

Children's Services Act Coordinator

Highland County

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Children's Services Act

§ 2.2-5200. Intent and purpose; definitions

A. It is the intention of this law to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youths and their families in the Commonwealth.

This law shall be interpreted and construed so as to effectuate the following purposes:

1. Ensure that services and funding are consistent with the Commonwealth's policies of preserving families and providing appropriate services in the least restrictive environment, while protecting the welfare of children and maintaining the safety of the public;
2. Identify and intervene early with young children and their families who are at risk of developing emotional or behavioral problems, or both, due to environmental, physical or psychological stress;
3. Design and provide services that are responsive to the unique and diverse strengths and needs of troubled youths and families;
4. Increase interagency collaboration and family involvement in service delivery and management;
5. Encourage a public and private partnership in the delivery of services to troubled and at-risk youths and their families; and
6. Provide communities flexibility in the use of funds and to authorize communities to make decisions and be accountable for providing services in concert with these purposes.

B. As used in this chapter, unless the context requires a different meaning:

"CSA" means the Children's Services Act.

"Council" means the State Executive Council for Children's Services created pursuant to § 2.2-2648.

1992, cc. 837, 880, § 2.1-745; 2001, c. 844; 2015, c. 366.

Purpose of the Children's Services Act

- Preserve families, least restrictive environment, protect child welfare and public safety
- Early identification and intervention
- Services responsive to unique and diverse strengths and needs
- Increase interagency collaboration and family involvement
- Public / private partnerships
- Community flexibility in use of funds and decision-making



Preface

The Children's Services Act (CSA) codifies a system of care designed to ensure the coordination across state and local child-serving agencies in the Commonwealth of Virginia to provide services to children and families. Implementing the Act requires understanding laws, policies, and best practices across many partner agencies and organizations. This Policy Manual aims to provide practitioners with a single reference to the policies adopted by the State Executive Council for Children's Services under its statutory responsibility to establish interagency programmatic and fiscal policies supporting the Act's purposes. While the Manual includes a description of certain requirements established by the Code of Virginia, there is no attempt to include all statutory provisions of the CSA. Those included were deemed appropriate to provide a basic foundation and/or context for CSA implementation that is not otherwise captured by the policies.

CSA statutes, listed by topical area, are as follows:

<u>§ 2.2-2648</u>	State Executive Council for Children's Services; membership; meetings; powers and duties
<u>§ 2.2-2649</u>	Office of Children's Services established; powers and duties
<u>§ 2.2-5200</u>	Intent and purpose; definitions
<u>§ 2.2-5201</u>	State and local advisory team; appointment; membership
<u>§ 2.2-5202</u>	State and local advisory team; powers and duties
<u>§ 2.2-5203</u>	Duties of agencies represented on state and local advisory team
<u>§ 2.2-5204</u>	Community policy and management team; appointment; fiscal agent
<u>§ 2.2-5205</u>	Community policy and management teams; membership; immunity from liability
<u>§ 2.2-5206</u>	Community policy and management teams; powers and duties
<u>§ 2.2-5207</u>	Family assessment and planning team; membership; immunity from liability
<u>§ 2.2-5208</u>	Family assessment and planning team; powers and duties
<u>§ 2.2-5209</u>	Referrals to family assessment and planning teams
<u>§ 2.2-5210</u>	Information sharing; confidentiality
<u>§ 2.2-5211</u>	State pool of funds for community policy and management teams
<u>§ 2.2-5211.1</u>	Certain restrictions on reimbursement and placements of children in residential facilities
<u>§ 2.2-5212</u>	Eligibility for state pool of funds
<u>§ 2.2-5213</u>	State trust fund
<u>§ 2.2-5214</u>	Rates for purchase of services; service fee directory

Statutes with specific relevance to implementing the CSA include, but are not limited to, the following:

<u>§ 2.2-4345</u>	Exemptions from competitive sealed bidding and competitive negotiation for certain transactions; limitations
<u>§ 2.2-3703</u>	Public bodies and records to which chapter inapplicable; Freedom of Information Act



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About

OCS Values and Code of Ethics



OCS Values

- **System of Care:** Promote policies, uniform guidelines, services and practices that support systems of care in communities that can be tailored to meet the unique strengths, resources, and needs of youth, families, and communities.
- **Child Centered Family Focused:** Promote working in partnership with families to ensure that the assessment, design, delivery, and management of service is family driven.
- **Continuum of Care:** Provide access to a continuum of assessment, early intervention, treatment, and transition services and supports in communities.
- **Integrate Services across Agencies:** Integrate services and funding for youth and their families with designated care management to ensure multiple services are coordinated across agencies and evolve over time to meet the changing strengths and needs of children and their families.
- **Collaboration:** Support open communication, active participation, and collaboration among CSA stakeholders across all sectors and at all levels on program and fiscal policy development and service development, delivery, and management.
- **Fiscal Accountability:** Ensure fiscal accountability in that funds are spent effectively, efficiently, and equitably, maximizing the use of all

local, state, federal and private funding streams.

