

**Estimated Increases in State SOQ Costs in FY 2003 and FY 2004**  
(Numbers in parentheses show accumulated increases)

<b>Step</b>	<b>Estimated FY 2003 State Cost Above FY 2002, in millions (above DOE FY 2002 planned allocation level of \$4.015 billion)</b>	<b>Estimated FY 2004 State Cost Above FY 2002, in millions (above DOE planned FY 2002 allocation level of \$4.015 billion)</b>
Routine updates to SOQ cost model *	<b>+ \$ 174 (+ \$ 174)</b>	<b>+ \$ 190 (+ \$ 190)</b>
<b>Increased State Costs to Fund a More Accurate Estimate of SOQ Costs</b>		
No deduction of locally-generated revenues before calculating State and local shares	<b>+ \$ 48 (+ \$ 222)</b>	<b>+ \$ 49 (+ \$ 239)</b>
Dropped administrative personnel costs restored	<b>+ \$ 74 (+ \$ 296)</b>	<b>+ \$ 74 (+ \$ 313)</b>
Full cost of competing adjustment for support	<b>+ \$ 3 (+ \$ 299)</b>	<b>+ \$ 3 (+ \$ 316)</b>
<b>Increased State Costs to Keep Funding Current With Expected SOQ Costs</b>		
Health insurance premium increases for the new biennium	<b>+ \$ 8 (+ \$ 307)</b>	<b>+ \$ 15 (+ \$ 331)</b>
Non-personnel support inflation recognized	<b>+ \$ 15 (+ \$ 322)</b>	<b>+ \$ 21 (+ \$ 352)</b>
Prevailing support salaries kept current	<b>+ \$ 32 (+ \$ 354)</b>	<b>+ \$ 47 (+ \$ 399)</b>
Instructional personnel salaries kept current	<b>+ \$ 126 (+ \$ 480)</b>	<b>+ \$ 181 (+ \$ 580)</b>
<b>Total Increase Needed, Routine Updates PLUS Adjustments</b>	<b>\$ 480</b>	<b>\$ 580</b>
<b>Percent Increase Over Prior Year in State Aid (Sales tax plus State SOQ plus State non-SOQ)</b>	<b>12.0 %</b>	<b>2.2 %**</b>

\* Amount includes corrections brought to DOE's attention by JLARC staff (the inclusion of salary supplements, prorating regional center teacher salaries to the participating divisions, and revising Virginia Beach's special education data). In FY 2003, for example, estimated State SOQ costs are about \$30 million higher due to the supplements, about \$9 million higher due to proration, and about \$7 million higher due to the use of more accurate data for Virginia Beach).

\*\* Percent cost increases of 3.72 for instructional personnel, 2.25 for support personnel, and zero for the non-SOQ.

**TOTAL NEW (OR SHIFTED NON-SOQ) STATE FUNDS NEEDED FOR THE  
BIENNIUM TO FUND THE ESTIMATED COSTS OF THE SOQ:  
**\$ 1.060 billion****

## CSA FACT SHEET

The Comprehensive Services Act (CSA) is a Virginia law designed to help troubled youths and their families. State and local agencies, parents and private service providers work together to plan and provide services. In each community, local teams decide how to accomplish this. The intent 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.

### **WHAT IS THE COMPREHENSIVE SERVICES ACT FOR AT RISK YOUTH AND FAMILIES (CSA)?**

It is a 1993 Virginia Law that provided for the pooling of eight specific funding streams used to purchase services for high-risk youth. These funds are returned to the localities with a required state/ local match and are managed by local interagency teams. The purpose of the act is to provide high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

### **HOW DID IT GET STARTED?**

In 1989, the General Assembly became concerned because the cost of providing residential treatment to high-risk youth was increasing at approximately 22% each year. Because of this, a study of children in residential care was conducted. Fourteen thousand records from four different state agencies were examined. Subsequent analysis showed that services were provided to only 4,993 individual children. In addition, 9 out of 10 of these children returned to their home communities where necessary changes in the child's community environment had not been made. The progress achieved in the residential facility was often lost.

