

# FREDERICK COUNTY CPMT AGENDA

April 27, 2026, 1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> Floor Conference Room

- I. Call to Order
- II. Adoption of Agenda
- III. Introductions
- IV. Consent Agenda
  - A. Approval of March Minutes
  - B. Budget Request Forms
- V. Executive Session
  - A. Parental Agreement Extension
  - B. Case Update
  - C. Medicaid Denial/CSA Reimbursement
  - D. Case Update
- VI. Agency/Member Announcements
- VII. CSA Office
  - A. FAPT/CPMT Vacancy Updates
  - B. March Financial Report
- VIII. Old Business
  - A. OCS Policy/Legislation/Budget Update
    1. Administrative Memorandum #26-04
    2. DMAS Behavioral Health Redesign
    3. PDS Rate Cap
    4. Tiered Local Match Rate System
  - B. Copayment Policy
  - C. Strategic Plan
  - D. FY26 CSA Service Gap Survey
- IX. New Business
  - A. CPMT Private Provider Rep Renomination
  - B. FY27 Contract Renewal
  - C. CSA Eligibility Discussion
- X. Informational Items
  - A. None
- XI. Upcoming Meetings
  - CPMT- Monday, May 18, 2026, 1:00-3:00pm, 1st Floor Conference Room
  - Joint CPMT/FAPT Meeting- Tuesday, July 14, 2026, 1:00-1:30 pm, 2<sup>nd</sup> Floor Public Works/CSA Conference Room
- XII. Adjourn

**\*\*Instructions for Closed Session:**

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-

- Certification that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

**CPMT Meeting Minutes: March 23, 2026**

The Community Policy and Management Team (CPMT) met in the 1<sup>st</sup> Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on March 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
- Tabitha Reeves, Frederick County Public Schools
- Jerry Stollings, 26<sup>th</sup> District Juvenile Court Service Unit

***The following members were not present:***

- Tamara Green, Frederick County Department of Social Services
- Robert Johnson, Private Provider Representative, Grafton Integrated Health Network

***The following non-members were present:***

- Jacquelyn Jury, CSA Coordinator
- Sarah Makomva, CSA Account Specialist
- Joseph Strong, Frederick County Public Schools

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

II. Adoption of Agenda

A. Jerry Stollings made a motion to adopt the March agenda. Jay Tibbs seconded; CPMT approved.

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

A. February 23, 2026 - CPMT Minutes. Jay Tibbs made a motion to approve the February minutes. Deborah Thomas seconded; CPMT approved. Jerry Stollings abstained.

B. Budget Request Forms- Confidential Under HIPAA. Jay Tibbs made a motion to approve the Budget Request Forms. Tabitha Reeves 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. Jerry Stollings 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. Deborah Thomas 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

- Tabitha Reeves           Aye
- Jerry Stollings           Aye
- Leea Shirley           Aye

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

1. Jay Tibbs made a motion to approve funding for one case as discussed in Executive Session. Jerry Stollings seconded; CPMT approved.

V. Committee Member Announcements

A. Jerry Stollings invited CPMT to become members of the Virginia Juvenile Justice Association.

VI. CSA Office Updates

A. CSA Committee Vacancy Updates- The CSA Coordinator announced there were no new updates regarding the FAPT/CPMT vacancies. The parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time.

B. February Financial Report

1. Total Net Expenditures as of February 2026- \$2,272,557.77.
2. State portion of non-mandated/protected fund allocation is \$34,011.00. Of that, \$7,762.22 or 23% has been spent.
3. Combined state and local SpEd Wrap Allocation is \$165,596.00. Of that, \$80,275.35 or 48% has been spent. \$85,320.65 is encumbered. The CSA Coordinator will need to request more funds from OSC for the remainder of FY26.
4. Total unduplicated Youth Served as of February is 115.
  - a. 67 in Community Based Services
  - b. 16 in Private Day School
  - c. 18 in TFC
  - d. 25 in Congregate Care
    - 12 CHINS Parental Agreement
    - 2 IEP Residential

The CSA Coordinator also summarized youth count by referral agency and use of a Parental Agreement to access PRTF by referral agency.

VII. Old Business

A. OCS Policy/Legislation/ Budget Updates

1. Notice of Intent to Develop Policy: 3.5- Records Management- SEC approved on 3/12/26. This policy clarifies required CSA documentation and provides an inventory for local CSAs to ensure required documentation is on record. This was approved effective April 1, 2026.
2. Notice of Intent to Develop Policy: 4.1.1- CHINS- SEC approved on 3/12/26 after three comment periods. Updated OCS policy aligns with new statutory language for CSA Eligibility under CHIN-Services. It approved required CHINS Eligibility documentation which clarifies that only

FAPT and the court have the authority to determine CHINS eligibility. This was approved effective April 1, 2026.

3. OCS is reviewing CSA services names. The focus is on revising names and definitions, aligning them with new services under the DMAS Behavioral Health Redesign, and adding provider qualifications and expectations for clarity.

#### 4. Budget Bill

- a. OCS requested an additional \$20 million to fund services through the end of FY26. Over the next biennial budget, OCS is estimating a 9.7% increase in FY27 and 7.2% in FY28.
- b. In FY26, private day school rates were capped at a 5% increase over FY25 rates. This resulted in cost shifting to localities, requiring the difference being paid out of local funds. Proposals for the Biennial Budget Bill include a rate cap of 2.5%, which shifts even more costs from the state shared funds to local only funds. This is estimated to save Virginia about \$3.5 million dollars. In addition, the state proposes additional training on the use of CSA Transition funds to assist in returning students to public school and providing \$10 million to schools to serve more students prior to sending them to private day schools.
- c. The General Assembly is considering a change to the local match rate for community-based services from a state average of 83% to 71%. Calculating a rough estimate for Frederick County would mean the community-based services local match would increase from approximately 21% to 25%. Based on FY25 expenditures, that would be approximately \$37,150.00.

B. Co-payment Policy- The CSA Coordinator provided CPMT co-payment policies obtained from other localities as requested. CPMT discussed mimicking Harrisonburg/Rockingham policy, pointing out that families with any state benefits can have the co-payment waived and only the parent or legal guardian is to be assessed for co-payments. Any nuances can be brought to CPMT for review as needed. The CSA Coordinator will draft a policy and bring it back to CPMT for approval.

C. Strategic Plan Update- The CSA Coordinator solicited feedback about the Strategic Plan draft from FAPT members as requested, but no response was received. At the same time, the draft was also provided to CPMT to prepare for discussion. CPMT requested additional time for review. The CPMT chair asked the CSA office to verbally follow up with the FAPT to obtain feedback.

### VIII. New Business

A. Administrative Memorandum #26-01- Notification that Children's Residential Facilities or Therapeutic Group Homes must have a DSS Trafficking Prevention Designation to accept foster care youth. The CSA Coordinator has followed up with OCS to get clarity if this is required for foster care youth of all ages or only ages 13+. This allows Virginia to draw down federal IV-E funding. The CSA Coordinator opined about unintended consequences resulting in placement of youth in an inappropriate level of care. If a DSS Trafficking Prevention Designated CRFs and TGHs is not available, it's likely the youth will be placed in a PRTF, a higher level of care, which doesn't require that designation. This is still awaiting Federal approval.

B. Administrative Memorandum #26-02- Notification of annual review and reallocation of SpEd Wrap funds.

C. FY26 CSA Service Gap Survey- OCS conducts a survey to identify service gaps. A full survey is done bi-annually on odd years, while an updated survey is done on even years. Being an even year, OCS provided Frederick County with the FY25 responses and a brief survey to update the responses. The CSA

Coordinator provided this information in CPMT packet. She will also send this documentation to the FAPT team. The CSA Coordinator is requesting it be completed by March 27, 2026 to aggregate the data and submit it to OCS.

