

FREDERICK COUNTY CPMT AGENDA

March 23, 2026

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

- I. Call to Order
- II. Adoption of Agenda
- III. Introductions
- IV. Consent Agenda
 - A. Approval of February Minutes
 - B. Budget Request Forms
- V. Executive Session
 - A. Case Updates
 - B. Case Support payment
- VI. Agency/Member Announcements
 - A. Jerry Stollings- Virginia Juvenile Justice Association
- VII. CSA Office
 - A. FAPT/CPMT Vacancy Updates
 - B. December-February Financial Reports
- VIII. Old Business
 - A. OCS Policy/Legislation/Budget Update
 - B. Copayment Policy
 - C. Strategic Plan
- IX. New Business
 - A. Administrative Memorandum #26-01
 - B. Administrative Memorandum #26-02
 - C. FY26 CSA Service Gap Survey
- X. Informational Items
 - A. None
- XI. Upcoming Meetings
 - CPMT- Monday, April 27, 2026, 1:00-3:00pm, 1st Floor Conference Room
 - Joint CPMT/FAPT Meeting- Tuesday, April 7, 2026, 1:00-1:30 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
- XII. Adjourn

****Instructions for Closed Session:**

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

- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

CPMT Meeting Minutes: February 23, 2026

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on February 23, 2026, at 1:00 pm.

The following members were present:

- Jay Tibbs, Frederick County Administration
- Deborah Thomas, Northwestern Community Services Board
- Leea Shirley, Lord Fairfax Health District
- Robert Johnson, Private Provider Representative, Grafton Integrated Health Network
- Sarah Mason, Frederick County Public Schools, Proxy

The following members were not present:

- Jerry Stollings, 26th District Juvenile Court Service Unit
- Tamara Green, Frederick County Department of Social Services

The following non-members were present:

- Sarah Makomva, CSA Account Specialist

I. Call to Order- Leea Shirley called the meeting to order at 1:00 pm.

II. Adoption of Agenda

A. Jay Tibbs made a motion to adopt the February agenda. Robert Johnson seconded; CPMT approved.

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

A. January 29, 2026 - CPMT Minutes. Jay Tibbs made a motion to approve the January minutes. Robert Johnson seconded; CPMT approved.

B. Budget Request Forms- Confidential Under HIPAA. Jay Tibbs made a motion to approve the Budget Request Forms. Robert Johnson 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. Robert Johnson 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. Robert Johnson 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.

- Jay Tibbs Aye
- Deborah Thomas Aye
- Sarah Mason Aye

- Robert Johnson Aye
- Leea Shirley Aye

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

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

V. Committee Member Announcements

A. None

VI. CSA Office Updates

A. CSA Committee Vacancy Updates- Tabled until March meeting

B. December Financial Report- Tabled until March Meeting

VII. Old Business

A. CSA Training Plan- The CSA Coordinator provided a Frederick County CSA-CPMT Training Plan for review. The CPMT Chair proposed revising the document and removing "CPMT" from titles due to the document not just being CPMT related.

- Jay Tibbs made a motion to adopt the training plan with revisions as noted. Robert Johnson seconded. CPMT approved.

B. Co-payment Policy- The CSA Coordinator provided a revised draft of the Co-payment Policy for review. CPMT discussed defining a household as being a challenge for other localities as well. CPMT is requesting the CSA Coordinator reach out to other counties in our region to ask them for their co-payment policies for CPMT to review.

C. Strategic Plan Update- CPMT discussed in general the process of formulating measurable strategies to put into the Strategic Plan. CPMT would like the CSA Coordinator to distribute the Strategic Plan draft to CPMT and FAPT for review. CPMT would then like to approve the Strategic Plan at the next CPMT meeting.

VIII. New Business

A. CPMT Membership- CPMT discussed adding the Director of Student Support to the CPMT team. This is due to the number of referrals from the schools for non- Special Education youth. CPMT could more collaboratively and comprehensively address the needs of this population.

- Robert Johnson made a motion to recommend adding the Director of Student Support to CPMT to board of supervisors for approval. Sarah Mason seconded; CPMT approved.

B. Notice of Intent to Develop Policy: 3.5- Records Management- Tabled until March

C. Notice of Intent to Develop Policy: 4.1.1- CHINS- Tabled until March

IX. Informational Items - None

XI. Upcoming CPMT Meetings

- Joint CPMT/FAPT Meeting- Tuesday, April 7, 2026, 12:30-1:30 pm, 2nd Floor Public Works/CSA Conference Room. CPMT decided to change meeting time to 1:00-1:30 pm.

- Monday, March 23, 2026, 1:00-3:00, 1st Floor Conference Room
- CPMT May meeting date change- Monday, May 18, 2026, 1:00-3:00 pm, 1st Floor Conference Room

XII. Adjourn

- A. Robert Johnson made a motion to adjourn the meeting at 1:36 pm. Jay Tibbs seconded; CPMT approved.

Minutes Completed By: Sarah Makomva

From: [Stollings, Jerry \(DJJ\)](#)
To: [Lyons, Brandyce \(VDSS\)](#); [Breedon, Brandi \(VDSS\)](#); [rachel.schulhof](#); [Jackie Jury](#); [CSA](#); [Lauren Neal \(lneal@pagecounty.virginia.gov\)](#); [Clark, Genel \(VDSS\)](#)
Subject: "[External]"VJJA Information
Date: Friday, February 20, 2026 12:02:19 PM
Attachments: [image001.png](#)

Good morning,

I wanted to get this information to all the CPMTs I attend. I am the treasurer for the Virginia Juvenile Justice Association. It is an association of over 250 juvenile justice professionals across all disciplines. Membership is open to any that work with court-involved and at-risk youth and families. We have 2 conferences per month.

Since COVID, membership has steadily declined so we are making a push to increase membership. Please pass add this to the next agenda along with sending out the link to CPMT members and, if it is okay, FAPT members.

<https://www.vjja.net/membership.html>

Thank you!

Jerry C. Stollings, JD, MA
Director, 26th District Court Service Unit
Department of Juvenile Justice
21 South Kent Street, Suite 102
Winchester, VA 22601

Phone: 540-722-7960

Fax: 540-667-4818

Cell: 540-431-7733

jerry.stollings@djj.virginia.gov



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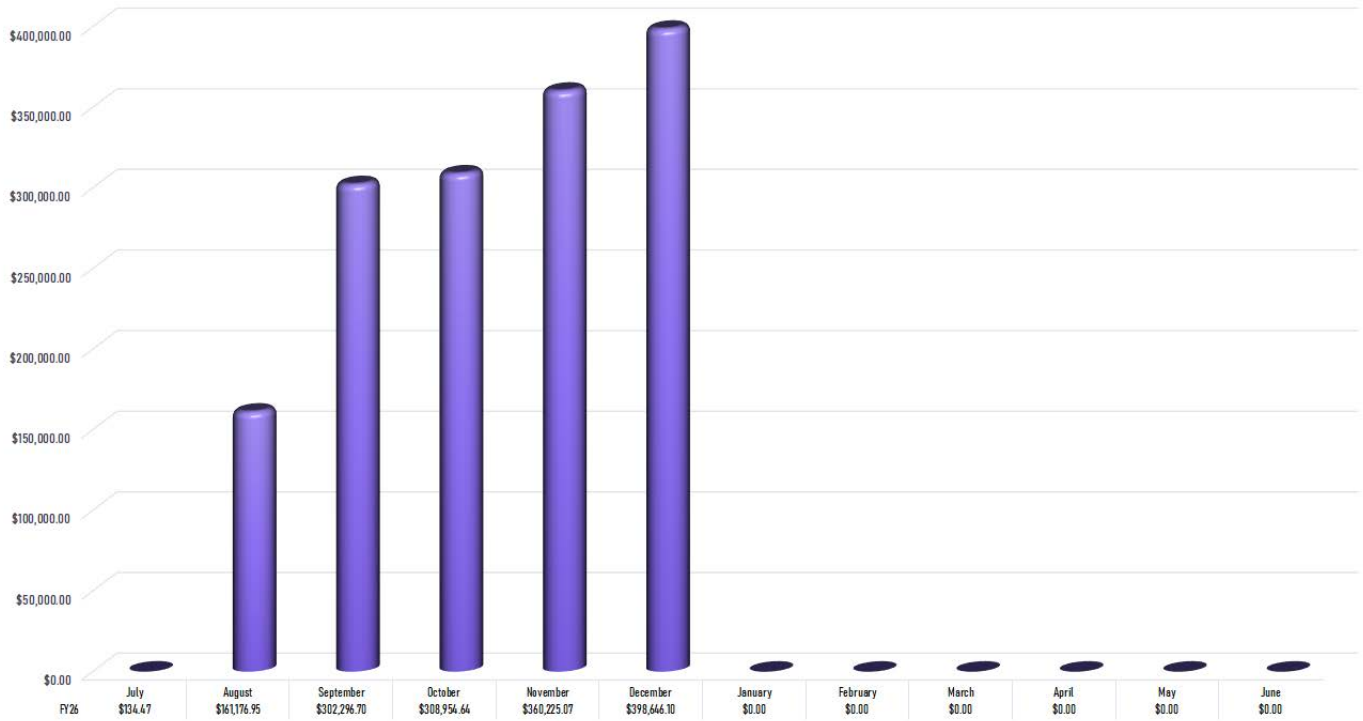


