

FREDERICK COUNTY CPMT AGENDA

October 23, 2023

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. September Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Vendor Follow Up
- V. Committee Member Announcements
- VI. CSA Office
 - A. Supplemental Allocation Request
- VII. Old Business
 - A. None
- VIII. New Business
 - A. SpEd Private Placement CANS Administration Policy
- IX. Informational Items
 - A. Administrative Memorandum #24-10
- X. Assigned Tasks
- XI. Next CPMT Meeting
 - Joint CPMT/FAPT- October 31, 2023 1:00-2:00pm, FAPT Room-2nd Floor Public Works/Inspections/CSA
 - November 27, 2023
- 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: Monday, September 25, 2023

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on September 25th, 2023, at 1:00 pm.

The following members were present:

- David Alley, Private Provider Representative, Grafton Integrated Health Network
- Leea Shirley, Lord Fairfax Health District
- Denise Acker, Northwestern Community Services Board
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Jay Tibbs, Frederick County Administration
- Dr. Michele Sandy, Frederick County Public Schools
- Tamara Green, Frederick County Department of Social Services

The following non-members were present:

- Katherine Webster, UR/CQI Specialist
- Sarah Makomva, CSA Account Specialist

Call to Order: Michelle Sandy called the meeting to order at 12:56 pm.

- I. Introductions
- II. Adoption of Agenda- Leea Shirley made a motion to adopt the September agenda; Denise Acker seconded; CPMT approved the adopted agenda.
- III. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:
 - A. August 28, 2023- CPMT Minutes. Denise Acker motioned to approve the August minutes. David Alley seconded. CPMT approved.
 - B. Budget Request Forms- Confidential Under HIPAA. Jay Tibbs noted that on one budget form the amounts in the spreadsheet did not total correctly. Katherine Webster stated that she will adjust that budget form. Leea Shirley made a motion to approve the Budget Request Forms. Jerry Stollings 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. Leea Shirley seconded. CPMT approved.
 - B. Adoption of Motion to Come Out of Executive Session- Jerry Stollings made a motion to come out of Closed Session and reconvene in Open Session, Jay Tibbs 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.
 - Michele Sandy Aye
 - Jerry Stollings Aye
 - Tamara Green Aye
 - Jay Tibbs Aye
 - Denise Acker Aye
 - David Alley Aye
 - Leea Shirley Aye

- D. Adoption of Motion to Approve Items Discussed in Executive Session- Leea Shirley made a motion to move forward with the cases discussed in executive session, David Alley seconded; CPMT approved.
- V. Committee Member Announcements
- A. Michele Sandy announced that Jamison Will last day was 9/12/23 and they will be looking for a part time replacement to help support children and families.
- B. Jerry Stollings announced Julian Berger began his new position as a probation officer on 9/25/23.
- VI. CSA Office Business
- A. None
- VII. Old Business
- A. Administrative Memo #23-09- The FY24 state budget was adopted by the General Assembly on 9/6/23. Included in the budget were bills that eliminated the requirement for OCS to implement statewide rate setting. As a result, OCS has rescinded Administrative Memo #23-06 which capped private day school daily rate increases at 2% over FY23. Confirmation from OCS indicated that they will not monitor the daily rate of private day schools for the entirety of FY24, allowing localities to pay the daily rate back to July 1 without regard to the amount of the rate increase. CPMT had discussed the problem in past meetings, but had not taken any action to finalize local steps to address increases beyond 2%. Because no specific action was taken, the CSA Coordinator authorized payment of invoices to Charterhouse and Phillips that were being held because they increased their rate by more than 2%. The justification to authorize payment was if the 2% cap had not been implemented the submitted daily rate would have been accepted and CPMT already discussed allowing vendors to resubmit rate sheets with a change to the private day school rates.
- VIII. New Business
- A. None
- IX. Informational Items
- A. None
- X. Assigned Tasks
- A. None
- XI. Next CPMT Meeting
- October 23, 2023, 1:00-3:00pm, 1st Floor Conference Room
 - October 31, 2023, 1:00-2:00pm, FAPT Room- 2nd Floor Public Works/Inspections/CSA
- XII. Adjourn: Leea Shirley made a motion to adjourn the meeting, Jerry Stollings seconded, CPMT agreed.

