

The Community Services Block Grant (CSBG) program is a federally funded anti-poverty block grant operated through a state-administered network of community action agencies. The objective of CSBG is to address the causes of poverty by implementing programs and services that empower low-income families and individuals, revitalize low-income communities and improve the economic self-sufficiency of low-income customers. The Department of Social Services is the state agency responsible for the management, administration and oversight of the CSBG in the Commonwealth.

The Office on Volunteerism and Community Service (OVCS) administers the block grant program within VDSS. OVCS uses several sources and methods for development and dissemination of policies and procedures. CSBG in Virginia is governed based on policies and procedures in the Community Action Act <http://law.lis.virginia.gov/vacodepopularnames/community-action-act/> and The Virginia Administrative Code <http://law.lis.virginia.gov/admincode/title22/agency40/chapter901/section10>. OVCS details monitoring, funding, and reporting policies in a bi-annual [State Plan](#). The State Plan is developed with input from the Community Action network, and presented through public and legislative hearings for approval by the Committee on Block Grants. In addition, Virginia includes policies and procedures in our annual funding application, quarterly reporting, contracts with eligible entities, and through training and technical assistance through OVCS and the Virginia Community Action Partnership.

The Office of Community Services, Division of State Assistance, publishes Information Memoranda (IM) for distribution to CSBG program administrators. An Information Memoranda (IM) provides guidance to assist in implementing the CSBG legislation, program instruction and policy clarification, in addition to disseminating information and program practices to stakeholders.

The IM numbering system is chronological. The higher number reflects the most recently release IM. Only relevant IM's are posted on this web site, therefore the IM's posted may not be in sequential as out dated IM's have been removed.

The following Information Memoranda have been released to State CSBG Lead Agencies, State Community Action Associations, CAA Executive Directors and other nonprofit agencies receiving CSBG funds. The complete IM listing can be found at <http://www.acf.hhs.gov/programs/ocs/resource/csbg-information-memoranda>.

- IM No. 139 Federal Matching Requirements AmeriCorps

- IM No. 138 State Establishment of Organizational Standards for CSBG Eligible Entities

- IM No. 137 Application for FY 2015 CSBG Funds for States and Territories
- IM No. 136 Application for FY 2015 CSBG Funds for Tribes and Tribal Organizations
- IM No. 135 Federal Matching Requirements HUD McKinney-Vento
- IM No. 134 State Assessment Schedule FY 2014
- IM No. 133 Application for FY 2014 CSBG Funds for States and Territories
- IM No. 132 Application for FY 2014 CSBG Funds for Tribes and Tribal Organizations
- IM No. 130 How Direct CSBG Funding is Developed for New Tribes
- IM No. 129 Use of CSBG funds to support summer jobs for youth and related services
- IM No. 128 Application for FY 2013 Indian Tribes and Tribal Organizations
- IM No. 127 Application for FY 2013 State and U.S. Territories
- IM No. 126 Use of CSBG funds to support summer jobs for youth
- IM No. 125 Application for FY 2012 Community Services Block Grant Program (CSBG) Funds (States)
- IM No. 124 Application for FY 2012 Community Services Block Grant Program (CSBG) Funds (Tribes)
- IM No. 123 Reorganization of CSBG T/TA Resources – A New Strategy for Excellence
- IM No. 122 Final Liquidation and Closeout Expectations of FY 2009 CSBG ARRA Funds

- IM No. 121 Application for Fiscal Year 2011 (States)
- IM No. 120 Application for Fiscal Year 2011 (Tribes)
- IM No. 119 Guidance for Implementation of Making Work Pay Tax Credit
- IM No. 117 Three-Year CSBG Monitoring Schedule: FFY 2011-FFY 2013
- IM No. 116 Corrective Action, Termination, or Reduction of Funding
- IM No. 115 Application for Fiscal Year 2010 (Tribes)
- IM No. 114 Application for Fiscal Year (States)
- IM No. 113 Risk Assessment for FY 2009 (Tribes) CSBG ARRA Funds
- IM No. 110 Recovery Act - Tribes
- IM No. 109 Recovery Act - States
- IM No. 108 States CSBG for 2009
- IM No. 107 Tribes for 2009
- IM No. 106 Community Services Block Grant Program Appropriation for FY 2008
- IM No. 105 Revised Three-Year CSBG Monitoring Schedule: FFY 2008-FFY 2010 (Updated)
- IM No. 104 Rescue and Restore Victims of Human Trafficking

