

FREDERICK COUNTY CPMT AGENDA

September 22, 2025

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

- I. Call to Order
- II. Adoption of Agenda
- III. Consent Agenda
 - A. Approval of August Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. As needed
- V. Agency/Member Announcements
 - A. Updates from Members
- VI. CSA Office
 - A. FAPT/CPMT Vacancy Updates
 - B. August Financial Report
 - C. New Case Manager Training
- VII. Old Business
 - A. Strategic Plan Update
 - B. FAPT Meeting Improvement Update
 - C. Revisit Copayment Policy
- VIII. New Business
 - A. Policy Revision: Residency
 - B. Notice of Intent to Develop Policy
 - 1. 5.1 Dataset & 4.5.6 Local Match Rate
 - 2. 4.1.1 CHINS- Phase 2
 - 3. 3.5 Records Management
 - C. CPMT & FAPT Stipends
 - D. NWCSB Rate Sheet
 - E. Emergency Funding Barriers
- IX. Informational Items
 - A. None
- X. Upcoming Meetings
 - CPMT- Monday, October 27, 2025, 1:00-3:00pm, 1st Floor Conference Room
 - Joint CPMT/FAPT Meeting- Tuesday, October 28, 2025, 1:30-2:00pm, 2nd Floor Public Works/CSA Conference Room
- XI. 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: August 25, 2025

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on August 25, 2025, at 1:00 pm.

The following members were present:

- Jay Tibbs, Frederick County Administration
- Denise Acker, Northwestern Community Services Board
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Robert Johnson, Private Provider Representative, Grafton Integrated Health Network
- Dr. Tabitha Reeves, Frederick County Public Schools

The following members were not present:

- Tamara Green, Frederick County Department of Social Services
- Leea Shirley, Lord Fairfax Health District

The following non-members were present:

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

I. Call to Order- Jerry Stollings called the meeting to order at 1:01 pm.

II. Adoption of Agenda

A. Jay Tibbs made a motion to adopt the August agenda. Denise Acker seconded; CPMT approved.

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

A. July 28, 2025 - CPMT Minutes. Denise Acker made a motion to approve the July minutes. Jay Tibbs seconded; CPMT approved.

B. Budget Request Forms- Confidential Under HIPAA. Jay Tibbs made a motion to approve the Budget Request Forms. Denise Acker seconded; CPMT approved.

IV. Executive Session

A. Adoption to Convene to Executive Session- Jay Tibbs made a motion to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia. Tabitha Reeves seconded; CPMT approved.

B. Adoption of Motion to Come Out of Executive Session- Jay Tibbs made a motion to come out of Closed Session and reconvene in Open Session. Denise Acker seconded; CPMT approved.

C. Roll Call Certification of Executive Session- Certify to the best of each Frederick County CPMT member's knowledge (1) the 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.

- | | |
|------------------|-----|
| • Tabitha Reeves | Aye |
| • Denise Acker | Aye |
| • Jay Tibbs | Aye |

- Jerry Stollings Aye
- Robert Johnson Aye

D. Adoption of Motion to Approve Items Discussed in Executive Session

1. Jay Tibbs made a motion to approve funding as discussed in Executive Session. Denise Acker seconded; CPMT approved.

V. Committee Member Announcements

A. Jerry Stollings announced DJJ is fully staffed in the Winchester Office. This is significant because after doing a data dive, he found in FY24 for the entire district (8 jurisdictions), 81 violent juvenile offenses occurred. In FY25 there were 131 violent juvenile offenses and 69 of those were in Winchester. He stated they are not fully staffed in the Warren Office at this time.

B. Denise Acker announced Robin Hockman retired. Debbie Thomas, the acting interim Program Manager, will be the new CPMT Representative for NWCSB beginning September 1.

C. Tabitha Reeves announced Erin Sloane is FCPS Private Day / Residential SpEd Placement Specialist and will be presenting cases to FAPT. Previous Private Day / Residential SpEd Placement Specialist, Julia Vettorel, is now a supervisor. Tabitha Reeves also shared there has been some reorganization to better support behavior and programming. FCPS has partnered with Northwestern Regional Education Programs (NREP) to build programs to better support youth. This will expand the educational continuum of care for students, providing additional support in a public school setting while preventing more restrictive private day school placements.

VI. CSA Office Updates

A. CSA Committee Vacancy Updates

1. The CSA Coordinator announced the parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time. The CSA Coordinator has been in contact with Ann Phillips, Deputy Clerk, and she is going to assist with online posting. CPMT suggested a \$50 stipend per meeting for the FAPT/CPMT parent representative. The CSA Coordinator will update current FAPT policy and create a policy for a CPMT stipend. Tabitha Reeves shared FCPS now has a full-time parent resource representative and will have her share information with parents as well.

B. July Financial Statement

1. Total Net Expenditures as of July 2025- \$3,829,313.12, which represents 80% of the total allocation.
2. State portion of non-mandated/protected fund allocation is \$34,011.00. Of that, \$28,894.57 or 85% has been spent.
3. Combined state and local SpEd Wrap Allocation is \$239,535.00. \$76,963.91 was returned to OCS. Supplemental funds requested from OCS of \$18,025.10. Of that, \$177,839.70 or 98% has been spent.
4. Total unduplicated Youth Served as of July is 131.
 - a. 87 in Community Based Services
 - b. 17 in Private Day School
 - c. 17 in TFC
 - d. 27 in Congregate Care

- 8 CHINS Parental Agreement
- 2 IEP Residential

C. Calendar- The CSA Coordinator reviewed upcoming CPMT meeting dates. The CSA Coordinator will not be attending the October meeting and has a meeting scheduled with the CPMT Chair to go over details for that meeting. CPMT confirmed all meeting dates can stay as scheduled throughout the remainder of the year.

VII. Old Business

A. Strategic Plan Retreat Update- The CSA Coordinator shared the UMFS Facilitator has identified and mapped out four core areas of focus for the Strategic Plan: Family Engagement, Service and Support Infrastructure, Service Quality, and Social Impact. These categories were determined via guided activity whereby participants formed groups to brainstorm ideas and determine the most important areas of focus. In the next step, the CSA office will review our current system, ensuring the ability to implement items included in the plan based on the capability of Frederick County. The CSA Coordinator will bring the Strategic Plan to CPMT for discussion before it is finalized.

B. FAPT Meeting Structure -The CSA Coordinator provided updates to the directives that were initiated by CPMT in April.

1. Action Items from April CPMT

- a) The joint FAPT/CPMT meeting was held as scheduled on August 5, 2025, from 1:00-2:00pm. This is completed.
- b) FAPT Culture and Professionalism- Individual meetings were scheduled with CPMT representatives to discuss culture, conduct, and specific concerns. This is completed.
- c) Documentation Errors- CPMT directed meetings between the CSA Office, individual case managers struggling to complete documentation correctly, and the case manager's supervisor, to review specific errors. This is completed.
- d) FAPT Structure Policy- The CSA Coordinator provided this policy as requested for CPMT to review in May. This is completed.
- e) Supervisor Training: Understanding and completing CSA documentation- Training was held as scheduled on August 25, 2025, from 10am-12-pm. This is completed.

2. Recommended Next Steps

- a) The CSA Coordinator suggested establishing a Spring and Fall Lunch and Learn series to target individuals and/or vendors who interact with CSA to focus on the following topics: CANS & Service Planning, CSA Forms, Eligibility, Case Conceptualization & Critical Thinking, Service Descriptions & Expectations, and CSA Contract Expectations. CPMT agreed this would be helpful. Jay Tibbs reminded CPMT of the quarterly Joint CPMT/FAPT meeting obligation going forward.

C. CHINS Eligibility

HB2260- COV §16.1-228- Clarified language and Expanded Child in Need of Supervision definition adding: "a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses."

The CSA Coordinator met with the Frederick County interim attorney to clarify language in the definition. The CSA Coordinator provided the details to CPMT. Jerry Stollings opined that this is a narrow interpretation; however, he understands the need to act in accordance with it. The CSA Coordinator also met with the FAPT team to discuss the clarified language after she met with the interim attorney.

D. Co-payment policy- The CSA Coordinator reminded CPMT of the need to repeal the old co-payment policy and replace it with a revised version in line with previous audit recommendations. Previously the definition of a household and who will be assessed for the co-payment was undecided by CPMT. CPMT decided bio parents / legal guardian in the household or whoever is receiving services pertaining to the child should be assessed for a co-pay. The CSA Coordinator shared the circumstances of a recent case highlighting the need to implement a new policy. The team recommended assessing the biological or legal guardians of the youth, with consideration of who is receiving the service. CPMT requested that the CSA Coordinator develop initial language guided by the team's intent for review and discussion. The team also discussed the circumstances brought to their attention as an example, and determined it would not be appropriate for the caregiver to be responsible for a copayment.

1. Jay Tibbs made a motion to waive co-pay for father due to mother receiving the service. Robert Johnson seconded; CPMT approved.

VIII. New Business

- A. Administrative Memo #25-11- The SpEd Wrap allocation for Frederick County is \$165,596.00. The Protected fund allocation for Frederick County is \$ 34,011.00.

IX. Informational Items

- A. Transforming Systems: Reducing Reliance on Congregate Care- An information document was provided to CPMT.

X. Upcoming CPMT Meetings

- Joint CPMT/FAPT Meeting- Tuesday, October 28, 2025, 1:30-2:00, 2nd Floor Public Works/CSA Conference Room
- Monday, September 22, 2025, 1:00-3:00, 1st Floor Conference Room

XI. Adjourn

- A. Jay Tibbs made a motion to adjourn the meeting at 3:09pm. Robert Johnson seconded; CPMT approved.

