



AUDITOR OF PUBLIC ACCOUNTS

Commonwealth of Virginia

# DEPARTMENT OF JUVENILE JUSTICE

## Internal Control Questionnaire Review Results As of August 2026

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Commonwealth of Virginia

*Auditor of Public Accounts*

Staci A. Henshaw, CPA
Auditor of Public Accounts

P.O. Box 1295
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October 9, 2026

The Honorable Abigail D. Spanberger
Governor of Virginia

Joint Legislative Audit
and Review Commission

Robert Bermingham Jr.
Director, Department of Juvenile Justice

## INTERNAL CONTROL QUESTIONNAIRE REVIEW RESULTS

We have reviewed the Internal Control Questionnaire for the **Department of Juvenile Justice** (Juvenile Justice). We completed the review on August 11, 2026. The purpose of this review was to evaluate if the agency has developed adequate internal controls over significant organizational areas and activities and not to express an opinion on the effectiveness of internal controls. Management of Juvenile Justice is responsible for establishing and maintaining an effective control environment.

### Review Process

During the review, the agency completes an Internal Control Questionnaire that covers significant organizational areas and activities including payroll and human resources; revenues and expenses; procurement and contract management; capital assets; grants management; debt; and information technology and security. The questionnaire focuses on key controls over these areas and activities.

We review the agency responses and supporting documentation to determine the nature, timing, and extent of additional procedures. The nature, timing, and extent of the procedures selected depend on our judgment in assessing the likelihood that the controls may fail to prevent and/or detect events that could prevent the achievement of the control objectives. The procedures performed target risks or business functions deemed significant and involve reviewing internal policies and procedures. Depending on the results of our initial procedures, we may perform additional procedures including reviewing evidence to ascertain that select transactions are executed in accordance with the policies and procedures and conducting inquiries with management. The "Review Procedures" section below details the procedures performed for Juvenile Justice. The results of this review will be included within our risk analysis process for the upcoming year in determining which agencies we will audit.

## Review Procedures

We evaluated the agency's corrective action for all prior review findings. The agency has taken adequate corrective action with respect to review findings reported in the prior review that are not repeated in the "Review Results" section below.

We reviewed a selection of system and transaction reconciliations in order to gain assurance that the statewide accounting system contains accurate data. The definitive source for internal control in the Commonwealth is the Agency Risk Management and Internal Control Standards (ARMICS) issued by the Department of Accounts (Accounts); therefore, we also included a review of ARMICS. The level of ARMICS review performed was based on judgment and the risk assessment for Juvenile Justice.

We reviewed the Internal Control Questionnaire and supporting documentation detailing policies and procedures. As a result of our review, we performed additional procedures over the following areas: payroll and human resources; expenses; capital assets; and information technology and security. These procedures included validating the existence of certain transactions; observing controls to determine if the controls are effectively designed and implemented; reviewing transactions for compliance with internal and Commonwealth policies and procedures; and conducting further review over management's risk assessment process.

As a result of these procedures, we noted areas that require management's attention. These areas are detailed in the "Review Results" section below.

## Review Results

We noted the following areas requiring management's attention resulting from our review:

*Payroll and Human Resources*

- **Repeat** – Juvenile Justice did not appropriately perform or document offboarding procedures for terminated employees. Juvenile Justice did not provide supporting documentation showing it completed the offboarding checklist for three out of five (60%) terminated employees reviewed. Juvenile Justice did not provide supporting documentation showing it removed system access within 24 hours after termination for five out of five (100%) terminated employees reviewed, as required by the Commonwealth's Information Security Standard, SEC530 (Security Standard). Furthermore, Juvenile Justice did not provide any support that the employee returned agency property for four out of five (80%) terminated employees reviewed. Juvenile Justice also did not provide supporting documentation showing the calculation of leave payout for two out of four (50%) terminated employees reviewed or approval of leave payout for three out of four (75%) terminated employees reviewed. Additionally, for one out of five (20%) terminated employees reviewed, the Human Resources Department (Human Resources) recorded the employee's termination in the Commonwealth's human resource and payroll management system 91 days after

termination. Juvenile Justice should complete and retain terminated employee offboarding checklists along with appropriate supporting documentation as required by Commonwealth Accounting Policies and Procedures (CAPP) Manual Topic 50320. In addition, Juvenile Justice should appropriately complete and approve leave payouts, ensure timely return of agency property, and timely removal of access in accordance with the agency's offboarding policy and the Security Standard.