IX. Informational Items - None

XI. Upcoming CPMT Meetings

- Joint CPMT/FAPT Meeting- Tuesday, April 7, 2026, 12:30-1:30 pm, 2<sup>nd</sup> Floor Public Works/CSA Conference Room. CPMT decided to change meeting time to 1:00-1:30 pm.
- CPMT- Monday, April 27, 2026, 1:00-3:00, 1<sup>st</sup> Floor Conference Room
- CPMT May meeting date change- Monday, May 18, 2026, 1:00-3:00 pm, 1<sup>st</sup> Floor Conference Room

XII. Adjourn

A. Jerry Stollings made a motion to adjourn the meeting at 2:17 pm. Jay Tibbs seconded; CPMT approved.

Minutes Completed By: Sarah Makomva

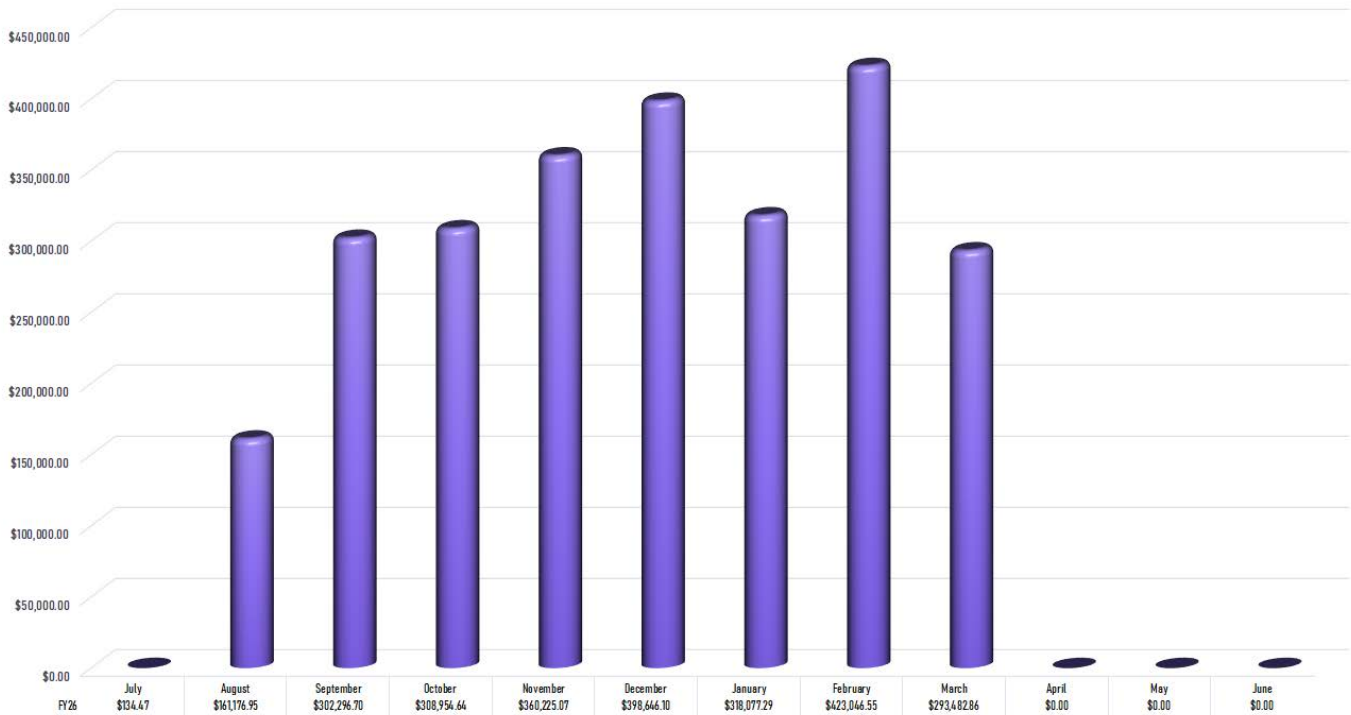


