# Superintendent’s Memo #071-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: March 29, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: *Individuals with Disabilities Education Act (IDEA) Excess Costs Calculation*

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with federal and state special education regulations on the funds provided to the local education agency (LEA) under Part B of the *Individuals with Disabilities Education Act* (IDEA). The IDEA Part B funds may be used only to pay for the excess costs of providing special education and related services to children with disabilities.

The VDOE will continue utilizing the web-based application to report the Excess Costs calculation for the 2017-2018 school year. This application must be used to report costs for the education of an elementary or secondary school student with disabilities, as may be appropriate that are in excess of the average annual per student expenditure in an LEA during the preceding year.

The web-based application can be accessed through the Single Sign-on for Web Systems (SSWS) portal. The person responsible for entering the information is granted access to this application through their local SSWS administrator.

Effective SFY 2017-2018, division superintendents or designees will begin to approve and certify Verification Reports through the Superintendent Data Collection Approvals (SDCA) Application. As such, LEAs are no longer required to submit paper verification reports.

The collection window for submission will open on April 1, 2019, and will close on

May 10, 2019. All LEAs are encouraged to submit the data by the close date to avoid delay in the approval of their Annual Plans. In addition, late submissions after the due date and inaccurate reporting of information will impact the school division’s *Local Determination Accountability Matrix* and may trigger a fiscal monitoring review.

Any questions concerning the Excess Costs calculation and the web-based application can be directed to Emily Boothe, Special Education Financial Data Specialist, at [Emilia.Boothe@doe.virginia.gov](mailto:Emilia.Boothe@doe.virginia.gov); telephone (804) 225-2701.

JFL/egb

### Attachment

1. [Excess Costs Calculation Guidelines (.docx)](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/071-19a.docx)