Frederick County CSA Financial Report

FY26 December

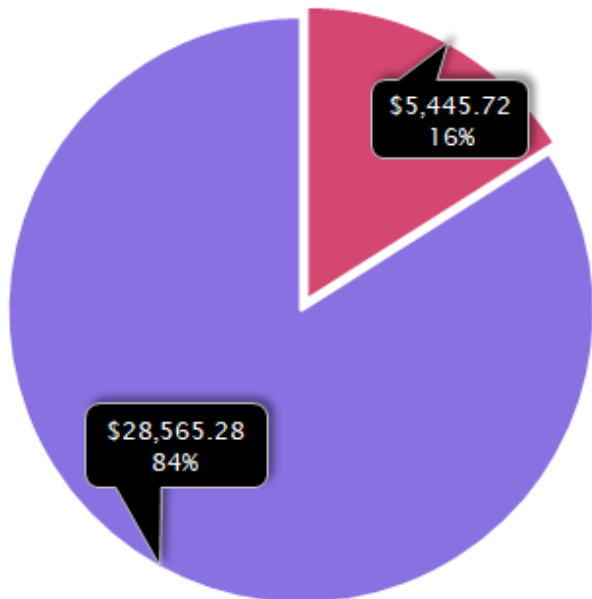
Monthly Net Expenditures

YTD-\$1,531,433.693



Protected Funds

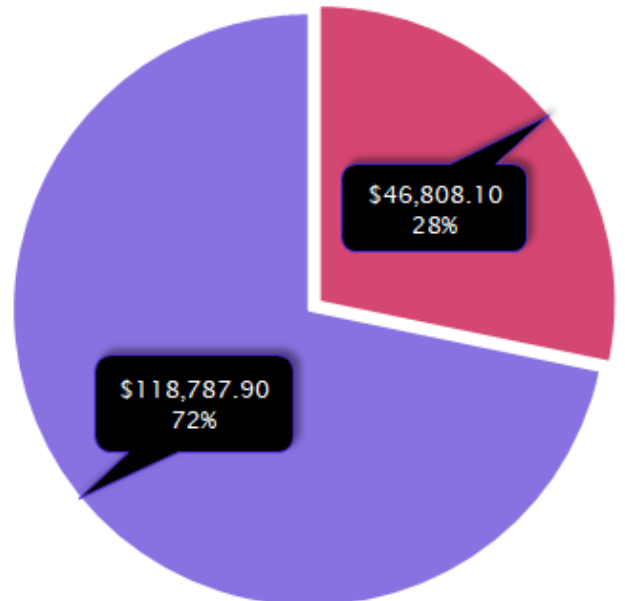
Encumbered- \$5,960.00



■ Used ■ Remaining

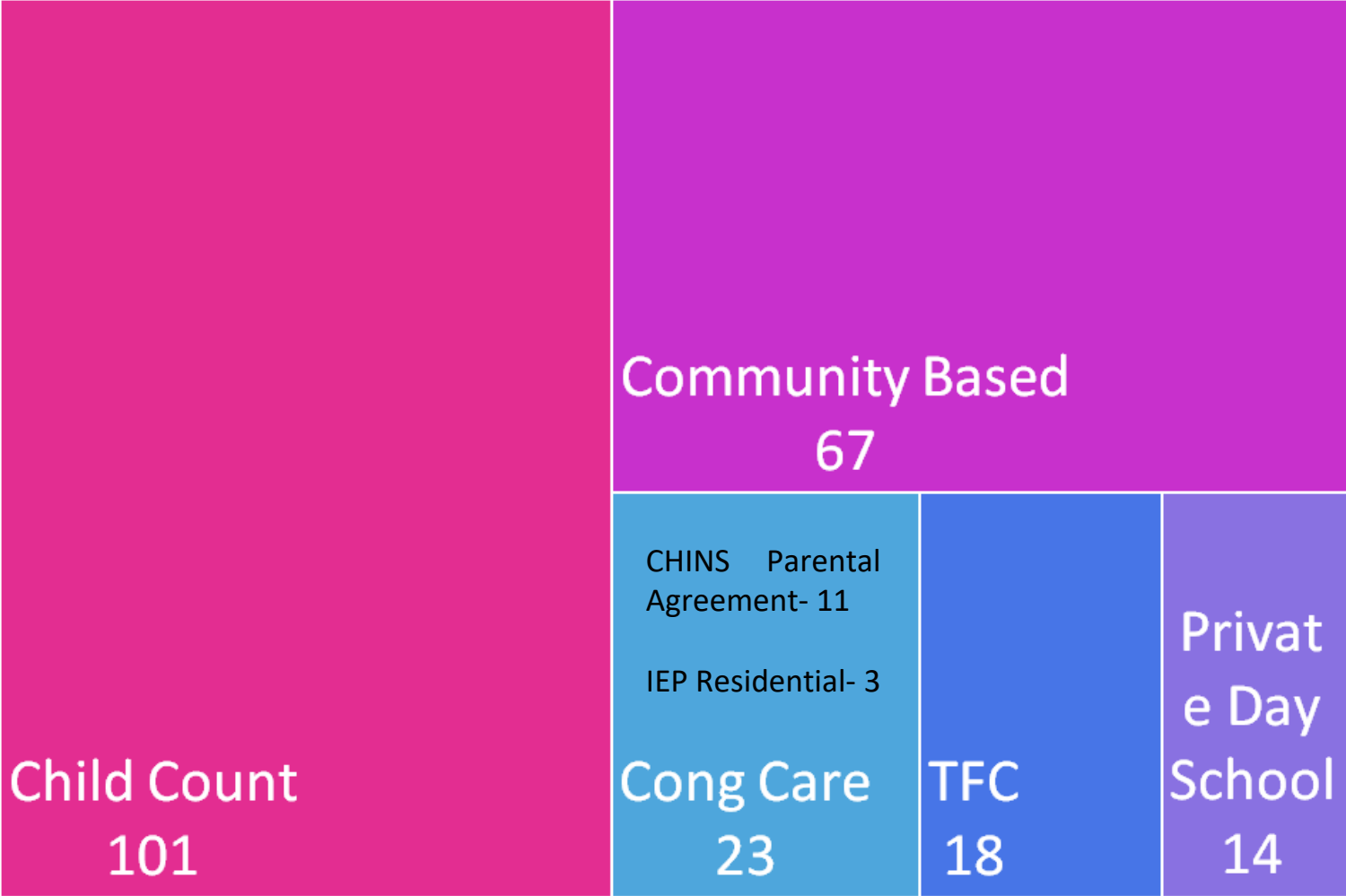
SpEd Wrap

Encumbered- \$112,541.00

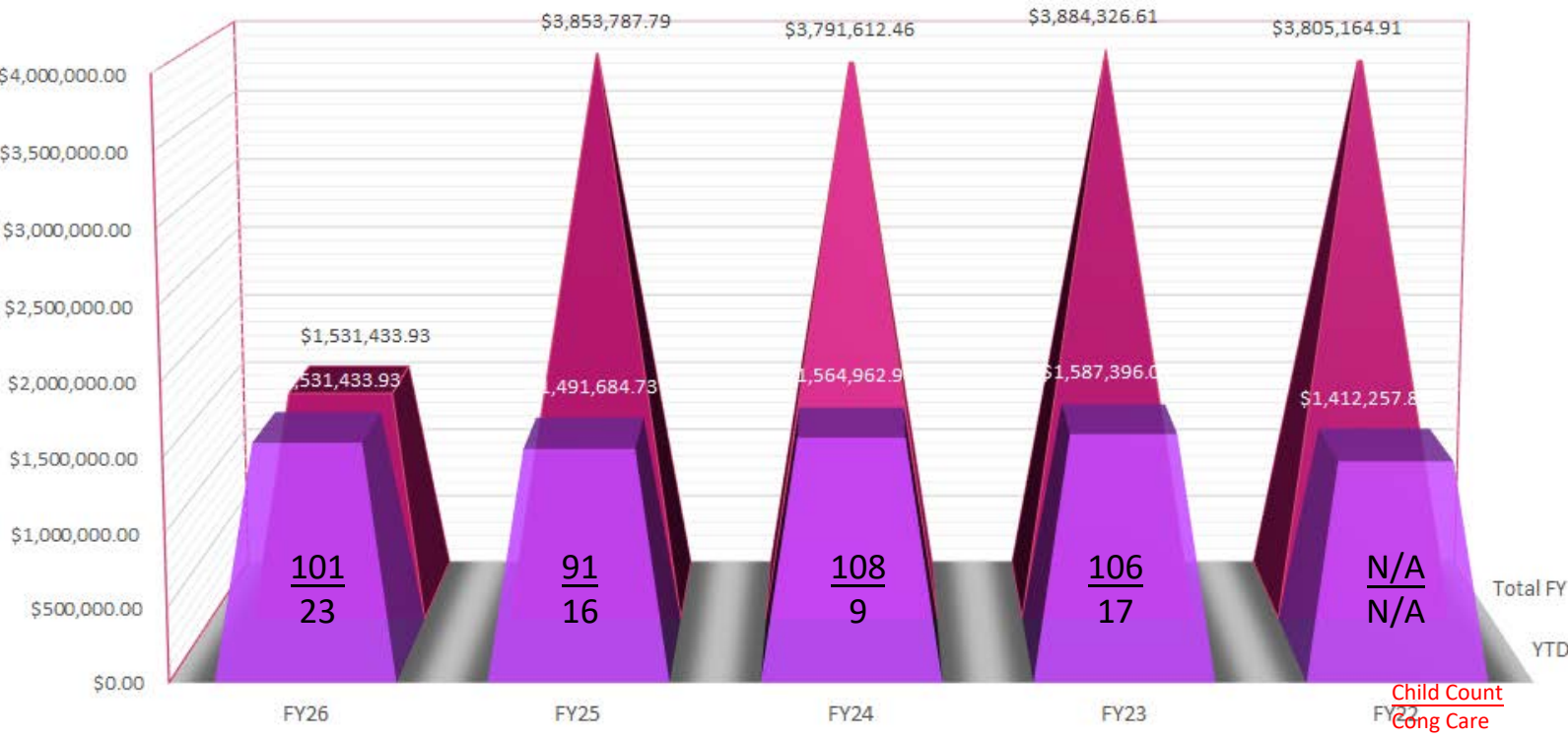


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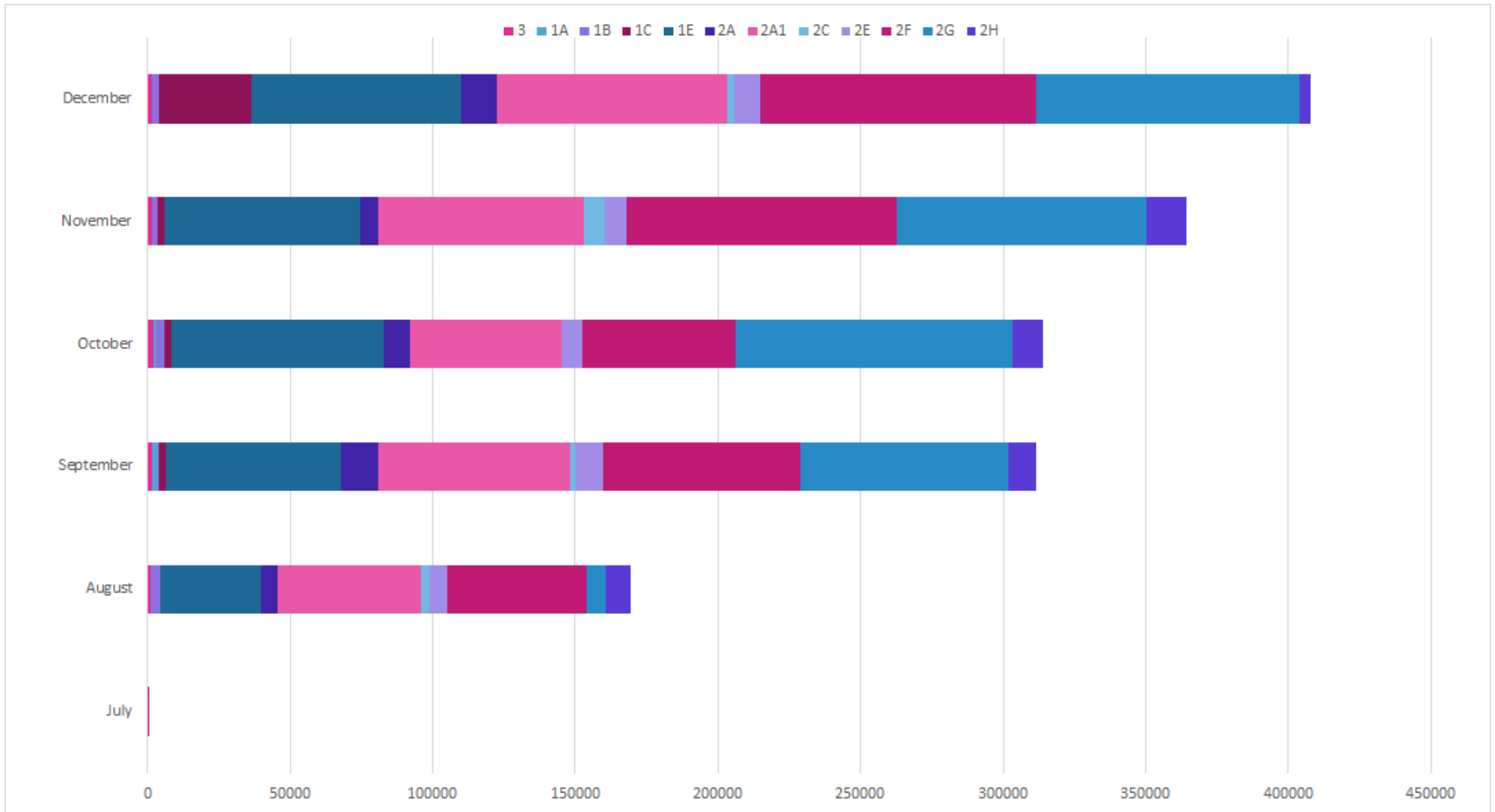
Service Placement Type