Minutes Completed By: Sarah Makomva



Frederick County CSA Financial Report

FY25
August 2025

Expenditures

Total Net
Expenditure
\$3,853,787.99 = 81%

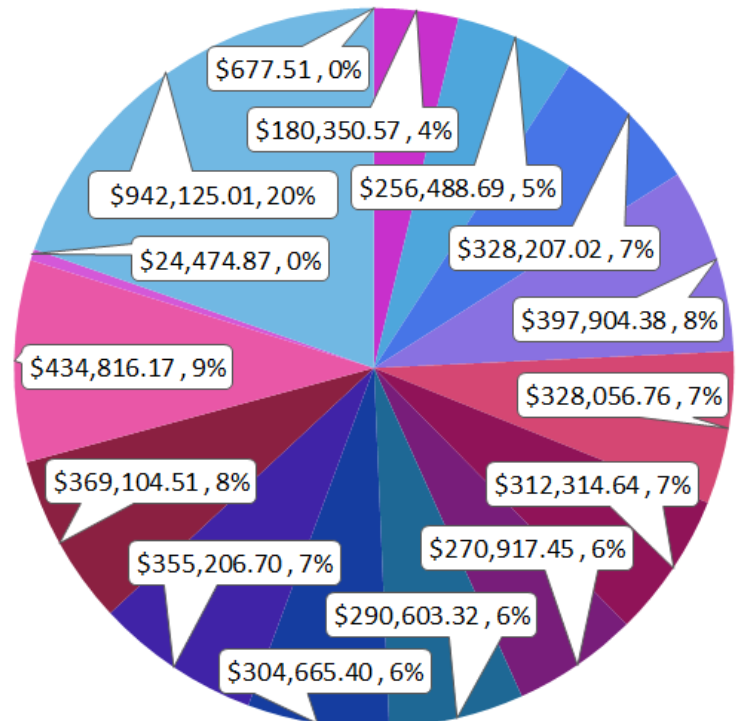
Protected

Total State Match: \$34,011.00
Used: \$29,880.65

SpEd Wrap

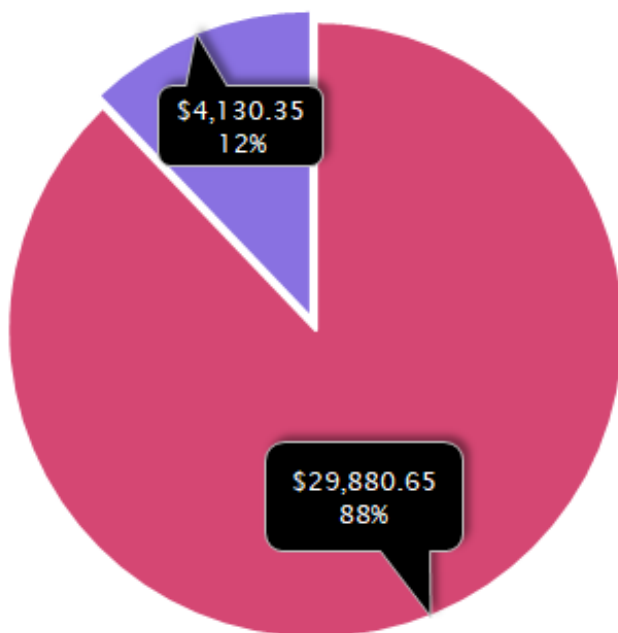
Total Allocation: \$239,535.00 Returned:
\$76,963.91 Supplemental Requested:
\$18,025.10
Used: \$179,331.45

