



# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES

*Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### **ADMINISTRATIVE MEMORANDUM #21-04**

**To:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents  
CSA Report Preparers  
DSS T4E LEDRS File Uploaders

**CC:** Tiffany Gardner, VDSS

**From:** Preetha Agrawal, Information Technology Director

**Date:** March 5, 2021

**Subject:** LEDRS File Layout changes

Beginning Fiscal Year 2022 the LEDRS file layout is changing. Following is a list of changes:

1. Additional data element (Title IV–E Eligibility Flag) added to the LEDRS file layout for both Title IV-E and CSA files
2. Addition of new Mandate Type (MT) for capturing Kinship Guardianship Assistance
3. Addition of two new Expenditure Category for capturing State & Federal Kinship Guardianship
4. Addition of new Service Name for Special Education/Public School Transition
5. Accepting foster care maintenance payments until September 30, 2021 for children less than 22 years, due to the federal extension of foster care benefits related to the pandemic
6. Additional LASER expenditure codes for T4E LEDRS collection per VDSS requirements
7. Addition of IVE Adjustments mandatory data element column and changes to IVE Expenses mandatory data elements in Title IV-E LEDRS per VDSS requirements
8. Mandatory submission of LEDRS Title IV-E file every quarter per VDSS requirements

OCS will be making the required changes for the CBDRS application and the local software providers (e.g., Thomas Brothers, Harmony, locally developed systems) have been made aware of these new requirements.

Draft copies of relevant revised documents are hyperlinked below:

- [LEDRS File Layout Modification Presentation](#)
- [LEDRS File Layout](#)
- [Mandate Type Definitions](#)
- [CSA Service Names](#)
- [Pool Fund Expenditure Categories and Definitions](#)
- [CSA Service Placement Types](#)

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