- Juvenile Justice did not terminate employees in the Commonwealth's human resource and payroll system in a timely manner. For three out of three (100%) terminated employees reviewed who received payroll disbursements after termination, Human Resources entered the termination into the Commonwealth's human resource and payroll management system between 70 and 99 days after their termination dates. As a result, all three employees continued to receive salary payments after termination for services they were no longer performing. Furthermore, management was unaware that one employee received pay after termination until this review. Management should develop controls over employee terminations including communication between Human Resources and the Payroll Department, and initiate termination processes in a timely manner to avoid inappropriate disbursements after termination.

- Juvenile Justice did not provide supporting documentation such as a pay action request, evidence of approval, or other supporting documentation for two out of seven (29%) salary transactions reviewed and three out of three (100%) other pay transactions reviewed. Juvenile Justice should retain evidence and ensure appropriate communication between departments to properly support that all payroll transactions include evidence of review and approval in accordance with CAPP Manual Topic 50305.

- Juvenile Justice does not have an adequate process in place to analyze leave balances and determine the correct leave liability in accordance with Governmental Accounting Standards Board (GASB) Statement No. 101. Accounts' Comptroller's Directive No. 1-26, which references GASB 101, requires agencies to utilize the Commonwealth's leave liability reports, analyze the leave balances, make appropriate adjustments and report the leave liability in Attachment 6 - Leave Liability Statement. Juvenile Justice did not provide any documentation to show it analyzed leave balances and adjusted balances as required. Juvenile Justice should update its process to comply with GASB 101 and Accounts' directives when submitting the Leave Liability Attachment.

*General Internal Controls*

- **Repeat** – Juvenile Justice has formal, documented policies and procedures over many of its significant business processes. However, during our review, we identified several critical business areas where Juvenile Justice should develop or improve its policies and procedures to maintain an effective control environment including but not limited to:

- Capital asset accounting and reporting
- Contract management
- Expenses
- Grants management and monitoring
- Human resources
- Monitoring of memorandum of understanding
- Payroll
- Physical inventory
- Small purchase charge card

Topic 20905 and other sections of the CAPP Manual require each agency to "publish its own policies and procedures documents, approved in writing by agency management." Management should continue working to ensure detailed policies and procedures exist for all critical business areas. In addition, management should continue to develop a process to review and approve all policies and procedures either annually or as needed and retain documentation of the process.

- **Repeat** – Juvenile Justice does not ensure that employees who file Statement of Economic Interests forms complete the required training every two years. We noted several employees did not complete the required training within the two-year timeframe. Section 2.2-3130 of the Code of Virginia requires state filers to complete an orientation ethics course every two calendar years. Juvenile Justice should ensure that the employees who file Statement of Economic Interests forms complete the training biennially as required.

*Information Technology and Security*

- **Repeat** – Juvenile Justice has made improvements to its policy and process to monitor security awareness training records to ensure users complete the required training as required by its Security Awareness Training Policy, the Security Standard, and the Commonwealth's Security Awareness Training Standard, SEC527 (Security Awareness Training Standard). However, Juvenile Justice continues not to implement enforcement measures, such as disabling a user's access, to ensure users complete assigned training. As a result, 65 out of 1,312 users (5%) did not complete all training modules assigned by the end of the 2025 calendar year deadline and one out of five users (20%) did not complete the assigned role-based training by the 2025 calendar year deadline. A lack of resources and staffing has resulted in DJJ not having the ability to revoke user access for individuals who do not complete mandatory training within the required timeframe. Juvenile Justice should allocate resources to implement an enforcement mechanism, such as disabling access, to ensure employees complete security awareness training within 30 days of employment and on an annual basis thereafter.

*Capital Assets*

- Juvenile Justice did not record capital asset additions accurately or timely. Juvenile Justice did not provide documentation supporting the acquisition date for two out of two (100%) capital asset additions reviewed. For one capital asset reviewed, Juvenile Justice incorrectly categorized the asset as a building rather than infrastructure, resulting in an incorrect useful life in the Commonwealth's capital asset system. Juvenile Justice also capitalized the asset in the Commonwealth's capital asset system approximately 11 months before it was fully acquired, resulting in recording the incorrect fiscal year for the acquisition. Furthermore, Juvenile Justice should have recorded and tracked this asset as construction in progress. Management should record all capital assets accurately and timely in accordance with CAPP Manual Topics 30105 and 30205.