At that point, it was decided that high quality, less restrictive, community-based services would be provided to these children if the funds were managed at the local level. There is a local cash match required to access the state CSA funds.

### **WHICH FUNDING STREAMS WERE PLACED IN THE FUNDS POOL?**

- **Department of Social Services**  
State and Local Foster Care  
Foster Care Purchased Services
- **Department of Juvenile Justice**  
286 Special Placements  
239 Special Placements
- **Department of Education**  
Private Tuition  
Interagency Assistance
- **Department of Mental Health, Mental Retardation and Substance Abuse Services**  
Purchased Beds for Adolescents
- **Other**  
Interagency Consortium

### **WHO MANAGES THE MONEY AT THE LOCAL LEVEL?**

Each locality is required to have at least two different interagency teams. They are the Community Policy and Management Team and Family Assessment and Planning Team.

## **WHO PARTICIPATES ON THE LOCAL TEAMS?**

The Community Policy and Management Team (CPMT) is made up of at least one elected or appointed official or his designee and the agency heads or their designees from the local Department of Social Services, School System, Community Services Board (mental health), Court Services Unit (juvenile justice), local Health Department, a parent and, where appropriate, a private provider. This team has administrative and fiscal responsibility for the local funds pool, for developing local policies and procedures and appointing members of the Family Assessment and Planning Team.

The Family Assessment and Planning Team (FAPT) is comprised of the supervisory level staff from the same agencies as the CPMT as well as the parent and often a private provider. These teams work with the families to develop the Individual Family Services Plan (IFSP). If the services needed are beyond what is available in the participating agencies and there are no other family or community resources available, the team may choose to purchase them with local CSA pool funds.

## **WHICH CHILDREN MAY BE SERVED BY THE TEAMS?**

In general, the children who would have been served by one of the funding streams placed in the pool are targeted for services through CSA. The children who would have been served by the education funds and/or the foster care funds placed in the pool are considered "mandated" for service. This is because there is "sum sufficient" language attached to them in the Federal law and/or the Code of Virginia. These special education and foster care children are the only populations state and local governments are required to appropriate sufficient funds to serve.

## **ARE THESE THE ONLY CHILDREN WHO MAY BE SERVED?**

No! If funds are available, localities may choose to serve other children with emotional or behavioral problems, especially those with multi agency involvement. Parents may be required to contribute financially toward the cost of CSA-funded services.

## **HOW DO CHILDREN AND FAMILIES ACCESS THE TEAMS?**

Each locality develops its own policies and procedures governing how families access the teams. Some localities allow parents to self refer, some allow any local agency to bring a case and many require that one of the agencies who serve on the team be the point of contact for the family. In order to find the requirements in your locality you may call any of the members of your CPMT. To find the name and number of the CPMT Chairperson or CSA Coordinator for your area, click on [Local Contacts](#) to download this information.

# Appendix 2

## Reimbursement Policy Matrix COMPENSATION BOARD REIMBURSEMENT PERCENTAGES, FY03

	SHERIFFS	REGIONAL JAILS	COMMONWEALTH'S ATTORNEYS	DRUG PROSECUTORS
OFFICERS SALARY	100% of amount set out in the Appropriation Act	N/A	100% of amount set out in the Appropriation Act	N/A
EMPLOYEES SALARIES	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
MEDICAL/RECORDS/TREATMENT SALARIES	66.66% of Compensation Board approved amount	66.66% of Compensation Board approved amount	N/A	N/A
PART-TIME (HOURLY WAGE) SALARIES	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
OFFICE EXPENSE	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
OFFICE EQUIPMENT	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval)	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval) (Note 1)	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval)	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval) (Note 1)
APPROVED CONFERENCE AND MEETING EXPENSE	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
VRS RETIREMENT ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	Employers share based on locality rate, not to exceed 3.77%.	Employers share based on locality rate, not to exceed 3.77%. (Note 2)	Employers share based on locality rate, not to exceed 3.77%.	Employers share based on locality rate, not to exceed 3.77%. (Note 2)
FICA ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.	7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.	7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.	7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.
VRS INSURANCE ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	0% of salary payable by Compensation Board	0% of salary payable by Compensation Board	0% of salary payable by Compensation Board	0% of salary payable by Compensation Board
FICA ON PART-TIME (HOURLY WAGE) EMPLOYEES	7.65% of wages payable by the Compensation Board	7.65% of wages payable by the Compensation Board	7.65% of wages payable by the Compensation Board	7.65% of wages payable by the Compensation Board

