

FREDERICK COUNTY CPMT AGENDA

February 23, 2026

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 January Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Case Updates
- V. Agency/Member Announcements
 - A. Updates from Members
- VI. CSA Office
 - A. FAPT/CPMT Vacancy Updates- Tabled until March
 - B. December Financial Report- Tabled until March
- VII. Old Business
 - A. CSA Training Plan
 - B. Copayment Policy
 - C. Strategic Plan Update
- VIII. New Business
 - A. CPMT Membership
 - B. Notice of Intent to Develop Policy- Tabled until March
 1. Policy 3.5- Records Management
 2. Policy 4.1.1- CHINS
- IX. Informational Items
 - A. None
- X. Upcoming Meetings
 - CPMT- Monday, March 23, 2026, 1:00-3:00pm, 1st Floor Conference Room
 - Joint CPMT/FAPT Meeting- Tuesday, April 7, 2026, 12:30-1:30 pm, 2nd Floor Public Works/CSA Conference Room
 - CPMT May meeting date change- Monday, May 18, 2026, 1:00-3:00pm, 1st Floor 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

- Deborah Thomas Aye
- Tamara Green Aye
- Robert Johnson Aye
- Jerry Stollings Aye

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

1. Jay Tibbs made a motion to approve cases as discussed in Executive Session. Tamara Green seconded; CPMT approved.

V. Committee Member Announcements

A. Jerry Stollings announced that beginning 2.17.26 the Winchester office will now have a full-time admin at the front desk. Also, due to increased case load, Ashleigh Marsten will now only be in the Winchester office and no longer splitting her time between Winchester and Warren County. Jerry is also considering splitting Ashleigh's time for FAPT with another staff member from DJJ.

B. Deborah Thomas announced NWCSB is seeking to hire a supervisor for Warren County.

VI. Old Business

FAPT Schedule- The CSA Coordinator shared at the last joint FAPT/CPMT meeting the consensus decision of the FAPT team was to add time to the FAPT schedule. FAPT agreed on the 1st and 3rd Tuesdays of the month, starting as early as 10:30 with a 30-minute lunch break. Other Tuesdays will start at noon, with availability to start prior if necessary. CPMT gave approval for their staff members to have additional time for FAPT.

VII. Upcoming CPMT Meetings

- Monday, February 23, 2026, 1:00-3:00, 1st Floor Conference Room.
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- CPMT Meeting Date Change- May 18, 2026, 1:00-3:00, 1st Floor Conference Room

VI. Adjourn

A. Robert Johnson made a motion to adjourn the meeting at 11:48 pm. Jay Tibbs seconded; CPMT approved.

Note: All other agenda items were tabled until February due to loss of a quorum.

Minutes Completed By: Sarah Makomva

Frederick County CSA – CPMT Training Plan

Purpose

To operationalize the CPMT Training Policy by establishing a structured, role-based training plan that ensures stakeholders understand their statutory responsibilities, comply with CSA requirements, and participate effectively in CSA processes.

Authority

- Code of Virginia §§ 2.2-5204–5208
- CSA Policy Manual (current edition)
- Frederick County CPMT Training Policy (Effective July 1, 2023)

Policy Statement

The CPMT shall ensure that required CSA training is provided to identified stakeholder groups in a manner that is timely, role-appropriate, and sufficient to support compliance with CSA statutes, state guidance, and local policy.

Scope

This Training Plan applies to:

- CPMT members
- FAPT members
- CSA case managers from all referring agencies
- CSA Office staff
- Contracted and non-contracted service providers
- Parent representatives serving on CPMT or FAPT

Training Framework

Training shall include:

- **Onboarding training** for new appointees or staff
- **Periodic refresher training**
- **Targeted or corrective training** when compliance concerns are identified

Training may be delivered in person, virtually, or in hybrid format and may include written materials, workshops, and digital resources.

Roles & Responsibilities

- **CPMT:** Oversees training priorities and ensures dissemination of CSA requirements.
- **CSA Office:** Coordinates training delivery, maintains training records, and provides technical assistance.
- **Agencies/Providers:** Ensure their staff participate in required training.
- **Trainees:** Actively engage and comply with communicated requirements.

Documentation

The CSA Office shall maintain records of training content, attendance, and completion in accordance with local records retention requirements.