Inclusive Excellence: Foster a culture of inclusion, diversity, equity, opportunities, and mutual respect for all Virginians.

Appendix B

CSA Code of Ethics

1. **Respect:** We treat all with dignity and courtesy by listening, empathizing and valuing opinions and perspectives. We treat all members of the community and the organization fairly and equitably. Our actions and works will support a healthy, civil, and positive environment which respects individual rights and self-determination. Discrimination, in any form, is unacceptable.
2. **Integrity:** We model honest and trustworthy behavior through an inclusive and customer-oriented process. The public we serve deserve our utmost dedication and best efforts. Our adherence to ethical principles should be above reproach. We will identify and avoid conflicts of interest in our actions.
3. **Accountability:** We take ownership and responsibility for individual and team actions and remain focused on priorities. The Highland County CPMT commits to responsible use of state and local funds for the provision of services to youth and families. We are committed to good stewardship of the public's money and must always be willing and able to account for how these funds were used.
4. **Innovation:** We support continuous improvement and demonstrate a civic entrepreneurial attitude by generating new ideas, advancing best practices and effectively operating as a team.
5. **Confidentiality:** We honor the privacy rights of all customers and stakeholders. All information obtained in the course of conducting CSA business will be held in strictest confidence. A statement of confidentiality will be provided to families during the FAPT meeting. Each member of FAPT and CPMT will sign an annual confidentiality agreement.

We will strive to uphold this ethical standard as individuals, a team and a community. We will provide a setting that encourages open dialogue and discussion regarding any improprieties in a team member's ability to uphold these standards. Incidents of non-compliance will be addressed and reported to the identified agency.

I, _____, have read and agree to adhere to the above code of ethics. Violations of the code of ethics will be addressed and reported to the identified agency.

Signed: _____

Date: _____

*This agreement expires a year from the date it is signed. It must be renewed annually.

Appendix A

CONFIDENTIALITY AGREEMENT

1. All team members will sign the Confidentiality Agreement on an annual basis.
2. All team members will respect the privacy of our families in all interactions and sharing of information.
3. All case review information and details of discussions are to be regarded as confidential.
As a team member, you are expected to:
Protect and secure information in your possession.
Not photocopy or duplicate case review information.
4. Any information shared should pertain to and support service planning with the family.

I, _____, have read and agree to adhere to the above confidentiality agreement. Incidents of non-compliance with this agreement will be addressed and reported to the identified agency.