# Frederick County CSA Monthly Financial Report FY26

## March

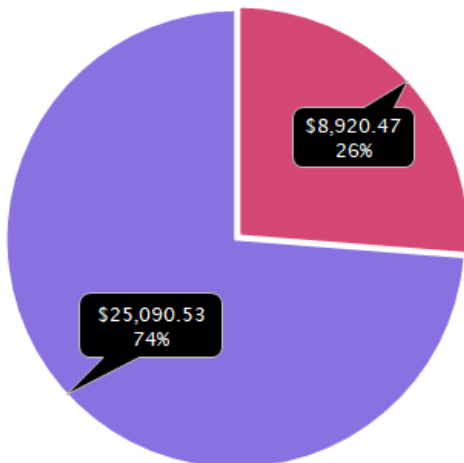
### Monthly Net Expenditures

YTD: \$2,566,040.63



### Protected Funds

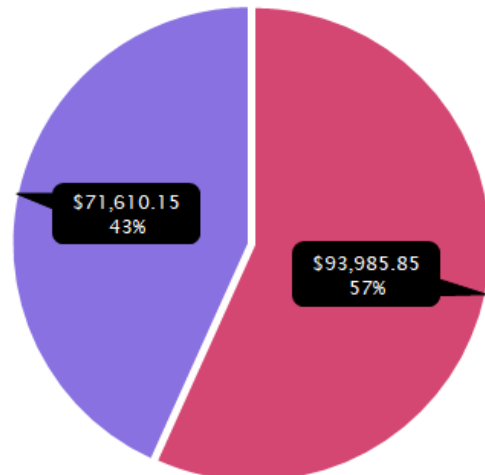
Encumbered- \$7,770.00



■ Used ■ Remaining

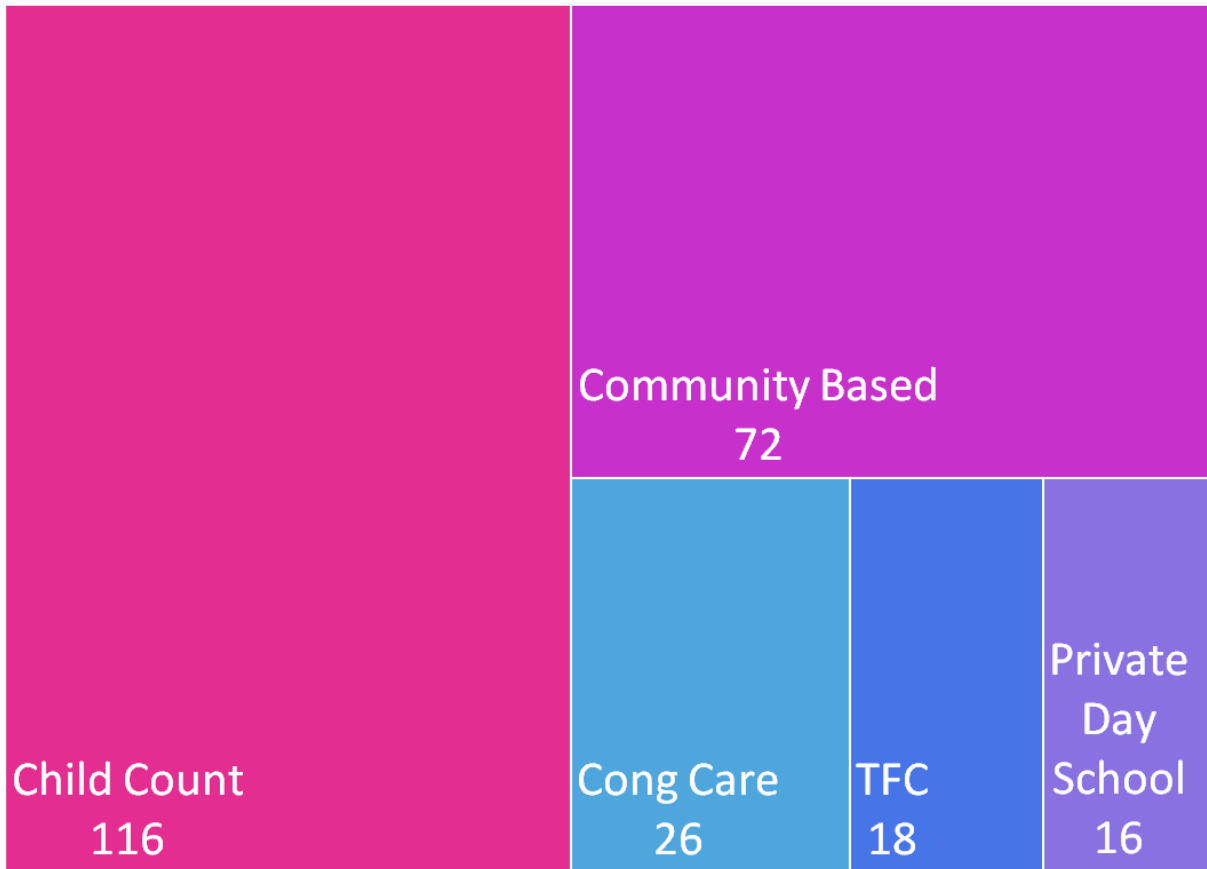
### SpEd Wrap

Encumbered- \$84,127.00

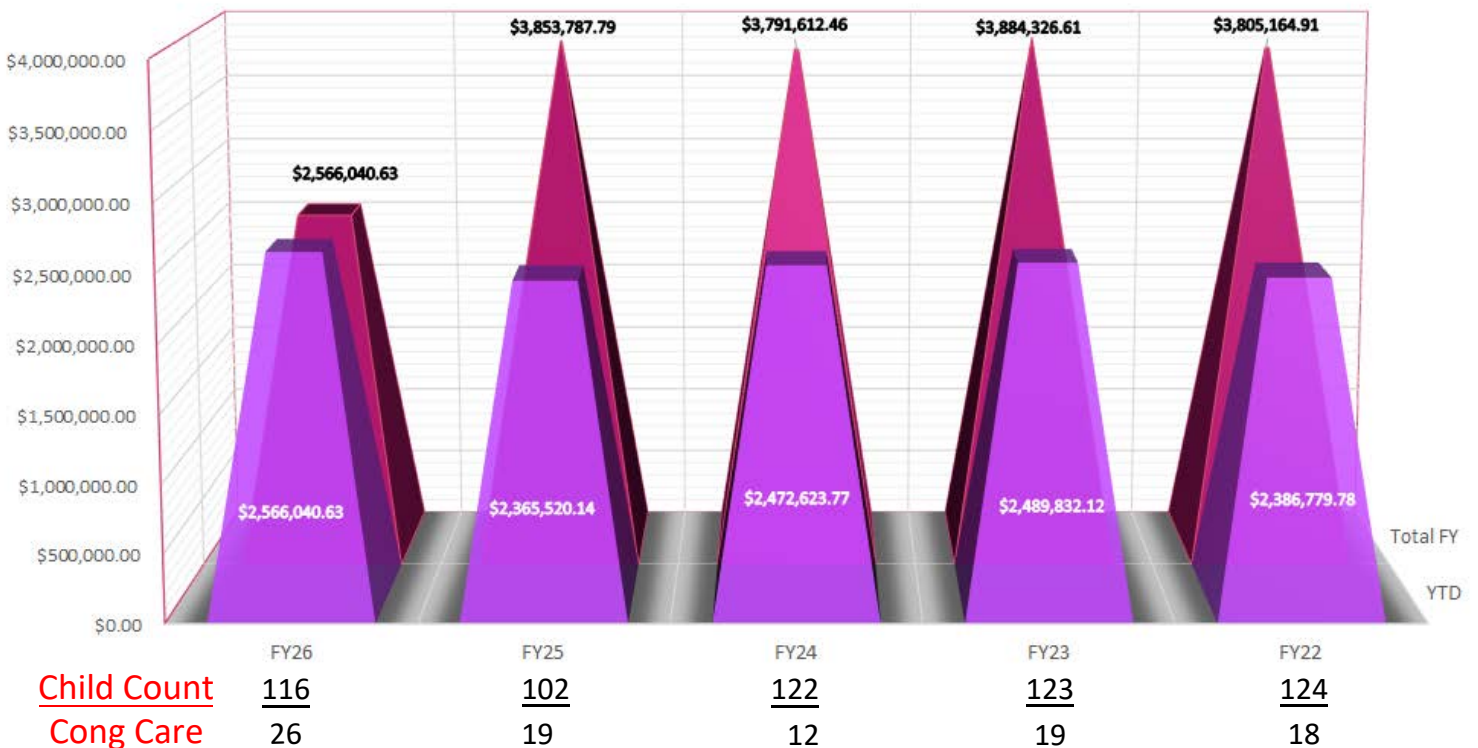


■ Used ■ Remaining

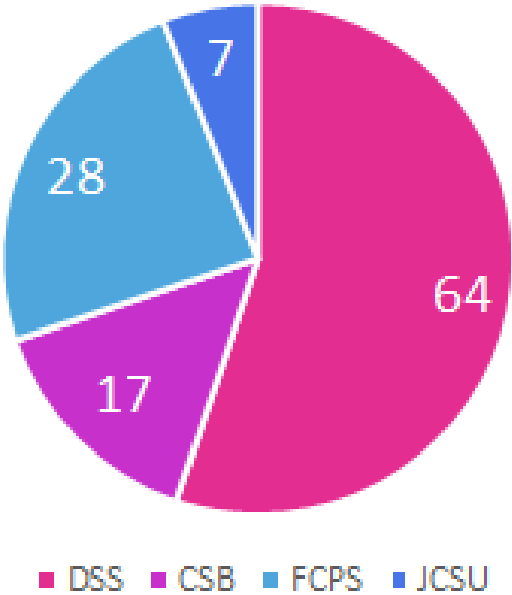
## Service Placement Type



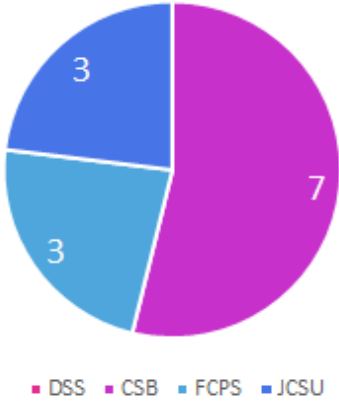
## Expenditure Trends



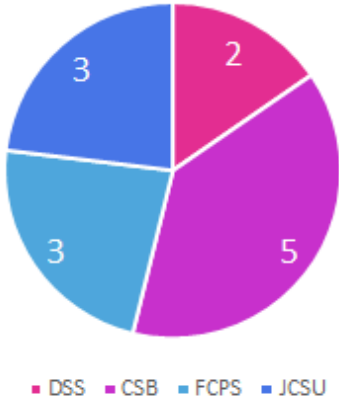
### Unduplicated Cases by Referral Agency



