536	\$10,775	2	0
Radford					
Rappahannock					
Richmond City	\$53,623	\$31,368	\$1,207,328	5	0
Richmond County	\$13,405	\$6,388	\$30	2	0
Roanoke City	\$53,623	\$23,781	\$426,122	5	2
Roanoke County	\$20,745	\$16,280	\$307,434	4	1
Rockbridge					
Rockingham					
Russell	\$13,405	\$3,132	\$59,878	2	0
Salem	\$13,405	\$7,259	\$39,339	4	1
Scott	\$13,405	\$6,176	\$15,000	0	1
Shenandoah	\$15,701	\$8,516	\$145,334	2	2
Smyth	\$13,405	\$4,088	\$16,500	2	0
Southampton	\$13,405	\$6,397	\$77,742	1	0
Spotsylvania	\$19,863	\$16,836	\$227,684	3	0
Stafford	\$18,082	\$14,436	\$272,961	2	1
Suffolk	\$16,723	\$5,375	\$71,685	2	2
Surry					
Sussex					
Tazewell	\$13,405	\$4,363	\$0	1	0
Virginia Beach	\$53,623	\$29,757	\$387,425	6	0

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Warren					
Washington/Bristol	\$26,810	\$9,690	\$115,024	2	0
Westmoreland	\$13,405	\$5,815	\$110,190	1	1
Williamsburg					
Winchester	\$17,132	\$14,520	\$18,023	1	2
Wise	\$13,405	\$5,097	\$31,280	2	0
Wythe	\$13,405	\$4,978	\$8,592	1	2