Expenditure Trends



Primary Mandate Type Expenditures by Month



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

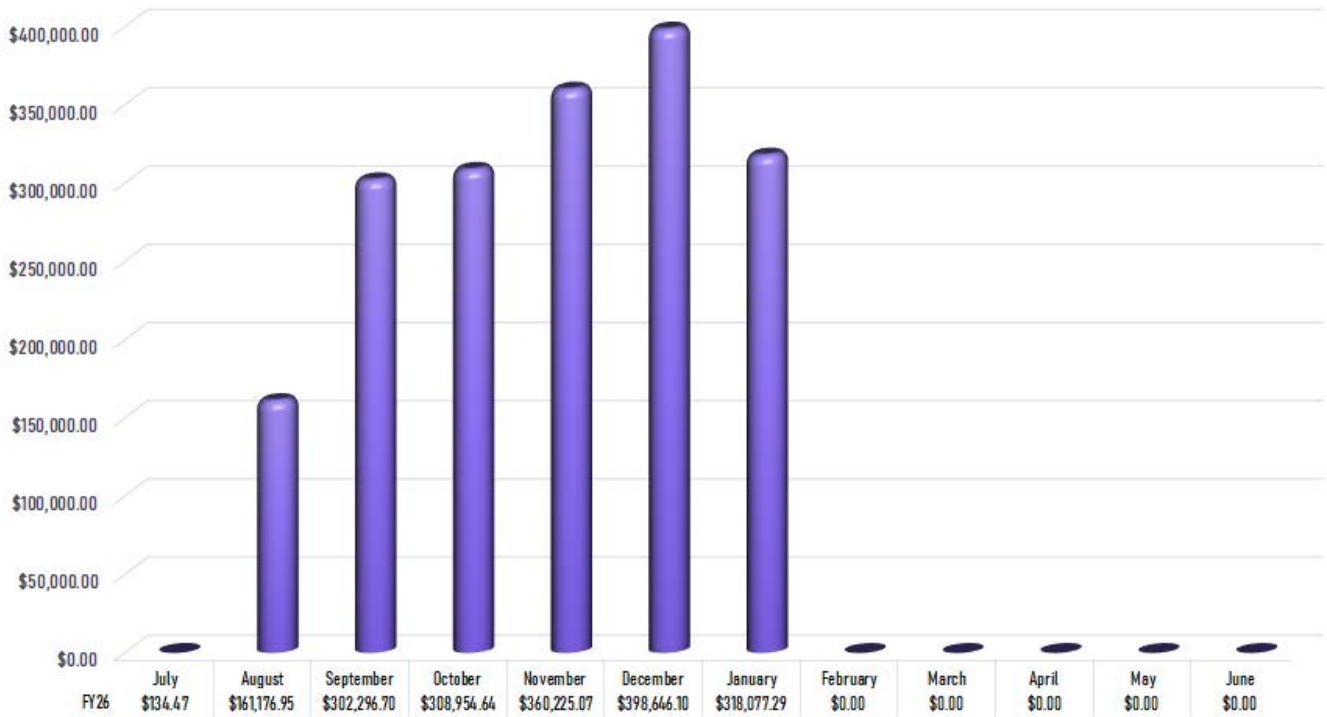


Frederick County CSA Financial Report

FY26 January

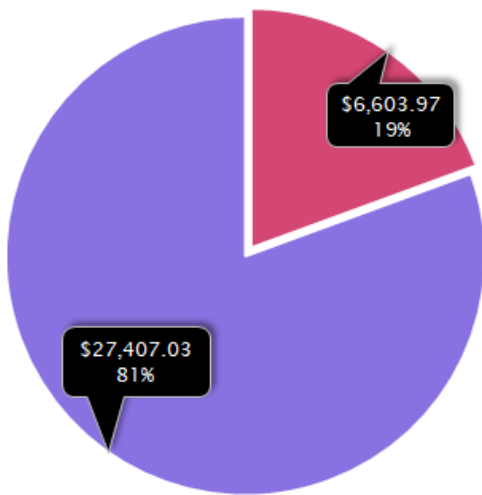
Monthly Net Expenditures

YTD-\$1,849,511.22



Protected Funds

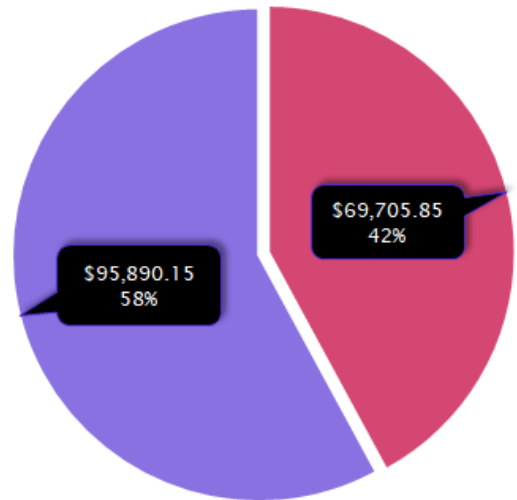
Encumbered- \$7,770.00



■ Used ■ Remaining

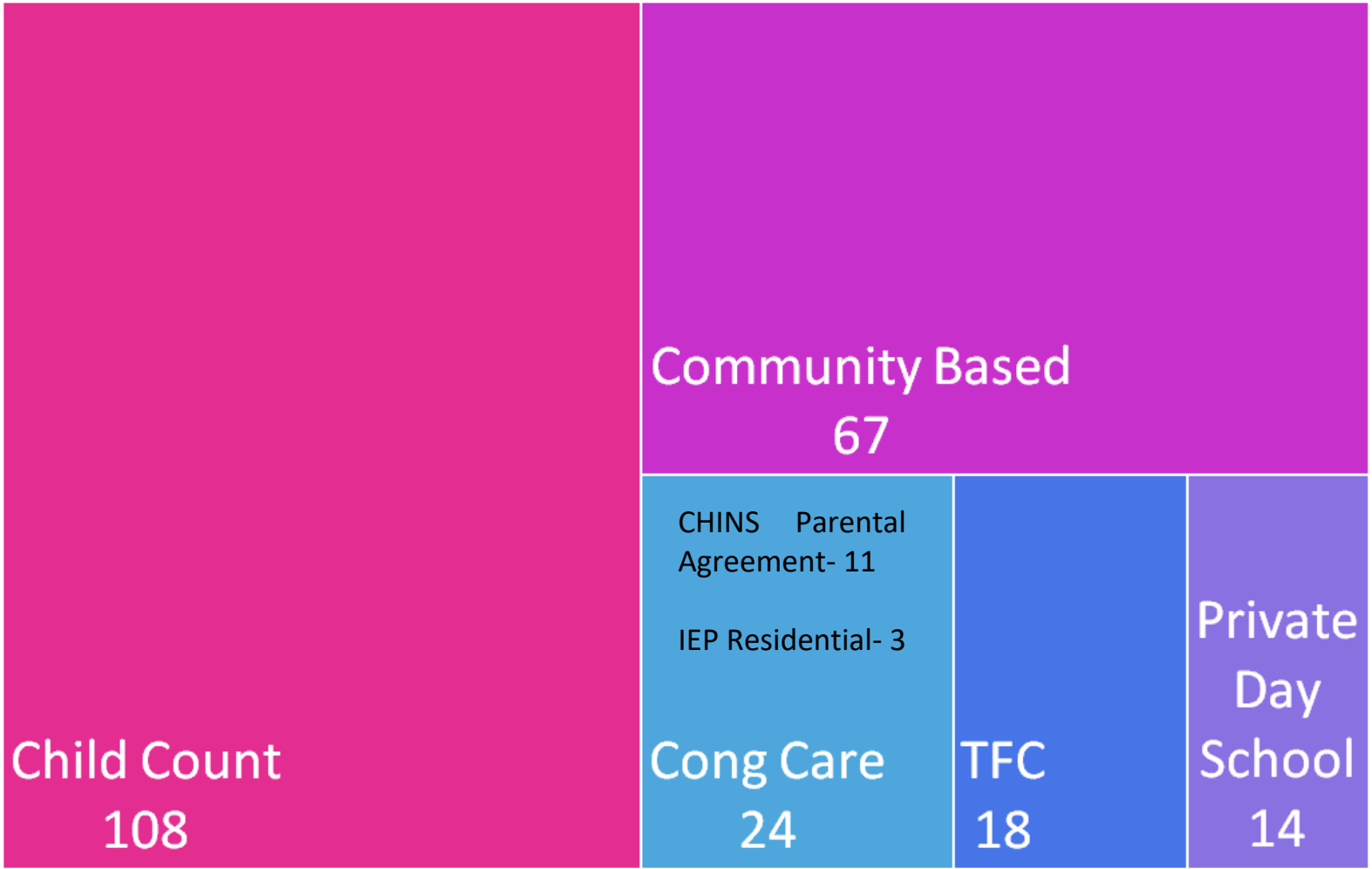
SpEd Wrap

Encumbered- \$75,704.00

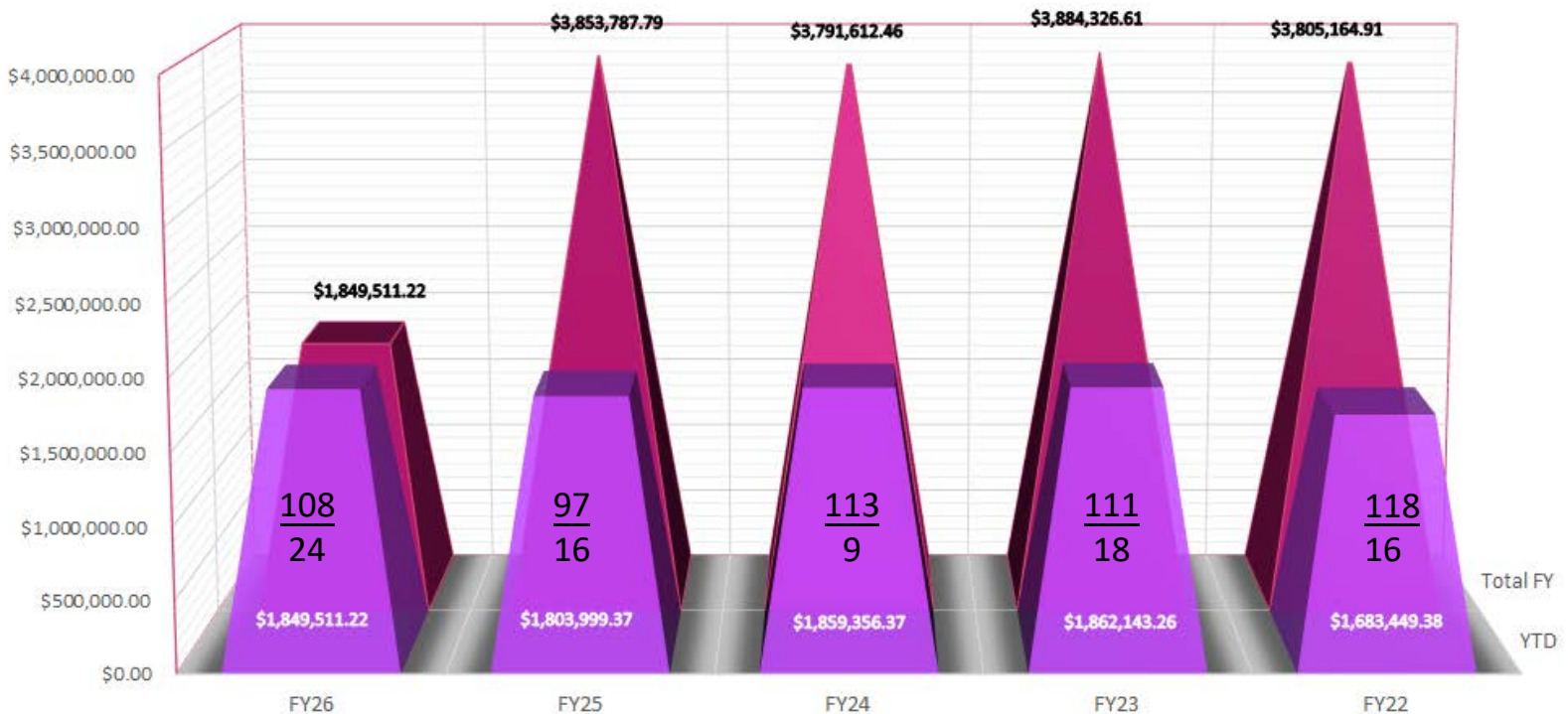


■ Used ■ Remaining

Service Placement Type

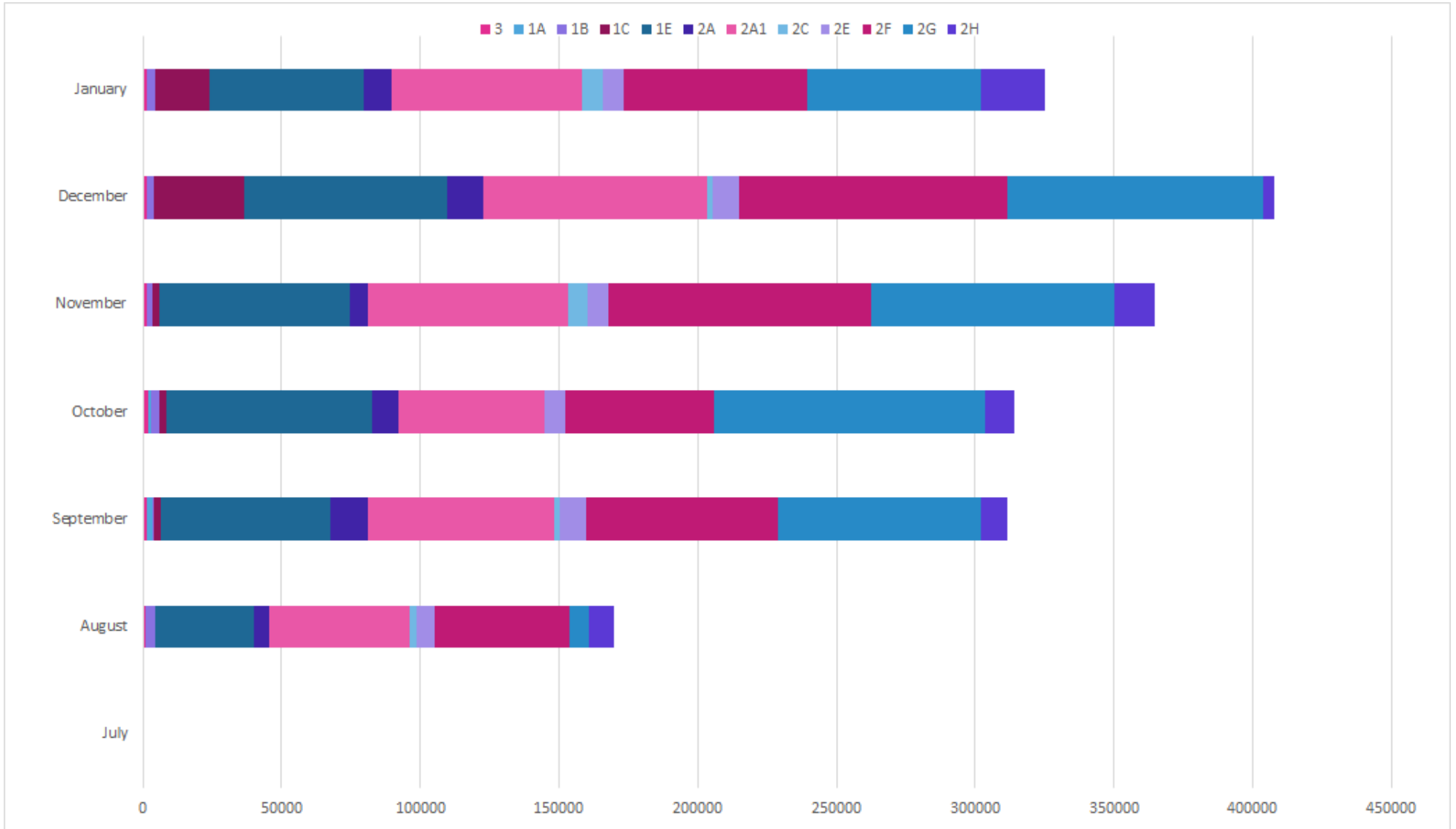


Expenditure Trends



Child Count
Cong Care

Primary Mandate Type Expenditures by Month



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

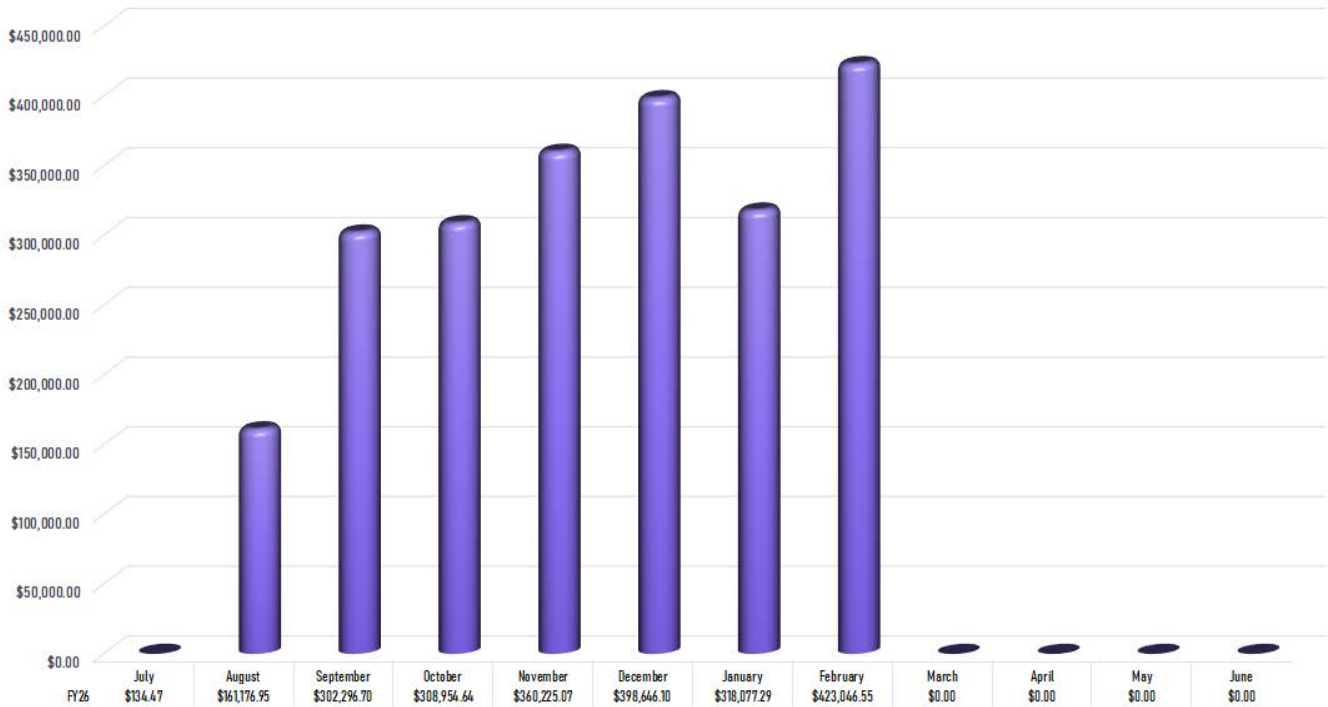


Frederick County CSA Financial Report

FY26 February

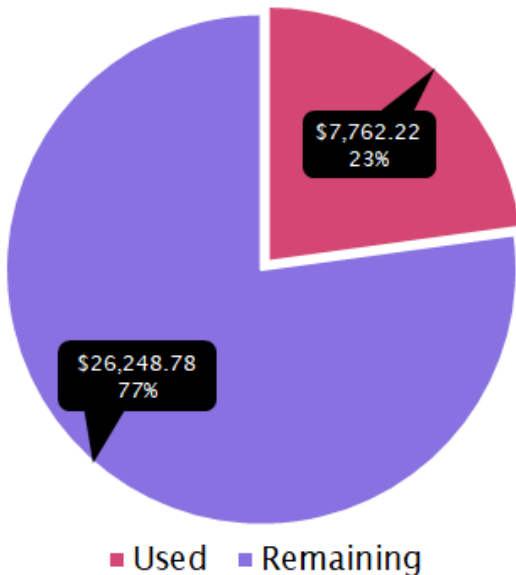
Monthly Net Expenditures

YTD: \$2,272,557.77



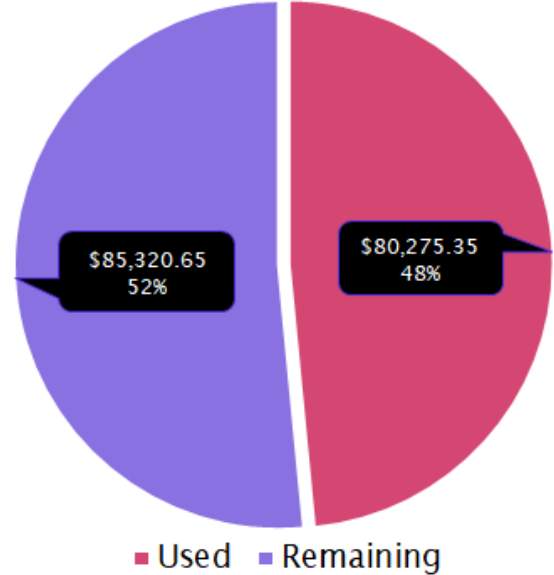
Protected Funds

Encumbered- \$4,810.00

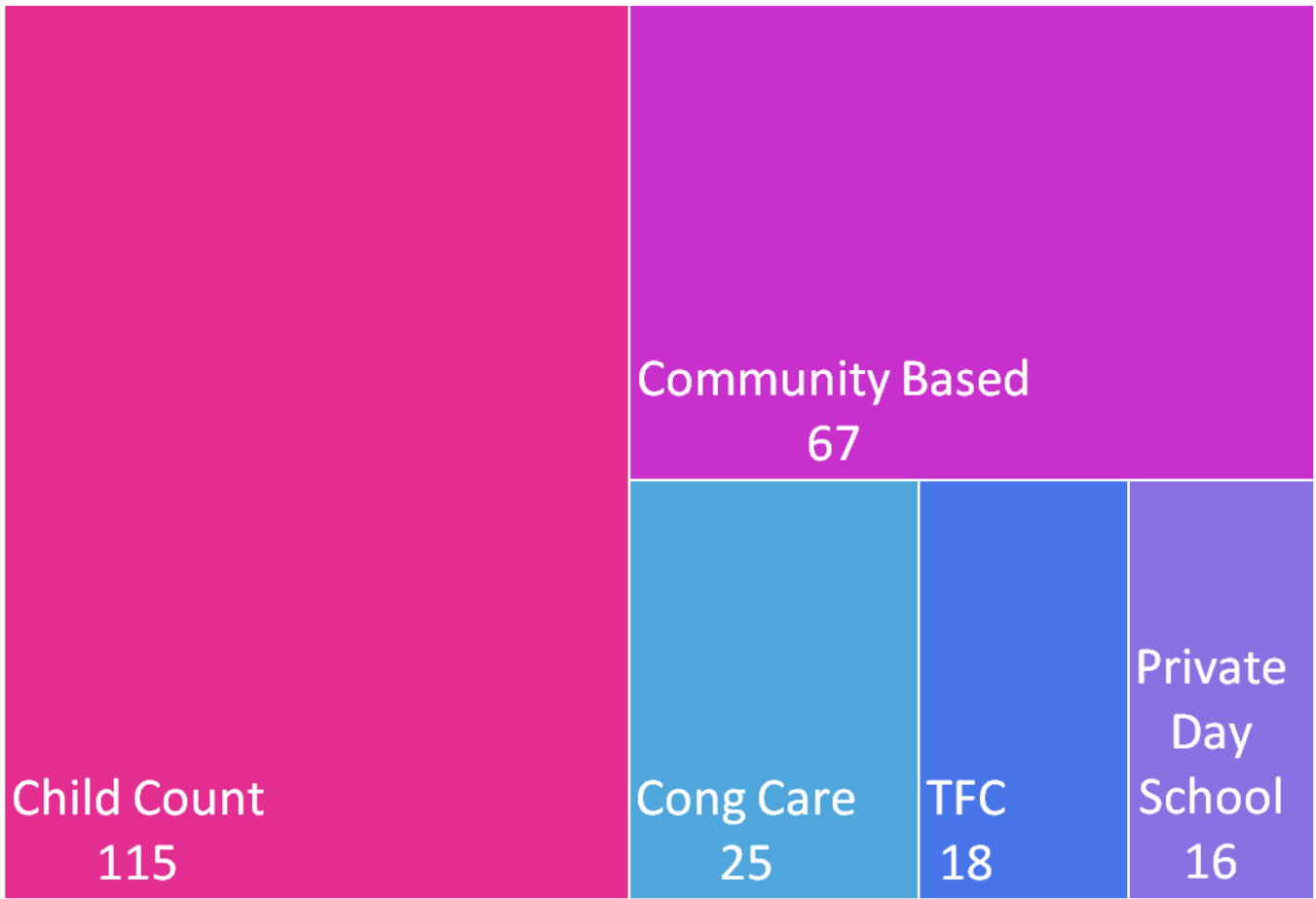


SpEd Wrap

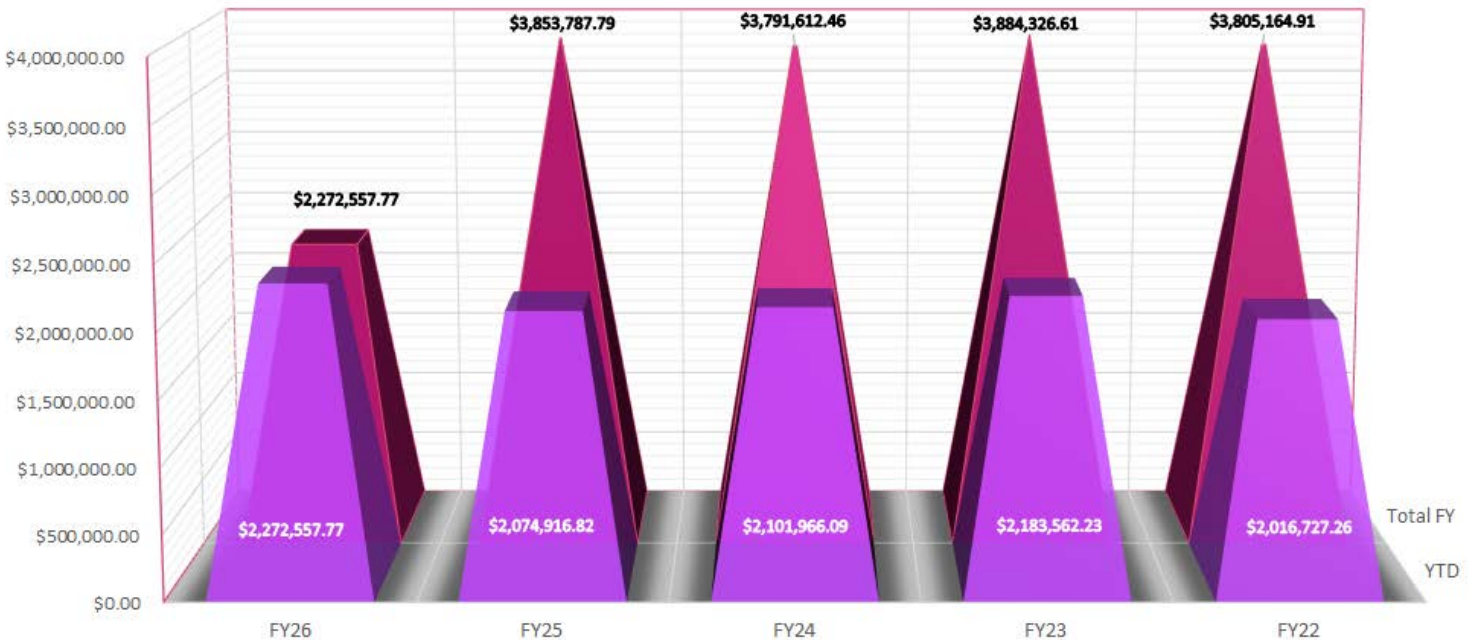
Encumbered- \$105,990.00



Service Placement Type