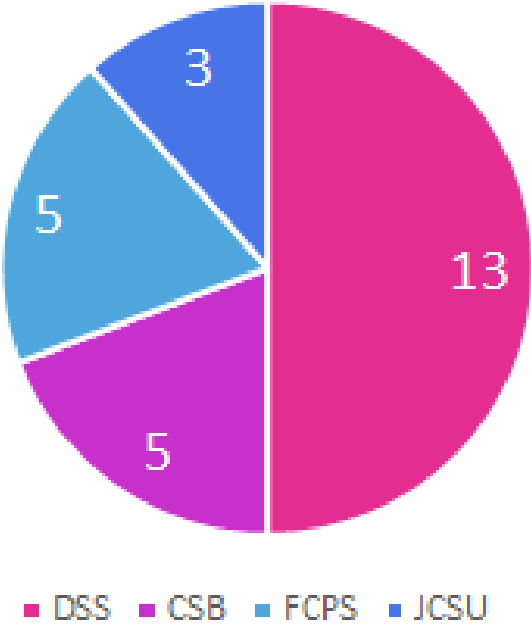
### CHINS PA Referral Agency



### Current Lead Agency CHINS PA (incl former)



### Congregate Care by Agency



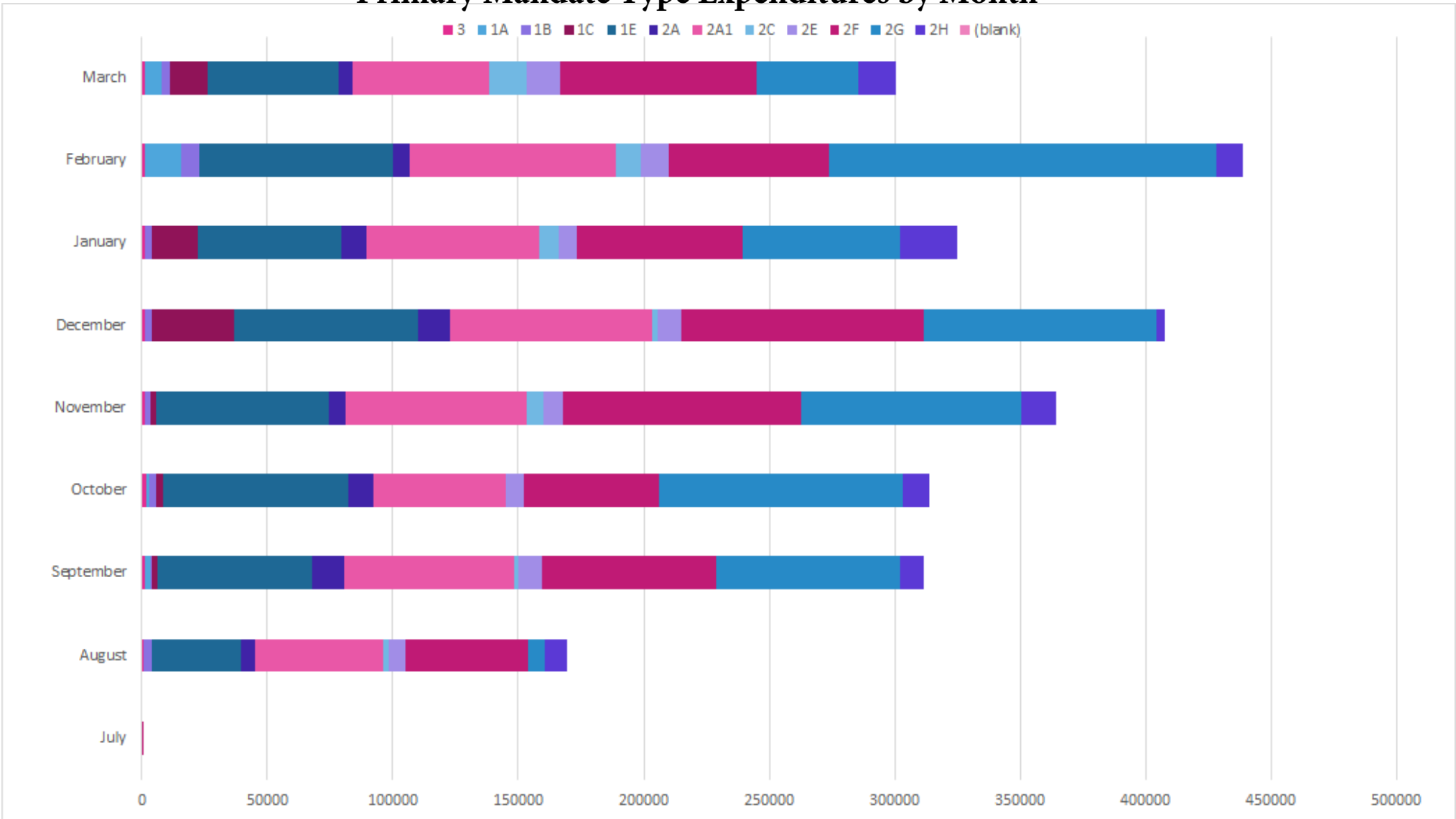
\*Notes:

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



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### **Administrative Memorandum #26-04**

**To:** CPMT Chairs  
CSA Coordinators

**From:** Kristi Schabo, Policy and Operations Officer *Kristi M. Schabo*

**Date:** March 31, 2026

**Subject:** Release of Revisions to Policy 3.5 and 4.1.1

On March 12, 2026, the State Executive Council for Children's Services (SEC) approved the revision of Policy 3.5 "Records Management," and the adoption of Policy 4.1.1 "Children in Need of Services (CHINS) for implementation effective April 1, 2026. These policies and related documents, as well as an accompanying guidance document for the implementation of Policy 4.1.1, are attached to this administrative memo and will be in the updated Policy Manual for the Children's Services Act on the Office of Children's Services website (<https://www.csa.virginia.gov>).

Notable changes to Policy 3.5 and supporting documentation include:

- A requirement that each CPMT adopt written policies and establish procedures regarding the management of printed and electronic records (3.5.4).
- A listing of minimum document requirements for CSA programs (3.5.4.1).
- Guidance on retention and destruction schedules (3.5.4.2).
- A CSA Documents Inventory Form (Appendix A).

Notable features of Policy 4.1.1 and supporting documentation include:

- Recognition of changes to §§2.2-5211.B and 2.2-5212.4 adopted by the General Assembly during their 2025 session, identifying youth found eligible as a CHINS as an eligible, sum-sufficient population of the Children's Services Act (CSA).
- A Documentation of CHINS Eligibility form (Appendix A).
- A modifiable Model CSA Parental Agreement (Appendix B).
- A guidance document containing practice guidelines on serving youth identified as CHINS.

A copy of both policies and all supporting documents is attached to this Administrative Memo.

Please direct any questions related to the content of this memo to Kristi Schabo ([kristi.schabo@csa.virginia.gov](mailto:kristi.schabo@csa.virginia.gov)).

*PLEASE NOTE: Appendix A for Policy 3.5 and the Model Parental Agreement for Policy 4.1.1 were created as Microsoft Word templates. Although some restrictions apply, data fields in both documents can be edited to include specific, locally specified information. Additionally, the layout of both forms is unrestricted, allowing unlimited data. Because of the editing parameters, modifying the forms' content and/or layout will require entering the password "CSA" (no quotes) while in design mode, which can be accessed from the developer tab. Additionally, fillable fields in the model parental agreement are highlighted in yellow to draw attention to the areas of the document that require data input; however, once data is selected or entered, the yellow highlight will disappear.*

*Because the Documentation of CHINS Eligibility Form (Appendix A) is required by policy 4.1.1, the content and formatting are specific, and editing is not allowed. However, the data fields (e.g., the child's name, checkboxes, and determination summary) can be edited to capture relevant information.*

## Policy 3.5 Records Management

---

### 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

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

**Adopted:** March 25, 2010

**Effective:** April 1, 2010

**Revised:** April 1, 2026

**Page** 1 of 6

---

- F. [§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.
  
- G. 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.
  
- H. 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 assessments, service planning, and decision-making.

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

***“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
- Parental-contribution assessments, notifications, and payment agreements
- 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)

**Adopted:** March 25, 2010

**Effective:** April 1, 2010

**Revised:** April 1, 2026

**Page** 3 of 6

---

- 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)
- 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)

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 are governed by the agency's retention and destruction policy 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.

# Appendix A



## CSA Document Inventory

<b>Client Name/Case Number:</b>	enter client name and case number	<b>Date:</b>	select date
---------------------------------	-----------------------------------	--------------	-------------

Required Documentation	Location	Date Received	Notes
<b>Referral Information</b>			
Referral Form	enter location if applicable	select date	enter notes if applicable
Consent to Release Information	enter location if applicable	select date	enter notes if applicable
<b>Family Assessment and Planning Team Documentation</b>			
Case Manager Designation	enter location if applicable	select date	enter notes if applicable
Child and Adolescent Needs and Strengths Assessment <sup>1</sup> (initial, annual, discharge)	enter location if applicable	select date	enter notes if applicable
Service Plan: select plan type	enter location if applicable	select date	enter notes if applicable
CSA Eligibility Determination	enter location if applicable	select date	enter notes if applicable
CHINS Determination	enter location if applicable	select date	enter notes if applicable
Court Orders	enter location if applicable	select date	enter notes if applicable
IEP (for CSA funded educational services)	enter location if applicable	select date	enter notes if applicable
Identified Strengths and Needs	enter location if applicable	select date	enter notes if applicable
Goals and Objectives	enter location if applicable	select date	enter notes if applicable
Services Recommended by FAPT/MDT	enter location if applicable	select date	enter notes if applicable
Discharge Plans	enter location if applicable	select date	enter notes if applicable
Parent/Guardian Participation and Consent to the Services Plan	enter location if applicable	select date	enter notes if applicable
Parental Agreements	enter location if applicable	select date	enter notes if applicable

<sup>1</sup> Per Policy 3.6, "Mandatory Uniform Assessment Instrument"; CANS assessments must be completed in the ~~CANVAS~~ CANVAS 2.0 system.