Signed: _____

Date: _____

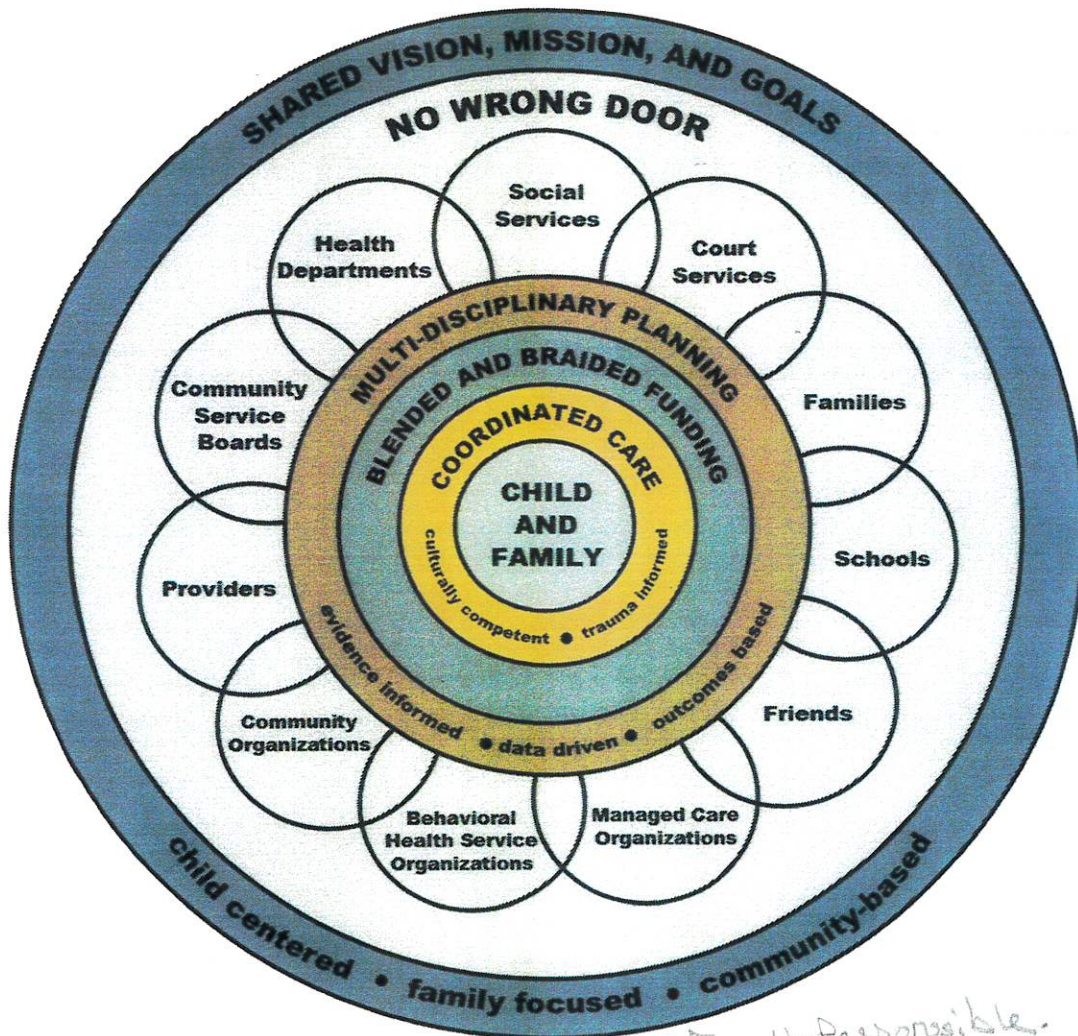
*This agreement expires a year from the date it is signed. It must be renewed annually.