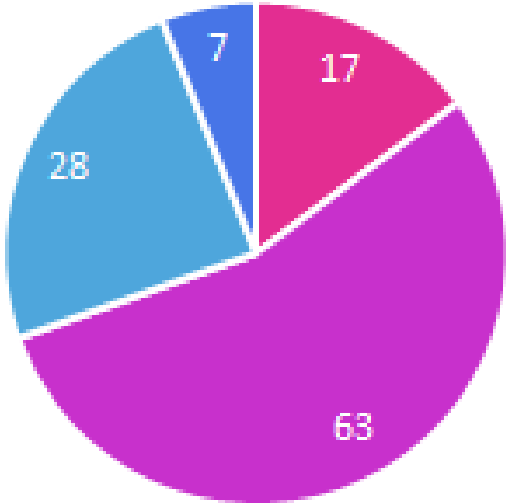


Expenditure Trends



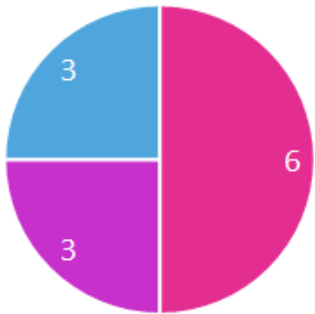
<u>Child Count</u>	<u>108</u>	<u>99</u>	<u>115</u>	<u>113</u>	<u>122</u>
<u>Cong Care</u>	<u>24</u>	<u>18</u>	<u>9</u>	<u>19</u>	<u>17</u>

Unduplicated Cases by Referral Agency



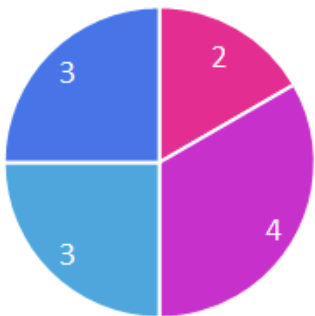
■ CSB ■ DSS ■ FCPS ■ JCSU

CHINS PA Referral Agency



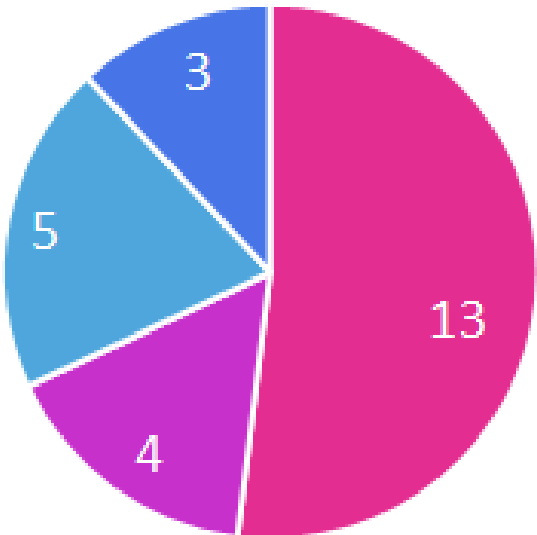
■ CSB ■ FCPS ■ JCSU

Current Lead Agency CHINS PA (incl former)



■ DSS ■ CSB ■ FCPS ■ JCSU

Congregate Care by Agency



■ DSS ■ CSB ■ FCPS ■ JCSU

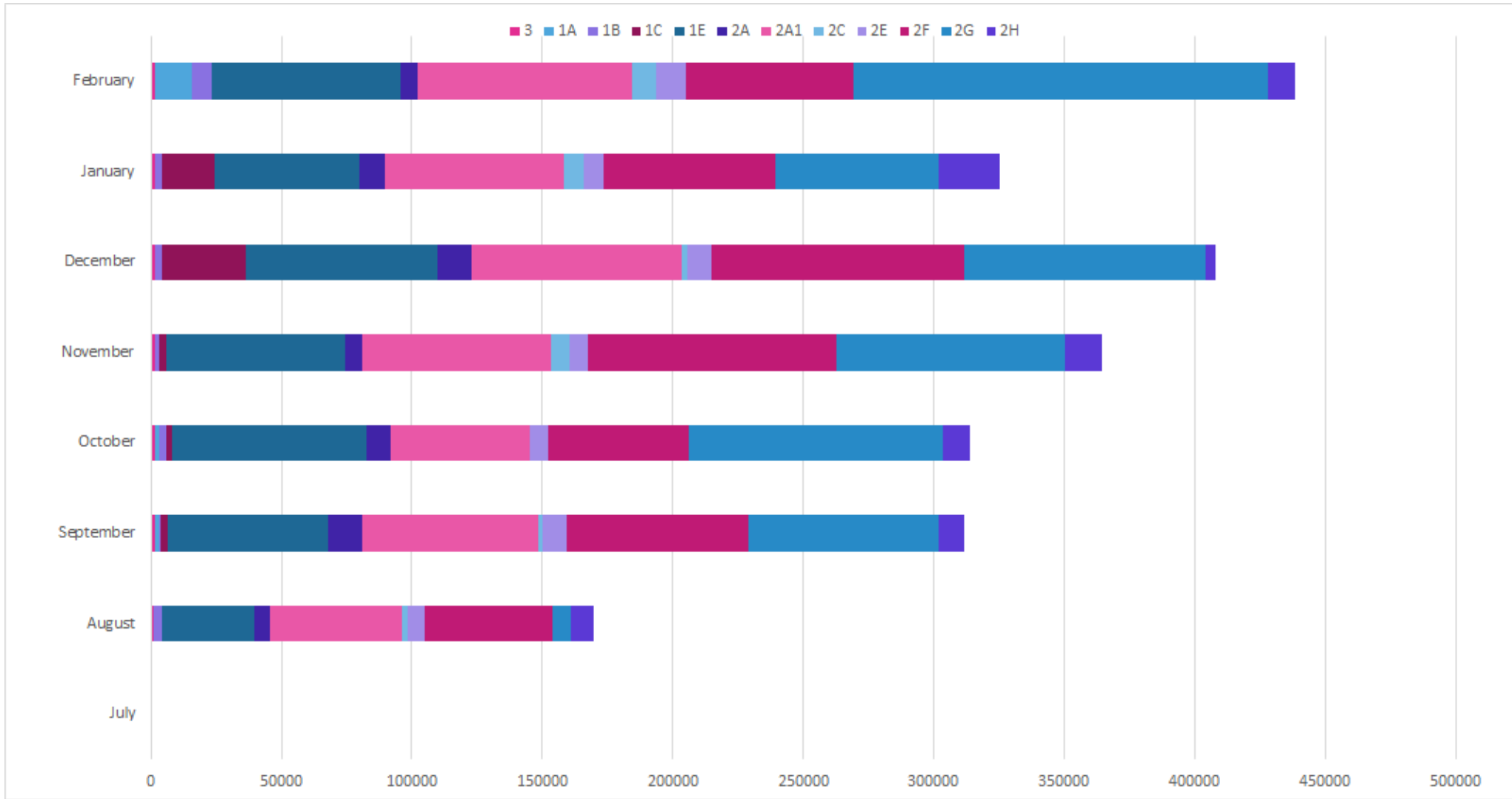
***Notes:**

PA to IEP RTC- 2 (8/24, 10/25)

PA to FC- 2, (1 d/c 2 months prior to DSS custody)

IEP- 2 Denied Enrollment, currently home with CBS

Primary Mandate Type Expenditures by Month



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

State Executive Council (SEC) for Children’s Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: December 15, 2025

Public Comment Period Ends: 5:00 PM, February 13, 2026

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.

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: December 15, 2025

Public Comment Period Ends: February 13, 2026