- Juvenile Justice did not perform a physical inventory in accordance with CAPP Manual Topic 30505. Juvenile Justice's physical inventory did not contain sufficient documentation to note whether assets were found, missing, or needed adjustments, and multiple items had no evidence of review. Additionally, Juvenile Justice continued to record various items noted as not found or missing and which had no evidence of follow-up in the Commonwealth's capital asset system. CAPP Manual Topic 30505 requires agencies to reconcile the physical inventory listing to the Commonwealth's capital asset system and ensure the listing reflects all active assets. Juvenile Justice should perform its physical inventory in accordance with CAPP Manual requirements including reconciling its physical inventory records with the Commonwealth's capital asset system and timely addressing any discrepancies, to ensure proper stewardship of assets.

- Juvenile Justice did not perform a sufficient analysis of potential groups of assets in accordance with GASB Implementation Guide 2021-1 Question 5.1, Department of Accounts guidance email, and CAPP Manual Topic section 30000. Juvenile Justice should obtain an understanding of the relevant guidance, develop a process for evaluating groups of assets, perform an analysis to determine assets to be aggregated, and record the capitalizable aggregated assets in the Commonwealth's capital asset system.

- Juvenile Justice did not properly account for one subscription-based information technology arrangement (SBITA) in accordance with GASB Statement No. 96. Juvenile Justice recorded a SBITA improperly, potentially causing duplicate SBITA information within the Commonwealth's Annual Comprehensive Financial Report. Management should update SBITA processes and ensure it properly records and classifies SBITAs.

*Financial Reconciliations*

- Juvenile Justice did not properly perform financial system reconciliations in accordance with CAPP Manual Topic 20905. For one out of two (50%) reconciliations reviewed, Juvenile Justice did not complete the reconciliation before certifying to Accounts that the systems

reconcile and the data is accurate. Additionally, Juvenile Justice did not perform financial system reconciliations at the level of detail required by CAPP Manual Topic 20905. Management should prepare and review all reconciliations timely before certifying completion to Accounts and perform reconciliations at the level of detail required by CAPP Manual Topic 20905.

- Juvenile Justice did not perform all processes for confirming the accuracy of information reported to the Commonwealth's retirement benefits system or properly review all necessary reports. Juvenile Justice does not include a reconciliation of creditable compensation or data elements between the Commonwealth's human resource system and the Commonwealth's retirement benefits system to ensure that employee's data is accurate before confirming the accuracy of data in the retirement benefits system. Juvenile Justice also does not review the Centralized State Systems – Cancelled Records Report as required by the Virginia Retirement System's Employer Manual or review the Billings Exception and Summary Reports as required by CAPP Manual Topic 50470. Juvenile Justice should update its policies and procedures, sufficiently review all reports, and perform all required reconciliations detailed within CAPP Manual Topic 50470.

We discussed these matters with management on August 11, 2026, and August 20, 2026. Management's response to the findings identified in our review is included in the section titled "Agency Response." We did not validate the accuracy of management's response and accordingly cannot take a position on whether it adequately addresses the issues in this report.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.

Sincerely,

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

JDE/clj

Robert A. Bermingham, Jr.
Director

Marilyn G. Brown
Chief Deputy Director

**COMMONWEALTH OF VIRGINIA**
***Department of Juvenile Justice***

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November 13, 2026

Staci A. Henshaw, CPA
Auditor of Public Accounts (APA)
101 North 14th Street, 8th Floor
Richmond, VA 23219

Dear Ms. Henshaw:

Below you will find the Department of Juvenile Justice's responses to the ICQ Results Letter dated October 9, 2026 (received November 4, 2026). I have listed the findings identified by your auditors and our agency's response to each finding.

- Juvenile Justice did not appropriately perform or document off-boarding procedures for terminated employees. Juvenile Justice did not provide supporting documentation showing it completed the off-boarding checklist for three out of five (60%) terminated employees reviewed. Juvenile Justice did not provide supporting documentation showing it removed system access within 24 hours after termination for five out of five (100%) of terminated employees reviewed, as required by the Commonwealth's Information Security Standard, SEC 530 (Security Standard). Additionally, for one out of five terminated employees (20%) reviewed, Human Resources recorded the employee's termination in the Commonwealth's human resource and payroll management system 91 days after termination. Furthermore, Juvenile Justice did not provide any support that the employee returned agency property for four out of five (80%) of terminated employees reviewed. Juvenile Justice also did not provide supporting documentation showing the calculation of leave payout for two out of four (50%) terminated employees reviewed or approval of leave payout for three out of four (75%) terminated employees reviewed. Juvenile Justice should complete and retain terminated employee off-boarding checklists along with appropriate supporting documentation as required by Commonwealth Accounting Policies and Procedures (CAPP) Manual Topic 50320. In addition, Juvenile Justice should appropriately complete and approve leave payouts, ensure timely return of agency property, and timely removal of access in accordance with the agency's off-boarding policy and the Security Standard.