Children's Services Act / Office of Children's Services

FY2025 - Base Pool Allocation

FIPS	Locality Name	Local Match Rate (4 digit decimal)	Total Allocation	Base State Allocation	Base Local Allocation
85	Hanover	0.4444	\$ 8,478,744.00	\$ 4,710,790.00	\$ 3,767,954.00
87	Henrico	0.3755	\$ 19,608,455.00	\$ 12,245,480.00	\$ 7,362,975.00
89	Henry	0.2786	\$ 3,601,263.00	\$ 2,597,951.00	\$ 1,003,312.00
91	Highland	0.3822	\$ 208,577.00	\$ 128,859.00	\$ 79,718.00
93	Isle of Wight	0.3613	\$ 613,956.00	\$ 392,134.00	\$ 221,822.00
95	James City	0.4483	\$ 2,179,701.00	\$ 1,202,541.00	\$ 977,160.00
97	King & Queen	0.3144	\$ 398,788.00	\$ 273,409.00	\$ 125,379.00
99	King George	0.3627	\$ 2,706,000.00	\$ 1,724,534.00	\$ 981,466.00
101	King William	0.3853	\$ 1,047,301.00	\$ 643,776.00	\$ 403,525.00
103	Lancaster	0.4391	\$ 902,669.00	\$ 506,307.00	\$ 396,362.00
105	Lee	0.2245	\$ 1,547,170.00	\$ 1,199,830.00	\$ 347,340.00
107	Loudoun	0.4764	\$ 7,531,121.00	\$ 3,943,295.00	\$ 3,587,826.00
109	Louisa	0.4401	\$ 4,789,909.00	\$ 2,681,870.00	\$ 2,108,039.00
111	Lunenburg	0.1698	\$ 982,589.00	\$ 815,745.00	\$ 166,844.00
113	Madison	0.3355	\$ 1,377,266.00	\$ 915,193.00	\$ 462,073.00
115	Mathews	0.4271	\$ 385,027.00	\$ 220,582.00	\$ 164,445.00
117	Mecklenburg	0.2286	\$ 2,157,572.00	\$ 1,664,351.00	\$ 493,221.00
119	Middlesex	0.4333	\$ 665,460.00	\$ 377,116.00	\$ 288,344.00
121	Montgomery	0.2834	\$ 1,841,449.00	\$ 1,319,582.00	\$ 521,867.00
125	Nelson	0.3132	\$ 1,854,751.00	\$ 1,273,843.00	\$ 580,908.00
127	New Kent	0.4329	\$ 659,161.00	\$ 373,810.00	\$ 285,351.00
131	Northampton	0.1971	\$ 309,584.00	\$ 248,565.00	\$ 61,019.00
133	Northumberland	0.3304	\$ 372,001.00	\$ 249,092.00	\$ 122,909.00
135	Nottoway	0.2686	\$ 945,365.00	\$ 691,440.00	\$ 253,925.00
137	Orange	0.4083	\$ 3,680,024.00	\$ 2,177,470.00	\$ 1,502,554.00
139	Page	0.2865	\$ 1,582,802.00	\$ 1,129,329.00	\$ 453,473.00
141	Patrick	0.2539	\$ 1,048,788.00	\$ 782,501.00	\$ 266,287.00
143	Pittsylvania	0.2355	\$ 4,709,551.00	\$ 3,600,452.00	\$ 1,109,099.00
145	Powhatan	0.4342	\$ 2,049,595.00	\$ 1,159,661.00	\$ 889,934.00
147	Prince Edward	0.2232	\$ 421,403.00	\$ 327,346.00	\$ 94,057.00
149	Prince George	0.3716	\$ 2,619,841.00	\$ 1,646,308.00	\$ 973,533.00
153	Prince William	0.3414	\$ 17,800,273.00	\$ 11,723,260.00	\$ 6,077,013.00
155	Pulaski	0.2923	\$ 2,374,084.00	\$ 1,680,139.00	\$ 693,945.00
157	Rappahannock	0.4199	\$ 1,210,178.00	\$ 702,024.00	\$ 508,154.00
159	Richmond County	0.3227	\$ 680,257.00	\$ 460,738.00	\$ 219,519.00
161	Roanoke County	0.4397	\$ 11,249,706.00	\$ 6,303,210.00	\$ 4,946,496.00
163	Rockbridge	0.2336	\$ 3,164,168.00	\$ 2,425,018.00	\$ 739,150.00
165	Rockingham	0.3445	\$ 8,485,256.00	\$ 5,562,085.00	\$ 2,923,171.00
167	Russell	0.1894	\$ 1,344,972.00	\$ 1,090,234.00	\$ 254,738.00

Virginia's Comprehensive System of Care



Fiscally Responsible.



Office of Children's Services
Empowering communities to serve youth

2025 Highland Co. CSA Position Facts

The Highland Co. CSA Office is the Local Government Office for CSA.

Current CSA Coordinator: Beth Hammer Armstrong

Hired 9/16/1999 by CPMT

CSA Coordinator Position at this time was a salary of \$8,000. No specific hours, no specific training required, no benefits.

Today, the CSA Coordinator Position is a salary of \$16,185.46 which increased in 2024. I have been working a full time equivalent (FTE) for several years with no additional compensation. Highland Co. is one of only 6 localities with a part-time Coordinator out of 130 localities. I completed the CSA Coordinators Academy in 2017, which is a 6-week training for new Coordinators. I was not a new Coordinator, however, chose to complete it to ensure I was up on any changes and to be certified. I also participate in monthly CSA training via Virtual Office Hours on various topics. Attended the Annual CSA Coordinators training and conference in Roanoke VA this past fall. I train all new FAPT and CPMT members and do annual as well as quarterly updates for both teams to keep abreast of new policy or changes. I also attend regularly scheduled Multi-disciplinary Team meetings called by the Commonwealth of VA. I attend all Family Partnership Meetings called by DSS for case management and review of services on behalf of CSA. I am available for other partners to request attendance or information regarding CSA or processes; example Highland Co. Public Schools, Highland Co. Sheriff's Dept., Highland Co. Department of Social Services, Valley Community Services Board, Court Services and parents or guardians of any at-risk youth in our locality.

