CLARKE COUNTY CHILDREN'S SERVICES ACT
POLICIES AND PROCEDURES

The Clarke County Community Policy and Management Team (also known as CPMT) believes the family and home community provide the best environments for raising children. The CPMT shall pursue and encourage collaborative activities that will ensure the provision of child-centered, family-focused community-based services. Our purpose is to preserve families and provide appropriate services while protecting the welfare of children and maintaining the safety of the public.

I. The CMPT shall anticipate the number of children for whom such mandated services will be required and shall reserve from its state pool allocation such a sum as shall be sufficient to meet these needs. The Pool Funds can be used to provide services to children/youth and their families in the populations described below. Clarke County provides services for the non-mandated population, based on the funds provided by the State of Virginia and the Clarke County Board of Supervisors.

A. Eligible Population

In order to be eligible for funding for services through the state pool of funds, a youth or family with a child shall meet one or more of the criteria specified in subdivisions 1 through 5. Eligibility shall be determined through the use of a uniform assessment instrument and by policies of the CPMT.

For purposes of determining eligibility for the state pool of funds, "child" or "youth" means (i) a person less than eighteen years of age and (ii) any individual through twenty-one years of age who is otherwise eligible for mandated services of the participating state agencies including special education and foster care services." COV § 2.2-5212 B.

1. The child or youth has emotional or behavior problems that:
    a. have persisted over a significant period of time or, though only in evidence for a short period of time, are of such a critical nature that intervention is warranted
    b. are significantly disabling and are present in several community settings such as at home, in school or with peers; and
    c. require services or resources that are unavailable or inaccessible or that are beyond normal agency services or routine collaborative processes across agencies or require coordinated interventions by at least two agencies
2. The child or youth has emotional and/or behavior problems, and currently is in, or is at imminent risk of entering purchased residential care. In addition, the child or youth requires services or resources that are beyond normal agency services or routine collaborative processes across agencies and requires coordinated services by at least two agencies.
3. The child or youth requires placement for purposes of special education in approved private school educational programs.
4. The child or youth has been placed in foster care through a parental agreement between a local social services agency or public agency designated by the CPMT and his parents or guardians, entrusted to a local social services agency by his parents or guardian or has been committed to the agency by a court of competent jurisdiction for the purposes of placement as authorized by§ 63.2-900. COV § 2.2-5212 A. This includes the CHINS Interagency Guidelines.
5. The child receives special education services within the public school and meets criteria for CSA wraparound services. The special education mandate may be utilized to fund non-residential services in the home or community for a student with a disability when the needs associated with his/her disability extend beyond the school setting and threaten the student's ability to be maintained in the home, community or school setting.

B. Mandated Populations:

1. Children placed for purposes of special education in approved private school education programs, previously funded by the Department of Education through private tuition assistance;" (Note: This includes only private day and private residential placements for the purpose of receiving a free and appropriate public education).
2. Children with disabilities placed by local social services agencies or the Department of Juvenile Justice in private residential facilities or across jurisdictional lines in private, special education day schools, if the individualized education program indicates such school is the appropriate placement while living in foster homes or child-caring facilities, previously funded by the Department of Education through the Interagency Assistance Fund for Non-educational Placements of Handicapped Children;.
3. Children for whom foster care services, as defined by (Code of Virginia) §63.2-905, are being provided to prevent foster care placements, and children entrusted to local social service agencies by their parents or guardians or committed to the agencies by any court of competent jurisdiction, or placed with a local department or public agency designated by the Community Policy Management through an agreement where custody is retained by the parent or prior custodian for purposes of placement in suitable family homes, child-caring institutions, residential facilities or independent living arrangements, as authorized by (Code of Virginia) § 63.2-900;
4. The child or youth has been placed in foster care through a parental agreement between a local social services agency or public agency designated by the community policy and management team and his parents or guardians, entrusted to a local social services agency by his parents or guardian or has been committed to the agency by a court of competent jurisdiction for the purposes of placement as authorized by § 63.2-900. COV § 2.2-5212. This includes the CHINS Interagency Guidelines.
5. Children who receive special education services may utilize mandated funds for non-educational services identified in a FAPT Service Plan when the FAPT identifies that the services will prevent a more restrictive special education placement and the services are not in the IEP. The FAPT must document that the services are necessary to keep the child out of a more restrictive private special education placement. The FAPT should consider non-educational issues that may be impacting the student's performance in school and that interfere with the school's ability to meet the child's educational needs. The State of Virginia has capped the expenditures for Special Education Wrap-around services, and the locality shall not exceed its allocation.

C. Targeted Populations: The targeted population is served through CSA Non-Mandated funds.

1. Children placed by a juvenile and domestic relations district court, in accordance with the provisions of §16.1-286, in a private or locally operated public facility or nonresidential program; or in a community or facility-based treatment program in accordance with the provisions of subsections B or C of COV § 16.1-284.
2. Children committed to the Department of Juvenile Justice and placed by it in a private home or in a public or private facility in accordance COV § 16.1-14.
3. Children, as defined under Eligible Population, who have been assessed by the Family Assessment and Planning Team and are need of community-based services. These services are not necessary to prevent an out of home placement.

II. The Family Assessment and Planning Team (also known as FAPT) , in accordance with § 2.2–2648, shall assess the strengths and needs of troubled youths and families who are approved for referral to the team and shall identify and determine the complement of services required to meet these unique needs, COV § 2.2-5208, with the exception of foster care maintenance, which includes the room and board, day care and transportation costs for foster care youth.

III. The CSA pool is responsible to fund the following special education services:

A. All services delineated in an IEP which specifies placement into a private day special education facility or a private residential facility.