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; (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 (ii) (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.”

This policy address the legislative changes made to [§2.2-5211](#) and [§2.2-5212](#) during the 2025 legislative session to that includes 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 policy also includes a determination form which can be used by FAPT teams in their CHINS assessment process.

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:

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

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*

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Effective: December 3, 2007

Revised: TBD

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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.

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Revised: TBD

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"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:	
<p>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.</p>	
<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 meets the statutory definition of a CHINS in accordance with §2.2-5211 and §2.2-5212 .	
<input type="checkbox"/> The FAPT has determined that the child does not meet the statutory definition of a CHINS in accordance with §2.2-5211 and §2.2-5212 , and the parent/guardian has been advised of their right to petition the Juvenile and Domestic Relations Court for a CHINS determination.	
<p>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):</p> <p>Click or tap here to enter text.</p>	

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.

Appendix B
MODEL CSA PARENTAL AGREEMENT¹
Effective 2026

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.

_____	select date
PARENT/LEGAL GUARDIAN	DATE
_____	select date
PARENT/LEGAL GUARDIAN	DATE
_____	select date
REPRESENTATIVE OF THE AGENCY DESIGNATED BY THE CPMT	DATE



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: _____

Parent #2: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Employer: _____

Employer: _____

Income: \$ _____

Income: \$ _____

Source: W-2 Paystub Other: _____

Source: W-2 Paystub Other: _____

Household Size: _____

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

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.