  **Agency's Response: DJJ HR is reviewing and updating the internal separation/termination process for all employees. HR will communicate to managers and employees, the requirement for managers to notify HR timely of any separations/terminations of employees. All known separated/terminated employees will be separated following the internal HR process and procedure within three (3) business days of receipt.**

- Juvenile Justice did not terminate employees in the Commonwealth's human resource and payroll system in a timely manner. For three out of three (100%) terminated employees reviewed who received payroll disbursements after termination, Human Resources entered the termination into the Commonwealth's

human resource and payroll management system between 70 and 99 days after their termination dates. As a result, all three employees continued to receive salary payments after termination for services they were no longer performing. Furthermore, management was unaware that one employee received pay after termination until this review. Management should develop controls over employee terminations including communication between Human Resources and Payroll, and initiate termination processes in a timely manner to avoid inappropriate disbursements after termination.

**Agency's Response: DJJ HR is reviewing and updating the internal separation/termination process that will include the documentation requirement for each separated employee personnel file. The documentation will include confirmation of the receipt of the separation checklist from managers. Additionally, upon known and confirmation, DJJ HR will process the separation of the employee within three (3) business days of receipt or confirmation, whichever is later. Offboarding also includes leave payout process, communication from HR to payroll or agency to agency leave balance transfer. DJJ is implementing a Timekeeping system at Bon Air Juvenile Correctional Center to help ensure that employees are paid accurately and timely going forward.**

- Juvenile Justice did not provide supporting documentation such as a pay action request, evidence of approval, or other supporting documentation for two out of seven (29%) salary transactions reviewed and three out of three (100%) other pay transactions reviewed. Juvenile Justice should retain evidence and ensure appropriate communication between departments to properly support that all payroll transactions include evidence of review and approval in accordance with CAPP Manual Topic 50305.

  **Agency's Response: DJJ identifies that while DJJ did provide the PARs that were requested, we did not supply supporting documentation for certain agency initiated incentive actions that impacted groups of employees. These initiatives are typically processed through mass uploads into the Commonwealth's payroll system and do not generate individual PARs, which contributed to the gap in the documentation provided. To address this issue, the agency will implement a formal process to ensure all payroll transactions, whether individual (PAR) or part of a mass agency initiative (no PAR), electronic records will be retained in accordance with CAPP Manual Topic 50305. DJJ now utilizes the Department of Human Resources Pay Action Worksheet System which ensures electronic workflow approvals and record retention.**

- Juvenile Justice does not have an adequate process in place to analyze leave balances and determine the correct leave liability in accordance with Governmental Accounting Standards Board (GASB) Statement No. 101. Accounts Comptroller's Directive No. 1-26, which references GASB 101 requires agencies to utilize the Commonwealth's leave liability reports, analyze the leave balances, make appropriate adjustments and report the leave liability in Attachment 6 - Leave Liability Statement. Juvenile Justice did not provide any documentation to show it analyzed leave balances and adjusted balances as required. Juvenile Justice should update its process to comply with GASB 101 and Accounts' directives when submitting the Leave Liability Attachment.

  **Agency's Response: DJJ HR maintains an internal procedure that lends Leave Liability reporting in accordance with Government Accounting Standards Board (GASB) Statement No. 101. HR ensures the leave liability process is complete prior to DJJ Accounting running the report. To ensure compliance of the completion of Attachment 6 – Leave Liability Statement, HR will confirm with accounting the completion of the Leave Liability information.**

- Juvenile Justice has formal, documented policies and procedures over many of its significant business processes. However, during our review, we identified several critical business areas where Juvenile Justice should develop or improve the following policies and procedures areas to maintain an effective control environment including but not limited to:

  - ✓ Capital asset accounting and reporting
  - ✓ Contract management
  - ✓ Expenses
  - ✓ Grants management and monitoring
  - ✓ Human resources
  - ✓ Monitoring of Memorandum of Understanding
  - ✓ Payroll
  - ✓ Physical inventory
  - ✓ Small purchase charge card

  Topic 20905 and other sections of the CAPP Manual require each agency to "publish its own policies and procedures documents, approved in writing by agency management." Management should continue working to ensure detailed policies and procedures exist for all critical business areas. In addition, management should continue to develop a process to review and approve all policies and procedures either annually or as needed and retain documentation of the process.