B. The special education costs associated with the non-educational placement of a student with a disability into a private residential program by a participating CSA entity or CSA team (FAPT/MDT/CPMT)

C. Placement into a private school which is ordered by a hearing officer as a result of a due process hearing or which is part of a legally binding mediation agreement between a parent and school division

IV. Local school divisions are responsible for payment of the following:

A. All services specified in the IEP for students with disabilities who are served in the public schools

B. Evaluations to determine eligibility for special education and as required for re-evaluation of students with disabilities

C. Homebound instruction

D. Public school personnel necessary to implement the Standards of Quality and staffing requirements specified in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (including teachers and paraprofessionals), and staff necessary to provide services specified in a child's IEP when the child is served in the public schools

E. Regional special education programs costs

F. Tuition payments to another school division

G. Transportation costs necessary to implement IEP placements in private programs (i.e., private day and private residential placements)

V. Parental Co-Payments and CSA

As federal law requires that all special education services must be provided at no cost to parents. And no co-payment may be charged to a parent for any service specified on the IEP or otherwise provided as a requirement of a free appropriate public education. Thus, IEP services funded by CSA (i.e., private day and private residential services) are exempt from the parental co-payment. For a student with a disability placed into a residential program for non-educational reasons (e.g., by social services), the educational portion of the placement is exempt from the parental co-payment.

VI. Medicaid-Funded Residential Placements of Students with Disabilities

When a CSA team places a student with a disability into a residential treatment program and utilizes Medicaid funding for the treatment services, the cost for educational services is the responsibility of the CSA pool. In cases where there is Medicaid and the CSA policy of least restrictive has been met, the CPMT approval is contingent upon IACC approval.

If a student with a disability is placed into a residential program by his/her parents for non-educational reasons, the school division of the parent's residence is responsible for the provision of a free appropriate public education (FAPE). If the school division determines that a public-school service (e.g., enrollment in the LEA where the residential program is located, homebound, etc.) is appropriate to meet the needs of the student, the school division is responsible for ensuring the delivery and funding of those services. If the school division determines that private day or private residential services are necessary to meet the needs of the student, and develops an IEP for those services, the services are funded by the CSA pool.

If a student without a disability is placed into a residential program by his/her parents for non-educational reasons, neither the local school division nor the CSA team have any obligation to pay for educational services.

VII. Wraparound Services for Students with Disabilities Funds

The special education mandate cited in §2.2-5211 B1 may be utilized to fund non-residential services in the home and community for a student with a disability when the needs associated with his/her disability extend beyond the school setting and threaten the student's ability to be maintained in the home, community, or school setting.

Pool funds are not an option for services provided in the public schools for the special education mandate. This policy does not preclude use of wrap around services to children who are in private day placements or those that are transitioning home from a residential setting. If the student has needs that arise from his/her disability that present challenges outside of the school setting, use of mandated funds is appropriate to assist the student and family as long as they are provided in the home and in the community and the purpose is to keep the child in or to return the child to a less restrictive setting. It also does not preclude using pool funds for services held on school grounds outside of the school day such as after-school programs.

VIII. In certain circumstances, CSA funds may be directly accessed to pay for services without prior assessment by the Family Assessment and Planning Team.

A. These circumstances include:

1. Children in educational residential or private day placement required by a current IEP provided the youth are assessed at the next scheduled FAPT meeting.
2. Children in need of emergency foster care placement provided youth are subsequently assessed at the next scheduled FAPT meeting.
3. Children in foster care with maintenance payments only.
4. Children who need emergency services can be approved until the next FAPT meeting using the Emergency Funding Request Form. The case would then be required to be heard by the FAPT within 14 days of the emergency funding authorization and subsequently heard by CPMT.
    a. The FAPT may utilize a virtual meeting to ensure availability of a quorum for emergency funding request hearings only.
    b. In these virtual emergency funding FAPT meetings, all FAPT members must have their cameras on and be actively engaged in the meeting. Failure to do so will result in that FAPT member being marked as absent from the meeting.
    c. Confidentiality must be explained to all participating guests and signature sheets filled out via electronic means.
    d. These virtual emergency funding FAPT meetings may not be recorded by any means to protect confidentiality.
5. CSA state pool funds can be used to pay for "emergency" services for a period up to the end of the month that next scheduled CPMT meeting is in. The child and family are required to be heard by the FAPT within 14 days of the emergency funding authorization (see above #4).

B. Agencies directly accessing funds from the state pool will report such expenditures monthly to the Community Policy and Management Team.

IX. In order to access services through CSA funds, children and families shall undergo a referral process.

A. Referrals may originate from public agencies serving on the CPMT and FAPT and from parents.

B. Cases that are transferred from other localities must be transferred not only through the CSA Coordinator but directly to all appropriate local agencies (i.e. school, DSS). The transfer case will not be accepted and put on the FAPT schedule without a case manager from the appropriate agency.

C. The Clarke County FAPT shall accept referrals from families. The CSA Coordinator will determine and document if the child is eligible for funding from the CSA Pool Funds. If eligible, the Coordinator will assign the child a time on the next regularly scheduled FAPT agenda. The members of the FAPT will assign the child and family a case manager.

D. All referrals shall be directed for coordination to the CSA Coordinator/FAPT Chairperson. A family/youth must have a case manager to come through the FAPT process (5/20/19).

E. The standardized referral packet will be used for all cases presented to the Family Assessment and Planning Team. The referral information shall be brought to the FAPT meeting and shall include:

1. The referring agency
2. Identifying data on the child and family
3. The presenting problem
4. Previous interventions
5. Background information
6. Strengths, interests and needs of the child and family
7. A service plan
8. A Child and Adolescent Needs and Strengths (CANS) is mandatory for accessing CSA funds. The initial CANS assessment is required when a case comes to FAPT and every year after that for as long as the service is in place. A discharge CANS is also required.
9. Consent to Exchange Information
10. A budget form
11. Recovery of Funds form (as needed)
12. A Division of Child Support Enforcement application (as needed for Non- Custodial Foster Care and Parental Agreements)

F. A record of all referrals and disposition of them shall be kept in the office of the CSA Coordinator.

G. Children and families shall be scheduled on the FAPT agenda, as soon as possible, not to exceed 30 calendar days from receipt of a completed referral packet.