Frederick County Community Policy and
Management Team

Strategic Plan

July 2026 - June 2027

Frederick County CPMT operates under the guidance of the Virginia Office of Children's Services (OCS). OCS has set overall performance indicators to help set the direction of local CSA offices. Frederick County CPMT used these indicators to guide the strategic direction process. The indicators are outlined here: <http://www.csa.virginia.gov/OCSDData/ReportsPublications> in the CSA Performance Measures/Outcome Indicators Report published annually.

The performance indicators are:

- Percent of Youth with a Decrease in the School Domain of the Child and Adolescent Needs and Strengths (CANS) Score
- Percent of Youth with a Decrease in Child Behavioral/Emotional Needs Domain of the Child and Adolescent Needs and Strengths (CANS) Score
- Percent of Youth Receiving Intensive Care Coordination Services Against All Youth Placed in Residential Settings
- Percent of Youth Receiving Only Community Based Services of All Youth Receiving CSA Funded Services
- Percent of Children in Foster Care in Family-Based Placements
- Percent of Children Who Exit from Foster Care to a Permanent Living Arrangement

The Frederick County Community Planning and Management Team (CPMT) and Family Assessment and Planning Team (FAPT) underwent a collaborative process to solidify a strategic plan. The key principles involved in its development included a desire for clear, big-picture strategic directions and key operationalized metrics to ensure progress is being made. This plan

is intended to be a 'living document', therefore the annual metrics and tactical plan will be updated annually in July, to follow the fiscal year. This team determined that more information was needed from families and community partners in this first year to better inform the strategic plan in subsequent years.

The team utilized the above information and specific needs of Frederick County to determine four key directions. The four directions were as follows:



Family Engagement



Service + Support Infrastructure



Service Quality



Social Impact

The following sections will focus on each key direction.

1. Family Engagement

Intent: *We want to better understand the family perspective; to have families more visibly present in the process; and families to be a part of their child's treatment.*

Goal: CPMT + FAPT will increase family engagement to support a family-driven system through surveys, parent representation in meetings, and providing communication tools to inform them of system processes.

Tactical Plan	Who is Responsible	Measurement + Deliverable	Notes
<p>Understanding Family Perspective</p> <ul style="list-style-type: none"> • Ask other counties for possible surveys templates by 10/26.27 • Design a family and youth survey to identify needs and rate satisfaction 12/27. • Research possible technology to distribute + collect survey data and determine survey process (12/27). • Implement and collect survey data starting 1/. 		<p>40% of survey completion (6/27) Collect baseline of parent FAPT attendance. (6/27)</p>	<p>Survey data will determine focus areas and goals for year 2. Goal to increase baseline satisfaction scores by 20%</p>
<p>Family Voice</p> <ul style="list-style-type: none"> • Create recruitment committee to identify former CSA participants to join the CPMT + FAPT teams by 10/26. • Start connecting with prospective parents for both FAPT and CPMT by 1/27 		<p>Recruit at least 1 Parent Representative for CPMT + FAPT by 6/27.</p>	
<p>Clear Communication</p> <ul style="list-style-type: none"> • Create FC CSA Brochure/Update OCS handbook to include Frederick County specific information 2/27. • Develop process for providing to all families and begin implementation by 2/27. 		<p>Distribute brochure/handbook to 95% of families by 6/27.</p>	

2. Service + Support Infrastructure

Intent: *We need more services in our community to meet a broader range of needs and service more people overall; we want more evidenced based practices; and we want creative and sustainable practices.*

Goal: CPMT + FAPT will ensure that additional services and supports are added to the service array to better meet the needs of families, to include an increase in Evidenced Based Practices.

Tactical Plan	Who is responsible	Measurement + Deliverable	Notes
Strategic Service Analysis <ul style="list-style-type: none"> Partner with CEP-Va to review all current services + determine gaps (to include EBPs) by 4/27. In partnership with CEP-Va, create 3 new strategies to increase services (to include EBPs). 		Collect baseline EBPs offered in community by 4/27. CEP-Va Plan developed by 6/27.	This data will inform year 2 goals to increase EBPs by 20% and overall services by 20%.

3. Service Quality

Intent: *We want providers to deliver higher quality services and timely documentation; we want more objective, data-driven reports; and we want to see quantitative progress over time.*

Goal: CPMT + FAPT will create and implement processes to improve the overall quality of provider services and documentation.

Tactical Plan	Who is responsible	Measurement + Deliverable	Notes
Provider Feedback <ul style="list-style-type: none"> Create contract guide to clearly inform providers of data-driven expectations by 12/27. Provide annual info session to outline expectations by 6/27. Draft Provider Feedback agenda by 5/27. 		Contract guide distributed- 100%. Baseline report timeliness %. Baseline report quality collected on 75% of providers. 50% of providers -feedback meeting set & 20% meetings	The long term goal is to create performance based contracting. Quick guide could be given to vendors to provide to their workers

<ul style="list-style-type: none"> Draft data collection plan to look at report timeliness + outcome quality 1/27. Identify # critical providers and set Provider Feedback Meetings by 6/27. 		complete or schedule training session for vendors to attend	
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4. Social Impact

Intent: *We want to better understand how families enter into our system in order to better influence the long-term outcome; we want to use data to determine that families are in fact getting better.*

Goal: CPMT + FAPT will determine predictive analytic benchmarks to better support key entry points for families to improve overall progress.

Tactical Plan	Who is responsible	Measurement + Deliverable	Notes
Predictive Analytics <ul style="list-style-type: none"> Partner with OCS to review community data and identify 2 key points of entry for county by 3/27. Use April CPMT session review and brainstorm- look at how families came into system to identify core points of entry. 		Baseline CANS, parental placement and truancy.	This first year will inform year two + three. Subsequent years will look at data such as the CANS, decrease parental placement and decrease truancy. Additionally the above goals will also impact these data collection targets.
Shape the Path <ul style="list-style-type: none"> Create sub-committee with key system partners to identify 2 new strategies to support critical entry points and report back in June CPMT session. 		Strategy Plan created 7/26.	Implementation goals will be set for year 2 based on this outcome.



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

CSA Administrative Memo #26-01

To: CSA Coordinators
CPMT Chairs
CSA Fiscal Agents

From: Scott Reiner, Executive Director

Re: Title IV-E and Trafficking Prevention Designation for Group Homes for Youth in Foster Care

Date: March 12, 2026

The purpose of this Administrative Memo is to update local Children's Services Act (CSA) programs on the plans of the Virginia Department of Social Services (VDSS) to implement the Trafficking Prevention designation for VDSS-licensed Children's Residential Facilities (CRF) and Therapeutic Group Homes (TGH) licensed by the Department of Behavioral Health and Disability Services (DBHDS).

The Family First Prevention Services Act allows states to access title IV-E funds for placements in settings that provide high-quality residential care and supportive services to youth who have been found to be, or are at risk of becoming, trafficking victims. The granting of a Trafficking Prevention Designation by VDSS will signal that CRF and TGH providers meet these requirements for youth aged 13 and up, allowing LDSS to utilize IV-E funding for those placements.

As Medicaid is the priority funding source for Psychiatric Residential Treatment Facilities (PRTF), the Trafficking Prevention designation does not apply to PRTFs, and IV-E funding cannot be utilized. To maximize IV-E funding opportunities, VDSS will require that all CRF and TGH group homes be designated in order to accept placements of children in foster care. Once the Trafficking Prevention designation is fully in effect, no youth in foster care,

regardless of whether they are eligible for title IV-E or funding through the CSA, may be placed in a non-designated CRF or TGH. (Please note that in addition to PRTFs, Assessment and Diagnostic programs, Department of Juvenile Justice facilities, and out-of-state placements are not eligible or required to be designated.)

To ensure that the implementation of the Trafficking Prevention designation goes smoothly, VDSS has been meeting with group home providers for the last six months. All CRFs and TGHs were contacted in the Fall of 2025 and several partnered with VDSS to develop key aspects of the designation. They have been informed that the designation will be required for the placement of youth aged 13+ in foster care in their programs. VDSS has remained in regular communication with group home providers, and all providers are expected to be in compliance and to receive the Trafficking Prevention designation by April 1, 2026.

The goal to begin IV-E claiming is May 1, 2026, although this is not yet finalized. **A VDSS broadcast will be posted, and local departments of social services will be provided with further instructions when approval is finalized and before claiming may begin.** CSA offices will also receive this notice and must work with their LDSS to move the funding sources for IV-E-eligible youth in these placements (room and board and daily supervision) from CSA to title IV-E. Once IV-E claiming can begin, VDSS will work with impacted LDSS's to identify all eligible youth in designated CRFs and TGHs and update their funding source. Until that time, there will be no change in the funding processes for any such placements.

The Trafficking Prevention designation from VDSS signifies that the youth is receiving high-quality care and supportive services from the group home and LDSS will not be required to provide any other information to ensure funding eligibility. A list of all designated providers can be found on the public [FamilyFirstVirginia.com](https://www.familyfirstvirginia.com) website ([Trafficking Prevention Designation](#) page). Youth eligibility begins at age 13. Youth under the age of 13 may also be placed in designated facilities, but will only be eligible for IV-E funding for the first 14 days of their placement, provided all other IV-E criteria are met. LDSS will be responsible for changing the youth's funding to IV-E (if all other IV-E eligibility requirements are met) when a youth turns 13 while in a designated placement.

VDSS will continue to partner with CRFs and TGHs to ensure that every facility is designated. They understand that should any facility fail to receive the designation, youth in foster care ages 13+ would not be able to be placed in their programs, as neither IV-E nor

CSA funding will be available for those placements, once the Trafficking Prevention designation claiming begins.

If you have any questions or need assistance, please contact either the [OCS HelpDesk](#) or email the Trafficking Prevention Designation Team at FamilyFirst@dss.virginia.gov.

