

## MEMORANDUM

**TO:** Virginia Federation of Families  
Virginia Integrated Network of Family Organizations  
Virginia Association of Counties  
Virginia Municipal League  
Virginia Association of Local Human Services Officials  
Virginia League of Social Services Executives  
Virginia Association of Community Services Boards  
Virginia Court Services Unit Directors Association  
Virginia Local School Superintendents Association  
Virginia Council of Administrators of Special Education  
Virginia Council of Juvenile and Domestic Relations District Court Judges  
Virginia Coalition of Private Providers Associations  
Virginia Association of Community-Based Providers  
CSA Coordinator's Network  
CSA State and Local Advisory Team  
Community Policy and Management Teams  
Family Assessment and Planning Teams  
Voices for Virginia's Children  
Virginia Poverty Law Center  
FACES of Virginia Families  
Just Children  
Policy Work Group Members

**FROM:** State Executive Council

**DATE:** March 24, 2015

**SUBJECT:** Proposed Policy: Serving Youth Referred to Residential Treatment Facilities for Non-Educational Reasons and Outside of the CSA Process

The State Executive Council (SEC) voted at its March 19, 2015 meeting to open the above referenced policy proposal for public comment. The purpose of the proposed policy is to ensure review by the local Family Assessment and Planning Team of children for whom residential treatment is sought outside of the CSA process and to ensure funding for educational services associated with such placements when children are certified by the local Community Services Board to require such placement.

The SEC's decision to open the proposed policy for public comment followed a year of activities engaging CSA stakeholders and SEC members in examination of the issues related to parental placements and identification of potential options to address gaps in community-based planning and funding for educational services. The final workgroup report to the SEC may be found on the CSA website at the following address:

[http://www.csa.virginia.gov/html/pdf/RTF%20Education%20Report%20and%20Documents\\_Mar192015.pdf](http://www.csa.virginia.gov/html/pdf/RTF%20Education%20Report%20and%20Documents_Mar192015.pdf)

In accordance with SEC policy and statutory law regarding public comment, the proposed policy is being distributed for public review and feedback. Please note the timeframe below and information regarding how and to whom to submit any public comments on the proposed policy and process.

**Timeframe-**

March 19, 2015	SEC approved the proposed policy for distribution and public comment
March 24, 2015	Draft policy distributed and posted by the Office of Comprehensive Services
April 15, 2015	Deadline to appoint workgroup to draft implementation guidelines, review/compile public comments, and propose final version of policy
May 29, 2015	5:00 p.m. deadline for submission of public comments to OCS
June 11, 2015	Distribute proposed final version of policy and explanation of any changes from 3/19/2015 draft
June 18, 2015	Draft policy considered for adoption by SEC at quarterly meeting; SEC to consider implementation date for policy

**Public comment submission**

Written comments will be accepted by mail, e-mail, fax or hand-delivery. If you or your organization prefer to mail, fax or hand-deliver a paper version of your comments, we ask that you also submit an electronic version to aid the OCS in the process of compiling the comments for the State Executive Council's consideration. Please indicate on the paper submission whether or not you are also providing an electronic version.

**Comments must be received by the Office of Comprehensive Services no later than 5:00 p.m. on May 29, 2015.** Please send all comments to:

Ms. Marsha Mucha  
Office of Comprehensive Services for At-Risk Youth & Families  
1604 Santa Rosa Road, Suite 137  
Richmond, Virginia 23229

E-mail address: [marsha.mucha@csa.virginia.gov](mailto:marsha.mucha@csa.virginia.gov)  
Phone number: (804) 662-9815  
Fax number: (804) 662-9831

Information about the public comment process may also be found on the CSA web site at [www.csa.virginia.gov](http://www.csa.virginia.gov)

To assist in facilitating the compilation of public comment and ensure that stakeholder groups are recognized appropriately, please include the following information on your submission:

- Name
- Title and Organization
- Address
- E-mail address
- Alternate e-mail address, if preferred for response
- Phone number, if available
- Primary stakeholder group (such as parent, local department for social services, court services unit, community services board, local government administrator, judge, etc.)\*
- Locality (city or county)

\*Please indicate the capacity in which you are submitting the comments. For example, an individual may be a local department for social services director, but also the chair of the community policy and management team. Please indicate which group (LDSS or CPMT, or both) the writer is representing.

Please distribute the proposed draft policies widely within your organization. Thank you for your attention, review and comment on the proposed policies. Your input and contributions to the process are important.