Monthly Expenditures



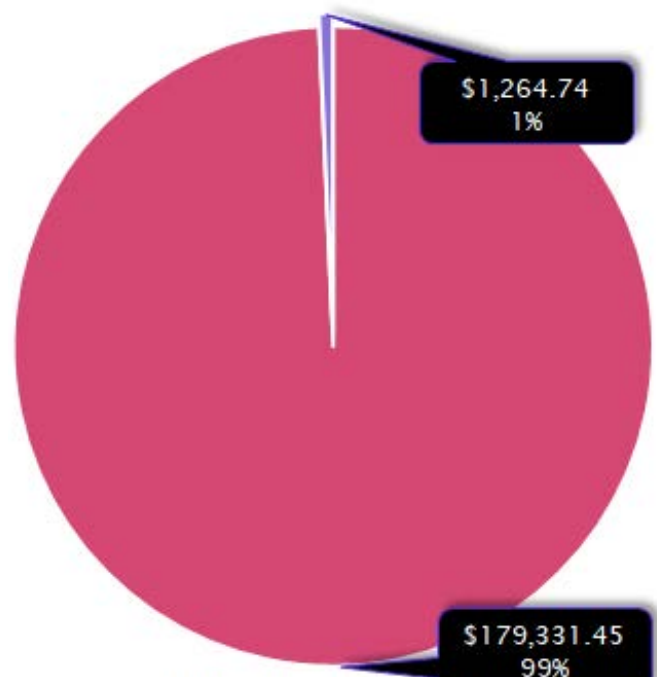
Protected Funds

State Match Only



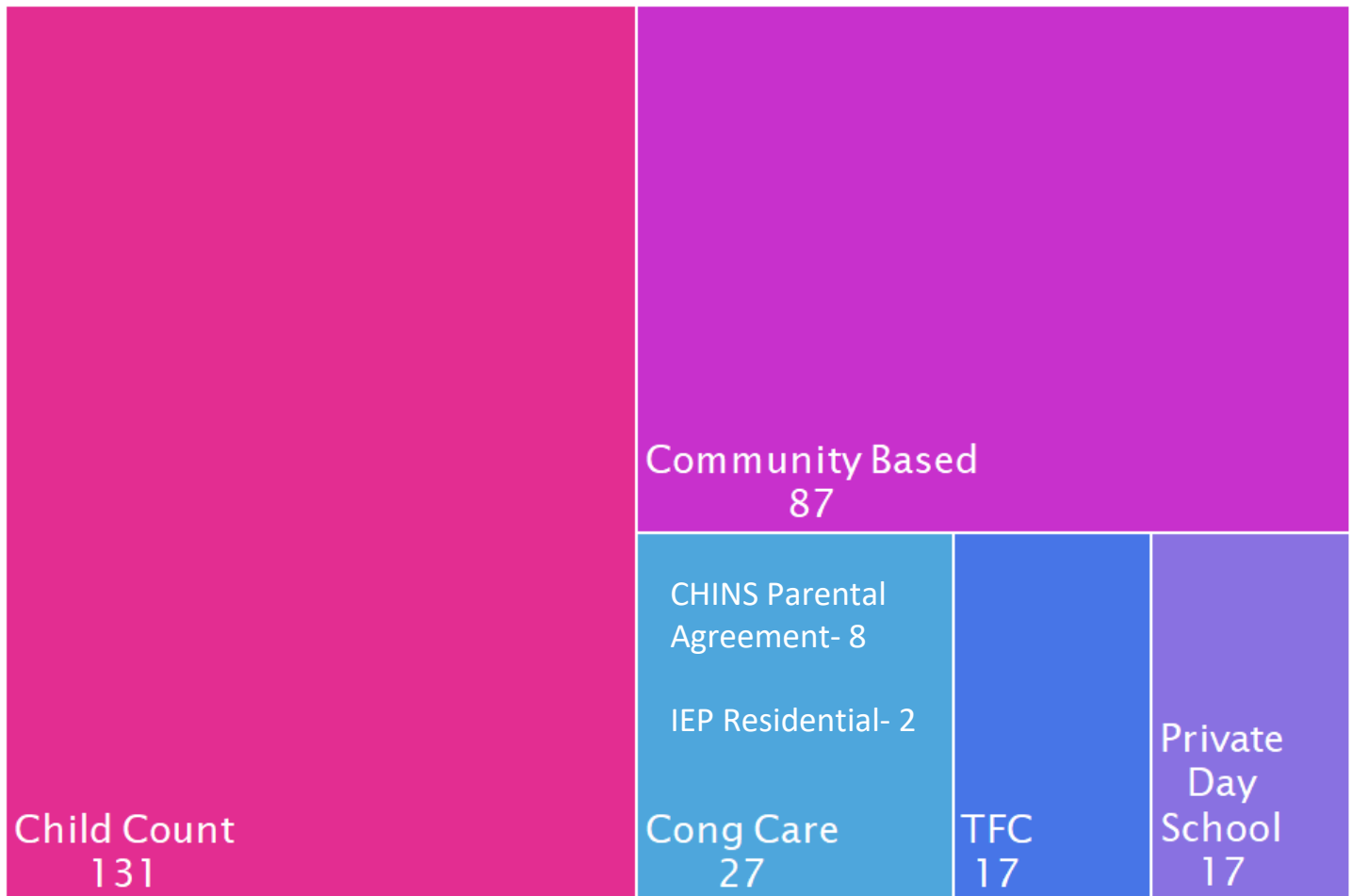
■ Used ■ Remaining

SpEd Wrap



■ Used ■ Remaining

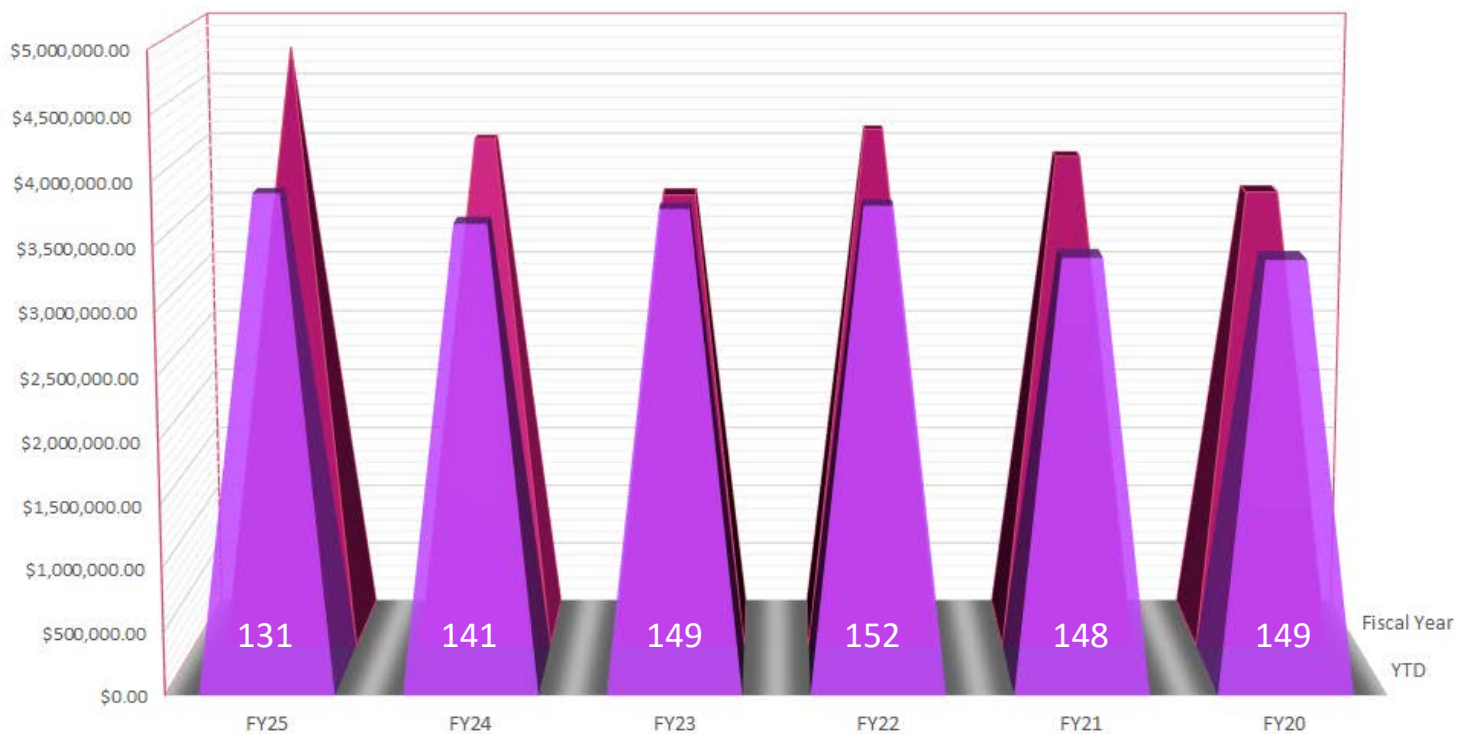
Service Placement Type



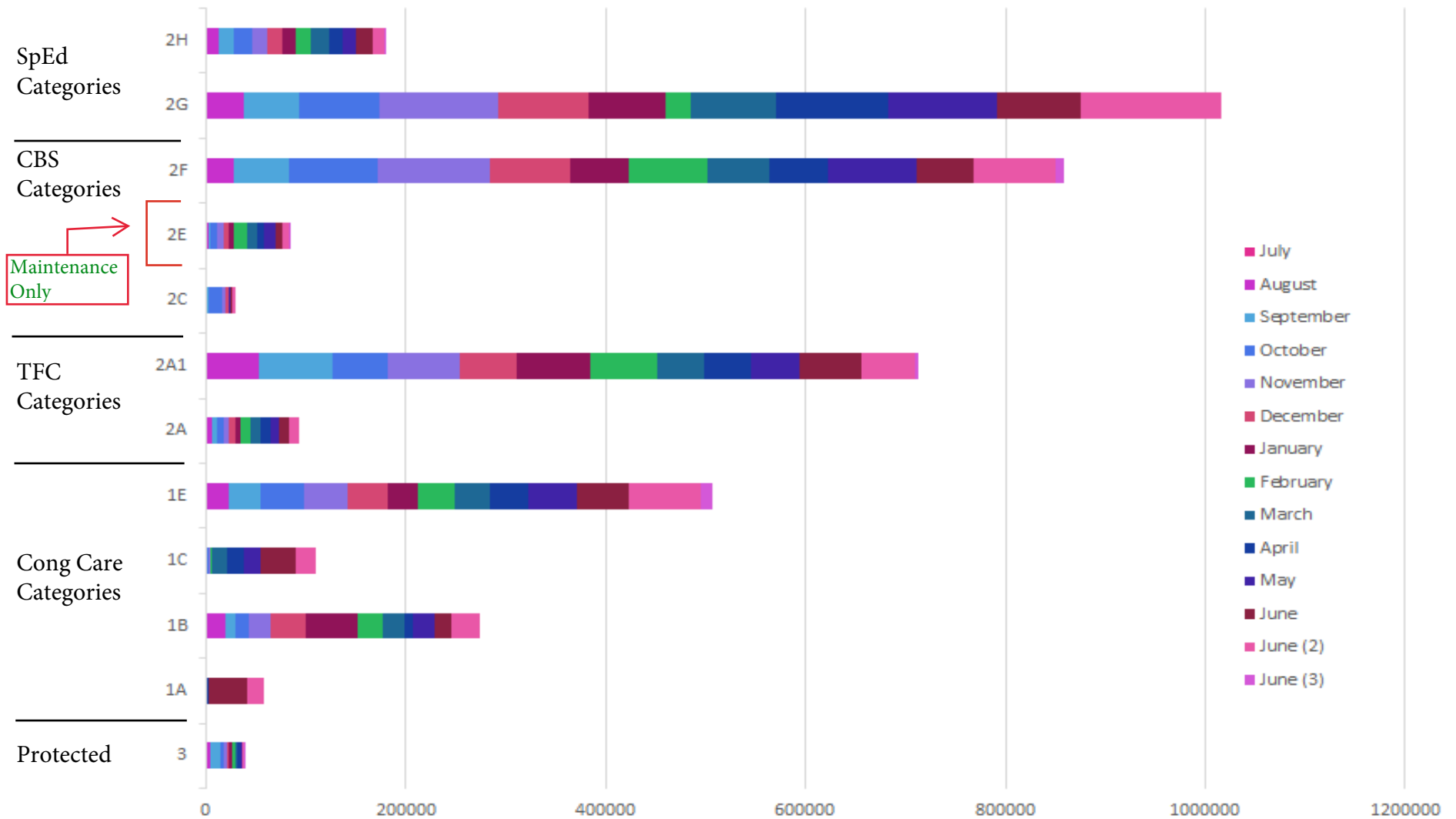
Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

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

Expenditure Trends



Monthly Expenditures by Primary Mandate Type



Primary Mandate Types (PMT):

1A- IV-E Congregate Care
 1B- Non IV-E Congregate Care
 1C- Parental Agreement Congregate Care

*PMTs 1A-1C do not include Education

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 and Enhanced 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

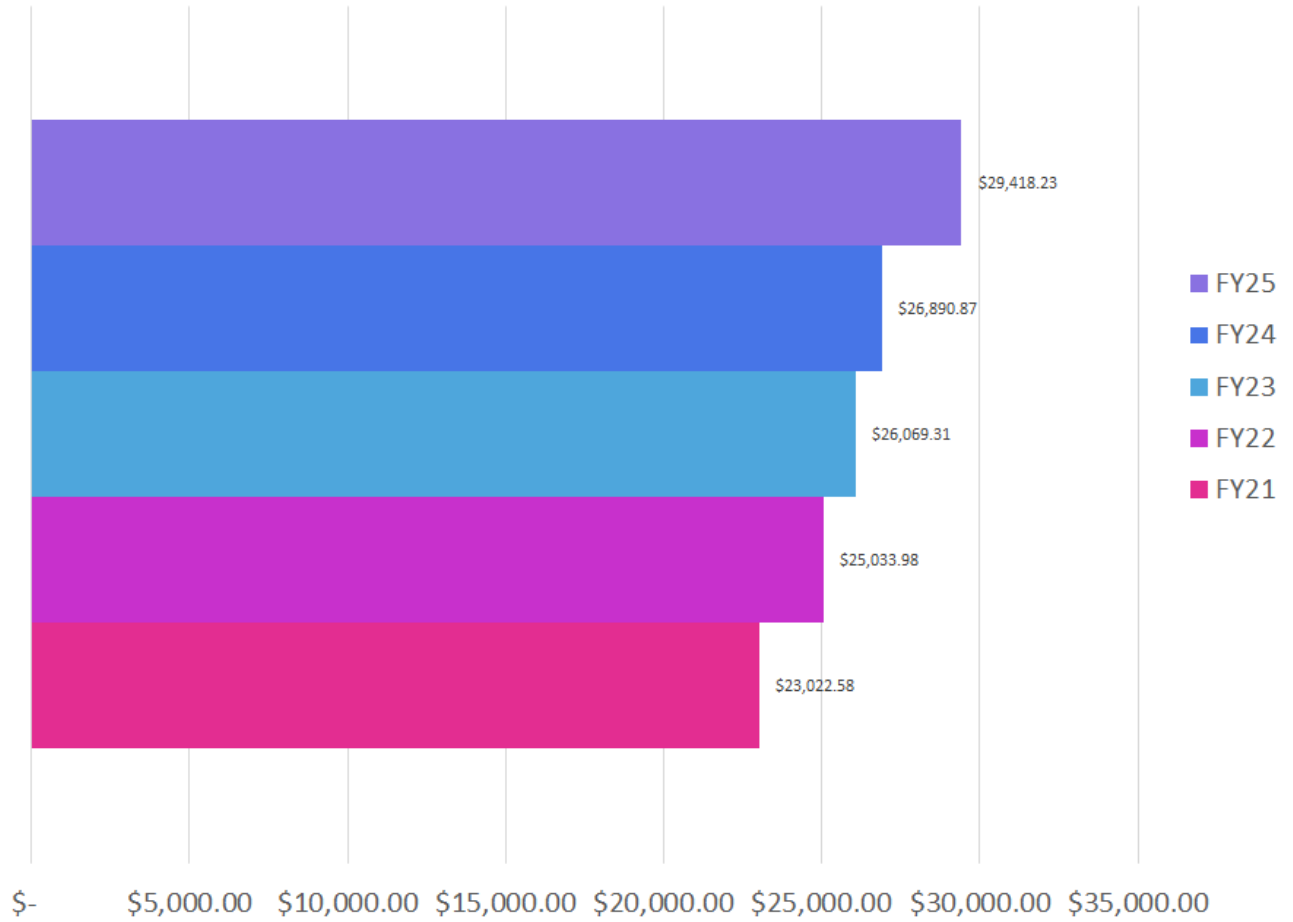
2G- Private Day School

2H- Special Education Wrap Around Services

3- Protected Funds

*NonMandated

Average Cost per Child



FREDERICK COUNTY CSA TRAINING SIGN-IN SHEET

Training:	CSA New Case Manager Training	Date:	9/10/25
Facilitator:	Jackie Jury	Location:	PW/Inspections/CSA Conf

Name	Signature	Agency	Phone	E-Mail
Chris Campbell	<i>Chris Campbell</i>	DSS	x1135	William.Campbell@fcva.us
Dajia Dunkley	<i>Dajia Dunkley</i>	FCDSS	ext 1189	dajia.dunkley@fcva.us
Jaimie Jacobsen	<i>Jaimie Jacobsen</i>	FCDSS	x 1157	jaimie.jacobsen@fcva.us
Reagan Stoner	<i>Reagan Stoner</i>	CSU	540 722 7960	reagan.stoner@dj.virginia.gov
Julien Berger	<i>Julien Berger</i>	CSU	540 722 7960	julien.berger@dj.virginia.gov
Caleb Kelley	<i>Caleb Kelley</i>	CSU	540-450-7106	Caleb.Kelley@dj.virginia.gov
Erin Sloane	<i>Erin Sloane</i>	FCPS	540-662-3888	Sloanee@fcpsk12.net
Taylor Elgin	<i>angelabell</i>	FCDSS	ext. 1186	Taylor.Elgin@FCVA.US

3.8 Parental Contribution / Co-payment Policy (Revised ____)

Purpose

To establish local policy for assessing parental contributions toward the cost of services funded through the Frederick County Children's Services Act (CSA). This policy ensures family engagement, equitable cost-sharing, and compliance with state and federal requirements.

Authority

- Code of Virginia §2.2-5206.3 and §2.2-5208 Requires local CPMTs and FAPTs implement policies to assess parental ability to contribute toward the cost of services.
- Code of Virginia §2.2-5211 – Establishes the state pool of funds and governs locality obligations.
- Individuals with Disabilities Education Act (IDEA) – Provides for Free and Appropriate Public Education (FAPE) for students with disabilities, exempting school-based IEP services from parental contribution.

This policy is adopted by the Frederick County CPMT in accordance with its authority under COV §§2.2-5206 and 2.2-5211.

Definitions

- Parental Contribution (Co-payment): A financial contribution assessed to families toward the cost of CSA-funded services.
- Waiver: A circumstance in which a parental contribution shall not be assessed due to eligibility in certain public assistance programs or otherwise identified in this policy.
- Exemption: A statutory or regulatory exclusion from parental contribution.
- Responsible Party: Any individual legally or financially responsible for the child, as defined in this policy.

Policy

Families receiving CSA-funded services shall be assessed a parental contribution unless prohibited by state or federal law. The contribution amount shall be determined using the CPMT-approved sliding fee scale, based on household size and gross income. Waivers and exemptions shall apply in accordance with state and local guidance.

Procedure

1. Case Manager Responsibility

- A. Confirm the service requested cannot be reimbursed through Medicaid and/or private insurance coverage, including use of out of network benefits. What about high deductible plans? Does the team want to set a deductible limit or something?
- B. Notify families at initial referral of the requirement for a parental contribution assessment through the CSA Office.
- C. Document parental contribution requirements in family service plans, court orders, or protective orders, as applicable.