<b>Financial Information</b>			
<b>CPMT Funding Requests/Authorizations</b>	enter location if applicable	select date	enter notes if applicable
<b>Parental Contribution Assessments/Payment Agreements</b>	enter location if applicable	select date	enter notes if applicable
<b>Virginia Enhanced Maintenance Tool (VMAT)</b>	enter location if applicable	select date	enter notes if applicable
<b>Title IV-E Notice of Actions</b>	enter location if applicable	select date	enter notes if applicable
<b>Independent Assessment, Certification and Coordination Team (IACT) Decisions</b>	enter location if applicable	select date	enter notes if applicable
<b>Medicaid Denials</b>	enter location if applicable	select date	enter notes if applicable
<b>Vendor Purchase Orders</b>	enter location if applicable	select date	enter notes if applicable
<b>Vendor Invoices and Supporting Documentation</b>	enter location if applicable	select date	enter notes if applicable
<b>Best Interest Determination Documentation (ESSA form B-17)</b>	enter location if applicable	select date	enter notes if applicable
<b>Signed Vendor Contract(s)</b>	enter location if applicable	select date	enter notes if applicable
<b>Monitoring Information</b>			
<b>Utilization Review Data</b>	enter location if applicable	select date	enter notes if applicable
<b>Vendor Treatment Plan(s)</b>	enter location if applicable	select date	enter notes if applicable
<b>Vendor Progress Report(s)</b>	enter location if applicable	select date	enter notes if applicable
<b>Miscellaneous Documentation</b>			
enter document name/type	enter location if applicable	select date	enter notes if applicable
enter document name/type	enter location if applicable	select date	enter notes if applicable
enter document name/type	enter location if applicable	select date	enter notes if applicable

Policy 3.5  
Appendix A

**Adopted:** March 25, 2010  
**Effective:** April 1, 2010  
**Revised:** April 1, 2026  
**Page 6 of 6**

## Policy 4.1.1 Children in Need of Services (CHINS)

### 4.1.1.1 Purpose

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

### 4.1.1.2 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 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

**Adopted:** March 12, 2026

**Effective:** April 1, 2026

**Revised:** N/A

**Page** 1 of 9

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.

#### **4.1.1.3 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.

**Adopted:** March 12, 2026

**Effective:** April 1, 2026

**Revised:** N/A

**Page** 2 of 9

---

"**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.

#### **4.1.1.4 Eligibility as a Child in Need of Services (CHINS)**

- 1 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](#).
- 2 The determination of CHINS eligibility shall be made in one of two ways:
  - a. The FAPT or approved MDT shall determine whether the child meets the definition of a CHINS.
  - b. 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](#))
- 3 The FAPT shall document its determination using the CHINS Eligibility Determination Form (see Appendix A).
- 4 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.
- 5 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.](#)).

#### **4.1.1.5 Policy Review**

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

## Practice Guidelines for Serving a "Child in Need of Services"

### Applicability:

These Practice Guidelines apply to children who have been determined by either a Juvenile and Domestic Relations (J & DR) District Court, a CSA Family Assessment and Planning Team (FAPT), or an approved alternative multi-disciplinary team (MDT) to be a "Child In Need of Services" (CHINS) as defined in COV [§16.1-228](#) and [SEC Policy 4.1.1](#).

Section [2.2-5212](#) of the Code of Virginia (COV) lists the eligibility categories for receiving services through the CSA. Legislation passed by the 2025 General Assembly revised the eligibility categories listed in [§2.2-5212](#) to include:

“4. 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](#).”

Additional information regarding CSA sum-sufficient (mandated) funding for this population is found in [§2.22-5211.4](#), which reads:

“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 or youth.”  
(Effective July 1, 2025)

These practice guidelines **do not** address or implement any changes in law, policy, or practice for children and families served by a local department of social services (LDSS) receiving foster care services (as defined in [§63.2-905](#)) due to abuse/neglect or as a CHINS, including those served through an active in-home services case intended to prevent a foster care placement, foster care placement (including Non-Custodial Foster Care Agreements), and placement through the Kinship Guardianship Assistance Program or the State Funded Kinship Subsidy Assistance Program. Children and families who need or are receiving foster care services remain eligible and may be served through sum-sufficient (“mandated”) funding if all CSA requirements are met. ([§§2.2-5211](#), [2.2-5212](#)).

## Definition:

COV Section [16.1-228](#) defines a CHINS as "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."

## Process for Determining Eligibility as a CHINS:

The eligibility determination shall be made in one of two ways:

A J & DR court finds that a child meets the statutory definition found in the first paragraph of [§16.1-228](#) (see Definition above) and 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."

OR

A FAPT or approved alternative multi-disciplinary team (MDT) designated by the Community Policy and Management Team (CPMT) determines that the child's behavior, conduct, or condition meets this specific statutory definition.<sup>1</sup>

This determination of eligibility will be made by gathering and considering all relevant information (e.g., agency records, assessments, psychological or other evaluations) while relying on the expertise and knowledge of the team members. The family will provide their perspective on the child's needs and strengths.

Specific facts, observations, diagnoses, psychological or other evaluations, assessments, including the Child and Adolescent Needs and Strengths (CANS) assessment, and the conclusions drawn by the collaborative team members will contribute to the FAPT's determination of whether the child meets or does not meet the statutory definition of a CHINS.

The FAPT must document the factors considered and their determination of the child's CSA eligibility as a CHINS on the *Documentation of Eligibility Form* (Appendix A to SEC [Policy 4.1.1](#)).

---

<sup>1</sup> A Child in Need of Services (CHINS) is distinct from a Child in Need of Supervision (CHINSup) ([§16.1-228](#)). A court-finding of CHINSup does not, on its own, provide CSA-eligibility under CSA eligibility statutes and [Policy 4.1.1](#).

If the FAPT finds that the youth does not meet the statutory definition of a CHINS, the team should inform the parent(s) of their right to appeal this eligibility decision by filing a petition with the J & DR Court. FAPT is strongly encouraged to consider all available supports for youth who do not meet CHINS criteria, including utilizing protected funds, special education wraparound services, and other community-based resources.

### **Services for a Child in Need of Services:**

All services for CSA-eligible children and families, including those for a child determined to be a CHINS, should be provided through a collaborative system of care that is child-centered, family-focused, and community-based ([§2.2-5200](#)). The FAPT should engage families in all aspects of assessment, planning, and the implementation of services (§2.2-5208), building on their strengths, resources, and natural supports, as informed by the CSA uniform mandatory assessment instrument, and documenting these services in the Individual Family Service Plan (IFSP). CSA teams should strive to preserve and strengthen families by providing appropriate services in the least restrictive environment that protects children's welfare and maintains public safety ([§2.2-5200 A.1](#)). The nature and duration of services are planned and reviewed based on the specific needs of the individual youth and their family.

If disagreements arise over the appropriate placement or services for the child, the team and legal guardian should explore alternatives. Ultimately, the legal guardian decides whether to accept the services or placement developed with and recommended by the team. Neither the legal guardian nor the CPMT must enter into an agreement if they disagree on the child's appropriate placement. The CPMT has final authority to approve CSA-funded services and to approve the expenditure of CSA funds in compliance with federal and state requirements. The parent or legal guardian may appeal FAPT decisions consistent with [§2.2-5206.17](#) and the locally established appeals process.