The **average** salary of a CSA Coordinator in the state of VA for a full-time coordinator or FTE is \$50,170.00. (See attached)

Additional Spending Over Required Local Match for Personnel in VA:
\$126,048.00

Highland Funding Streams and Caseloads by the Numbers:

CSA - Funded with CSA state funds and local 38.22% match. **1**

PSSF – Funded with PSSF state funds and local match of 16%. **65+**

Includes children funded at Dare to Dream Therapeutic Horsemanship, Highland Co. Public Library ^{56 - consistently} Snack Program and VOX Books, Summer Youth Employment Program for at-risk youth, Virginia Cooperative Extension 4-H scholarship for at-risk youth, Counseling Services through VCSB, HMC or other provider, DSS Family Placements, Parenting Education, Substance Abuse Services, Transportation, Child ²Care, Little League Baseball Program with support for 4 teams with at-risk youth. More considered based on need.

Medicaid - Children with Medicaid in Highland Co. **273**


IV-E At this time we have zero IV-E cases. **0**

CSA Donor Fund – This recently included emergency aid to a family with unexpected need. No match rate.

DSS Special Need or Donor Funds – Based upon DSS criteria to utilize fund. No match rate.

CSA Administrative Budget: (Attached)

This is funding for a half-time Coordinator and a .05 time Report Preparer with a total of \$21,698.00 annually. State Funds \$13,405.00 County Funds \$8,293.00. (Two positions)

[AI Overview](#)[Learn more](#) 

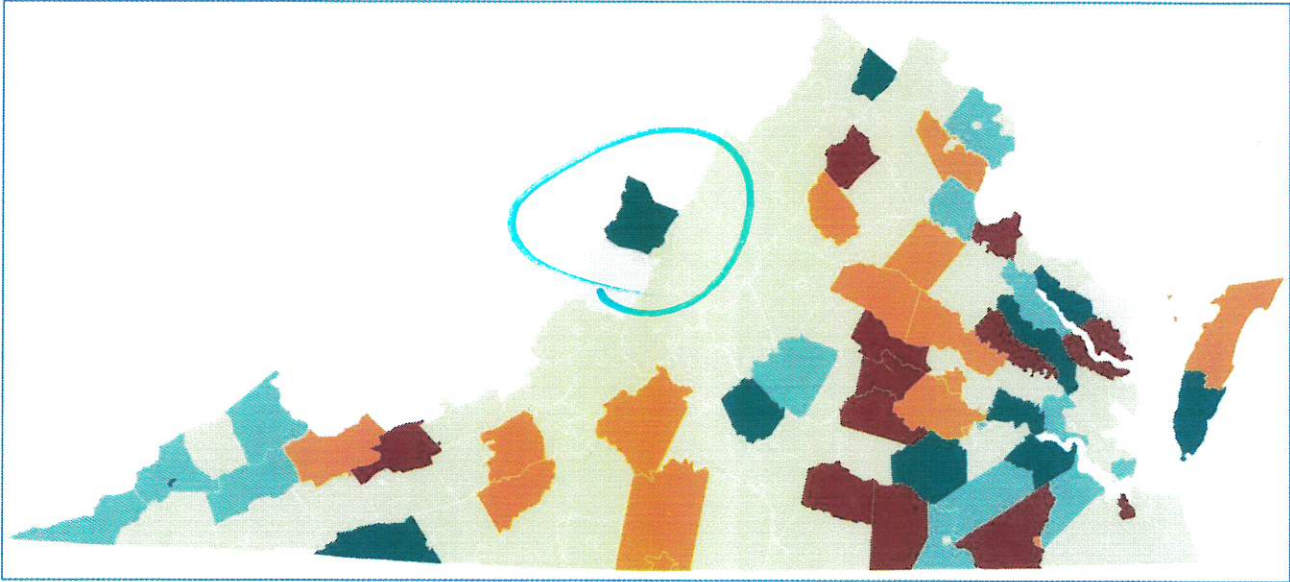
In Virginia, as of March 18, 2025, the average annual salary for a Children's Services Act (CSA) Coordinator is around \$50,170, with salaries ranging from \$30,148 (25th percentile) to \$88,014 (top earners). [🔗](#)

Here's a more detailed breakdown based on the search results: [🔗](#)