  **Agency's Response: DJJ maintains a centralized Policy Division responsible for the review, approval, publication, and monitoring of agency policies, procedures, and manuals. The division utilizes a comprehensive policy tracking database that documents each policy's status, assigned ownership, review schedule, approval history, and implementation progress. During the past two years, DJJ has issued more than** 117 **updated policies, procedures, and manuals. The agency has implemented a documented policy management process that includes management review and written approval prior to publication, ensuring policies are issued in accordance with CAPP requirements. DJJ will continue its agency-wide policy review process to ensure critical business area policies are established, current, and are reviewed either annually or as needed. Documentation supporting the review, approval, and publication process will continue to be maintained within the centralized policy management system to demonstrate ongoing compliance with CAPP requirements. DJJ will ensure the procedures listed will be developed and updated as needed.**

- Juvenile Justice does not ensure that employees who file Statements of Economic Interest forms complete the required training every two years. We noted several employees did not complete the required training within the two-year timeframe. Code of Virginia § 2.2-3128 requires state filers to complete an orientation ethics course every two calendar years. Juvenile Justice should ensure that the employees who file Statement of Economic Interest forms complete the training bi-annually as required.

  **Agency's Response: DJJ acknowledges some employees identified as Statement of Economic Interest (SOEI) filers were not properly tracked or identified for every two years required Conflict of Interest training. DJJ will review and update its internal process to include tracking of required training and implement an updated process to ensure future Conflict of Interest required training is completed.**

- Juvenile Justice has made improvements to its policy and process to monitor security awareness training records to ensure users complete the required training as required by its Security Awareness Training Policy, the Security Standard, and the Commonwealth's Security Awareness Training Standard, SEC527 (Security Awareness Training Standard). However, Juvenile Justice continues not to implement enforcement measures, such as disabling a user's access, to ensure users complete assigned training. As a result, 65 out of 1,312 users (5%) did not complete all training modules assigned by the end of the 2025 calendar year deadline and one out of five users (20%) did not complete the assigned role-based training by the 2025 calendar year deadline. A lack of resources and staffing has resulted in DJJ not having the ability to revoke user access for individuals who do not complete mandatory training within the required timeframe. Juvenile Justice should allocate resources to implement an enforcement mechanism, such as disabling access, to ensure employees complete security awareness training within 30 days of employment and on an annual basis thereafter.

  **Agency's Response: DJJ acknowledges improvements are needed to its policy and process to monitor security awareness training records to ensure users complete the required training as required by its Security Awareness Training Policy, the Security Standard, and the Commonwealth's Security Awareness Training Standard and will continue to work with DJJ Leadership to address this finding and to comply with the standards. We are currently in the process of hiring an additional position. Once that position is filled, one of their responsibilities will be to coordinate the timely completion of all required training with the DJJ assigned chain of supervision. If required training is not completed by deadlines, then this position will be authorized to open VCCC tickets to revoke access for the noncompliant account.**

- Juvenile Justice did not record capital asset additions accurately or timely. Juvenile Justice did not provide documentation supporting the acquisition date for two out of two (100%) of the capital asset additions reviewed. For one capital asset reviewed, Juvenile Justice incorrectly categorized the asset as a building rather than infrastructure, resulting in an incorrect useful life in the Commonwealth's capital asset system. Juvenile Justice also capitalized the asset in the Commonwealth's capital asset system approximately 11 months before it was fully acquired, resulting in an incorrect fiscal year for the acquisition. Furthermore, Juvenile Justice should have recorded and tracked this asset as construction in progress. Management should record all capital assets accurately and timely in accordance with CAPP Manual Topics 30105 and 30205.

  **Agency's Response: DJJ acknowledges these two assets were categorized incorrectly. This has since been updated to the infrastructure category in FAACS as of 6/30/2026. DJJ will ensure to follow CAPP Manual Topics 30105 and 30205 to accurately record all Capital Assets timely.**

- Juvenile Justice did not perform a physical inventory in accordance with CAPP Manual Topic 30505. Juvenile Justice's physical inventory did not contain sufficient documentation to note whether assets were found, missing or needed adjustments and multiple items had no evidence of review. Additionally, various items noted as not found or missing had no evidence of follow-up and were still recorded in the Commonwealth's capital asset system. CAPP Manual Topic 30505 requires agencies to reconcile the physical inventory listing to the Commonwealth's capital asset system and ensure the listing reflects all active assets. Juvenile Justice should perform its physical inventory in accordance with CAPP Manual requirements including reconciling its physical inventory records with the Commonwealth's capital asset system and timely addressing any discrepancies, to ensure proper stewardship of assets.