Minutes Completed By: Katherine Webster & Sarah Makomva



Page 1 - CSA Supplemental Allocation Request Form — FY23

Date Created: 9/1/2023

Date Printed: 9/15/2023

Locality(FIPS): Frederick (069) Base Rate: 0.4348

Contact Person: Jackie Jury (jjury@fcva.us)

CPMT Chair: Dr. Michele Sandy (sandym@fcpsk12.net)

Fiscal Agent: Sharon Kibler (skibler@fcva.us)

of Supplements Requested: 1

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.2-5211.C of the Children's Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act. The Supplement Request calculation is based on the locality's local match rate for each expenditure code at the time of the supplement request creation.

THIS REQUEST IS FOR FISCAL YEAR FY23							
		Local Match Rate	Actual FY23 Mandated Net Expenditure (*Excludes Pended Pool Report) (a)	Projected FY23 Additional Expenditure (b)	Total FY23 Actual+Projected Expenditure (a + b = c)	Local Share FY23 Actual+Projected Expenditure (c * local match rate = d)	State Share FY23 Actual+Projected Expenditure (c - d = e)
1. CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES							
1a.	Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.5436	\$36,505.27	\$15,000.00	\$51,505.27	\$27,998.26	\$23,507.01
1b.	Foster Care - all others in Licensed Residential Congregate Care	0.5436	\$183,399.23	\$800.00	\$184,199.23	\$100,130.70	\$84,068.53
1c.	Residential Congregate Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.5436	\$2,000.00	\$21,000.00	\$23,000.00	\$12,502.80	\$10,497.20
1e.	Educational Services - Congregate Care	0.4348	\$403,825.92	\$266,500.00	\$670,325.92	\$291,457.71	\$378,868.21
I	CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES SUBTOTAL (Sum of lines 1a+1b+1c+1e)		\$625,730.42	\$303,300.00	\$929,030.42	\$432,089.47	\$496,940.95
2. OTHER MANDATED SERVICES							
2a.	Treatment Foster Care - IV-E	0.4348	\$285,393.53	\$75,000.00	\$360,393.53	\$156,699.11	\$203,694.42
2a.1	Treatment Foster Care	0.4348	\$448,331.97	\$127,000.00	\$575,331.97	\$250,154.34	\$325,177.63

2a.2	Treatment Foster Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.4348	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b	Specialized Foster Care - IV-E; Community Based Services	0.4348	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.1	Specialized Foster Care	0.4348	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E; Community Based Services	0.2174	\$161,687.20	\$25,000.00	\$186,687.20	\$40,585.80	\$146,101.40
2d.	Family Foster Care Maintenance only	0.4348	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	0.4348	\$79,077.66	\$17,000.00	\$96,077.66	\$41,774.57	\$54,303.09
2e1.	State Kinship Guardianship	0.4348	(\$1.12)	\$0.00	(\$1.12)	(\$0.49)	(\$0.63)
2e2.	Federal Kinship Guardianship	0.4348	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	0.2174	\$687,647.28	\$191,000.00	\$878,647.28	\$191,017.92	\$687,629.36
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2174	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g	Special Education Private Day Placement	0.4348	\$725,816.78	\$215,000.00	\$940,816.78	\$409,067.14	\$531,749.64
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0.4348	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II.	OTHER MANDATED SERVICES SUBTOTAL (Sum of lines 2a+2a1+2a2+2b+2b1+2c+2d+2e+2e1+2e2+2f+2f1+2g+2i)		\$2,387,953.30	\$650,000.00	\$3,037,953.30	\$1,089,298.39	\$1,948,654.91
III.	GRAND TOTAL (Line I + Line II)		\$3,013,683.72	\$953,300.00	\$3,966,983.72	\$1,521,387.86	\$2,445,595.86
IV.	The Supplemental allocation requested from OCS (Detailed calculation on Page 2, Line L = Line F - Line E):				\$478,400.22	\$152.85	\$478,247.37
Comments:		Frederick County saw higher expenditures in the categories of residential education and treatment foster care (for both IV-E and non IV-E eligible youth). Additionally, community based services funding to support youth in fostering futures ILA programs increased in FY23. These increases resulted in the need for the additional funds being requested.					

Page 2 - CSA Supplemental Allocation Request Form — FY23

Date Created: 9/1/2023

Date Printed: 9/15/2023

Locality(FIPS): Frederick (069) Base Rate: 0.4348

Contact Person: Jackie Jury (jjury@fcva.us)

CPMT Chair: Dr. Michele Sandy (sandym@fcpsk12.net)

Fiscal Agent: Sharon Kibler (skibler@fcva.us)

of Supplements Requested: 1

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.2-5211.C of the Children's Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act. The Supplement Request calculation is based on the locality's local match rate for each expenditure code at the time of the supplement request creation.