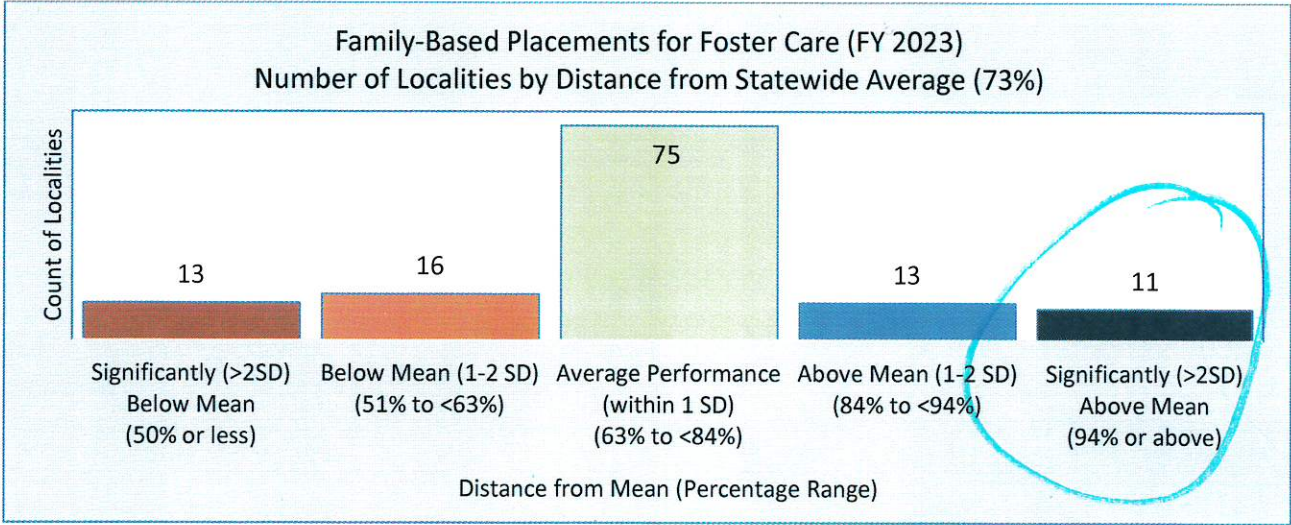
- **Average Annual Salary:** Around \$50,170
- **25th Percentile:** \$30,148
- **75th Percentile:** \$55,434
- **Top Earners (90th percentile):** \$88,014
- **Hourly Wage:** The average hourly wage is approximately \$24.

At the end of FY 2023, statewide performance on this measure was 73 percent, or 12 percentage points below the VDSS established target. FY 2021 and FY 2022 were slightly higher than the most recent year. Performance after FY 2020 may not be comparable to prior fiscal years due to a change in the calculation for this outcome. After FY 2020, the sum of youth in current family-based and congregate care placements no longer equaled the total child count reported for some localities. The method by which placement types are defined may result in a child being excluded from both categories.

Locality Performance Compared to Statewide Percent of Youth in Family-Based Placements (FY 2023)



Map created using Datawrapper



Source: Virginia Department of Social Services, Office of Research and Planning, Children's Services System Outcomes (CSSTO) report



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

2/21/2024

Dear Local CPMT Chair and Director,

I am pleased to inform you that your locality's application for Promoting Safe and Stable Families (PSSF) funding has been approved. The PSSF total allocation includes funding reserved for Monthly Caseworker Visits of Children in Foster Care, cost code 86608. Funding distribution is as follows:

Family Support (86601):	\$	9,410	47,228
Family Preservation (86602):	\$	7,818	
Family Reunification (86605):	\$	-	
Adoption Promotion & Support (86606):	\$	-	
Monthly Caseworker Visits (86608):	\$	114	81,554
Direct Services (855)	\$	-	
Indirect Service (855)	\$	1,440	
Total Allocation (PSSF + MCV):	\$	18,782	

The allocation is based on the FY2025 application plus a formula used to calculate the amount designated for Monthly Caseworker Visits of Children in Foster Care. The total PSSF allocation includes the Federal/ State share of 84.5% and the local share of 15.5%.

The PSSF program is monitored and evaluated via submission of quarterly reports, midyear reviews, end of year report, OASIS data, LASER reports, desk and onsite reviews.

Budget line 866 is for Purchase of Good and/ or Services related to your locality's approved PSSF application. Reimbursements will be processed through LASER. Budget line 855 is for Staff and Operations related to direct services provided by Local Department of Social Services and indirect costs. The LDSS is responsible for program performance and accounting for costs charged to budget line 855.

At the end of the fiscal year, unused funds allocated for the purchase of Goods and Services through budget line 866 must be returned to the state. These funds cannot be transferred to budget line 855 at the end of the fiscal year to be used for general administrative use.

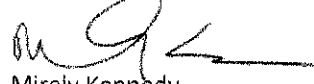
Localities, who have used less than 50 percent of their allocation by the end of December 2023 will receive a request to return funds for redistribution. To avoid this request, LDSS are strongly encouraged to input expenditures into LASER on a monthly basis. All funds must be expended by May 31, 2024.