H. Complete FAPT paperwork must be submitted to the CSA Coordinator by the Wednesday of the week before the FAPT meeting, or the case will not be put on the agenda. (Updated 7/29/2026)

I. Effective January 1, 2024, all FAPT members (to include alternates approved by CPMT as needed if the primary representative is not available) are required to attend all FAPT meetings in person. If an exception is warranted, the FAPT's member's department head/CPMT representative is required to give approval for virtual attendance. Virtual attendance is defined here as having both audio and video participation, if video is possible.

X. The FAPT shall provide for family participation in all aspects of assessment, planning and implementation of services §2.2-2648

A. Families are to be fully involved in planning for their children whenever possible. Parents and/or legal guardians should attend FAPT meetings, especially the first meeting, unless there are extenuating circumstances prohibiting their attendance. On April 15, 2019, CPMT voted to make parent or legal guardian attendance at the initial FAPT meeting a requirement. The case may not be brought to FAPT without the parent participation either in person or via phone.

B. The referring agency staff person will provide for family participation, such as:

1. scheduling meetings at times family members are available,
2. providing for childcare and transportation, as needed,

3. assisting the family in identifying their strengths and asking what they believe their needs are,
4. considering the input of family members,
5. encouraging family members to include persons who have an important and/or helpful role and relationship to them, such as caregivers, providers, neighbors, professionals, extended family and non-relative supports

C. Parents/legal guardian shall be provided sufficient notice by the case manager of FAPT meetings during which their child will be assessed/discussed. The case manager will:

1. explain the meeting's purpose, process and goal,
2. encourage parents and youth to identify whom they wish to include as support persons,
3. explain the responsibilities of the FAPT to the parents,
4. explain the responsibilities parents and children have to the CSA system and to service providers,
5. ensure understanding of the parameters of confidentiality during the FAPT meeting

D. Parents/legal guardian shall be informed in writing by their case manager of their rights and responsibilities as part of the assessment planning process. Also, parents/legal guardians will be notified in writing of the appeal process for FAPT decisions. It is also important that families understand that each child serving agency has its own appeal process. Use of the CSA process in no way negates the use of the separate appeal process of another agency.

E. Parents/legal guardian and child shall be notified of the results of the FAPT process. Within **14** business days, the CSA Coordinator will provide notification to the case manager specifying the services approved (or not approved), the start date of services and the cost of services. (Updated 7/29/2026)

F. Information shall be provided in the parents'/legal guardians' native language or mode of communication.

G. As much as possible, the parents/legal guardian needs shall be accommodated regarding the meeting time/place of the FAPT.

H. In the case of inclement weather, the FAPT meeting scheduling shall follow the schedule of Clarke County Public Schools: if CCPS closes due to inclement weather, any FAPT meetings scheduled for that date are automatically moved to a virtual platform. It is the responsibility of the CSA Coordinator to reach out to the FAPT members as soon as possible to inform them that FAPT will be virtual. The CSA Coordinator is responsible for notifying the families, providers, and any other attendees scheduled for the FAPT meeting. The CSA Coordinator will provide the virtual meeting links and/or conference number to all participants for the meetings scheduled. (Updated 1/28/2025)

I. Families shall contribute financially to the support of children as follows:

1. Educational services required for children through an IEP are exempt from parental contribution. However, services for Special Education Wrap-around services not specified in a student's Individualized Educational Plan (IEP) will be subject to a parental contribution. The need for services must be documented in an IFSP or FAPT Assessment and Service Plan with specific goals and objectives for the provider delineated.
2. Prior to entry into a residential facility through a Non-Custodial Foster Care or Parental Agreement, all forms from the Division of Child Support Enforcement shall be completed, if applicable.
3. Families who receive community-based services to prevent an out of home placement or services paid with non-mandated funds will be assessed for their ability to contribute. The

need for services must be documented in an IFSP or FAPT Assessment and Service Plan with specific goals and objectives for the provider delineated.

4. Families will not have a parental co-payment for the first month of the delivery of CSA funded services. The case manager and parents must complete the Parental Co-Payment Initial Screening Form. If the family does not qualify for an exemption, the parental responsibility for community-based services shall be 3% of the family's monthly gross income, not to exceed the cost of services. **All congregate care placements must follow the Division of Child Support Enforcement process.** Parents are responsible for making payments directly to the CSA office. If needed, parents may request a reduction in their co-payment. All reductions must be approved by the CPMT. (Updated 7/29/2026)
5. Youth receiving a Fostering Futures Stipend will not be required to pay a co-payment for community-based services. (Approved 8/20/2018)
6. There is to be no co-payment required for drug testing (CPMT approved 10/21/19)
7. Families with more than one child receiving community-based services, will be assessed for a co-payment per child. (Approved 11/19/2018)

XI. An Individual Family Service Plan, providing appropriate and cost-effective services, shall be developed for youths and families assessed by the FAPT. §2.2-2648

A. The family and FAPT shall act as partners throughout the assessment process. The FAPT should rely heavily on the strengths of the child and family, as well as, on the expertise of the service providers in the assessment process, in the development of goals and in the selection of appropriate services.

B. In the event that a child is eligible for special education services and is also being staffed by a FAPT, every effort should be made to integrate the process of developing both the IEP and the IFSP.

C. Preparation for Assessment

1. The CSA Coordinator or FAPT chairperson shall schedule the dates for assessment and keep a master list of the schedule of FAPT meetings.
2. The referring agency shall be responsible for case management services.
3. The case manager shall notify the family, prepare them to attend the assessment meeting, and confirm the family's availability for the scheduled FAPT assessment.
4. The case manager shall get release of information forms signed, and no information shall be presented for which a release cannot be obtained.