VDSS Human Trafficking Prevention Designation Provider Requirements



Overview

The Virginia Department of Social Services (VDSS) is implementing the Trafficking Prevention Designation for VDSS licensed Child Residential Facilities (CRF) and Department of Behavioral Health and Developmental Services (DBHDS) licensed Therapeutic Group Homes (TGH) effective April 1, 2026. This designation will support wider efforts that VDSS has made to better address the vulnerabilities of children in foster care to the risk of human trafficking. It will equip CRF and TGH providers with the tools and skills to identify victims of trafficking and provide youth in their care with important prevention education. Additionally, it will meet the [Family First Prevention Services Act \(FFPSA\)](#) requirement for title IV-E federal funding of congregate care placements by “providing high-quality residential care and supportive services to youth who have been found to be, or are at risk of becoming, sex trafficking victims.” Virginia defines “high-quality residential care” as licensed CRF and TGH facilities with trained staff, and “supportive services” as screening for and reporting human trafficking victimization, service referrals for victims, and youth trafficking prevention education. Beginning April 1, 2026, the designation is required for the placement of youth in foster care ages 13 and up in a CRF or TGH. Local departments of social services (LDSS) will not be able to utilize either IV-E or CSA funds for payment of placements of youth in foster care ages 13 and up in CRFs and TGHs that do not have the Trafficking Prevention Designation.

Youth Eligibility

Children and youth with a history of involvement in the child welfare system are inherently at higher risk of trafficking than their peers without involvement, and those ages 13 and up are more likely to have additional risk factors (Child and Family Services Manual, Chapter E. Foster Care, Section 6B.6.1). Therefore, all youth in foster care ages 13 and up are considered to be at risk of becoming trafficking victims and are eligible.

Provider Requirements

Providers are required to attest to and maintain records of meeting the following requirements. (In addition to the tools/resources that have been preapproved for use, providers may request approval to use alternate options to meet certain requirements. Items with an * denote where alternate options are permissible. The request to use an alternate tool/resource must be made to and approved by VDSS in writing prior to use. Providers must ensure this written approval is retained in their records.)

1. Provider facilities must be licensed, and maintain licensure, as either:
 - a. VDSS licensed Child Residential Facility (CRF) ([Virginia Administrative Code - Title 22. Social Services - Agency 40. Department of Social Services - Chapter 151. Standards for Licensed Children's Residential Facilities](#)), or
 - b. DBHDS licensed Therapeutic Group Home (TGH) ([Virginia Administrative Code - Title 12. Health - Agency 35. Department of Behavioral Health And Developmental Services - Chapter 46. Regulations for Children's Residential Facilities](#))

2. Staff trained in human trafficking awareness and mandated reporting. All direct care staff and their supervisors must complete required training. Providers must ensure that their staff complete the training requirements and retain training records. Staff should complete training within 30 days of employment and annually thereafter.
 - a. Mandated Reporter Training – In accordance with licensing requirements, staff must complete mandated reporter training within 30 days of employment and annually thereafter. This training is provided free and online by VDSS:
 - i. [CWSE 5692 - Recognizing & Reporting Child Abuse & Neglect](#).
 - ii. Completion of this course as presented by a local department of social services, if so offered, will also meet the requirement.
 - b. Normalcy Training – In accordance with the Preventing Sex Trafficking and Strengthening Families Act, children and youth in foster care must be provided with as normal a childhood as possible. All direct care staff and their supervisors must complete training to understand and apply the Reasonable and Prudent Parent Standard to the provision of normalcy. This training is provided free and online by VDSS:
 - i. [CWSE3030: Normalcy for Youth in Foster](#) – Offered free and online by VDSS
 - c. Human Trafficking Awareness* – All direct care staff and their supervisors must be trained and able to define human trafficking, recognize high risk populations, identify victims, and be prepared to respond. These competencies can be met through completion of any one or more of the following trainings:
 - i. [CWSE4000 - Identifying Sex Trafficking in Child Welfare](#) - Offered free and online by VDSS
 - ii. [DCJS Human Trafficking 101](#) - Offered free and online by Virginia Department of Criminal Justice System
 - iii. [Sexual Exploitation Treatment and Training Services \(SETTS\)](#) - Offered in-person and costs may be covered by DCJS
 - iv. [OnWatch training](#) - Offered free and online by the OnWatch organization
3. All youth will be screened for history of victimization within 90 days of placement. Providers must retain results of screening in the youth's file.
 - a. Screening includes review of youth files for previously documented experiences with trafficking and disclosures by youth. VDSS has created a screening tool available to providers:
 - i. VDSS Trafficking Victimization Screening Tool
4. Refer youth with trafficking experience to services that address the trauma. Providers must ensure that reports and referrals for services made are documented in the youth's file.
 - a. All new allegations of trafficking victimization of youth under the age of 18 must be reported to DSS (to LDSS, VDSS Child Abuse & Neglect Hotline (800)-552-7096, or [VDSS Mandated Reporter Portal](#)).
 - b. The provider must notify the foster care worker at the LDSS where the youth is in care.
 - c. Youth should be referred to services in partnership with their team. The requirement for service referral can be met through direct referral to services (internal or external) or through provider participation in treatment team meetings, child and family team

meetings, service planning meetings, and/or Family Assessment and Planning Team meetings, where services to address the trauma of experiencing trafficking are discussed.

5. Human trafficking prevention education for youth in placement.
 - a. Youth are to receive trafficking prevention education within 90 days of placement and at least annually thereafter. Providers must ensure that completion of prevention education is documented and that certificates of completion are retained in the youth's file and are shared with the youth and their LDSS caseworker.
 - b. Education components include understanding what trafficking is, identifying warning signs and trafficker behaviors, ways youth can reduce their own risk, and where to find help. The following curriculum has been preapproved:
 - i. [FreewayNC](#) – Curriculum offered free and online to providers through AbolishNC

Receiving & Maintaining Designation

The Trafficking Prevention Designation is granted by VDSS to CRFs and TGHs that implement all requirements. Providers are responsible for ensuring ongoing compliance with designation requirements.

1. Initial Designation
 - a. CRF and TGH providers must submit the completed application to FamilyFirst@dss.virginia.gov.
 - b. VDSS will review and approve applications. Approval letters will be sent to providers verifying their designation. The list of all approved providers will be publicly available on the [VDSS Family First website](#).
2. Annual Renewal
 - a. Providers must submit annual renewal requests to FamilyFirst@dss.virginia.gov.
 - b. VDSS will review and approve renewal requests for providers continuing to meet the requirements of the designation. Approval letters will be sent to providers verifying renewal and designation for the next year.
3. Loss of Designation
 - a. VDSS reserves the right to rescind the designation from any provider who becomes unable or unwilling to meet the requirements. VDSS will reach out to providers at risk of losing their designation. Providers are encouraged to partner with VDSS to resolve any concerns.
 - b. Designation is required for the placement of youth in foster care ages 13 and up. Loss of designation will result in the inability for these youth to be placed, or maintain placement, in those facilities.

Questions

Providers may reach out to the VDSS Trafficking Prevention Designation team at FamilyFirst@dss.virginia.gov.



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

ADMINISTRATIVE MEMO #26-02

To: CPMT Chairs, CSA Coordinators, CSA Fiscal Agents, and CSA Report Preparers
From: Kristy Wharton, Chief Financial Officer
Date: March 18, 2026
Subject: Review and Reallocation of FY2026 WRAP-Around Services for Students with Disabilities (SPED Wrap)

For FY 2026, CSA has been provided \$2.2M to support the State's share of Special Education Wraparound (SPED Wrap) expenditures. These funds are allocated to localities at the beginning of each year based on a locality's prior three years' expenditures. OCS will be analyzing allocations mid-year and adjusting based on current year reimbursement activity.

At the end of March, a locality's expenditures of the SPED Wrap-Around will be analyzed and the following actions taken:

- a) A locality's SPED Wrap Allocation will be removed, if a locality has not recorded any expenditures/reimbursements in the Local Expenditure and Data Reporting System (LEDRS) in Expenditure Category 2.h (Wrap-Around Services for Students with Disabilities), as of March 31, 2026. This will take place effective April 1, 2026.
- b) If your locality's SPED Wrap Allocation is removed and you require funding after April 1, 2026. Please request a new allocation using the WRAP Allocation function tab found on the OCS website in the Report Preparer section under the WRAP Section-"Request New Wrap."

The use of funds allocated as "WRAP-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified educational disability affects adjustment outside the school environment. Such services may provide critical support for youth who face significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around services and to identify strategies to maximize utilization of community-based supports for all youth.

If there are questions related to this Memorandum, please direct them to the CSA Chief Financial Officer, Kristy Wharton at kristy.wharton@csa.virginia.gov.

cc: Scott Reiner, OCS Executive Director

FY2026 CSA Service Gap Survey (Follow-Up for FY2025 Responses)

Locality: Frederick

Please enter your name and contact email in the space below.

Name:

Email:

FY2025 Critical Service Gap	FY2026 Update: Please respond if gap has increased, decreased, been resolved, or remained the same compared to FY2025:
Crisis Intervention and/or Stabilization	
Family Foster Care Homes	
Multi-systemic Therapy	
Parent Child Interaction Therapy	

Using the list below, please identify any new gaps in services your locality is experiencing for FY2026, that were not identified in your FY2025 responses.

Residential Services

- Short-term Diagnostic (A&D)
- Group Home
- Residential Treatment
- Sponsored Residential Home Services

Foster Care Services

- Family Foster Care Homes
- Therapeutic Foster Care Homes
- Independent Living Services

Educational Services

- Private Day School
- Residential School
- School-based Mental Health Services

Crisis Services

- Crisis Intervention/Stabilization
- Acute Psychiatric Hospitalization

Community-Based Behavioral Health Services

- Applied Behavior Analysis
- Assessment
- Case Management
- Family Therapy
- Group Therapy
- Individual Therapy
- Intensive Care Coordination (ICC)
- Intensive In-Home
- Medication Management
- Therapeutic Day Treatment
- Trauma Focused/Informed Services

Evidence-based Behavioral Health Services

- Brief Strategic Therapy
- Cognitive Behavioral Therapy
- Family Check-Up
- Functional Family Therapy
- Home Builders
- Motivational Interviewing
- Multisystemic Therapy
- Parent-Child Interaction Therapy

Individual/Family Support Services

- Child Mentoring
- Family Partnership Facilitation
- Family Support Partner
- Parent Coaching
- Respite
- Transportation

Type new gaps for FY2026 in the box below:

FY2025 Barriers to Developing Needed Services	FY2025 Rating of Barrier Impact (1=Not at all, 5=A great deal)	FY2026 Update: Please provide rating for FY2026 (higher number = increase in impact, lower number = decrease in impact)
Need for greater collaboration and consensus	4	
Lack of funding	3	
Lack of transportation	3	
Provider availability	4	
Need more information and data	2	