THIS REQUEST IS FOR FISCAL YEAR FY23				
		Total	Local Share	State Share
A.	Current Total Pool Allocation: Total dollar amount of pool funds allocated for FY23 which includes initial-allocation and any approved supplemental allocations/adjustments. This includes mandated and non-mandated pool funds available.	\$3,508,818.00	\$1,525,634.00	\$1,983,184.00
B.	Current Non-Mandated Protected Amount: Total dollar amount of current non-mandated protected funds.			\$34,011.00
C.	Non-Mandated Costs: Amount of Actual Non-Mandated expenditures. (RESIDENTIAL/CONGREGATE CARE)			\$0.00
C1.	Non-Mandated Costs: Amount of Actual Non-Mandated expenditures. (COMMUNITY BASED)			\$15,835.51
D.	Unused Non-Mandated Protected Funds Available: (Line B - Line C - Line C1)			\$18,175.49
E.	Mandated Funds Available: This number represents the existing allocated funds available for the mandated population. (Line A - Line B + Line D)			\$1,967,348.49
F.	Net Projected Mandated Expenditure (without WRAP)(excluding pended reports): (From Page 1, Line III)			\$2,445,595.86
L.	Supplemental Allocation Funds/Additional Mandated Funds requested for pool reports reimbursement (without WRAP) - all the three columns should be greater than \$50: (Line F - Line E)	\$478,400.22	\$152.85	\$478,247.37
M.	Submitted Mandated Net Expenditure (without WRAP) (including pended reports): This is the total mandated dollar amount that your locality has submitted for FY22. This total is calculated based on the first PEND or SUBMIT of this supplement request.	\$3,396,102.23	\$1,293,680.36	\$2,102,421.87
N.	Projected Mandated Funds remaining for future pool reports reimbursement (without WRAP) after this supplement is fully funded - all the three columns should be greater than \$50: (Line E + Line L - Line M)	\$570,881.49	\$227,707.50	\$343,173.99

IMPORTANT!

Actual signatures on the cover page are required on local documentation. Documentation must be maintained which supports the supplemental allocation being requested is only for mandated (or "sum sufficient") children. That reasonable projections have been made to estimate the amount of Supplemental funds needed. **All three columns of line L and line N should be greater than \$50 for a successful Submit.** This supplemental request does not reflect WRAP-Around Funds or WRAP-Around Expenditures. A separate funding request form specific to WRAP-Around funds must be used to request additional Wrap-Around funding.

CPMT CHAIRMAN:		
Dr. Michele Sandy	9/14/2023	
Name	Date	Signature

Fiscal Agent:		
Sharon Kibler	9/15/2023	
Name	Date	Signature

Back



COMMONWEALTH of VIRGINIA


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

Scott Reiner, M.S.
Executive Director

Administrative Memorandum #23-10

To: CPMT Chairs
CSA Coordinators

CC: Dr. Samantha Hollins, Virginia Department of Education

From: Scott Reiner, Executive Director 

Date: October 20, 2023

Subject: Eligibility for CSA Funding for Private Special Education Placements

The Office of Children's Services continues to receive inquiries concerning circumstances in which parents/legal guardians of students referred to local Children's Services Act ("CSA") programs for funding of private special education programs per their Individualized Education Programs ("IEPs") refuse to sign a consent to share information between the school and the local CSA office.

As with all CSA funding, a Community Policy and Management Team ("CPMT") must confirm that a child is eligible to receive funding under Virginia Code § 2.2-5212. Students who require private day or private residential special education are eligible for funding under CSA pursuant to Virginia Code § 2.2-5212(A)(3). A CPMT must verify eligibility for CSA funding as the State Executive Council is required to deny funding to a locality that does not provide services in compliance with any state law or policy or federal law. See Virginia Code § 2.2-2648(D)(20). Therefore, without the records that are necessary for the CPMT to verify the student's eligibility for CSA funds, CSA may not reimburse a locality's costs for providing private special education for the student. This is consistent with prior practice.

A local school division may still be responsible for the costs in order to provide a Free and Appropriate Public Education (FAPE) for these students under the federal Individuals with Disabilities Education Act (IDEA).

This supersedes and replaces Administrative Memo #18-01.