2. CSA Office Responsibility

- A. Conduct parental contribution assessments using the CPMT-approved sliding fee scale.
- B. - Verify eligibility for waivers or exemptions.
- C. - Finalize assessments and obtain signatures within 30 days of service initiation.
- D. - Issue monthly invoices and manage collection of payments.

3. Eligible Populations

Assessment shall apply to:

- A. Foster Care Prevention cases
- B. Non-Mandated CSA cases
- C. Special Education Wraparound Services
- D. Any other case accessing CSA Services, except when prohibited by law or regulation.

4. Waivers and Exemptions

A. Families shall be waived from contribution if enrolled in the following programs.

- 1) Low Income Home Energy Assistance Program (LIHEAP)
- 2) Section 8 or Federal Public Housing Assistance
- 3) Supplemental Nutrition Assistance Program (SNAP)
- 4) Temporary Assistance for Needy Families (TANF)
- 5) Free or Reduced Meals under the National School Lunch Program
- 6) Social Security Disability as the only income source
- 7) CSA funding limited to drug screens or single evaluations \leq \$1,000

B. Exemptions:

- 1) School-based IEP services under IDEA (FAPE requirement)
- 2) Parents or guardians of youth in DSS custody or Parental Agreement foster care cases (referred to DCSE for child support instead).

5. Assessment Process

Once expenditures are authorized at IFT, the CSA Office shall contact the family to collect the necessary documentation to complete the Parental Contribution Assessment form.

- A. Families shall be assessed a monthly contribution based on the CPMT-approved sliding fee scale.
- B. Authorized services may commence during the assessment period; the CSA Office shall finalize the assessment and secure signatures within 30 days.
- C. A reassessment may be requested in the event of significant changes in income, employment, household size, or waiver eligibility.

6. Responsible Parties

- A. Parental contribution shall be assessed to:
 - 1) Biological parents, unless parental rights have been legally terminated.
 - 2) Adoptive parents, recognized under state law.
 - 3) Legal guardians or custodians, with court-ordered responsibility.
 - 4) Other financially responsible individuals, including step-parents, kinship caregivers with legal custody, or others designated by court order or statute.
- B. Assessment shall consider:
 - 1) The individual(s) legally responsible for the child; and
 - 2) The party directly benefiting from CSA-funded services.

In cases of shared custody, both parents may be assessed proportionately based on income unless the CSA Office or CPMT grants an exemption or waiver.

7. Determination of Contribution

The contribution amount shall be determined using the CPMT approved sliding fee scale, factoring household size and annual gross income. Annual gross income shall be verified through two (2) recent consecutive paystubs or prior two (2) years of tax returns.

Individuals who are unemployed or paid under the table???

Custody orders or court rulings identifying financial responsibility shall be obtained and followed when available.

8. Reassessment and Appeals

In the event a family contends that the assessed parental contribution imposes an undue financial hardship, the family may submit verifiable documentation of extraordinary expenses, such as unreimbursed medical costs or other significant mitigating circumstances. Such submissions shall be subject to review by the CSA Coordinator.

Routine household obligations (e.g., mortgage, rent, utilities, automobile payments) shall not be considered mitigating circumstances for the purposes of adjustment.

Families may request reassessment at any time due to a change in financial circumstances.

Appeals must be submitted in writing. The CPMT shall review and issue a final decision.

9. Payment and Collections

- Monthly invoices shall be issued beginning 60 days after service initiation.
- Payments shall be due by the last day of each month.
- Delinquencies exceeding 30 days shall result in a Notice of Past Due Payment. Services may be suspended following two unresolved notices.
- Any overpayments shall be credited toward future contributions.



Frederick County CSA Assessment of Parental Contribution

Child's Name: _____

DOB: _____

Screening Date: _____

CSA Eligibility Category: _____

CSA Office Use Only:

* Exclusion/Waiver Ineligible	* No Copay:
* Fee Waived:	IEP
Home Energy Asst Program	DCSE
SNAP	
TANF	
Free/Reduced Meals-Nat. School Lunch Program	
Social Security Disability is sole income	
Drug Screens Only or Eval under \$1000.00	

Parent #1: _____

Address: _____

Phone: _____

Employer: _____

Income: \$ _____

Source: W-2 Paystub Other: _____

Household Size: _____

Parent #2: _____

Address: _____

Phone: _____

Employer: _____

Income: \$ _____

Source: W-2 Paystub Other: _____

Total Gross Income Assessed: \$ _____

CSA Funded Services Eligible for Co-payment Assessment: _____

Assessed Co-payment Amount: \$ _____

Collection Agreement

I/we, the undersigned, do hereby agree to honor the terms of this parental co-payment agreement. I/we agree to report any changes in income, family size or treatment expenses to the CSA Office. If the level of service changes, the co-payment amount will be reassessed based on the new level of services. I/we understand that I am expected to pay the assessed copayment amount to the service provider. If the parental co-payment is not paid, services may be terminated and any action necessary to collect the debt will be determined by the service provider. In this case, the CSA Office will be notified of overdue payment and any action determined appropriate by the service provider.

Parent/Guardian #1 Signature _____

Date _____

Parent #2 Signature _____

Date _____

CSA Screener: _____

Frederick County CSA Sliding Fee Scale

Monthly Payment	Household Size						
	2	3	4	5	6	7	8
Non-Residential	under 34,999	under 38,999	under 42,999	under 46,999	under 49,999	under 53,999	under 56,999
\$10.00	39,000	42,000	45,000	48,000	52,000	55,000	59,000
\$20.00	42,000	45,000	48,000	51,000	54,000	57,000	61,000
\$25.00	45,000	48,000	51,000	54,000	57,000	60,000	63,000
\$30.00	48,000	51,000	54,000	57,000	60,000	63,000	66,000
\$40.00	51,000	54,000	57,000	60,000	63,000	66,000	69,000
\$50.00	54,000	57,000	60,000	63,000	66,000	69,000	72,000
\$60.00	57,000	60,000	63,000	66,000	69,000	72,000	75,000
\$70.00	60,000	63,000	66,000	69,000	72,000	75,000	78,000
\$85.00	63,000	66,000	69,000	72,000	75,000	78,000	81,000
\$100.00	66,000	69,000	72,000	75,000	78,000	81,000	84,000
\$115.00	69,000	72,000	75,000	78,000	81,000	84,000	87,000
\$130.00	72,000	75,000	78,000	81,000	84,000	87,000	90,000
\$145.00	75,000	78,000	81,000	84,000	87,000	90,000	93,000
\$160.00	78,000	81,000	84,000	87,000	90,000	93,000	96,000
\$175.00	81,000	84,000	87,000	90,000	93,000	96,000	99,000
\$190.00	84,000	87,000	90,000	93,000	96,000	99,000	102,000
\$205.00	87,000	90,000	93,000	96,000	99,000	102,000	105,000
\$220.00	90,000	93,000	96,000	99,000	102,000	105,000	108,000
\$235.00	93,000	96,000	99,000	102,000	105,000	108,000	111,000
\$250.00	96,000	99,000	102,000	105,000	108,000	111,000	114,000
\$265.00	99,000	102,000	105,000	108,000	111,000	114,000	117,000
\$280.00	102,000	105,000	108,000	111,000	114,000	117,000	120,000
\$295.00	105,000	108,000	111,000	114,000	117,000	120,000	123,000
\$310.00	108,000	111,000	114,000	117,000	120,000	123,000	126,000
\$325.00	111,000	114,000	117,000	120,000	123,000	126,000	129,000
\$340.00	114,000	117,000	120,000	123,000	126,000	129,000	132,000
\$355.00	117,000	120,000	123,000	126,000	129,000	132,000	135,000
\$370.00	120,000	123,000	126,000	129,000	132,000	135,000	138,000
\$385.00	123,000	126,000	129,000	132,000	135,000	138,000	141,000
\$400.00	126,000	129,000	132,000	135,000	138,000	141,000	144,000
\$415.00	129,000	132,000	135,000	138,000	141,000	144,000	147,000
\$430.00	132,000	135,000	138,000	141,000	144,000	147,000	150,000
\$445.00	135,000	138,000	141,000	144,000	147,000	150,000	153,000
\$460.00	138,000	141,000	144,000	147,000	150,000	153,000	156,000
\$475.00	141,000	144,000	147,000	150,000	153,000	156,000	159,000
\$490.00	144,000	147,000	150,000	153,000	156,000	159,000	162,000
\$505.00	147,000	150,000	153,000	156,000	159,000	162,000	165,000
\$520.00	150,000	153,000	156,000	159,000	162,000	165,000	168,000
\$535.00							

Note: For income limits over this scale, parent fees for non-residential services will increase by \$15.00/month for every \$3000.00 increase in annual gross income.

3.1.1 Residence (Revised___)

Purpose

To establish protocol and align local policy with changes to the transfer of Special Education Private Placements.

Authority

- Code of Virginia §2.2-5206- Requires local CPMTs to develop interagency policies and procedures, govern referrals to FAPT, and manage funds in the state pool.
- Code of Virginia §2.2-5211- Establishes the state pool of funds which governs funding obligations under the state pool.
- CSA Policy Manual §4.2 *Payment for Services and Change of Legal Residence* (rev. 07/01/2024)- Establishes state policies directing the transfer of cases within and outside of the Commonwealth of Virginia.
- Individuals with Disabilities Education Act (IDEA) and Virginia Department of Education regulations- Provides Federal and State protections for the provision of services to Special Education students.

Policy

1. **General Residency Rules (Excludes Special Education Private Placement Services)**
 - A. Youth residing with a custodial parent/guardian within Frederick County are eligible for CSA-funded services.
 - B. When a custodial parent/guardian establishes residence outside Frederick County:
 - 1) Frederick County CSA will continue to pay for services for **up to 30 calendar days** after the receiving CPMT has been notified in writing.
 - 2) The receiving CPMT must review, adopt, or revise the IFSP within **30 calendar days** of receipt.
 - 3) If the family relocates out of state, CSA funding ends immediately, and the referral agency must attempt to notify its counterpart in the new jurisdiction.
2. **Special Education Private Placement Services**
 - A. If a child is placed in a **private day or residential special education setting through an IEP** at the time of residence transfer:
 - 1) **Educational Costs:** Responsibility for educational costs transfers to the **new school division/locality** immediately upon the change of legal residence.
 - 2) **CSA-Funded Wraparound/Ancillary Services:** Frederick County CSA will continue to pay for wraparound services (e.g., transportation, ancillary supports) for up to **30 calendar days** after written notification is provided to the receiving CPMT.

Procedure

1. The CSA Office shall collaborate with the referring agency, OCS, and/or County Attorney in cases where questions regarding residency might exist.
2. **Case Manager Responsibility**

- A. The case manager must notify the CSA Account Specialist prior to the relocation, or if unaware at the time, no later than 2 days after becoming aware of the move.
 - B. The case manager must provide the case name, address of relocation, and date of relocation.
 - C. A discharge CANS must be completed and submitted to the CSA Office in accordance with policy [\[Insert Bookmark\]](#).
3. **CSA Office Responsibility**
- A. Provide written notification and information via encrypted email to the receiving locality's CSA Coordinator, copying their CPMT Chair, Frederick County Case Manager, and Parent/Legal Guardian.
 - B. Documentation should include:
 - 1) Signed Authorization to Release & Exchange Information
 - 2) Notification Letter noting client's and guardian's names, relocation address, date of relocation, and funding end date.
 - 3) Recent CANS
 - 4) FAPT review form
 - 5) BRF
 - C. Notify service providers of locality transfer and the date of funding termination.