CPMT Training Matrix

Stakeholder Group	Required Training Topics	Timing / Frequency
CPMT Members	CSA overview; CPMT statutory authority; fiscal oversight; FOIA & closed session; appeals; roles & responsibility	Onboarding (≤60 days); Refresher every 1-2 years
FAPT Members	FAPT authority & duties; confidentiality; CANS; IFSP development; conflict of interest; roles & responsibility	Onboarding; Annual refresher
CSA Case Managers	Eligibility; referrals; documentation standards; CANS; FAPT participation; timelines	Onboarding (≤90 days); Refresher every 1-2 years
CSA Office Staff	Advanced CSA policy; UR/CQI; fiscal processes; audits; data reporting	Ongoing / annual
Service Providers	CSA role; documentation; SIRs; treatment team participation; billing	At contract start; Every 1-2 years

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: All individuals legally and/or financially responsible for the child, as defined in this policy.
- Household: TBD- considerations: verification of income for all individuals, inclusion into household size as determination of assessed amount, who's household is being assessed? Does the copay apply per family or per open case- CSA requires any youth in the family needing services to have their own open case.

Policy

Unless otherwise agreed to, all Responsible Party(ies) of the youth 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 gross income of responsible parties?/household?/who? and household size. 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. Families with High Deductible Health Plans (HDHP) may be able to access CSA funded services if the individual out of pocket minimum expense is over \$2,500.00. Considerations will be made on a case by case basis.
- B. Notify families at initial referral of the requirement for a parental contribution assessment through the CSA Office.

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 one month 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. The parental contribution shall be Waived if the Responsible Party receives any of the following:

- 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) The student or their sibling within the same household have been found eligible to receive Free or Reduced Meals under the National School Lunch Program
- 6) Legal Guardian(s) who receive Medicaid and have physical custody of the youth

- 7) Social Security Disability as the only income source
 - 8) CSA funding for drug screens only
- B. The following are Exempt from parental contribution:
- 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

If CSA funded services are recommended by FAPT, 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, Except for Evaluations/Assessments, may commence during the assessment period; the CSA Office shall finalize the assessment and secure signatures within one month.
- C. In cases where only an Evaluation or Assessment is requested, the Parental Contribution form must be completed and signed by the responsible party prior to the initiation.
- D. A reassessment may be requested in the event of significant changes in income, employment, household size, or waiver eligibility.

6. Responsible Parties

- A. The following individuals shall be assessed for a Parental Contribution:
 - 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 stepparents, kinship caregivers with legal custody, or others designated by court order or statute.
 - 5) Other non-financially responsible individuals who are direct recipients of the services.
- B. Assessment shall consider:
 - 1) The individual(s) legally responsible for the child; and
 - 2) The party directly benefiting from CSA-funded service.

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.

8. Income Verification Requirements

To ensure fair and accurate assessment of parental contribution, families must provide verification of all sources of income.

Annual gross income shall be verified through two (2) recent consecutive paystubs or prior two (2) years of tax returns.

Unemployed Individuals

If a parent, guardian, or other financially responsible adult reports no earned or unearned income, they must submit a signed and dated statement attesting to their unemployment and absence of income.

The statement must include:

- Confirmation that the individual is currently unemployed;
- Confirmation that they are not receiving income from any source (including wages, benefits, self-employment, gig work, or informal work);
- The date unemployment began; and
- Acknowledgment that they must report any change in income to the CSA Office within 10 business days.

Individuals Paid in Cash or “Under the Table”

If a financially responsible adult reports being paid in cash or by an employer who does not provide standard payroll documentation, the individual must submit a signed and dated letter from the employer verifying income.

The employer’s letter must include:

- The employer’s name, address, and contact information;
- The nature of the work performed;
- The amount and frequency of pay;
- Whether employment is steady or intermittent; and
- The employer’s signature affirming the accuracy of the information provided.

If the employer refuses to provide verification, the individual must submit a written statement explaining the cash-based employment arrangement, including estimated income and payment frequency. CPMT may review and request supporting documentation as needed.

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

9. 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, 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.

10. Payment and Collections

- Monthly invoices shall be issued beginning 30 days after service initiation.
- Payments shall be due by the last day of each month.
- Delinquencies exceeding 30 and 60 days shall result in Notices of Past Due Payments. Assessed fees will continue to accrue while services are being received. After 90 days, a Final Notice of Suspension will be sent for eligible services to the parent/guardian and case manager. Each notice shall include instructions to submit an appeal, request a reconsideration of assessed amount based on hardship, or discuss alternate payment options.
- Any overpayments shall be credited toward future contributions.