Two types of services may be provided to a CHINS:

- Community-based services directly related to the child's behavioral health treatment needs, intended to prevent out-of-home placement for the treatment of the child's behavioral/emotional needs
- Placement outside the home through an agreement between the public agency designated by the CPMT (other than the LDSS) and the child's parents or legal guardians, who retain legal custody of the child.

### **Placements Outside of the Home**

If community-based services and supports have been explored and are unavailable or will not meet the child's needs, the team and family should explore the most appropriate and least restrictive out-of-home placement.

FAPT should consider the most appropriate way to serve a child out of the home. If there is an open LDSS “In-Home” foster care prevention case, and the child is placed outside of the home for treatment with the parent(s) retaining legal custody, a Non-Custodial Foster Care (NCFC) Agreement must be the mechanism by which the child is placed through LDSS case management. If LDSS involvement is unnecessary, a CSA Parental Agreement may be used, provided a community services board (CSB), juvenile court service unit (CSU), or the school division provides case management. When the FAPT or approved MDT and the legal guardian agree on an out-of-home placement as the most appropriate and least restrictive service, a local public agency (other than the LDSS) designated by the CPMT and the legal guardian must enter into a written agreement (“CSA Parental Agreement”).

CSA Parental Agreements may not be used for any purpose other than the behavioral health treatment of a child. Consequently, placements must be in a group home, a psychiatric residential treatment facility (PRTF), or, in limited circumstances, a sponsored residential or treatment foster home. Other placements, such as local agency foster homes, hospitals, or independent living arrangements, are not allowable or appropriate settings for a child placed through a CSA Parental Agreement.

A standard template for CSA Parental Agreements ([Policy 4.1.1](#), Appendix B) addresses family participation and parental/legal guardian financial responsibility, including co-payments, private health insurance, or Medicaid, as well as the conditions and methods for terminating the agreement. The template may be modified or replaced at the discretion of the local CSA program.

Non-family and congregate care settings are inherently restrictive environments. Safeguards should be in place to protect children from inappropriate, non-medically necessary, long-term stays.

## **Placements Outside the Child’s Home Locality**

Before placing the child across jurisdictional lines, the team shall comply with the expectations outlined in COV [§2.2-5211.1.2](#). Specifically:

“Prior to the placement of a child across jurisdictional lines, the family assessment and planning teams shall (i) explore all appropriate community services for the child, (ii) document that no appropriate placement is available in the locality, and (iii) report the rationale for the placement decision to the community policy and management team.”

For all children placed out-of-state using CSA funds, the team shall follow the requirements of the Virginia Interstate Compact for the Placement of Children (ICPC). See <https://www.dss.virginia.gov/family/icpc/index.cgi>.

## **Case Management:**

The FAPT is responsible for facilitating family participation, developing a plan, referring the youth and family to services, and designating a case management agency responsible for monitoring and reporting on the progress in implementing the IFSP to the team ([§2.2-5208](#)).

Case management services for a CHINS are to be provided by a public agency. Case Support may be purchased through CSA to allow the CSB to fulfill CSA case management responsibilities if no other public agency provides case management. Case Support may not generally be paid if the LDSS or CSU has open cases, as those agencies are responsible for and funded separately for routine case management.

## **Differences between Services Provided through the SEC CHINS Policy and Services Provided by the LDSS:**

The LDSS is responsible for case management for children and families where child abuse or neglect is a concern. If such concerns exist, even if the child also has behavioral health treatment needs (and might meet the criteria for CHINS), only the LDSS may provide case management, as other agencies are not responsible for doing so. Children whose families are receiving services because of abuse or neglect, even if the child is also determined a CHINS, may not be placed through CSA Parental Agreements.

If the LDSS opens or maintains an “In-Home” CHINS prevention case, and a child is placed in an out-of-home treatment setting, a CSA Parental Agreement may not be used. The comparable appropriate agreement for out-of-home treatment when an LDSS has an open case is a Non-Custodial Foster Care Agreement.

Non-Custodial Foster Care Agreements are considered “foster care placement” and include expectations and benefits such as permanency safeguards, title IV-E eligibility, and additional maintenance resources unavailable with CSA Parental Agreements (e.g., required school enrollment in the placement locality, childcare, Best Interest Determination transportation).<sup>2</sup>

Services for children and families with open LDSS In-Home or foster care cases, whether due to concerns over child abuse/neglect or children determined as CHINS, are eligible for CSA under one of the CSA foster care mandate types (including foster care prevention).

---

<sup>2</sup> Foster care placement is “(i) an agreement between the parents or guardians and the local board where legal custody remains with the parent or guardians or (ii) entrustment or commitment of the child to the local board or a licensed child-placing agency.” ([63.2-100](#))

## Discharge / Continuing Care Planning:

The Code of Virginia requires that discharge planning by the FAPT begin at the time of placement for a child placed through CSA into a residential setting (COV, [§2.2-5208.5.iii](#)).

“For each child entering or in residential care ... iii) implement a plan for returning the youth to his home, relative's home, family-like setting, or community at the earliest appropriate time that addresses his needs, including identification of public or private community-based services to support the youth and his family during transition to community-based care and (iv) provide regular monitoring and utilization review of the services and residential placement for the child to determine whether the services and placement continue to provide the most appropriate and effective services for the child and his family.”

The FAPT or approved MDT is charged with assessing and identifying the child's and family's needs and strengths to create a service plan, the IFSP, detailing the services and supports to meet those needs and utilize strengths. As the statutory language directs, from the beginning of the process, decisions must be made about what constitutes a successful discharge of the child from the residential program and how that will be achieved. Regular monitoring of the IFSP by FAPT and utilization review will determine if modifications should be made to the IFSP to serve the child and family more effectively and to update discharge planning as more information is gathered about the child's response to treatment over time.

While a child is in an out-of-home placement, parents and other caregivers should receive services to help them better understand and manage their child's behavior and facilitate the child's return home. Services such as family counseling, parent coaching, or intensive care coordination are appropriate for funding through the CSA as a Community Transition Service (Service Placement Type 3). Services to address primarily parental needs, such as mental health or substance use disorder treatment, may be funded through private insurance, Medicaid, or the local community services board.

Discharge and continuing care planning for children whose out-of-home placement is primarily due to intellectual and developmental disabilities (and who are likely to require long-term care) should include consideration of applications for Medicaid waivers, vocational rehabilitation through the Department of Aging and Rehabilitative Services (DARS), or involvement of the LDSS, and other applicable resources.

## **Parental Responsibilities and Financial Resources:**

Services provided to a CHINS are subject to the CSA parental contribution requirements as detailed through local CMPT policy.

The model CSA Parental Agreement specifies that parents and legal guardians are expected to apply for Medicaid and/or utilize other public or private funding and resources, as applicable, to support out-of-home placements.

Children served as CHINS and placed through CSA Parental Agreements are NOT in a foster care placement; therefore, maintenance categories, such as the supplemental clothing allowance and transportation for Best Interest Determinations provided for children in foster care, are not applicable. The parent(s) or legal guardian(s) retain specific financial responsibilities related to their child's care that are usual and customary parental responsibilities, including but not limited to medical and dental care, clothing, toiletries, personal care items, and spending allowances.

The parent, the CPMT, and the case managing agency voluntarily enter into placements through CSA Parental Agreements. They are intended to offer out-of-home behavioral health treatment to children and youth who are not involved with the child welfare system. The parent(s) are voluntarily seeking assistance in obtaining behavioral health treatment for their child, and the parent retains legal custody with all the attendant responsibilities of a legal parent or guardian.

## **Funding:**

Children determined eligible for CSA as a CHINS are considered a "sum-sufficient" population as specified in [§2.2-5211](#) to provide services developed by the FAPT and approved by the CPMT.

## **Age of Eligibility:**

Eligibility as a CHINS for both community-based services and CSA Parental Agreements terminates as of the youth's 18<sup>th</sup> birthday.