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: 5:00 PM, October 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 4.5.6 "Local Match Rates"

Basis and Purpose of the Proposed/Revised Policy:

The authority for the SEC to develop a policy for public participation is provided for in [§2.2-2648.D.9](#) of the *Code of Virginia*, which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."* Additionally, [§2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to "provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate." Furthermore, the Appropriation Act calls for varying local match rates for services. Specifically:

1. Item 268, Paragraph C.2 of the Appropriation Act states, "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carry-forward expenditures submitted before September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
2. Item 268, Paragraph C.3.a of the Appropriation Act states, "...Notwithstanding the provisions of C.2. of this Item, beginning July 1, 2008, the local match rate for community-based services for each locality shall be reduced by 50 percent."

3. Item 268, Paragraph C.3.b of the Appropriation Act states, “Localities shall review their caseloads for those individuals who can be served appropriately by community-based services and transition those cases to the community for services. Beginning July 1, 2009, the local match rate for non-Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base. Beginning July 1, 2011, the local match rate for Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base.”
4. Item 268, Paragraph C.3.e of the Appropriation Act states, “The local match rate for all non-Medicaid services provided in the public schools after June 30, 2011 shall equal the fiscal year 2007 base.”

Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. By systematically examining policies, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

Summary of the Proposed/Revised Policy:

Policy 4.5.6.1 outlines specific local match rates for services as defined in Item 268 of the Appropriation Act. Policy 4.5.6.1 would replace Policy 5.1 Data Set, which is currently under consideration for repeal by the State Executive Council.

Preliminary Fiscal Impact Analysis:

Passage of this policy has no fiscal impact, as the defined match rates are already allotted in Policy 5.1.

POLICY 4.5.6

LOCAL MATCH RATES

4.5.6.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs about local match rates for specific services.

4.5.6.2 Authority

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to "provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ [2.2-5200](#) et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."
- B. 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."
- C. [Item 268, Paragraph C.2 of the Appropriation Act](#) states, "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carry-forward expenditures submitted before September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
- D. [Item 268, Paragraph C.3.a of the Appropriation Act](#) states, "...Notwithstanding the provisions of C.2. of this Item, beginning July 1, 2008, the local match rate for community-based services for each locality shall be reduced by 50 percent."
- E. [Item 268, Paragraph C.3.b of the Appropriation Act](#) states, "Localities shall review their caseloads for those individuals who can be served appropriately by community-based services and transition those cases to the community for services. Beginning July 1, 2009, the local match rate for non-Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base. Beginning July 1, 2011, the local match rate for Medicaid residential services for each locality shall be 25 percent above the fiscal year 2007 base."

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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- F. [Item 268, Paragraph C.3.e of the Appropriation Act](#) states, “The local match rate for all non-Medicaid services provided in the public schools after June 30, 2011, shall equal the fiscal year 2007 base.”

4.5.6.3 Definitions

“Community-based services match rate” means a locality’s match rate for community-based services, which is 50% of the base local match rate.

“Base local match rate” means each locality’s basic match rate for special education and foster care services determined by the Appropriation Act.

“Residential/congregate care services match rate” means a locality’s match rate for services that place a child outside of the family home in licensed facilities or emergency shelters, which is 25% above the base local match rate.

4.5.6.4 Service Placement Types and Corresponding Match Rates

The following service placement types have been assigned to the corresponding match rate.

A. Community-Based Services Match Rate (50% of base local match rate)

1. Community-Based Services: Services provided to youth living in community settings (i.e., family home, kinship placement, agency resource [foster] home, or independent living arrangement) and their planned permanent caregiver(s). Community-based services include but are not limited to Intensive In-Home services, Intensive Care Coordination, mentoring, case support/utilization review, and other treatment and related services/interventions. Per-diem payments made to private providers for the supervision and services of an IL arrangement are reported in this category.

Exception: Services provided to youth residing in a Treatment Foster Care placement are at the base local match rate.

2. Community Transition Services: Services provided directly to the caregiver(s) (e.g., parents, kin, fictive kin, and foster families) of youth in residential placements or treatment foster care for the primary purpose of preparing the caregiver and youth for discharge to home.

B. Education, Foster Care, and Crisis Services Match Rate (base local match rate)

1. Special Education Private Placement (day or residential): Educational services for students with disabilities receiving special education and related services in a licensed private special education day or residential school in accordance with their Individualized Education Program (IEP).

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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2. Special Education Transition Services: IEP-directed educational services delivered in public schools to students with disabilities who were previously placed in approved private special education programs for at least six months. These services may be reimbursed for no more than 12 out of the 15 calendar months from the date they are initiated.
3. Wrap-Around Services for Students with Disabilities: Non-IEP services that are directed by an Individual Family Services Plan (IFSP) and provided to a student with a disability and/or the student's family. These services are focused on keeping the student out of a more restrictive placement. They are provided outside of the school setting when the needs associated with the student's disability extend beyond the school setting and threaten the student's ability to be maintained in the home, community, or school setting. Wrap-around services may be provided to a student placed by their IEP in a public school or private day school or during the transition to the community from a residential educational program or a juvenile correction center.
4. Family Foster Care Basic and Enhanced Maintenance and Activities Payments: Payments for basic and enhanced maintenance for youth in foster care who do not meet requirements for Title IV-E funding and are living in local agency resource homes. The Virginia Department of Social Services (VDSS) VEMAT process determines enhanced maintenance payments. Payments in this category are consistent with Title IV-E definitions: "Maintenance means payments made on behalf of a child in foster care to cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance for a child, and reasonable travel for the child to visit with family or other caretakers and to remain in his or her previous school placement."

Exception: The Foster Care supplemental clothing allowance is at the community-based services match rate.
5. Treatment Foster Care: Payment for services and treatment, including community-based services, for children living in a foster home where a trained foster parent provides care through a licensed child-placing agency or a local agency's defined treatment foster care program.
6. Independent Living Stipend: The standard statewide payment rate made for the care and support of youth in foster care who are between the ages of 16 and 17 and placed in independent living status. These payments may be made directly to the youth, or if the youth is living with an individual to whom the youth pays rent, the costs may be paid to that individual. The method of payment must be in a written agreement signed by the youth. This payment cannot be made from Title IV-E funds and must be made from CSA pool funds.

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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7. Independent Living Arrangement: The monthly maintenance payment for youth in foster care who are 18 – 21 years of age and have been placed by the local DSS or licensed child-placing agency in a living arrangement in which the child does not have daily substitute parental supervision (e.g., college dormitory, individual apartment, apartments licensed by child-placing agencies). **This category does not include group homes or residential treatment facilities.**
8. Psychiatric Hospital/Residential Crisis Stabilization Unit: Acute psychiatric care in a licensed or free-standing psychiatric hospital, or a crisis stabilization unit for 24 hours or more. This category includes all services provided to the youth while staying in the psychiatric hospital/crisis unit.
9. Congregate Care Educational Services: Educational services provided to youth who are placed in a residential setting for non-educational purposes or who have an IEP written for residential educational services.

C. Residential/Congregate Care Services Match Rate (25% above base local match rate)

1. Temporary Care Facility and Services: Placement of youth in licensed facilities or emergency shelters that serve groups of youth and are specifically approved to provide a range of services, as needed, on an individual basis, not to exceed 90 days. Includes all services provided to youth while they are living in the temporary care facility.
2. Group Home: Placement of youth in a Therapeutic Group Home licensed by the Department of Behavioral Health and Developmental Services (DBHDS), or a Children's Residential Facility licensed by the VDSS, or a group home certified by the Department of Juvenile Justice. This category includes all services provided to youth while living in the group home.

Exception: Educational services provided in the residential setting are considered congregate care educational services (base local match rate). With exceptions (e.g., group home-based assessment and diagnostic program), it is expected that youth in group homes will attend public school or an IEP-determined private day school.

3. Residential Facility: Placement of youth in licensed residential programs that provide 24-hour supervised care (e.g., secure residential treatment facilities, campus-style residential programs, sponsored residential programs). This category includes all services provided to youth while living in the residential program. This category does not include secure detention facilities.

Exception: Educational services provided in the residential setting are considered congregate care educational services (base local match rate).

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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4.5.6.5 *Policy Review*

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

DRAFT

Adopted: June 12, 2008

Effective: June 12, 2008

Revised: month, 2026

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State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: 5:00 PM, October 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 5.1 "Data Set" (Adopted 6/12/2008; Rev June 2010; Rev March 2011; Technical edits December 2011, July 2016, July 2021)

Basis and Purpose of the Proposed/Revised Policy:

The authority for the SEC to develop a policy for public participation falls is provided for in [§2.2-2648.D.9](#) of the *Code of Virginia*, which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."* Additionally, [§2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council to *"provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."*

The proposed repeal of Policy 5.1 removes a policy that is no longer technically appropriate as the CSA Dataset ceased to exist with the implementation of the Local Expenditure and Data Reimbursement System (LEDRS). Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. In examining policies that are discretionary and not currently relevant, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

Summary of the Proposed/Revised Policy:

Policy 5.1 outlines and defines three different local match rates for specific services (community-based, base, and residential) as defined in Item 268 Paragraph C.2, C.3.a, and C.3.b of the Appropriation Act.

Preliminary Fiscal Impact Analysis:

The repeal of this policy will have no fiscal impact if Policy 4.5.6, which is proposed in companion to the repeal of Policy 5.1, is adopted. Policy 4.5.6 includes the same local match rates and updated service language.

POLICY 5.1

CSA DATA SET

5.1.1 Service Placement Types (Adopted 6/12/2008; Rev June 2010; Rev March 2011; Technical edits December 2011, July 2016, July 2021)

COMMUNITY BASED SERVICES (50% of local base match rate)

Community-Based Services: Community services provided to youth while living at home, in the home of extended family, in a regular foster family home, or in an independent living arrangement. This category includes community services provided to the youth's planned permanent caregiver in the family home or home community. (It does not include basic or enhanced maintenance payments for family foster care, basic activities, independent living stipends, or independent living arrangements. These payments are reported under the categories specific to those services.)

Community Transition Services: Community transition services are provided directly to the planned permanent caregiver (e.g., parents, relatives, and foster families) of youth in congregate/residential placements for the primary purpose of preparing the planned permanent caregiver and youth for the youth's discharge and transitioning from a residential/congregate care setting to the family's home. The settings for these services are primarily in the planned permanent caregiver's home and home community, but may also be in the residential care setting or its local community if provided directly to the planned permanent caregiver with the primary purpose of helping transition the youth home.

Intensive In-home Services: Services are provided to youth and their families when they are living at home. Intensive in-home services are typically provided, but not solely, in the residence of a youth who is at risk of being removed from the home or being transitioned home from an out of home placement. These services may include crisis intervention/treatment, individual and family counseling, life, parenting, and communication skills, and 24-hour per day emergency response. By delivering the service in the home, clinicians can address family system issues and support parents in effective behavioral techniques.

