



COMMONWEALTH of VIRGINIA
Department of Education

DATE: March 16, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting 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 2016-2017 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. A recorded training webinar on the use of the application will be posted on the Virginia Department of Education [website at http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml](http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml).

The collection window for submission will open on March 16, 2018, and will close on May 11, 2018. All LEAs are encouraged to submit the data by the close date to avoid delay in the approval of their Annual Plans. Any 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; telephone (804) 225-2701 or to Tracie L. Coleman, Special Education Budget and Finance Manager, at Tracie.Coleman@doe.virginia.gov; telephone (804) 225-2704.

SMC/egb

Attachment:

- A. [Excess Costs Calculation Guidelines](#) (Word)