D. Assessment procedure

1. The agenda will be shared with the FAPT members prior to the meeting.
3. The case manager shall present to FAPT information on persons to be assessed. If the case manager is not available, another agency representative or the CSA Coordinator may present the relevant information.
3. Parents/legal guardians must participate in the assessment meeting.

E. The Individual Family Service Plan should identify and document:

1. Short-term and long-term goals
2. Treatment modalities
3. Designation of individuals or treatment providers responsible for providing FAPT approved services
4. Timelines for accomplishing the goals.

5. Projected cost of services

XIII. Children and families shall be referred to community agencies and resources in accordance with the Individual Family Services plans. §2.2-5211

A. The case manager will oversee implementation of the IFSP and provide a written report to the FAPT.

B. The CSA Coordinator will attend CPMT meetings to present the IFSP and budget for approval.

XIII. The Family Assessment and Planning Teams shall make recommendations to the Community Policy and Management Team regarding expenditures from CSA funds. §2.2-5211

A. All recommendations for funding must be authorized by the CPMT. All expenditures must be reported to the CPMT on a monthly basis.

B. Any recommendation for an IFSP purchased service must be approved by the CPMT. (Updated 7/29/2026)

C. Emergency approval for residential placements or services in excess of $3500 per month must be obtained from the CPMT Chairperson.

D. FAPT minutes shall be provided to the CPMT to assist the CPMT in making informed decisions regarding expenditures from CSA funds. These minutes shall include the FAPT's recommendations, FAPT's reasoning for the recommendations, and a brief update on how the family is doing, but shall not include personally identifiable information.

XIV. Referring agencies shall obtain consent to exchange client information. §2.2-5210.

A. The "Uniform Consent to Exchange Information" developed by the Commonwealth's Attorney General shall be used.

B. All public agencies that have served a family or treated a child who is referred to the Family Assessment and Planning Team shall provide information on the family.

C. Every participating agency shall promptly release authorized information upon request of the Family Assessment and Planning Team.

D. Family Assessment and Planning Team meetings are not open to the public and all information about specific children and families obtained by team members shall be confidential.

E. Demographic, service and cost information on youths and families receiving services and funding through the Children's Services Act, which is of a non-identifying nature may be gathered for reporting and evaluation.

XV. Children and families assessed by the Family Assessment and Planning Team and accessing CSA funds shall be reviewed periodically.

A. Children in congregate care facilities (except children placed through their IEP) shall be reviewed every three months. Quarterly reports written by the facility staff shall be reviewed and progress toward transition home shall be assessed.

B. Children in therapeutic foster care homes shall be reviewed every six months. Reports written by the child-placing agency staff shall be reviewed, and progress toward transition home shall be assessed.

C. Children in therapeutic foster care with a permanent plan shall be reviewed at least annually. If the child is moved from the placement, they will return to FAPT within a month of the date of the move.

D. Children/families receiving prevention services shall be reviewed every three months. A written report by the case manager shall be reviewed and continuation services shall be assessed.

E. Children in regular foster care homes receiving CSA-funded services, in addition to maintenance, shall be reviewed at least every six months; children in foster care receiving only

maintenance shall be reviewed every year (Approved by CPMT 2/25/19). Foster care maintenance and the following services may be approved: day care, counseling, evaluations, medical treatment and all other foster care services, not to exceed $2500 per month. A statement in the FAPT minutes will reflect the team's decision.

F. Children in placement based on an Individualized Educational Plan (IEP) shall be reviewed at least every six months.

G. Children who are being stepped down to a less restrictive environment or moved to a new placement shall be reviewed prior to that move. Children who are moved on an emergency basis will be staffed at the next available FAPT meeting.

H. Mentoring services should be used on a short-term basis with a primary goal of connecting to a sustainable community resource. The number of hours will incrementally decrease over the treatment period. (CPMT approved 1/27/20).

XVI. Children may be placed in foster care and mandated through a non-custodial foster care agreement where the parents or custodians retain custody, and the child receives case management services from the LDSS. The child is in foster care and subject to the same federal and state legal requirements, policies and protocols as any other child in foster care. A CHINS petition with the service plan should be filed by the LDSS in the juvenile and domestic relations district court within 60 days of placement of the child to comply with legal requirements for children in foster care. The child and his or her family are eligible for all foster care services and all other foster care requirements apply. Parent(s) or guardians may enter into an agreement with the LDSS to voluntarily place a child under age 18 outside of the home in 24-hour substitute care while the parent(s) or guardians retain legal custody. Prior to entering a non-custodial foster care agreement, services to prevent the need for foster care placement must be offered and must be documented in the service plan. In emergency situations where services cannot be offered, the reasons must be recorded on the service plan.

A. Before choosing this placement alternative and entering into a non-custodial agreement, the agency must assess and determine:

1. Leaving custody with the parents or guardians is in the best interest of the child and will not place the child at risk; and
2. The parents or guardians will remain actively involved with the child during placement.
3. These determinations must be documented on the Non-custodial Foster Care Agreement. If these conditions do not exist, transferring custody to the local department of social services should be considered.
4. The process to determine parental contribution towards the cost of placement must be started prior to placement. The parents' financial obligation begins on the date of placement.
5. A Child and Adolescent Needs and Strength (CANS) assessment must be completed prior to placement.
6. The non-custodial agreement may be signed for a period of six (6) months or less. If treatment is still needed after six (6) months, new agreements must be signed for a period of no longer than six months.
7. The Local Department of Social Services (LDSS) must file a foster care plan with the Juvenile and Domestic Relations Court within 60 days following the board or public agency's placement of the child unless the court, for good cause, allows an extension of time, which shall not exceed an additional 60 days. LDSS should file a CHINS petition to place the case on the court's calendar and submit the foster care plan.