## **Court Involvement:**

If a local DSS is court-ordered to provide foster care prevention services to a CHINS child and family, the LDSS opens an in-home prevention case to provide community-based services to the child and to prevent foster care placement.

However, if a child comes to the attention of the court and the LDSS is placed "on notice" in the absence of abuse/neglect concerns, and the sole concern is the child's behavioral health needs, a referral to FAPT is optimal to determine the most appropriate way to serve the child.

CSA Parental Agreements may be used for eligible children and youth court-ordered into residential treatment for behavioral health needs. The court's order does not reduce their legal obligations to care for their child.

## **Standard Requirements for Use of CSA:**

All the usual requirements for using CSA funds apply when serving CHINS-eligible children. These include FAPT review, development of a service plan (IFSP), and CPMT funding authorization. As required by [§2.2-2648.D.15](#), the CPMT shall conduct Continuous Quality Improvement (CQI), also known as utilization management, to assess the overall effectiveness and appropriateness of services provided to children and their families ([§2.2-2648.D.15](#)). Utilization review of individual cases shall be conducted as required by the Code of Virginia and as described in the local CPMT's CQI plan.

The Mandatory Uniform Assessment Instrument (CANS) shall be administered in accordance with SEC [Policy 3.5](#) and local CPMT policy.

## **Due process protections:**

Section [§2.2-5206.17](#), COV requires that each CPMT "shall...establish policies and procedures for appeals by youth and their families of decisions made by local family assessment and planning teams regarding services to be provided to the youth and family pursuant to an individual family services plan developed by the local family assessment and planning team..."

Although this review process cannot directly reconsider FAPT's determination of CHINS eligibility, it can review CSA eligibility decisions and service recommendations issued by the FAPT. Local CSA appeal processes shall not replace or supersede any procedures required under state or federal law.

**Appendix A**  
**Documentation of Eligibility Form**  
**Child in Need of Services (CHINS)**  
**Funded through the Children’s Services Act (CSA)**  
**Effective April 1, 2026**

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.<sup>1</sup>

<b>Name of Child:</b>	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><b>The child meets the statutory definition of a Child in Need of Services (Code of Virginia, <a href="#">§16.1-228</a>):</b>  "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 <a href="#">§16.1-228</a> 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 <a href="#">§2.2-5211</a> and <a href="#">§2.2-5212</a> .	
<input type="checkbox"/> The FAPT has determined that the child does not meet the statutory definition of a CHINS in accordance with <a href="#">§2.2-5211</a> and <a href="#">§2.2-5212</a> , 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 <b>specific terms</b> 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, <a href="#">§16.1-228</a> (listed above):</p> <p>Click or tap here to enter text.</p>	

<sup>1</sup> 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 AGREEMENT<sup>1</sup>

### 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 **select City or County** of **enter locality name**, Virginia, between **enter parent’s name** and **enter parent’s 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 (hereinafter, 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**, where 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

- A. I/we retain legal custody of my/our child.
- B. I/we will, to the best of my/our ability:

---

<sup>1</sup> 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.

- a. Actively and consistently participate in all aspects of assessment, planning, and implementation of services throughout this agreement.
  - 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.
- C. Complete all Medicaid eligibility or referral paperwork for my child upon admission to the facility or after 30 days of placement (if applicable).
- D. I/we agree to inform the CPMT of any plan to relocate my/our physical residence outside of this jurisdiction.

### **PLACING AGENCY AND CSA PROGRAM**

The Placing Agency and FAPT shall:

- a. 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).
- b. 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.
- c. 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:

- A. Parental co-pays
- B. Private insurance benefits
- C. Child support (Division of Child Support Enforcement)
- D. Medicaid
- E. 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:

A. Another Virginia locality.

- a. 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.

B. A locality outside of Virginia.

- a. 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, or the child is not making adequate progress in the placement; services have been

**Adopted:** March 12, 2026

**Effective:** April 1, 2026

**Revised:** N/A

**Page** 8 of 9

---

successfully completed; or 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.

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

### 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 payment of the parental contribution, as defined in this policy.
- Household: Individual(s) in the home of the Service Recipient and/or Responsible Party(ies) who are included in determination of the Parental Contribution amount. If the service recipient is a youth safety planned outside of the home through an agreement with LDSS, the Household will include all Responsible Party(ies).
  - For Gross Income determination, Household includes:
    - § Biological parent(s) of the child
    - § Adoptive parent(s) of the child
    - § Individual(s) financially responsible for the wellbeing of the child as identified through a Court Order.
  - For Size determination, Household includes:

- § Biological parent(s) of the child
- § Adoptive parent(s) of the child
- § Biological children of the Responsible Party(ies) living in the home

### **Policy**

Unless otherwise agreed to, youth and family(ies) referred **and approved** for services funded through the CSA Program 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 the determination of Household as defined in this policy. 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. Services accessed through an individual's Medicaid and/or other 3<sup>rd</sup> Party Payor may be done so without requiring the parent to contribute financially to those services. Consideration should always be given to reducing undue financial burden on parents, caregivers, and taxpayers in the provision of services.

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 and complete 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) State sponsored public assistance benefit (for example SNAP, TANF, Medicaid etc.)
  - 2) The student or a biological sibling within the same household receive Free or Reduced Meals under the National School Lunch Program
  - 3) 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 a youth or family is referred to CSA for the provision of services, 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(ies) 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) Individual(s) financially responsible for the wellbeing of the child as identified through a Court Order.
- B. Assessment shall consider:
  - 1) The individual(s) legally responsible for the child; and
  - 2) The recipient of the CSA-funded service.

Custody orders or court rulings identifying financial responsibility shall be obtained and followed when available. 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 and Household composition as defined in this policy.

### **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.

### **9. Reconsideration 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 Reconsideration at any time due to a change in financial circumstances.

If, after Reconsideration, the family maintains an inability to pay due to financial hardship, the Responsible Party(ies) may submit an Appeal. The Appeal can be requested by one or more Responsible Party(ies), must be submitted in writing within 14 days of notification of Reconsideration and shall include documented reasons for financial hardship. The CPMT shall review the Appeal at the next scheduled meeting and notify the Appellant of the decision within 14 days. The decision of the CPMT shall be final.

### **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. The assessed monthly contribution amount 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, case manager, and service provider. Each notice shall include instructions to submit an appeal, request a reconsideration of assessed amount based on hardship, and options to discuss alternate payment plans.
- Any overpayment shall be credited toward future contributions.



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><b>Understanding Family Perspective</b></p> <ul style="list-style-type: none"> <li>• Ask other counties for possible surveys templates by 10/26.</li> <li>• Design a family and youth survey to identify needs and rate satisfaction 12/26.</li> <li>• Research possible technology to distribute + collect survey data and determine survey process (12/26).</li> <li>• Implement and collect survey data starting 1/27.</li> </ul>		<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><b>Family Voice</b></p> <ul style="list-style-type: none"> <li>• Create recruitment committee to identify former CSA participants to join the CPMT + FAPT teams by 10/26.</li> <li>• Start connecting with prospective parents for both FAPT and CPMT by 1/27</li> </ul>		<p>Recruit at least 1 Parent Representative for CPMT + FAPT by 6/27.</p>	
<p><b>Clear Communication</b></p> <ul style="list-style-type: none"> <li>• Create FC CSA Brochure/Update OCS handbook to include Frederick County specific information 2/27.</li> <li>• Develop process for providing to all families and begin implementation by 2/27.</li> </ul>		<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
<b>Strategic Service Analysis</b> <ul style="list-style-type: none"> <li>Partner with CEP-Va to review all current services + determine gaps (to include EBPs) by 4/27.</li> <li>In partnership with CEP-Va, create 3 new strategies to increase services (to include EBPs).</li> </ul>		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
<b>Provider Feedback</b> <ul style="list-style-type: none"> <li>Create contract guide to clearly inform providers of data-driven expectations by 12/27.</li> <li>Provide annual info session to outline expectations by 6/27.</li> <li>Draft Provider Feedback agenda by 5/27.</li> </ul>		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"> <li>Draft data collection plan to look at report timeliness + outcome quality 1/27.</li> <li>Identify # critical providers and set Provider Feedback Meetings by 6/27.</li> </ul>		complete or schedule training session for vendors to attend	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-------------------------------------------------------------	--

**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
<b>Predictive Analytics</b> <ul style="list-style-type: none"> <li>Partner with OCS to review community data and identify 2 key points of entry for county by 3/27.</li> <li>Use April CPMT session review and brainstorm- look at how families came into system to identify core points of entry.</li> </ul>		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.
<b>Shape the Path</b> <ul style="list-style-type: none"> <li>Create sub-committee with key system partners to identify 2 new strategies to support critical entry points and report back in June CPMT session.</li> </ul>		Strategy Plan created 7/26.	Implementation goals will be set for year 2 based on this outcome.

