

## DCJS CASA Reporting Guidance

CASA programs have two basic requirements that need to be met with regard to reporting: The CASA regulations and grant reporting requirements for the DCJS funds for CASA programs. All forms are available on the DCJS website at [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov), type in CASA in the search box and there is a “forms” tab on the left hand side.

**All DCJS Grantee reporting requirements must be submitted through the GMIS reporting system.**

- Quarterly financial reports are due the 12<sup>th</sup> working day after the close of the quarter. Be sure to check the “final report” box when you are submitting the last quarter’s report.
- Rationale Attachments – if you have volunteers who are over the regulatory limit, submit the Attachment Form. Your letter requesting permission to exceed the regulatory limit should be on file with DCJS. The request to exceed the limit *should* be sent prior to assigning the additional case. The request to exceed the limit doesn’t need to be elaborate, simply state the name of the volunteer, the total number of cases assigned, the total number of children in each case and the reason why the program wants to exceed the limit with this particular volunteer. This can be sent via email to Hope Hodgson at [hhodgson@dcjs.virginia.gov](mailto:hhodgson@dcjs.virginia.gov).
- Progress Reports are due the 12<sup>th</sup> working day after the close of the quarter. For CASA programs, the “Progress Report” is the Quarterly Statistical Report. (Please note that you do not need to submit a quarterly narrative.) These have to be submitted through GMIS. Programs are required to use COMET and to submit reports using the DCJS Reporting Tool.
- All Budget Amendments and Requests for Funds are submitted through GMIS. Budget Amendments must be submitted before April 30<sup>th</sup>.
- All grantees must submit an annual audit of DCJS funds 180 days after the close of the grant period. ***This should be mailed or emailed to DCJS since it cannot be uploaded through GMIS.***

The Annual Report that is required by regulations is an additional requirement for CASA programs that is not articulated in the CASA Grant Special Conditions. The components of the Annual Report that are due by **August 15<sup>th</sup>** include:

- Annual Statistical Report (Form A and Attachment if needed)
- Annual Summary Narrative (Form B) – give the program’s highlights and achievements for the year and any major changes or challenges.
- Annual Financial Status (Form C) - the audit will suffice or a report from QuickBooks for the year will meet this requirement. If the program anticipates the audit will be conducted within the 180 days per the grant

special conditions, this can be noted on this form with the anticipated date of receipt of the audit included.

- Annual Fiscal Year Revenue Form (Form D) – include the program’s sources of revenue from reporting year.

*The Annual Report cannot be uploaded through GMIS so please send it directly to Melissa O’Neill, DCJS CASA Program Coordinator, 1100 Bank Street, 12<sup>th</sup> Floor, Richmond VA 23219 or via email at [Melissa.oneill@dcjs.virginia.gov](mailto:Melissa.oneill@dcjs.virginia.gov)*