



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### ADMINISTRATIVE MEMORANDUM #20-12

**To:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents  
CSA Report Preparers

**From:** Preetha Agrawal, Information Technology Director  
Maris Adcock, Business and Finance Manager

**Date:** December 14, 2020

**Subject:** Upcoming Changes to CSA Supplement Allocation Request Process

Beginning with Fiscal Year 2021 (the current year) there are a few major changes in the Supplement Allocation Request process. The changes are as follows:

- 1. The Supplement Allocation Request process now has the CPMT Chair in the automate approval flow.** The locality's CPMT Chair will need to approve the supplement in the Local Government Reporting system, after the Report Preparer submits the supplement. Once the CPMT Chair approves it, it will be available for the Fiscal Agent in the system for approval.
- 2. The Report Preparer will initiate the Supplement request process from the Pool Reimbursement Report confirmation page.** When and if the funds are insufficient, a new button will appear on the top of the page to request supplemental funds / release of supplement.
- 3. The calculation of supplements will now be based on the effective match rate, rather than the base match rate.** The effective match rate is based on the locality's utilization of the three different match rates: Base Rate Services, Community Rate Services (50% of the Base Rate), and Residential Rate Services (125% of the Base Rate) as of the date of the supplement's fiscal year. There is no action needed related to this change. To see your locality's effective match rate for the supplement request, go to [Effective Match Rate Report](#) then select the supplement request's fiscal year, its prior fiscal year and click on Search button.

Please feel free to contact us with questions about Supplement process. Thank you for your cooperation.