8. The court must hold a hearing within 75 days of the child's initial foster care placement to review and approve the plan. The court order must include statements that

    i. reasonable efforts have been made to prevent the placement and that

    ii. continuation in the home is contrary to the child's welfare, or it is in the child's best interest to be placed in foster care, or that there is no less drastic alternative than removal of the child from his or her home. All foster care requirements must be met. Time frames for administrative panel reviews and hearings are based on the date of the initial non-custodial foster care placement. The foster care review hearing must occur within six months of the 75-day hearing, if the child remains in non-custodial foster care placement longer than six months.

9. The case shall be entered into the Child Welfare Information System as a foster care case. The case shall be referred for Medicaid, Title IV-E screening and child support. Child support is to be addressed in the non-custodial foster care agreement. Parents are responsible for paying support from the beginning of placement (§ 63.2-909). A claim for good clause may be made when appropriate. Child support is to be based upon DCSE guidelines. Since the child's parent(s) retain custody, they are responsible for signing the required referral and application forms. Maintenance and service costs for non-Title IV-E children will be paid from State Pool Funds.

10. If the LDSS agrees to the return of the child and all required conditions for the child's safe return are met, the child may be sent home on a home visit pending final court approval.

B. CSA Parental Agreements are agreements between a public agency, other than LDSS, designated by the CPMT, and a parent or guardian who retains legal custody of the child. The FAPT may determine that a youth is a Child in Need of Services (CHINS) by completing the Eligibility Determination Checklist for Specific Foster Care Services for Children in Need of Services. The CSA Parental Agreements are only used when the FAPT determines that a child requires placement outside the home to address the child's needs. The public agency designated by the CPMT assumes case management responsibilities. The LDSS cannot be the case manager of a Parental Agreement. (Updated 7/29/2026)

    1. When a child is placed outside of the home through an agreement between a public agency, other than LDSS, as designated by the CPMT, and the parent(s) or custodians retain legal custody of the child, and this other public agency provides case management services, this child is not considered in foster care and is not subject to the requirements, policies and protocols (i.e., court hearings, Title IV-E eligibility determinations, etc.) required for children in foster care.

    2. While these children are not in foster care, they are eligible for foster care services since they have been placed under an agreement between the local public agency designated by the CPMT and the parents or custodians who retain legal custody.

    3. These CSA Parental Agreements, where a public agency other than the LDSS provides case management services, are subject to Final Interagency Guidelines established by the State Executive Council (SEC of CSA).

C. Non-custodial Foster Care and Parental Agreements must go through the FAPT/CPMT process. An emergency FAPT meeting or Family Team Meeting may occur in order to meet the immediate needs of a child or family. If the FAPT recommends that a child needs placement through a Non-Custodial Foster Care or Parental Agreement, the CPMT must approve the funding for this placement through a face-to-face meeting. The Family Team may approve emergency funds for community-based services if the family is currently receiving CSA funds.

D. Residential placements are contingent upon the CSA Policy of implementing least restrictive services before considering residential. If a residential placement is required, Clarke CSA approval is contingent upon IACC approval. (Added by CPMT on 5/20/19).

XVII. The Community Policy and Management Team shall provide quality assurance and accountability for program utilization and funds management. §2.1-75206

B. Individual agencies in the CPMT will continue to meet their reporting requirements for different populations included in Children's Services Act. (Updated 7/29/2026)

C. A record of all referrals and dispositions shall be kept in the office of the CSA Coordinator.

D. Guidelines for data tracking, evaluation, and utilization management will be followed.

E. Progress reports will be submitted by the provider on a monthly basis. Payments will not be made to the vendor unless the progress report has been submitted. (CPMT approved 2/26/2018).

XVIII. The Community Policy and Management Team shall manage funds in the CSA budget allocated to the community from the state pool of funds and any other source §2.1-75208

A. The Clarke County Finance Director will serve as the fiscal agent for the Community Policy and Management Team and will provide matching funds at its designated rate.

B. The CSA Coordinator shall report expenditures on a monthly basis.

C. The fiscal agent shall submit requests for payment to the State Fiscal Agent.

D. The Clarke County CPMT is responsible for payment for the IFSP services for children whose legal custodian is within the jurisdiction of Clarke County. In the event that the child's/family legal residence changes, the following policy shall govern payment for services:

1. The case manager is responsible for immediately notifying the CSA Coordinator when the child/family moves out of the jurisdiction of the CPMT. Notification should occur prior to the move, if possible.

2. The CSA Coordinator is responsible for:

a. Providing written notification to the new Community Policy and Management Team jurisdiction of changes in the child/family's residence, and

b. Forwarding child's/family's IFSP and other FAPT documents to the new CPMT jurisdiction, and

c. Informing service providers of changes in the child's/family's residence.

3. The old CPMT jurisdiction pays for services until 30 calendar days after the new CPMT receives written notification of the child/family's residence in the new CPMT locality.

4. When the residence of the child/family transfers to a new CPMT jurisdiction, the receiving CPMT must review the current IFSP and adopt or revise and implement within 30 calendar days.

5. If the locality to which a child/family moves is out of state, then the public agency overseeing service delivery shall notify its comparable agency in the new locality.

6. If a child and family become homeless while receiving CSA services, the CPMT shall consider continuation of payment on a case by case basis.

XIX. The Community Policy and Management Team shall authorize and monitor the expenditure of funds by each Family Assessment and Planning Team §2.1-75209

A. Recommendations and requests for funding from Family Assessment and Planning Teams shall be sent to the Community Policy and Management Team members.

B. A standardized format shall be used to give a summary justifying requests for funds and reports of expenditures.

C. The CSA Coordinator will present the cases to the CPMT.

D. Additions and extensions to the IFSP that require funding changes must be approved by CPMT before payment. Funding for emergency services will follow local policy.