Intensive Care Coordination: Services conducted by an intensive care coordinator, as defined under the State Executive Council guidelines, for youth at risk of entering or placed in residential care. (Community-based services provided concurrent to Intensive Care Coordination are to be reported in the community-based services category.)

EDUCATION SERVICES & FOSTER CARE SERVICES (Local base match rate)

~~Special Education Private Day Placement:~~ Educational services for students with disabilities receiving special education and related services in a private day school in accordance with the placement decision in the IEP. *(Non IEP services provided to a youth in a private day placement are to be reported as Community-based services or as Wrap-Around Services for Students with Disabilities, as determined appropriate by the FAPT.)*

~~Wrap-Around Services for Students with Disabilities:~~ Non-IEP services in the IFSP and approved by the FAPT provided to a student with a disability and/or the student's family which are necessary to keep the student out of a more restrictive placement. Wrap-around services are non-residential and are provided outside of the school setting in the home and community when the needs associated with the student's disability extend beyond the school setting and threaten the student's ability to be maintained in the home, community, or school setting. The wrap-around services may be provided to a student placed in a public school setting, a private day school, or being transitioned back to the community from a residential educational program or a juvenile correction center.

~~Family Foster Care Basic Maintenance and Activities Payments:~~ Payments for basic maintenance for foster care youth living in a local agency foster home. The families are receiving foster care maintenance payments consistent with Title IV-E definitions (i.e., room, board, daily basic supervision, school supplies, youth's personal incidentals, the basic clothing allowance, child care and/or travel costs), and the youth do not meet requirements for Title IV-E funding. *(Community-based services provided directly to the child and/or biological/adoptive family should be reported in the Community-Based Services category. Educational placements and non-instructional services in the public schools provided to these children should be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities. The Foster Care Supplemental Clothing Allowance is reported as a Community-Based Service in this expenditure category.)*

~~Family Foster Care Enhanced Maintenance:~~ Payments in this category are for foster care youth in a local agency foster home and include the enhanced maintenance payment (currently determined by the VEMAT) for additional daily supervision as well as the basic maintenance payment, and the youth do not meet requirements for Title IV-E. *(Community-based services provided directly to the child and/or biological/adoptive family should be reported in the appropriate expenditure category (either Community-based services or the Foster Care Maintenance as detailed in the CSA Pool Fund Expenditure Categories and Definitions document). Educational placements and non-instructional services in the public schools provided to these children should be*

~~reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Specialized Foster Care: This category has been retired.

Treatment Foster Care: Payment for services and treatment of children living in a foster home where a trained foster parent provides care through a licensed child-placing agency or local agency's defined treatment foster care program. The package of services included in the treatment payment rate may include assessment; development of the case plan, home visits; referral to services; direct provision of services, treatment, and counseling for children, parents, and/or substitute care providers in their own homes or outside of their homes; respite care; parent support services; 24-hour supervision and crisis intervention; casework, case management, and supervision; placement of the child; preparing and participating in judicial determination; recruitment and training. This category includes all services, including any community-based services, provided to these children while they live in the treatment foster home, except as provided below.

~~(Community-based services provided directly to the child and/or biological/adoptive family should be reported in the appropriate expenditure category, either Community-Based Services or the Treatment Foster Care, as detailed in the CSA Pool Fund Expenditure Categories and Definitions document. Educational placements and non-instructional services in the public schools provided to these children should be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Independent Living Stipend: The standard statewide payment rate made for the care and support of youth over age 16 placed in independent living status. Covered costs are not limited to but generally include room and board, rent, household equipment, utilities, clothing, personal care, and transportation. Payment cannot be made from Title IV-E funds; it is made from CSA pool funds. Payments may be made directly to the youth, or if the youth is living with an individual to whom the youth pays rent, the costs may be paid to that individual. The method of payment must be in a written agreement signed by the youth. ~~(Community-based services provided to these youth or their families while the children receive an independent living stipend are to be reported in the community-based services category. Educational placements and non-instructional services in the public schools provided to these children should be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Independent Living Arrangement: Payment for foster care youth at least 16 years of age who have been placed by the local DSS board or licensed child-placing agency in a living arrangement in which the child does not have daily substitute parental supervision (e.g., college dormitory, individual apartment, apartments licensed by child-placing agencies). This category does not include apartments located in one complex where daily substitute parental supervision is provided, and the programs are licensed as group homes. It does

~~not include group homes or residential facilities. (Community-based services provided to the youth or planned permanent caregiver should be reported in the community-based services category. Private educational placements are to be reported in the Special Education Private Day Placement category or Wraparound Services for Students with Disabilities.)~~

Psychiatric Hospital/Residential Crisis Stabilization Unit: ~~Placement of youth outside of their family home for acute care in an acute care psychiatric unit of a licensed medical hospital or licensed free-standing psychiatric hospital or a crisis stabilization unit for 24 hours or more (i.e., for crisis stabilization of harmful behaviors to self or others and/or serious mental health issues). This category includes all services provided to the youth while staying in the psychiatric hospital/crisis unit. Residential Crisis Stabilization length of stay should not exceed 15 days per incident. (Community-based services provided directly to the youth and/or planned permanent caregiver in the family's home should be reported in the Community-based Services category.)~~

Congregate Care Educational Services for Medicaid Funded Placements: ~~Educational services provided to youth who are placed in a residential setting for non-educational purposes or who have an IEP written for residential educational services. The youth is Medicaid eligible and placed in a Medicaid facility, but Medicaid funds cannot be used to pay for the educational services.~~

Congregate Care Educational Services for Non-Medicaid Funded Placements: ~~Educational services provided to youth who are placed in a residential setting for non-educational purposes or who have an IEP written for residential educational services. The youth is not eligible for Medicaid or is not placed in a Medicaid-funded placement because appropriate Medicaid programs are not available to meet the youth's needs.~~

RESIDENTIAL/CONGREGATE CARE (25% above local base match rate)

Temporary Care Facility and Services: ~~Placement of children outside of their family homes in licensed facilities or emergency shelters that serve groups of youth and are specifically approved to provide a range of services, as needed, on an individual basis not to exceed 90 days. Includes all services provided to children while they are living in the temporary care facility, except as specified. (Community and community transition services provided directly to the child and/or family for the primary purpose of discharging and transitioning the child home from residential care should be reported in the appropriate community-based services category. Educational services provided in this setting should be reported in the Educational Services—Congregate Care category. Does not include secure detention facilities.)~~

Group Home: ~~Placement of children outside of their family homes in licensed residential programs that are characterized by a supervised homelike environment in a single-family residence that serves groups of children (up to 8 youth) who have behavioral/emotional~~

difficulties and/or physical or mental disabilities. This includes the placement of children in apartments located in one complex where daily substitute parental supervision is provided, and the programs are licensed as residential programs. Group homes may provide social, life, or vocational skills training. They may provide emergency placements. Includes all services provided to children while living in the group home, except as specified. *(Community-based services provided directly to the youth and/or planned permanent caregiver in the home where the youth will be living are to be reported in the Transition Services Category. Transition services provided directly to the planned permanent caregiver for the primary purpose of discharging and transitioning the child home from residential care are to be reported in the Community Transition Services category. Educational services provided in the group home setting are to be reported in either the Educational Services – Congregate Care category.)*

Residential Facility: Placement of youth outside of their family homes in licensed residential care programs that provide 24 hour supervised care to groups of youth (e.g., secure residential treatment facilities, campus style residential programs, group homes on the campus of a residential facility, group homes that serve more than nine youth). Programs may provide intensive treatment services such as medication management, nursing care, occupational therapy, crisis stabilization, assessment, social skills training, group therapy, individual therapy, family therapy, etc. This category includes services provided to youth while living in the residential program (e.g., outpatient, respite care, crisis stabilization, assessment, child behavioral aides) and includes services that are provided in the residential facility and residential facility community to the youth's family. This category does not include secure detention facilities. *(Community-based services provided directly to the youth and/or planned permanent caregiver in the home where the youth will be living are to be reported in the Transition Services category. Transition services provided directly to the planned permanent caregiver for the primary purpose of discharging and transitioning the child home from residential care are also to be reported in the Community Transition Services category. Educational services provided in the group home setting are to be reported in either the Educational Services – Congregate Care category.)*

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: November 14, 2025

Number and Name of Proposed/Revised Policy:

Policy 4.1.1 – Children in Need of Services (CHINS)

Basis and Purpose of the Proposed/Revised Policy:

Section [2.2-2648.D.3](#) of the *Code of Virginia* requires the SEC to: "Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."

Section [2.2-2648.D.13](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

Section [2.2-5211.B.4](#) of the Code of Virginia requires the CSAS state pool of funds to serve the following target population: "Children and youth who are determined, by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined in [§16.1-228](#) and requiring (i) community-based services to prevent or eliminate the need for an out of home placement, or (ii) placement outside of the home through an agreement between the public agency designated by the community policy and management team and the parents or legal guardians who retain legal custody of the child."

Section [2.2-5212.A.4](#) of the Code of Virginia identifies a child who "Has been determined by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined [§16.1-228](#)" as an eligible population for funding through the CSA state pool of funds.

Section [16.1-228](#) of the Code of Virginia identifies a child in need of services as "(i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child or (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone. However, to find that a child falls within these provisions, (a) the conduct complained of must present a clear and substantial danger to the child's life or health or to the life or health of another person; (b) the child or his family is in need of treatment, rehabilitation, or services not presently being received; and (c) the intervention of the court is essential to provide the treatment, rehabilitation, or services needed by the child or his family."

The proposed changes in this policy address the legislative changes made to [§2.2-5211](#) and [§2.2-5212](#) during the 2025 legislative session to include youth found to be a CHINS as described in [§16.228](#) by a juvenile or domestic court or Family Assessment and Planning Team (FAPT) to be an eligible, sum-sufficient population for the CSA. The revised policy also includes a form that FAPT teams can use to document their decision in their CHINS assessment process.

Furthermore the proposed changes to the existing policy 4.1.1 also align the policy with the standard policy format adopted by the State Executive Council in September 2022 by adding sections 4.1.1.2 (Purpose), 4.1.1.3 (Authority), 4.1.1.4 (Definitions), 4.1.1.5 (Eligibility as a Child in Need of Services), and 4.1.1.6 (Policy Review), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

Summary of the Proposed Policy:

Policy 4.1.1 provides guidance to local Children's Services Act (CSA) programs regarding eligibility as a Child in Need of Services (CHINS).

Preliminary Fiscal Impact Analysis:

Since this population is currently being served through the CSA, there is no anticipated fiscal impact of the revisions to this policy on either the Commonwealth or local governments.

POLICY 4.1

ELIGIBLE POPULATIONS

4.1.1 *Children in Need of Services (CHINS)*

4.1.1.2 *Purpose*

To provide guidance to local Children's Services Act (CSA) programs regarding eligibility as a Child in Need of Services (CHINS).

