



I acknowledge that I received a copy of the City of Winchester Comprehensive Services Act brochure.

Name

Date



You have the right...

- To understand the City of Winchester's Comprehensive Services Act (CSA) process and timelines for receiving referrals
- To assistance from someone assigned to you as a case manager
- To have your rights explained to you in a manner which is clear
- To be notified before your child/ youth is assessed for services
- To review the assessment and service plan
- To understand the information that you receive in your native language, if possible
- To consent and agree in writing before beginning any services, except when ordered by the Court
- To read records and give permission for release of records
- To disagree with the assessment and service plan, or any part of the service plan
- To place your concerns in writing
- To participate and be present for the entire Family Assessment and Planning Team meeting and discuss your situation and participate in decisions that apply to you and your family

Co-Payments

- Families may be required to make co-payments for services based upon a financial assessment
- Families will not be required to make co-payments for foster care services or special education services
- Parents may be required to make child support payments for foster care services

Appeals

Appeals strictly related to funding by Comprehensive Services Act may be made to the Community Policy and Management Team (CPMT) within 10 days of the date of the decision to be appealed.

If you wish to appeal, the appeal, must be placed in writing and provided to:

City of Winchester CSA Coordinator
24 Baker Street
Winchester, VA 22601

The Community Policy and Management (CPMT) will review the request within thirty days of receipt of the document and render a written opinion within two weeks of the CPMT meeting at which it is reviewed.

QUESTIONS ABOUT CSA?

City of Winchester CSA Coordinator
(540) 686-4800 or visit www.csa.virginia.gov

City of Winchester's CHILDREN'S SERVICES ACT



State and local agencies, parents and private service providers working together to plan and provide services to our community's youth.

www.csa.virginia.gov

April 2020

What is CSA?

The Children's Services Act (CSA) is a Virginia law designed to help at-risk children, youth and their families (§2.2-5200).

State and local agencies, parents and private service providers work together to plan and provide services and supports. In each community local teams, referred to as the **Community Policy and Management Team** (CPMT) and the **Family Assessment and Planning Team** (FAPT), decide how to do this.

Collaborative & Community-Based Approach

The City of Winchester shares the belief that the family and home community provide the best environments for raising children. Toward that end, we as a community shall pursue and encourage collaborative activities that will ensure the provision of child-centered, family-focused, strength-based and 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.

Roles of the CPMT & FAPT

CPMT - The Community Policy and Management Team coordinates efforts, manages the availability of funds, and sees that eligible youth and their families get help.

FAPT - The Family Assessment and Planning Team reviews the strengths and needs of the child/youth and family and decides what services to provide.

Both teams are comprised of:

- Parents
- Court Services Unit
- Department of Health
- Department of Social Services
- Public School
- Private Providers

How does CSA Work?

1. A meeting is scheduled with the FAPT and the family where the family takes an active role in discussing its strengths and needs.
2. A service plan is developed to meet the identified needs.

If the family disagrees with the plan, they may ask for a review by the CPMT through the Appeals process (see the Appeals section of this brochure).

Who is Eligible for CSA Services?

Services under the Comprehensive Services Act may be available to a child/youth who meets at least one of the following descriptions:

- Requires private placement for special education
- In foster care or are eligible for foster care
- Eligible for services through a Child in Need of Services Parental Agreement
- Have significant emotional or behavioral problems and may require services not available from any agency, require services of multiple agencies, or may be at-risk of residential placement

Eligibility is determined by various laws and by the CPMT. CSA eligibility is also determined by the availability of funds.

Prior to the use of CSA funds, all other resources must be exhausted.