F. Reimbursements (i.e. SSI, child support, SSA, trust funds) shall be credited to child specific accounts according to policies set by the State.

XX. The Community Policy and Management Team adopts the Fraud Policy of Clarke County as outlined in the Clarke County Department of Joint Administrative Services Purchasing Department Procurement Policies and Procedures. These policies and practices are designed to prevent and detect fraud. (adopted 2/25/19)

XXI. The Community Policy and Management Team has the authority to submit grant proposals and to enter into contracts for the provision or operation of services upon approval of the participating governing bodies §2.1-752.10

A. The Community Policy and Management Team, in seeking any grants or other resources for services, shall obtain the approval of the governing body of Clarke County.

B. Services authorized for purchase by the Community Policy and Management Team shall be from providers listed by the Children's Services Act in the Service Fee Directory and:

1. Individuals, not associated with an entity, providing services
2. Individually approved foster care families
3. Purchase of goods
4. Non-specialized services (community activities only indirectly associated with care, e.g. swimming lessons, transportation, baby-sitting, etc.).
5. Any service which requires licensure can only be rendered by a provider licensed to provide that service in Virginia.
6. Intensive Care Coordination (ICC), as part of the High-Fidelity Wraparound Model, is a service available for youth in out of home care or youth at risk of out of home care. The Clarke County FAPT will determine the need for ICC and purchase the service if identified on the youth's service plan.

C. Procedures for obtaining bids for new services shall follow procurement guidelines of the State and locality.

D. Local government may be petitioned to consider rollover of budgeted but unspent local match funds into the next fiscal year.

E. The budget process for the Community Policy and Management Team shall follow the fiscal management policies of Clarke County.

F. The CPMT Chair is authorized to review and sign the VJCCCA Grant Letter of Support outside of a meeting for timely processing. Adopted 03/2026. (Updated 7/29/2026)

XXII. Services provided by the Community Policy and Management Team and Family Assessment and Planning Teams shall not discriminate on the basis of race, sex, age, religion, socio- economic status, handicapping conditions or national origin.

XXIII. Due process for complaints and appeals will be in accordance with regulations set forth by the State. There are three due process systems available. The special education system, which involves state level review, the social service system that involves both local and state level review, and the courts. These systems are established by federal and state requirements separate from the Act and are available to youths and families, as appropriate. There is no state review system solely for the Children's Services Act. State due process systems supporting special education

and foster care are not impacted by the CSA. The parents/legal guardians have the right to a review if they disagree with any part of their child's assessment or service plan.

A. Parents/Legal Guardians will be notified of the locality's due process procedures at the initial FAPT presentation. (Updated 7/29/2026)

B. The parents/legal guardians will state their disagreement in writing to the FAPT Chairperson within ten (10) business days of receipt of the FAPT approval/disapproval letter. The FAPT Chairperson will forward the documentation to the chairperson of the CPMT. The appeal will be placed on the agenda of the next CPMT meeting.

C. The Community Policy and Management Team will review the decision of the FAPT and provide a written response within 10 business days of the CPMT meeting.

XXIV. The Clarke County CPMT maintains policies and procedures for records management of the Individual Family Service Plans and other documentation consistent with minimum state and federal requirements.

A. The original CSA documents are maintained in the agency file. The retention of and destruction of original records is based on the agency's retention and destruction policy under whose purview the record originated.

B. The State Library of Virginia is responsible for managing the retention and destruction of all public agency records and has developed schedules applicable to each agency.

C. CSA documents are maintained in the CSA record. Duplicates ("copies" of convenience) of original records are not under the purview of the destruction schedule and therefore could be purged as long as the original records are maintained by the appropriate originating agency. This information can be found at the following website: http://www.lva.virginia.gov/agencies/records/retention.asp

D. The Clarke County CPMT adheres to requirements of the Family Education Rights and Privacy Act and the Code of Virginia regarding education records. Education records are broadly defined as all records maintained by the education agency.

1. All records related to and all information about specific children and families obtained by FAPT/MDT, CPMT, and Clarke County CSA shall be confidential.

2. FAPT/MDT, CPMT, and Clarke County CSA shall use a secure electronic database to provide the Office of Comprehensive Services for At-Risk Youth and Families with client specific information from the mandatory uniform assessment and information in accordance with D 11 of §2.2-2648.

3. IFSP and other documentation shall be managed in accordance with state and federal requirements.

4. Education records shall be handled in accordance with the Family Education Rights and Privacy Act and the Code of Virginia. Clarke County CPMT defines education records broadly as all child specific records maintained by or shared with CPMT from education agencies.

5. Retention and destruction of original records shall be based on the agency of origin's retention and destruction policy based on the governing Library of Virginia (LoV) Records and Disposition Schedule.

   a. The appropriate state record officers shall sign off on forms before destroying any public record.

   b. Duplicates of original records may be purged as deemed necessary; however, they shall not be maintained longer than specified by applicable LoV schedules for the original record in question.

6. Only CANVaS Designated Super Users/Report Administrators (DSU/RA) or public agency case managers who are responsible for CANS assessments shall attempt to establish accounts or otherwise access this system.
    a. All users of CANVaS shall sign a Users' Agreement.
    b. A case manager's supervisor and the DSU/RA or the Office of Comprehensive Services as appropriate based on the user's role shall authorize all Users' Agreements.
    c. Case manager access shall be limited to the assessments they enter and the reports generated by those assessments.
    d. Passwords shall meet required minimum standards.
    e. Case manager access shall be terminated and the account deactivated should the case manager leave employment with the agency.
    f. DSU/RAs shall periodically check the listing of case managers with accounts to ensure accounts of those who have left employment have been deactivated.
    g. Certain Super Users shall be designated to serve as Report Administrators.
        i. Report Administrators authorize case manager access to CANVaS and shall have access to our locality CANVaS data.
        ii. Requests to become or to no longer serve as the DSU/RA or RA for this locality shall be handled in accordance with Office of Comprehensive Services requirements.
    h. Certification to use the Virginia Child and Adolescent Needs and Strengths (CANS) assessment shall be renewed annually.