4.1.1.3 *Authority*

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."
- B. Section [2.2-2648.D.13](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."
- C. Section [2.2-5211.B.4](#) of the Code of Virginia requires the CSAS state pool of funds to serve the following target population: "Children and youth who are determined, by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined in [§16.1-228](#) and requiring (i) community-based services to prevent or eliminate the need for an out of home placement, or (ii) placement outside of the home through an agreement between the public agency designated by the community policy and management team and the parents or legal guardians who retain legal custody of the child."
- D. Section [2.2-5212.A.4](#) of the Code of Virginia identifies a child who "Has been determined by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined [§16.1-228](#)" as an eligible population for funding through the CSA state pool of funds.
- E. Section [16.1-228](#) of the Code of Virginia identifies a child in need of services as "(i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at

Adopted:

Effective:

Revised:

Page 1 of 3

risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone.

4.1.1.4 Definitions

"Child" means any person under the age of 18.

"Child in Need of Services (CHINS)" means (i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone.

"Community Policy and Management Team (CPMT)" is the entity responsible for developing, implementing, and monitoring the CSA local program through policy development, quality assurance, and oversight of its functions.

"Family Assessment and Planning Team (FAPT)" implements the CSA by recommending services for children and their families. The team considers every child and family's strengths and challenges to address their specific needs as best they can. Families are included in all FAPT assessments, service planning, and decision-making.

"Multidisciplinary Team (MDT)" is an alternative to a "standard" FAPT that provides an option to local CSA programs to provide review and recommendations for an identified group or type of cases and can complete all the statutory duties of a standard FAPT, including a recommendation of services for authorization by the CPMT.

4.1.1.5 Eligibility as a Child in Need of Services

- A. State law mandates the provision of services through the CSA state pool of funds for CHINS-eligible youth (COV [§2.2-5212.4](#)) and requires that those services be considered sum-sufficiently funded under [§2.2-5211.B.4](#).
- B. The determination of CHINS eligibility shall be made in one of two ways:
 - 1. The FAPT or approved MDT shall determine whether the child meets the definition of a CHINS.
 - 2. A juvenile and domestic relations court finds that a child falls within the statutory definition, including that "(i) the conduct complained of must present a clear and substantial danger to the child's life or health or to the life or health of another person, (ii) the child or his family is in need of treatment, rehabilitation or services not presently being received, and (iii) the intervention of the court is essential to provide the treatment, rehabilitation or services needed by the child or his family." (COV [§16.1-228](#))
- C. The FAPT shall document its determination using the CHINS Eligibility Determination Form (see Appendix A).
- D. Once a court or FAPT determines that a child is a CHINS, there is no requirement to reestablish eligibility as a CHINS for the duration of the child's continuing involvement with the CSA program. However, once the circumstances related to a child being determined to be a CHINS have been resolved and/or services have been successfully completed, the child is no longer considered a CHINS. If a child ceases to be a CHINS, the child may qualify as a CHINS again if a court or FAPT makes a new determination.
- E. The local CSA program is responsible for service planning and monitoring of services provided in accordance with all provisions of the Children's Services Act (COV [§2.2-5200 et seq.](#)).

4.1.1.6 Policy Review

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

Appendix A

Documentation of Eligibility Form

Child in Need of Services (CHINS)

Funded through the Children's Services Act (CSA)

Effective TBD

Family Assessment and Planning Teams (FAPTs) or approved alternative Multidisciplinary Teams (MDTs), will use this standard eligibility documentation form to provide consistent application in determining CHINS eligibility across all local CSA programs. Localities shall use this form to document that the decision regarding the child's eligibility was made in accordance with the Code of Virginia and the State Executive Council for Children's Services Policy 4.1.1.¹

Name of Child:	Enter the child's name.
The FAPT (or approved MDT), in accordance with SEC Policy 4.1.1 and the policies of the CPMT, determines and documents that there are sufficient facts that the following criteria are met:	
The child meets the statutory definition of a Child in Need of Services (Code of Virginia, §16.1-228): "Child in need of services" means (i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person.	
<input type="checkbox"/> A J&DR court has found that the child is "in need of services" in accordance with §16.1-228 and a copy of the court order is attached.	
<input type="checkbox"/> The FAPT or approved multidisciplinary team has determined that the child's behavior, conduct, or condition meets the statutory definition above.	
<input type="checkbox"/> The FAPT has not determined that the child meets the statutory definition above and the parent/guardian has been advised of their right to appeal the determination of the FAPT.	
If the FAPT/MDT made the determination, briefly describe in specific terms the facts and time frames on which the team based its conclusion that the child does or does not meet the statutory definition of CHINS found in Code of Virginia, §16.1-228 (listed above): Click or tap here to enter text.	

¹ This checklist does not apply to abused or neglected children as defined in §63.2-100, as they are otherwise eligible for foster care prevention services.

[illegible]

Appendix B
MODEL CSA PARENTAL AGREEMENT¹
Effective 2025

This Parental Agreement (from now on referred to as the “Agreement”) is entered into on the select day day of select month, select year in the City/County of enter locality name, Virginia, between enter parent name and enter parent name, the Parent(s)/ Legal Guardian(s) of enter child’s name (a child under the age of eighteen) born on select date and enter local agency name, a public agency designated by and acting as an agent of the enter locality name Community Policy and Management Team (from now on referred to as the “Agency”).

All signing parties agree that the placement of this child in a state-approved home or licensed facility is:

- a. In the child’s best interests at this time.
- b. The most appropriate and least restrictive setting to meet the child’s needs at this time.
- c. Agreed upon by the members of the child’s Family Assessment and Planning Team (FAPT) and the parent(s) or legal guardian(s).

PLACEMENT AUTHORITY

As the parent(s)/legal guardian(s) of enter child’s name, I/we have the legal authority to plan for him/her and voluntarily place him/her on the select day of placement day of select month, select year in a state-approved home or a licensed facility for a period not to exceed enter time frame. Review of this parental agreement will occur on or before enter review date, when treatment progress and the Family Assessment and Planning Team (FAPT) recommendations will be reviewed to determine the continued need for placement and the extension or re-issuance of the parental agreement.

RIGHTS AND RESPONSIBILITIES

PARENT(S)/GUARDIANS

1. I/we retain legal custody of my/our child.
2. I/we will, to the best of my/our ability:
 - a. Actively and consistently participate in all aspects of assessment, planning, and implementation of services throughout this agreement.

¹ This is a model agreement provided for the use of local Children’s Services Act programs. Local CSA programs may modify this document in any way they see fit or create entirely new agreements for use in these cases.

- b. Attend and participate in all FAPT meetings to plan, review, and monitor the service plan concerning my/our child's and our family's needs.
 - c. Attend and participate in family therapy sessions, parent training, and/or other services for family members as described in the Individual Family Service Plan (IFSP).
 - d. Provide all necessary information and documentation to the FAPT and the placing Agency for services and placement of my/our child.
3. I/we agree to complete all Medicaid eligibility or referral paperwork for my child upon admission to the facility or after 30 days of placement (if applicable).
4. I/we agree to inform the CPMT of any plan to relocate my/our physical residence outside this jurisdiction.

PLACING AGENCY AND CSA PROGRAM

The placing Agency and FAPT shall:

1. Collaborate with the child's parent(s)/legal guardian(s) to develop and provide case management services and to implement the Individualized Family Service Plan (IFSP).
2. Provide case-specific information to the child's parent(s)/legal guardian(s) in accordance with established local CPMT policies and procedures, as well as relevant laws.
3. Provide utilization review and management in accordance with established CPMT policies and procedures.

FISCAL AUTHORITY/PAYMENT TERMS

Payments for services will be made and documented for all parties in accordance with the policies and procedures approved by the CPMT and may include:

- Parental co-pays
- Private insurance benefits
- Child support (Division of Child Support Enforcement)
- Medicaid
- CSA Pool Funds

Payment of service costs using CSA funding will be authorized only for services included in the IFSP that have been approved in accordance with the policies and procedures established by the CPMT and that comply with all relevant City/County procurement and fiscal policies.

The parent(s) or legal guardian(s) will apply for Medicaid and/or other public or private funding and resources, as applicable, to assist in paying for services provided in accordance with the IFSP.

The parent(s) or legal guardian(s) agree to pay the parental co-pay or child support as determined by CPMT policies and procedures.

In addition, the parent(s)/legal guardian(s) will retain specific financial responsibilities related to their child's care that are normal and customary parental responsibilities, including but not limited to clothing, toiletries, personal care items, and spending allowances, and the following special items: enter special items

The parent(s)/legal guardian(s) is/are aware that should they move outside of the City/County represented by this CPMT, there is no guarantee that the CPMT in the new Virginia locality or any other state's jurisdiction, will honor this agreement and the placement of their child may be disrupted. The parent(s)/legal guardian(s) further agree(s) that if they change residency to:

- Another Virginia locality.
 - The new locality has up to 30 calendar days to determine what appropriate services and agreements will apply according to its CPMT policies. The 30 calendar days begin upon the new CPMT's receipt of written notification of the residency change. This Parental Agreement will terminate when the new locality's CPMT implements services or when the 30 calendar days have elapsed, whichever occurs first.
- A locality outside of Virginia.
 - This Parental Agreement terminates immediately, meaning the CPMT has no further obligation to continue funding the placement, and the parent(s) or legal guardian(s) must assume responsibility for the placement and care of the child.

CONDITIONS FOR TERMINATION OF AGREEMENT

This is a voluntary agreement. I/we understand that as my/our child's parent(s)/legal guardian(s), I/we may revoke this agreement at any time.

I/we understand that the Agency may terminate this agreement by giving me/us enter number of days days written notice of the intended termination, including reasons and documentation supporting the reasons for termination. Reasons may include: the Agency determines that based upon a utilization review or other factors, the placement is no longer in the best interest of my/our child, is not the most appropriate or least restrictive setting to meet my/our child's needs, the child is not making adequate progress in the placement, or services have been successfully completed; or that I/we have failed to comply with the conditions and terms of this agreement.

APPEAL PROCESS

I/we understand that if I/we disagree with the Agency's decision to terminate this agreement, I/we have the right to appeal this decision by submitting a written request in accordance with the local CPMT policies and procedures for appeals. By signing this agreement, I/we acknowledge receipt of the local CPMT policies and procedures on appeals.

SIGNATURES

A copy of this agreement will be given to all signing parties, and the original will be placed in the child's file, which is located at enter location of client file. By signing below, each party enters into this agreement under the conditions set forth.

_____ PARENT/LEGAL GUARDIAN	<u>select date</u> _____ DATE
_____ PARENT/LEGAL GUARDIAN	<u>select date</u> _____ DATE
_____ REPRESENTATIVE OF THE AGENCY DESIGNATED BY THE CPMT	<u>Select date</u> _____ DATE

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 11, 2025

Public Comment Period Ends: 5:00 PM, October 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 3.5.1 "Records Management"

Basis and Purpose of the Proposed/Revised Policy:

Code of Virginia [§2.2-2648](#) enumerates specific areas in which the State Executive Council for Children's Services (SEC) shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

Specifically, [§2.2-2648.D.13](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

Section [2.2-2648.D.16](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform data collection standards and the collection of data, utilizing a secure electronic client-specific database for CSA-funded services, which shall include, but not be limited to, the following client specific information: (i) children served, including those placed out of state; (ii) individual characteristics of youths and families being served; (iii) types of services provided; (iv) service utilization including length of stay; (v) service expenditures; (vi) provider identification number for specific facilities and programs identified by the state in which the child receives services; (vii) a data field indicating the circumstances under which the child ends each service; and (viii) a data field indicating the circumstances under which the child exits the Children's Services Act program. All client-specific information shall remain confidential and only non-identifying aggregate demographic, service, and expenditure information shall be made available to the public."