Note 1 - The highest fiscal stress factor of a member jurisdiction will be used when applied to equipment requests from Regional Jail Superintendents and Drug Prosecutors.

Note 2 - The VRS rate of the locality acting as fiscal agent will be used when applied to salaries payable by the Compensation Board for Regional Jails and Drug Prosecutors.

COMPENSATION BOARD REIMBURSEMENT PERCENTAGES, FY02

	CLERKS	TREASURERS & DIRECTORS OF FINANCE (Note 3)	COMMISSIONER OF THE REVENUE
OFFICERS SALARY	100% of the amount set out in the Appropriation Act	50% of the 1980 amount, and 100% of all state funded increases thereafter	50% of the 1980 amount, and 100% of all state funded increases thereafter
EMPLOYEES SALARIES	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
MEDICAL/RECORDS/TREATMENT SALARIES	N/A	N/A	N/A
PART-TIME (HOURLY WAGE) SALARIES	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
OFFICE EXPENSE	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
OFFICE EQUIPMENT	100% of Compensation Board approved amount	33.33% of Compensation Board approved amount (fiscal stress factor is applied to all requests prior to approval)	33.33% of Compensation Board approved amount (fiscal stress factor is applied to all requests prior to approval)
APPROVED CONFERENCE AND MEETING EXPENSE	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
VRS RETIREMENT ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	1/3 of Employers share based on locality rate, not to exceed 3.77%	Employers share based on locality rate, not to exceed 3.77%.	Employers share based on locality rate, not to exceed 3.77%.
FICA ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	1/3 of 7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.	7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.	7.65% of salary payable by Compensation Board up to \$84,900, and 1.45% of salary above \$84,900.
VRS INSURANCE ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	0% of salary payable by Compensation Board	0% of salary payable by Compensation Board	0% of salary payable by Compensation Board
FICA ON PART-TIME (HOURLY WAGE) EMPLOYEES	1/3 of 7.65% of wages payable by the Compensation Board	7.65% of wages payable by Compensation Board	7.65% of wages payable by Compensation Board

Note 3 - City Treasurers who neither collect nor disburse local taxes or revenues are funded entirely by the Commonwealth. Lynchburg, Galax, and Richmond City are 100% reimbursed by the Commonwealth in all categories. City Treasurers who disburse local revenues but do not collect the same are funded in the proportion of one-third by the city and two thirds by the Commonwealth in most categories. Williamsburg and Danville are reimbursed 66.66% by the Commonwealth for salaries and expenses, and 33.33% for equipment. (Code of Virginia, §15.2-1636.14)

Positions Funded by CB and/or Other Sources

	Positions Funded by Locality Only	Positions Funded by Locality & CB*	Positions Funded by Locality & Fed or Other	Total Positions w/Some Local Funding
Sheriffs/Reg Jails	1531	193	148	1872
Commonwealth's Attorneys	132	41	49	222
Circuit Court Clerks	168	50	0	218
Treasurers/Fin Directors	385	273	0	658
Commissioners of Rev	315	213	0	528
Totals	2531	770	197	3498

Not all positions are full-time

\*funded partially by Comp Board with hourly wage funds, remaining funded by locality

Comp Board Funded Positions with Local Salary Supplements above CB Salaries

	# Positions Supplemented	Total Supplemented \$\$
Sheriffs/Reg Jails	6,575	61,952,250
Commonwealth's Attorneys	545	9,340,655
Circuit Court Clerks	404	3,065,014
Treasurers/Fin Directors	826	11,043,293
Commissioners of Rev	476	4,356,389
Totals	8,826	89,757,601