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

DATE: May 1, 2020

TO: Division Superintendents

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

**SUBJECT: Virginia Preschool Initiative (VPI) Web-based Data Collection and Application Requirements for Fiscal Year 2021 (July 1, 2020 through June 30, 2021)**

The Virginia Preschool Initiative provides programs for at-risk preschool 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 VPI enhancements and expansions as a result of Governor Northam’s and 2020 General Assembly actions. Please take time to review before submitting your application. The VPI Guidelines are available on the Virginia Department of Education’s (VDOE) [website](http://www.doe.virginia.gov/early-childhood/preschool/vpi/index.shtml).

**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 [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. This document provides information on preschool funding codes and best practices to correctly code preschool students.

**Current VPI Application and Data Submission**

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 A. 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/2020-2021-vpi-guidelines.docx).

All school divisions, regardless of participation, must submit required data in the VPI application in SSWS and the division superintendent must certify electronically in the VPI application in SSWS that the data is correct. Governor Northam’s revised budget language enables the State Superintendent to adjust the VPI application timeline if needed as a result of the 2020 COVID-19 crisis. **Localities are asked to submit their VPI applications by May 15 if possible. Email** [**earlychildhood@doe.virginia.gov**](mailto:earlychildhood@doe.virginia.gov) **if your division will not be able to submit by May 15.** Please contact your local finance office to determine eligibility status. If final state budget actions for fiscal year 2021 affect division VPI eligibility, updated information will be provided when it becomes available.

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

The VPI spring application will be electronically approved and certified by the division superintendent through the Superintendent’s Data Collection Approvals (SDCA) in SSWS. The SDCA will automatically be available to school division superintendents through SSWS and is designed to be an easy process for division superintendents. 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**

Governor Northam’s revisions to the 2020-2022budget “unallots” initial funding for the new VPI enhancement and expansion activities. These revisions were approved by the General Assembly at the Reconvened Session on April 22nd. This approach means:

* New funding is not immediately available but may be restored once the budget stabilizes
* All language remains in the budget, meaning enhancements (e.g., ratios, three year olds pilot, reallocation) may be implemented if there is sufficient funding in the overall funding available.

For these reasons, communities are still asked to complete and submit a VPI plan reflecting the full need of their community and that incorporates the new VPI enhancement features.

Per Pupil Funding: It is anticipated that fiscal year 2021 state funds for the program will be distributed 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 VDOE. The projected local distribution of state funds for each locality for school year 2020-2021 is included in the “Budget Calculator” section of the VPI application in SSWS. This section provides the estimated formula-driven entitlement available to each locality. If the locality chooses to serve fewer children than the total number allocated by formula, insert the local projected number of children to be served in the calculator in the “Local Projection” fields. The projected state and local shares of cost will automatically be recomputed for your information.

Local Match: A local match, based on the composite index is required. The 2020-2022 budget modifies the maximum amount of local match that may come from in-kind (vs. cash) resources from 25% to 50%, beginning in FY 21.

Community-Provider Add-on: Localities that are looking to increase access for at-risk preschoolers should consider partnering with community-providers to maximize the impact of VPI. To support this goal, a community-provider add-on has been introduced, which would provide additional grant funds for VPI seats served by a community-provider. If funding becomes available, the add-on will vary by region for the 2020-2021 school year. Rates will be either $3,500, $2,500 or $1,500 per community-provider slot, as indicated in Attachment B. The SSWS “Budget Calculator” includes a data field for the school division to estimate the number of VPI slots to be served in a community-provider setting, but it does not include the associated funding with those slots. If funding becomes available, communities will be notified of funding for community-provider slots after all VPI Applications are received and the 2020-2022 Biennial Budget is finalized.

Wait Lists & Redistribution of Slots: School divisions committed to filling 100% of VPI allocated slots are requested to indicate the number of VPI eligible four-year-olds on their wait lists that they are committed to serving in 2020-2021. If funding for additional slots is available, reallocation of any slots will be determined by VDOE after all VPI Applications are received.

*Note about Three-Year-Old VPI Pilot:* An application for a Three-Year-Old VPI Pilot was released in March ([Superintendents Memo #065-20](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/index.shtml)). Interested divisions are to submit information about serving three-year-olds via the pilot application only. No information regarding services for three-year-olds should be included in the SSWS VPI Application.

In the event the 2020-2021 funding allocations change from those shown in the application due to final state budget actions affecting fiscal year 2021, updated information will be provided to you when it becomes available.

The VDOE is also providing notice in this program application regarding the potential availability of funds for reallocation of slots or supplemental grants that may be used for one-time expenses, other than capital, related to start-up or expansion of the VPI program. Further information regarding the exact amount of funds available and the application requirements will be provided at a later date.

If you have program questions, please contact Dr. Mark R. Allan, Early Childhood Project Manager, by email at [Mark.Allan@doe.virginia.gov](mailto:Mark.Allan@doe.virginia.gov) or by telephone at (804) 371-7578. Budget questions should be directed to the Budget Office, by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or by telephone at (804) 225-2025.

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Attachments

1. [Instructions for Virginia Preschool Initiative (VPI) Data Collection and Application Requirements for 2020-2021](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/111-20a.docx) (Word)
2. [FY21 VPI Community Provider Add-on Rates (XLSX)](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/111-20b.xlsx)