XXV. The Clarke County CPMT agrees to adopt the policy of the Clarke County Board of Supervisors with regard to electronic signature (Policy 1-12 of Clarke County Board of Supervisors Rules and Procedures) 9/17/2018

- Clarke County Children's Services Act Policies and Procedures updated 5/20/2019
- Inclement Weather Policy, P.6 H.- Approved and Updated by CPMT 1/28/2025

PARENTAL RESPONSIBILITY FOR CSA SERVICES (updated 4/2023)

The Clarke County Community Policy and Management Team (CPMT) hereby sets the policy and procedures for parental involvement and financial contribution to the cost of services provided by Children's Services Act (CSA) funding. Those funds include state pool funds allocated by the Virginia General Assembly and monies appropriated by the Clarke County Council for the provision of services associated with CSA.

This policy and these procedures are established pursuant to Section 2.2-5206 of the Code of Virginia (1950), as amended.

POLICY

A guiding principle of the CPMT is to ensure that parents and/or legal guardians shall be active and equal participants in all aspects of assessment, planning and implementation of services their children may require. Part of that guiding principle is to have the parent and/or legal guardian share in the time and financial cost of services provided at a level consistent with the parent's ability to contribute to these needs. Pursuant to this guiding principle all parents of children receiving CSA-funded services shall be

assessed for parental financial contributions in accordance with the policies, procedures and fee schedules adopted by the CPMT.

For purposes of determining monthly gross income as it applies to parental co-payment responsibilities, the following definitions are adopted: "Parent" is defined as biological or adoptive parent. "Child" is defined as biological or adopted child up to age 22.

It is the position of the Clarke County CPMT that parents of children in cases presented to the Clarke County CPMT for funding and presented to the Family Assessment and Planning Team (FAPT) for planning and services, shall pay a portion of the cost for approved CSA funded services. However, Clarke County CPMT recognizes that all parents cannot afford to contribute any amount of payment for the approved services.

CPMT adopts the following procedures for determining the amount of parental responsibility:

PROCEDURES

A. Parental contribution assessments shall be done by the CSA case manager referring the family to the Family Assessment and Planning Team, except:

1. Parents of children receiving educational services pursuant to an Individualized Education Plan (IEP) are exempt from parental financial contribution requirements for those IEP services.

2. Parents of children in the custody of the Department of Social Services (DSS) or placed out of the home by non-custodial or parental placement agreement will be referred to the Division of Child Support Enforcement for parental financial support obligations.

3. Recipients of Temporary Assistance to Needy Families (TANF) are exempt from the parental contribution requirements.

B. Referral to the Division of Child Support Enforcement-for Foster Care Services and Out of Home Placements:

1. Families of youth who are receiving Foster Care Services and support through the Clarke County Children's Services Act as defined in the Code of Virginia § 63.2-905 ii & iii will be referred to the Division of Child Support Enforcement (DCSE). Due to the financial responsibility to pay child support, the Clarke County CPMT will not assess a co-payment to families who have been referred to DCSE.

2. Eligibility: The Parents/Legal Guardians of the following youth will be referred to the DCSE:

   a. Youth placed in the custody of Clarke County Department of Social Services

   b. Youth who are receiving Foster Care Services through a Non-Custodial Agreement (DSS) or Parental Agreement (Non-DSS)

   c. Youth placed in the custody of Clarke County through an Entrustment

3. Methodology: When a child enters foster care or non-custodial foster care, including a Parental Agreement, the child's case manager (or CSA staff for Parental Agreements) shall file the appropriate application for child support with the State Division of child Support Enforcement (DCSE). The case manager shall provide DCSE with any additional information they need to determine or collect child support.

4. Good Cause: The CPMT has the authority to determine Good Cause for families receiving Foster Care Services through a Parental Agreement.

   a. The establishment of Good Cause will only be considered for families who can provide documentation of financial hardship and allows for a temporary suspension of the DCSE referral. Examples of Good Cause may include homelessness or dependency on Social Security disability. General costs of daily living, e.g. Mortgage, rent, utilities,

are not considered sufficient reasons for Good Cause determination.

b. Good Cause will be determined on a case-by-case basis. To request Good Cause, the Parent/Legal Guardian must submit a letter in writing within 14 days of funding approval to the CPMT Chair with an explanation of financial hardship.

c. Documentation of financial hardship must accompany the letter. The letter should be provided to the CSA Coordinator and shall be included in the next regularly scheduled CPMT meeting agenda.

d. The CPMT shall review the documentation provided and render a decision, which shall be final.

e. Within 30 days of the review, the CSA Office shall notify the family in writing of the decision of the CPMT

C. The case manager shall provide the family with a full explanation of the CSA process. This explanation will include an advisement that the parents will be expected to assume an active role in the planning and delivery of services for their child (children), including a time and financial contribution.

D. The steps for assessing the parental time and financial contribution are:

1. Determine the family income.

a. Income includes, but is not limited to, gross wages (full-time, part-time, primary and secondary employment), pension and retirement benefits, spousal support or alimony, interest, dividends, payments from annuities, trusts, life insurance policies, income from other forms of investment, or any income received on behalf of the child.

b. Money received on behalf of the child includes, but is not limited to, child support, Supplemental Social Security Income (SSI), other payments from the Social Security Administration, and those sources of income listed in Section C (I a.) of this policy.

c. Parents who do not reside in the same home shall be assessed individually, when feasible. The parent paying child support shall have that amount deducted from his/her co-pay.

d. The assessed parental financial contribution is unaffected by the number of children in one household receiving CSA-funded services.