Requests for supplemental funds may only be granted if funds are available, i.e. an agency has returned funds. Requests must be accompanied by a detailed justification of the amount requested. Straight-line projections or statements that the "funds are needed to cover current and anticipated expenditures for the remainder of the fiscal year" will not suffice.

Report Due Dates:

1st Quarter:	September 20, 2024
2nd Quarter:	December 20, 2024
3rd Quarter:	March 21, 2025
4th Quarter:	June 20, 2025
PSSF End of Year Report:	July 18, 2025
MCV End of Year Report:	July 18, 2025

Respectfully,



Mirely Kennedy
Program Administrator & Consultant
804-837-2406


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 OFFICE OF CHILDREN'S SERVICES
 ADMINISTRATIVE BUDGET PLAN
 FY 2025

DATE	8/1/2024
LOCALITY	Highland (091)

LOCAL MATCH RATE	38.22 %
STATE SHARE	\$13,405.00
LOCAL SHARE	\$8,293.00
TOTAL ADMINISTRATIVE ALLOCATION	\$21,698.00

By approving these CSA Administrative Funds, I certify that they will be budgeted and utilized for allowable expenditures including Personnel, Non-Personnel and Equipment costs for the operation of the **Highland (091) CSA Program for FY 2025.**

I understand that the Department of Education as fiscal agent for the Children's Services Act will make payment of the state's share of this budget allocation according to my locality match rate for the pool funds under the Children's Services Act.

☒ I acknowledge the above statement

FISCAL AGENT	Beth E. Armstrong
DATE FISCAL AGENT APPROVED	3/11/2025
DOE	
DATE DOE APPROVED	

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OFFICE OF CHILDREN'S SERVICES
ADMINISTRATIVE BUDGET PLAN
FY 2024

DATE:	1/18/2024
LOCALITY:	Highland
CONTACT PERSON:	Beth E. Armstrong
TELEPHONE:	540-468-3507

EXPENSE TYPE	AMOUNT
PERSONNEL	\$21,698.00
NON-PERSONNEL	\$0.00
EQUIPMENT	\$0.00

INITIAL STATE SHARE	\$13,405.00
ADD'L STATE SHARE	\$0.00
TOTAL STATE SHARE	\$13,405.00
TOTAL LOCAL SHARE	\$8,293.00
TOTAL ADMINISTRATIVE ALLOCATION	\$21,698.00

This budget plan is for the total allocation for the locality (s) indicated above. We understand that the Department of Education as fiscal agent of the State Executive Council will make payment of the state's share of this budget allocation according to our locality (s) match rate for pool funds under the Children's Services Act. Further, we certify that all expenditures from this allocation will be in accordance with the requirements for the use of such funds as set forth in the State Pool Funds section of the CSA Operations Manual.

CPMT CHAIR	Natasha S. Bowers
DATE CPMT CHAIR APPROVED	1/19/2024
FISCAL AGENT	Beth E. Armstrong
DATE FISCAL AGENT APPROVED	1/19/2024
DOE	Pam Sekulich
DATE DOE APPROVED	1/24/2024

CSA Coordinator Position in Highland County

PURPOSE OF POSITION: To facilitate high quality, child centered, family focused, cost effective, community-based services to at-risk youth and their families within a local government structure as organized under the Virginia Children's Services Act. The position serves as manager of the system processes to create improved outcomes for our at-risk youth and their families in Highland County.

Knowledge, Skills, Abilities and or Competencies required to successfully perform the work:

General knowledge of the human services system with specialized knowledge of at least one program area related to the Children's Services Act (e.g. foster care, mental health, special education, juvenile justice, local government, families)

Knowledge regarding a children's services system of care philosophy and values

Knowledge of government structure, operation and regulatory functions.

Knowledge and ability to develop and manage a program budget.

Ability to establish and maintain effective working relationships with individuals in a diversity of roles such as families, colleagues, agencies vendors, consultants and state and local government officials.

Demonstrated skills and ability in providing leadership in a team environment.

Excellent interpersonal skills which demonstrate respect for others.

Ability to maintain detailed confidential and fiscal information in a secure manner

Ability to collect, organize and report data.

Ability to develop meaningful measurable outcomes to provide feedback to the Community Policy and Management Team (CPMT), Family Assessment and Planning Team (FAPT and other interested local parties on the operation of the CSA program.