- IM No. 103 CSBG Strategic Plan - Final Strategic Plan
- IM No. 102 CSBG Monitoring Checklist
- IM No. 99 CSBG Appropriation for Fiscal Year (FY) 2007
- IM No. 98 Three-Year CSBG Monitoring Schedule: FY 2007 - FY2009

IM No. 97 Guidance on the CSBG Requirement to Monitor Eligible Entities

- IM No. 96 Application for FY 2007 Community Services Block Grant Program (CSBG) Funds Based on the Availability of Funds
- IM No. 95 Application for FY 2007 Community Services Block Grant Program (CSBG) Fund Based on the Availability of Funds
- IM No. 94 FY 2006 Head Start Terminal and Follow-Up Reviews in Community Action Agencies - Immediate and Long-Term Opportunities
- IM No. 93 Community Food and Nutrition Formula Grant Program
- IM No. 92 To Inform Indian Tribes and Tribal Organizations of the New Director of the Office of Community Services
- IM No. 91 To Community Services Block Grant Program Administrators
- IM No. 90 Hurricane Katrina
- IM No. 89 Healthy Marriage Initiative Under CSBG
- IM No. 88 Partnership Initiative With the Centers of Medicare and Medicaid Services: Participation in OCS/CMS Sponsored Training Conference Call

- IM No. 85 U.S. States and Territories Regarding Application for FY 2006 CSBG Funds
- IM No. 84 Indian Tribes and Tribal Organizations Regarding Application for FY 2006 CSBG Funds

- IM No. 83 Partnership Initiative With the Centers for Medicare and Medicaid Services to Help Eligible Low-Income Individuals Reduce Their Prescription Drug Costs

- IM No. 82 Tripartite Boards

- IM No. 81 Updated Guidance on Voter Registration Activities

- IM No. 80 Application for Fiscal Year 2005 Community Services Block Grant Program (CSBG) Funds Based on the Availability of Funds (Tribes)

- IM No. 79 Application for Fiscal Year 2005 Community Services Block Grant Program (CSBG) Funds Based on the Availability of Funds (States)

- IM No. 73 Partnership Initiative to Increase Financial Literacy and Asset Formation for Low-Wage Earning Households

- IM No. 65 Application for Fiscal Year 2003 CSBG Funds Based on the Availability of Funds (Indian Tribes and Tribal Organizations)

- IM No. 62 FY 2002 CSBG Funding Increase and Eligible Entities

- IM No. 61 FY 2001 CSBG Carryover Funds

- IM No. 60 Duties and Interests With Respect to Property, Purchased, Constructed, or Improved by an Eligible Entity

- IM No. 57 Community Food and Nutrition (CFN) Statewide Grant Program Final Report for FY 2000

- IM No. 51 Special State Technical Assistance

- IM No. 50 Policy Guidance on Serving Persons With Limited English Proficiency
- IM No. 49 Program Challenges, Responsibilities and Strategies, FY 2001-2003
- IM No. 48 Indian Tribes and Tribal Organizations Application for Fiscal Year 2002 Community Services Block Grant Program (CSBG) Funds
- IM No. 42 Statutory Requirements for Designation Priority of Private Non-Profit Organizations Over Political Subdivisions as Eligible Entities in Unserved Areas
- IM No. 41 Final FY 2000 Community Services Block Grant and Community Food and Nutrition Programs Allotments
- IM No. 39 Program Authorized Under the Workforce Investment Act: Unified State Plan Block Appropriation and Allocations
- IM No. 38 FY 2000 Community Services Block Grant Appropriations and Allocations
- IM No. 37 Definition and Allowability of Direct and Administrative Cost Block Appropriation and Allocations
- IM No. 32 Programs Authorized Under the Workforce Investment Act: Unified State Plan
- IM No. 30 Guidance on the Interpretation of Federal Public Benefit
- IM No. 20 A Discussion of Indirect Cost Rate Principles
- IM No. 10 1994 CSBG Reauthorization Amendments
- IM No. 3 Prohibition Against the Use of CSBG Funds Related to the Purchase or Improvement of Real Property and the Secretary's Right to Waive the Prohibition