2. Use the Household Income Form to determine the amount of the parental financial contribution.

3. Inform the parent(s) of the result of the assessment, including how the assessment was determined and how much the parent(s) is expected to contribute financially. Explain that the assessment is a partial reimbursement to the CSA budget for the cost of services provided.

4. Discuss commitments of time that the parent must make in the case. The parent needs to attend and participate in all FAPT meetings, participate with the service provider in the development of a treatment plan, follow through with their responsibilities as outlined in the treatment plan, and communicate on a regular, ongoing basis with their child's case manager.

5. Review and complete the Parental Responsibility Agreement form with the parent(s). Review the commitments of time that the parent will contribute to their child's treatment and specify the amount of their monthly financial contribution. Ask the parent(s) to sign the Agreement. The parent(s) must receive a copy of the Agreement.

E. The Parental Co-Payment Initial Screening Form, Household Income Form, and the Parental Responsibility Agreement are to be attached to and made part of the FAPT referral packet.

F. The CPMT shall approve the amount of parental contribution assessed by the case manager.

G. If the parent disagrees with the amount of parental contribution approved by the CPMT, the parent can appeal the CPMT decision by completing the Co-Payment Appeal form and submitting it to the CSA coordinator to review with CPMT at the next scheduled meeting. Appeals should be made if the parent is unable to pay the full monthly assessed obligation. The final determination will be made by the CPMT.

H. The amount of parental financial contribution shall not exceed the cost of the CSA-funded services provided to the child.

I. If a child is to be placed in a residential facility under a Parental Agreement as defined in COV Section 2.2-5212, the parent must first complete the application for the child to become eligible for Medicaid as a "family of one" if the child does not have Medicaid coverage. This must occur before the placement is permitted to occur. The only exception is if the placement is deemed by the CPMT to be an emergency.

Emergency Funding Requests (updated 4/2021)

Authority
This policy was developed in accordance with COV § 2.2-5209 to address issues in delaying emergency services. This policy shall revoke any previous guidance or statement of policy issued by the Clarke County CPMT regarding the use of CSA State Pool Funds to pay for Emergency Services.

Criteria
Emergency Funding may only be used for youth eligible for State Pool Funds under the mandated category and in instances where it has been determined that services must begin prior to the next CPMT meeting.
Emergency Funding requests may be available to youth and/or families who:

- Are assessed as *High* or *Very High Risk* through the Family Risk Assessment Tool
- Have exhibited behaviors within the past 30 days that place the youth or another person at imminent risk of harm
- Require services within the next 30 days to prevent removal, disruption, or additional harm to the youth or another person.

Risk must be clearly documented with justification of need for immediate services. Eligibility documentation must accompany funding requests for cases not currently open to CSA. Emergency Funding may be denied for chronic behavioral issues where immediate risk to self and/or others is not clearly documented. Emergency Funding shall not be approved for services that do not reduce or alleviate immediate risk of change of placement, harm to self or others, or assist in determination of such risk. Such services shall be approved through the regular review process.

Policy
Emergency Funding requests shall be authorized by the CPMT Chairperson or his/her designee upon the recommendation of the CSA Coordinator. In the case where the CSA Coordinator is not available for signature, only the signature of the CPMT Chairperson or his/her designee is required. The designee of the CPMT Chairperson shall not be from the referring agency. In the case where the referring agency is

that of the CPMT Chairperson, the Vice-Chairperson or his/her designee will sign.
CSA-funded services shall not commence until the emergency funding request is approved. Requests must be reviewed by FAPT within 14 days, except in cases where FAPT has reviewed the case and recommended the completion of Emergency Funding to start services immediately. The Emergency Funding request must be reviewed at the next scheduled CPMT meeting. Emergency Funding may only be authorized through the end of the month that CPMT reviews the case.

Process
During regular business hours, the Case Manager shall complete the Emergency Funding Request form and present it for approval by the CPMT Chairperson or his/her designee and the CSA Coordinator. Outside of regular business hours, the Case Manager shall contact the agency Director or his/her designee for approval of Emergency Funding. Within 2 business days, the Case Manager must complete the Emergency Funding Request form, obtain the signature of the CPMT Chairperson or his/her designee and the CSA Coordinator.

Emergency Funding and Budget Request Forms
The Emergency Funding Request form must be submitted to the CSA office to secure a FAPT review. The effective date shall be the date the service is initiated, with a termination date to be the last day of the month that CPMT meets. Any other services may be considered and reviewed through the regular approval process. Upon FAPT review, a budget request for services shall be completed and include any other services being provided and requested.

Exceptions
The following services do not require the signature of the CPMT Chairperson or his/her designee for Emergency Funding approval. Where required, an Emergency Funding form should be completed and submitted to the CSA Office when services are initiated and scheduled on the FAPT agenda for review within 14 calendar days.

1. Maintenance:

   The authority to approve expenditures for cases involving only the payment of foster care basic maintenance is delegated by CPMT to the Director of the Clarke County Department of Social Services. Basic maintenance payments to foster families shall be approved by the DSS Director based on a rate scale approved by the Virginia Department of Social Services.
2. Goods and Services:

   The authority to approve expenditures for foster care youth for goods and other services (medical/health, camp/recreation, etc.) up to $200.00 per request is delegated by the CPMT to the Clarke County CSA Coordinator.
3. Special Education Private Day or Residential Placements:

   The authority to approve expenditures for cases involving only the payment of Special Education Placements as required by the Individuals with Disabilities Education Act (IDEA) and an Individual Education Plan (IEP) lies with the IEP Team. Although federal regulations prevent the delay of IEP placements, every effort should be made to present the case for review by the FAPT and CPMT prior to the placement of the youth. In the case of Special Education funding, the Case Manager must submit a budget sheet to the CSA office with the new services, and the case will be scheduled on the next available FAPT agenda.