**Agency's Response: DJJ did not perform the physical inventory in full accordance with CAPP Manual Topic 30505. For FY2027 physical inventory, the Fixed Asset Unit will perform the physical inventory in accordance with CAPP Manual reconciliation requirements.**

- Juvenile Justice did not perform a sufficient analysis of potential aggregated assets in accordance with GASB Implementation Guide 2021-1 Question 5.1, Department of Accounts guidance email, and CAPP Manual Topic 30000. Juvenile Justice should obtain an understanding of the relevant guidance, develop a process for evaluating aggregated assets, perform an analysis to determine aggregated assets, and record the capitalizable aggregated assets in the Commonwealth's capital asset system.

  **Agency's Response: DJJ is reviewing and updating the procedures for identifying, evaluating, and documenting potential aggregated assets during the capital asset review process. A comprehensive analysis of qualifying asset purchases will be performed to determine whether any aggregated assets meet capitalization thresholds. Any identified capitalizable aggregated assets will be recorded in the Commonwealth's capital asset accounting system in accordance with applicable guidance.**

- Juvenile Justice did not properly account for one subscription-based information technology arrangement (SBITA) in accordance with GASB Statement No. 96. Juvenile Justice recorded a SBITA they should not have, potentially causing duplicate SBITA information within the Commonwealth's Annual Comprehensive Financial Report. Management should update SBITA processes and ensure it properly records and classifies SBITAs.

  **Agency's Response: DJJ acknowledges that we did not properly account for one subscription-based information technology arrangement (SBITA) in accordance with GASB Statement No. 96. The record now accurately reflects that VITA owns the SBITA.**

- Juvenile Justice did not properly perform financial system reconciliations in accordance with CAPP Manual Topic 20905. For one out of two (50%) of the reconciliations reviewed, Juvenile Justice did not reconcile all accounts before certifying to Accounts that the systems reconcile and the data is accurate. Additionally, Juvenile Justice did not perform financial system reconciliations at the level of detail required by CAPP Manual Topic 20905. Management should prepare and review all reconciliations timely before certifying to Accounts and perform reconciliations at the level of detail required by CAPP Manual Topic 20905.

  **Agency's Response: DJJ acknowledges that one reconciliation was certified prior to completing reconciliation of all required accounts and that reconciliations were not consistently performed at the level of detail required by CAPP Manual Topic 20905. DJJ will ensure its reconciliation procedures are followed, and all applicable accounts be fully reconciled and documented before certification is submitted to the Department of Accounts. In addition, procedures will be updated to require reconciliations to be performed and retained at the level of detail prescribed by CAPP Manual Topic 20905.**

- Juvenile Justice did not perform all processes for confirming the accuracy of information reported to the Commonwealth's retirement benefits system or properly review all necessary reports. Juvenile Justice does not include a reconciliation of creditable compensation or data elements between the Commonwealth's human resource system and the Commonwealth's retirement benefits system before confirming the accuracy of data in the retirement benefits system to ensure that employee's data is accurate. Juvenile Justice also does not review the Centralized State Systems – Cancelled Records Report as required by the Virginia Retirement System's Employer Manual or review the Billings Exception and Summary

Reports as required by CAPP Manual Topic 50470. Juvenile Justice should update policies and procedures, sufficiently review all reports, and perform all required reconciliations detailed within CAPP Manual Topic 50470.

**Agency's Response: DJJ HR will update the internal desk procedure to ensure all processes to confirm the accuracy of information reported is in compliance with the Commonwealth's retirement benefits system. DJJ will ensure all reports are managed and maintained in a central and dedicated location within the required timeframes.**

We welcome the APA's review as an opportunity for continuous improvement. Most of the recommended process enhancements are already in progress, and we are actively working to ensure that all identified issues are resolved before fiscal year-end.

Sincerely,

Nikia D. Jones, MPA, VCA
Deputy Director of Administration and Finance

Nikia Jones Digitally signed by Nikia Jones
Date: 2026.11.13 17:53:53 -05'00'