# Superintendent’s Memo #203-19

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

DATE: August 30, 2019

TO: Division Superintendents

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

## SUBJECT: Virginia Preschool Initiative (VPI) Web-based Data Collection and Fall Verification Reporting Requirements for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) DUE: October 18, 2019

The purpose of this memo is to request Virginia Preschool Initiative (VPI) actual program and budget data for school year 2019-2020. VPI provides programs for at-risk four-year-old children that include quality preschool education, health services, social services, parental involvement, and transportation. Programs must provide services for the entire school year and must operate on a half-day or full-day schedule. Programs operating half-day will receive state funds prorated at 50 percent. The program guidelines have been revised to reflect goals and objectives in *Virginia’s Plan to Ensure High-Quality Instruction in All Virginia Preschool Initiative Classrooms*. Please take time to review before submitting your application. The [VPI Guidelines](http://www.doe.virginia.gov/early-childhood/preschool/vpi/2019-2020-vpi-guidelines.docx) are available on the Virginia Department of Education’s (VDOE) [website](http://www.doe.virginia.gov/).

**Student Record Collection (SRC) Data Requirement for VPI Funding**

VPI funds are based on VPI preschool data collected on the Fall Student Record Collection application in the Single Sign-On for Web Systems (SSWS) portal. The [VPI State Funding Based on Student Enrollment](http://www.doe.virginia.gov/early-childhood/preschool/vpi/vpi-state-funding-student-enrollment.docx) document is available on the VDOE [website](http://www.doe.virginia.gov/). This document provides information on preschool funding codes and best practices to correctly code preschool students.

**Fall Verification Report and Data Submission**

All eligible school divisions, regardless of participation, are required to submit the data in the VPI application in SSWS. The division superintendent must certify electronically in the VPI application in SSWS that the data is correct by October 18, 2019. Attachment A lists the school divisions eligible to participate in VPI for fiscal year 2020 (2019-2020 school year).

School divisions must submit using the VPI application accessed through the VDOE’s SSWS portal. Access to the VPI application in the SSWS portal should be requested through the school division’s SSWS account manager. Instructions are available in Attachment B. School divisions that are eligible and choose to participate in VPI will also submit budget and program summary information. This includes a local plan that aligns with the revised [VPI Guidelines](http://www.doe.virginia.gov/early-childhood/preschool/vpi/2019-2020-vpi-guidelines.docx).

**VPI Enrollment Data**

The Virginia Department of Education (VDOE) funds VPI programs based on VPI preschool enrollment data collected on the Fall Student Record Collection (SRC). The number of actual slots to be funded will be uploaded to the VPI application from SRC. The VPI data collection windows will be open from October 1-October 18, 2019.

**Superintendent’s Data Collection Approvals (SDCA)**

The VPI Fall Verification Report will be electronically approved and certified by the superintendent through the Superintendent’s Data Collection Approvals (SDCA) in SSWS. The SDCA will automatically be available to school division superintendents through SSWS. For superintendents, SDCA will automatically launch upon SSWS login. However, for their designees, SDCA will function just as any other SSWS application functions with a selection being required from the main system menu.

**Funding**

It is anticipated that state funds for the program will be distributed in fiscal year 2020 based on an allocation formula providing the state share (based on each division’s composite index capped at 0.5000) of $6,326 per child for 100 percent of the estimated unserved at-risk four-year-olds in each locality as projected by the Department of Education.

The projected local distribution of state funds for each locality for school year 2019-2020 is included in the “Budget Calculator” section of the application within SSWS. This section provides the estimated formula-driven entitlement available to each locality. The state and local shares of cost will automatically compute your information.

If you have program questions, please contact Cheryl Strobel, Associate Director, Early Childhood Education, by email at [Cheryl.Strobel@doe.virginia.gov](mailto:Cheryl.Strobel@doe.virginia.gov) or by telephone at (804) 371-7578. Budget questions should be directed to Kent Dickey, Deputy Superintendent for Finance and Operations, by email at [Kent.Dickey@doe.virginia.gov](mailto:Kent.Dickey@doe.virginia.gov) or by telephone at (804) 225-2025.

JFL/CPS/lh

### Attachments:

1. [List of School Divisions Eligible to Participate in VPI in FY2020](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/203-19a.docx)
2. [Instructions for VPI Data Collection and Application Requirements for 2019-2020](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/203-19b.docx)