Comprehensive knowledge of our local community resources and services available to assist at risk youth and their families as well as being familiar with our locality dynamics.

Ability to think critically and creatively to resolve problems in the service delivery system.

Ability to research, locate and develop additional services to meet identified needs of at-risk youth in our community.

Ability to plan, organize, facilitate and/or deliver both routine and specialized training.

Ability to handle multiple concurrent tasks, projects and responsibilities.

Excellent organizational and time management skills, including the ability to prioritize tasks.

Excellent communication skills, both oral and written with the ability to reach a variety of audiences.

Experience with the Children's Services Act is desired.

Ability to use judgement in accomplishing diversified duties; think independently within the limits of policies, standards, and precedents.

Current Core Responsibilities for the Highland Co. CSA Coordinator 2023/2024

Management of the CSA system processes required by the Office of Children's Services and the Code of VA.

Program Coordination for both FAPT and CPMT which includes ensuring monthly and emergent meeting space; FAPT Agenda and schedule for families to attend and participate in the development of their child's Individual Family Service Planning as well as explaining the process so the family and child know what to expect and ensuring confidentiality. Gather all proper consent, referral and income or Medicaid information prior to scheduling for FAPT meeting. Assessment of eligibility criteria, child/family needs, funding resources and ensuring proper order is achieved in which funding can be utilized for a particular service. Negotiate contractual service agreements for CSA clients that are cost effective. Work closely with other community partners to ensure a collaborative system of care. Refer to various community-based service providers for child/family specific need. Regular utilization reviews for specific cases, specific providers being utilized including Treatment Foster Care, Foster Care, Child in Need of Services orders, court orders for specific services and ensure follow through with case management. Presents recommendations to the CPMT from FAPT for approval of any fiscal considerations. Fiscal Agent of the CSA funding stream ensuring all criteria is met as required by OCS and Code of VA as well as documentation of need for each purchase order, payment from the county CSA fund and supervision of the data entry by the report preparer to ensure timely reimbursement of funding from the state to our county treasurer. Approval of all CSA, PSSF and other monthly, quarterly, annual reports required by the state. Ensure accuracy and funds have been approved in the proper manner, contractual process adhered to as well as compliance issues, documenting all approvals and each meeting via electronic device as well as written minutes of each meeting of the FAPT and CPMT which includes the various funding streams (CSA, PSSF, IV-E, Medicaid, SSI, other). Schedule potential providers to present to the teams for future consideration. Prepare reports for the court on child specific cases when requested as well as testifying in legal proceedings when necessary. Maintain good communication with clients and professionals ensuring case records are accurate and gather needed documentation from the Department of Social Services, Highland Co. Public Schools, Valley Community Services Board and the Highland Co. Sheriff's Department when needed for case assessment and planning purposes. Participates in all treatment team meeting of contracted providers of TFC, FC or residential placements utilizing CSA funding. Participate in Family Partnership Meetings, Multi-Disciplinary Team Meetings and any other meetings deemed important to our at-risk youth and their families in our locality. Stay abreast of changes within the CSA system, legislative changes and any policy changes or reimbursement rate changes for implementation locally. Act as the resource for all things CSA as well as train the Family Assessment and Planning Team regularly on various process, topics or changes as required by OCS. Train the Community Policy and Management Team as well regularly as required by OCS. Ensures the locality meets the requirements as required by the Code of VA for each FAPT and CPMT membership. Requests appointments from our local board of supervisors for each team for two year staggered terms. Gather and prepare a community needs assessment annually for our locality based upon current needs the FAPT and/or CPMT are seeing in the locality of Highland Co. and presented to the Office of Children's Services in Richmond. Assist the CPMT with the development and implementation of any policy or changes to current policy. Responsible for planning, monitoring and projecting current and future needs of the CSA in our budget and keeping the County Board of Supervisors informed via the County Administrator on the CPMT. Being the spokesperson for our at-risk youth and families in areas where our locality may

need information to help develop or apply for any funding or services that would benefit our citizens. Ensure that all funds are spent in a fiscally responsible manner keeping in mind that the majority of funding does have a local match rate. Have the ability to request supplemental funding in cases of TFC, FC and approved residential placements should we utilize our allocation prior to the end of our fiscal year. Gather and coordinate with the OCS Auditors all information they request when we are scheduled. Lead each team in strategic planning and review of needs for our community on a regular basis. Act as Chair in the absence of the FAPT chairperson and CPMT chairperson.