In addition, the Office of Children's Services (OCS) is established pursuant to [§2.2-2649.A](#) as the administrative entity of the SEC.

[§2.2-5206.12](#) of the Code of Virginia directs local Community Policy and Management Teams to “Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of [§2.2-2648](#).”

[§2.2-5210](#) of the Code of Virginia states that: “All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held 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 whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of [§2.2-2648](#).”

Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. By systematically examining policies, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

Summary of the Proposed/Revised Policy:

Policy 3.5.1 provides guidance to local CSA programs by outlining minimum documentation requirements to demonstrate compliance with the CSA statutory requirements in [§2.2-2648.D.16](#) and [§2.2-5206.12](#). and the management of printed and electronic records.

Preliminary Fiscal Impact Analysis:

Passage of this policy has no fiscal impact.

POLICY 3.5

RECORDS MANAGEMENT (~~ADOPTED AUGUST 28, 1998~~)

3.5.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs regarding minimum documentation requirements and the management of printed and electronic records.

3.5.2 Authority

Code of Virginia [§2.2-2648](#) enumerates specific areas in which the State Executive Council for Children's Services (SEC) shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

[Section 2.2-2648.D.13](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

[Section 2.2-2648.D.16](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform data collection standards and the collection of data, utilizing a secure electronic client-specific database for CSA-funded services, which shall include, but not be limited to, the following client specific information: (i) children served, including those placed out of state; (ii) individual characteristics of youths and families being served; (iii) types of services provided; (iv) service utilization including length of stay; (v) service expenditures; (vi) provider identification number for specific facilities and programs identified by the state in which the child receives services; (vii) a data field indicating the circumstances under which the child ends each service; and (viii) a data field indicating the circumstances under which the child exits the Children's Services Act program. All client-specific information shall remain confidential and only non-identifying aggregate demographic, service, and expenditure information shall be made available to the public."

In addition, the Office of Children's Services (OCS) is established pursuant to [§2.2-2649](#) A as the administrative entity of the SEC.

[§2.2-5206.12](#) of the Code of Virginia directs local Community Policy and Management Teams to "Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of [§ 2.2-2648](#)."

[§2.2-5210](#) of the Code of Virginia states that: "All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this

team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held 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 whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § [2.2-2648](#)."

3.5.3 Definitions

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

"Family Assessment and Planning Team (FAPT)" implements the CSA by recommending services for children and families. When making a decision, the team will take into consideration every child and family's unique strengths and challenges when addressing their specific needs as best they can. Families are included in all FAPT assessment, service planning, and decision making.

"Individual Family Services Plan" 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.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records. (§42.1-77, COV)

3.5.4 Record Collection

The CPMT shall adopt written policies and establish procedures regarding the management of printed and electronic records for the following purposes:

- *To protect confidential data regarding individual children and families.*
- *To create an internal structure for the management of documents.*
- *To assure that appropriate records to document the provision of child-specific services, including FAPT decision-making and CPMT funding authorizations, are maintained for future individualized service planning, analysis of aggregated data used to monitor and evaluate overall program effectiveness, and subject to audit; and*
- *To comply with federal and state requirements regarding confidentiality, records management, storage, and destruction.*

3.5.4.1 Minimum Documentation Requirements

Each CPMT shall ensure *the* collection of child-specific documentation to demonstrate compliance with the CSA statutory requirements ([§2.2-2648.D.16](#) and [§2.2-5206.12](#)). Such documentation shall include, at a minimum, the following:

- *Client referral forms*
- *Case manager designation*
- *Parent/guardian consent to release information*
- *Child and Adolescent Needs and Strengths (CANS) assessments*
- ~~Assessment data, including completed CANS~~
- ~~Parental co-payment assessed~~ *contribution assessments, notifications, and payment agreements*
- ~~Service Plan~~ *Individual Family Services Plans (IFSP), which include:*
 - *CSA eligibility determinations, including Child in Need of Services (CHINS) determinations/court orders*
 - *Identified strengths and needs of the child and family*
 - *Goals and objectives (desired outcomes and time frames)*
 - *Services recommended by FAPT/MDT*
 - *Plan for returning youth to family settings or the community (e.g., discharge plans)*
 - *Parent/Guardian participation and consent to the service plan*
- *Individualized Education Programs (IEP)-for CSA-funded special education services*
- *Foster Care Plans (if used in place of an IFSP)*
- *Virginia Enhanced Maintenance Assessment Tool (VEMAT)*
- *Title IV-E Foster Care Notice of Actions*

- *Independent Assessment Certification and Coordination Team (IACCT) decisions*
- *Medicaid denials*
- *Best Interest Determination Documentation (ESSA form B-17) (for CSA-funded school transportation for youth in foster care)*
- ~~Identification of services~~
- ~~FAPT or MDT recommendations~~
- *Utilization review data (if performed by FAPT, purchased, or otherwise directed by local practice/policy)*
- *Parental agreements*
- *CPMT funding requests/authorization(s)*
- *Signed vendor contract(s)*
- *Vendor purchase orders*
- *Vendor invoices and supporting documentation (e.g., receipts, contact logs, etc.)*
- *Vendor treatment plan(s)*
- *Vendor progress report(s)*
- ~~Updated Service Plan(s)~~

See Appendix A for a copy of a CSA Document Inventory form.

3.5.4.2 Records Management and Retention

The retention and destruction of original records is based on the retention and destruction policy of the agency under whose purview the document originated. Duplicates or “copies of convenience” of original documents are not under the purview of the record retention schedule.

3.5.5 Policy Review

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

CSA Document Inventory

Client Name/Case Number:	enter client name and case number	Date:	select date
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Required Documentation	Documentation Location	Date Received	Notes
Referral Form	enter location if applicable	select date	enter notes if applicable
Case Manager Designation	enter location if applicable	select date	enter notes if applicable
Consent to Release Information	enter location if applicable	select date	enter notes if applicable
Child and Adolescent Needs and Strengths Assessment (initial, annual, discharge)	enter location if applicable	select date	enter notes if applicable
Parental Contribution Assessment	enter location if applicable	select date	enter notes if applicable
Parental Contribution Payment Agreement	enter location if applicable	select date	enter notes if applicable
Service Plan: select plan type	enter location if applicable	select date	enter notes if applicable
CSA Eligibility Determination	enter location if applicable	select date	enter notes if applicable
CHINS Determination	enter location if applicable	select date	enter notes if applicable
Court Orders	enter location if applicable	select date	enter notes if applicable
Identified Strengths and Needs	enter location if applicable	select date	enter notes if applicable
Goals and Objectives	enter location if applicable	select date	enter notes if applicable
Services Recommended by FAPT/MDT	enter location if applicable	select date	enter notes if applicable
Discharge Plans	enter location if applicable	select date	enter notes if applicable

Parent/Guardian Participation and Consent to the Services Plan	enter location if applicable	select date	enter notes if applicable
Virginia Enhanced Maintenance Tool (VMAT)	enter location if applicable	select date	enter notes if applicable
Title IV-E Notice of Actions	enter location if applicable	select date	enter notes if applicable
Independent Assessment, Certification and Coordination Team (IAACT) Decisions	enter location if applicable	select date	enter notes if applicable
Medicaid Denials	enter location if applicable	select date	enter notes if applicable
Best Interest Determination Documentation (ESSA form B-17)	enter location if applicable	select date	enter notes if applicable
Utilization Review Data	enter location if applicable	select date	enter notes if applicable
Parental Agreements	enter location if applicable	select date	enter notes if applicable
CPMT Funding Requests/Authorizations	enter location if applicable	select date	enter notes if applicable
Signed Vendor Contract(s)	enter location if applicable	select date	enter notes if applicable
Vendor Purchase Orders	enter location if applicable	select date	enter notes if applicable
Vendor Invoices and Supporting Documentation	enter location if applicable	select date	enter notes if applicable
Vendor Treatment Plan(s)	enter location if applicable	select date	enter notes if applicable
Vendor Progress Report(s)	enter location if applicable	select date	enter notes if applicable

NWCS FAPT Rate Sheet
July 1, 2025 – June 30, 2026

FAPT Case Support Services are provided when Northwestern is identified per locality policy, as the lead agency for a client.

Initial FAPT presentation: \$367.31 per month-This would represent the first month of FAPT CM services and would include opening the case for FAPT, determination of client need, locating appropriate services, preparation of FAPT documentation, presentation to FAPT, and implementation of FAPT recommended services.

Tier 1: Local Placement: \$400.00 (monthly rate includes mileage and additional FAPT-related activities)- This tier would represent those youth located with the Northwestern catchment area. Services would include face to face contact with the client and/or family based on service requirement, collateral contact and collaboration with service providers, preparation of FAPT follow up documentation and presentation to FAPT.

Tier 2: Non-Local Placement: \$500.00 per month (monthly rate includes base rate, mileage, and time away from other clients)- This tier would represent those youth located outside of the Northwestern catchment area. Services would include face to face contact with the client and/or family based on service requirement, placement visits, collateral contact and collaboration with service providers, preparation of FAPT follow up documentation and presentation to FAPT.

FAPT Case Support: \$367.31 per Month-- Case support is provided to families/children who do not have Medicaid or access to services and need to seek supports from CSA in order for their child remain in the community. These services require CSA involvement because the services are not routine services available in the community to families and/or the family does not have the ability to pay for such services or needs assistance in accessing services. The child must meet CSA eligibility and not have an open case with another public agency which includes court services, social services or the public school. The CSB case support worker completes fapt documentation including CANs, fapt summary, fapt budget sheet as well as any additional reports/documents needed to establish eligibility. The worker attends fapt, makes referrals for services, makes contact with providers to monitor progress and needs and reports back to CSA.

Intensive Care Coordination Services

Intensive Care Coordination ICC with Family Support Partner: \$1,900.00 (monthly)- Is a service provided to youth and their family that is designed to maintain the youth in, or transition to, a family-based or community-based setting. ICC and FSP serve youth and families with complex, challenging behavioral mental health issues. ICC and FSP follow the High Fidelity Wraparound model (HFW) which is an evidenced based planning process that addresses the youth and the family's behavior and social needs in order to develop self-efficacy. The HFW model is grounded in 10 principles and follows a series of four phases. HFW is coordinated by the intensive care coordinator who helps the family develop their team and guides them through the 12–18-month planning process. The team consists of system partners,

treatment providers, and other natural supports that are significant to the family. Through monthly planning meetings, the team works together to help the family achieve their vision by developing measurable plans to meet the prioritized needs of the family.

**** Contract rates are based on Virginia Medicaid rates effective 1/1/2025 and may be subject to change based on Virginia Medicaid rate changes. ****