**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	

**Frederick County CSA  
Joint FAPT/CPMT Meeting Minutes**

**Date:** April 7, 2026

**Time:** 1:00pm – 1:30pm

**Location:** County Admin Building

Public Works/Inspections/CSA Conference Rm (FAPT Room)

2<sup>nd</sup> Floor

**Duration:** 30 minutes

---

## **1. Welcome & Purpose**

- Attendees:

Jackie Jury, CSA Coordinator, CSA Office  
Katherine Webster, UR/CQI Specialist, CSA Office  
Sarah Makomva, Account Specialist, CSA Office  
Sean Hilleary, Private Provider, FAPT  
Kylan Coffman, FCPS, FAPT Chair  
Patrick Corrigan, NWCSB, FAPT  
Ashleigh Marsten, JCSU, FAPT

No CPMT Members attended

- Purpose of joint meeting: The CPMT and FAPT meet quarterly to collaborate, address areas of need, and ensure clarity of roles, policies, and procedures.

## **2. Strategic Plan**

The CSA Coordinator reviewed the Strategic Plan with the FAPT team. Going over the four key directions for Frederick County: Family Engagement, Service + Support Infrastructure, Service Quality, and Social Impact.

## **3. Discussion & Feedback**

FAPT discussed positive and negative aspects of each key direction. FAPT's consensus decision was to primarily focus on Family Engagement and Service Quality at this time.

## **4. Next Steps & Reminders**

The CSA Coordinator asked FAPT members to email the names of staff who can provide input for the Strategic Plan within one week.

- Next joint meeting: July 14, 2026, 1:00pm-1:30pm.



## Frederick County, Virginia

Comprehensive Services Act  
107 North Kent Street, 3<sup>rd</sup> Floor  
Winchester, VA 22601  
Office: (540) 665-5688  
FAX: (540) 535-2146

April 27, 2026

Mr. Michael Bollhoefer  
Frederick County Administrator  
107 N. Kent Street  
Winchester, Virginia 22601

Dear Mr. Bollhoefer,

As CSA Coordinator of Frederick County, I am pleased to inform you that at the meeting on April 27, 2026, the CPMT re-nominated Mr. Robert Johnson, Grafton Integrated Health Network, Business Development Administrator, by unanimous vote, to continue in the position of Private Provider Representative.

The Private Provider Representative is a mandated position on the CPMT. The State Code provides for both the private provider representative and the parent representative to be appointed by the Board of Supervisors. Appointments are for a two year term with members being eligible for reappointment. Traditionally, the Board of Supervisors has considered input on new appointments to the CPMT from the seated members.

Mr. Johnson has been a Private Provider Representative since November 2024. His position with Grafton affords him opportunities to engage stakeholders from both the public and private sectors around the Commonwealth, providing a diverse and robust perspective from which he draws. He comes to us with high regards from those individuals who have worked with him. His participation in the CPMT has been collaborative, child and family focused, valuable and influential.

The CPMT appreciates your consideration to reappoint Mr. Robert Johnson to continue as the Private Provider Representative on the Frederick County CPMT.

Sincerely,

Jacquelynn Jury, MS, LPC  
CSA Coordinator  
Frederick County

# FY27 Renewal Amendment

## Amendment #2 to Agreement for Purchase of Services

This Amendment is entered into on this \_\_\_ day of \_\_\_\_\_, 2026, by and between:

Frederick County, Virginia (“County”)

And

[Vendor Name] (“Provider”)

This Amendment serves as a renewal of the original Agreement dated July 1, 2024 through June 30, 2025, as previously amended.

### 1. Purpose of Amendment

This Amendment renews the Agreement for the period:

July 1, 2026 through June 30, 2027,

as permitted under the original Agreement’s renewal provisions.

This Amendment also incorporates the following updates applicable for FY27 only:

### 2. FY27 Contract Updates

#### **Add New Section: Trafficking Prevention Designation and Licensure Compliance**

In addition to all licensure and regulatory requirements set forth in this Agreement, the following shall apply:

#### **A. Requirements**

The Provider shall maintain all required licenses, certifications, accreditations, and designations necessary to provide services under this Agreement, including any Trafficking Prevention Designation required by applicable federal or state law, regulation, guidance, or policy.

For any child or youth in foster care placed by or funded through Frederick County CSA in a Virginia Department of Social Services (VDSS) licensed Children’s Residential Facility (CRF) or a Virginia Department of Behavioral Health and Developmental Services (DBHDS) licensed Therapeutic Group Home (TGH), the Provider shall maintain any required Trafficking Prevention Designation in order to accept and serve such foster care youth.

#### **B. Ongoing Compliance**

The Provider shall ensure that all required licensure, certifications, accreditations, and designations remain current and valid at all times services are delivered under this Agreement.

The Provider shall immediately notify Frederick County CSA in writing of any actual or pending:

- suspension,
- revocation,
- lapse,
- expiration,
- denial,
- modification,
- investigation or enforcement action

affecting the Provider's licensure or any required designation.

### **C. Documentation**

The Provider shall provide documentation of current licensure and any required designation, including Trafficking Prevention Designation, upon request by Frederick County CSA and upon any renewal or change in status.

### **D. Provider Responsibility and County Authority**

The Provider is solely responsible for compliance with all licensure and designation requirements applicable to the services provided under this Agreement.

Frederick County CSA reserves the right, but is not obligated, to verify licensure or designation status at any time. Nothing in this Agreement shall be construed to require Frederick County CSA to independently verify provider compliance prior to placement authorization or payment of invoices.

The Provider acknowledges that Frederick County CSA may rely on Provider representations regarding compliance unless otherwise verified.

### **E. Payment and Placement Conditions**

Authorization of placement and payment for services shall be contingent upon the Provider's compliance with all applicable licensure and designation requirements.

Frederick County CSA shall not authorize placement or reimburse services for any foster care youth placed in a CRF or TGH when the Provider lacks any required licensure or designation applicable to that placement.

### **F. Breach of Contract**

Failure to maintain required licensure or any required designation, including Trafficking Prevention Designation, shall constitute a material breach of contract and may result in:

- suspension of referrals,
- denial or recoupment of payment,
- contract termination,
- or other action permitted under this Agreement or applicable law

### 3. Continued Compliance

The Provider agrees to maintain compliance with all applicable federal and state laws, regulations, licensing requirements, and contractual obligations for the duration of this Agreement.

The Provider shall:

- Maintain all required licenses, certifications, accreditations, and designations necessary to provide contracted services;
- Ensure that all such licensure, certifications, accreditations, and designations remain current and valid at all times services are delivered;
- Submit current and valid documentation of licensure, certifications, accreditations, and designations upon request and upon renewal or change in status;
- Submit an updated Certificate of Insurance meeting contract requirements;
- Submit a FY27 Rate Sheet consistent with the CSA Service Fee Directory, as applicable; and
- Comply with all applicable CSA policies, procedures, and funding authorization requirements.

Failure to maintain compliance with applicable licensure, certification, accreditation, or designation requirements may result in denial of payment, suspension of referrals, or other action as permitted under this Agreement.

### 4. No Other Changes

Except as expressly amended herein, all other terms and conditions of the original Agreement and prior amendments shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date written above.

### Frederick County, Virginia

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**[Provider Name]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_