# Superintendent’s Memo #176-20

  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 17, 2020

TO: Division Superintendents

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

## SUBJECT: Update on Virginia Department of Education Intensive Support Services Funding Project

The purpose of this memo is to provide an update to all divisions on the status of the Intensive   
Support Services Funding Project (previously known as funds for Special Education Regional Programs) and what divisions can expect for the 2020-2021 school year.

1. The following has occurred during the 2019-2020 school year:

* As of June, 2020, all 132 divisions in the state have either received funds or have had the opportunity to receive funds; some divisions chose not to submit an Application or to claim funds at this time.
* All 58 divisions that have received funds in the past by establishing eligibility through submitting a rate package, have received information on the transition to the Application process through multiple individual and group meetings.
* Information concerning this process and the transition was shared during regional superintendent meetings, regional special education director meetings, individual and group conference calls, and communicated through other means.

1. For the 2020-2021 school year:

* In order to receive funds for the 2020-2021 School Year (SFY 2021), all divisions will submit the Application for Funds to Support Students with Intensive Support Needs; the Application is required to be submitted no later than September 30, 2020.
* The Application that will be used for the 2020-2021 school year has been revised, in large part, based on recommendations received by the Virginia Department of Education (VDOE) from school divisions. The Application will be completed in an excel spreadsheet format and will be available through VDOE’s SSWS.
* The VDOE will provide information specific to completing and submitting the Application, beginning with a virtual training session to be conducted on August 5, 2020. Information specific to the August 5 training will be forthcoming. Other training opportunities will be available and assistance to divisions on requirements to receive funds, will be provided on a continuing basis.
* As previously reported, divisions providing services through the eleven original Regional Programs will no longer submit a Rate Package; for the 2020-2021 School Year, these divisions will submit the same Application for Funds to Support Students with Intensive Support Needs that all other divisions will submit.

1. Reminders for the 2020-2021 school year:

* Estimated available funds for individual divisions for SFY21, are included in each division’s Calculation Tool; these amounts are estimates only and divisions should expect these amounts might change over the course of the 2020-2021 School Year.
* Funds are provided based on actual costs incurred by divisions for direct services students receive and meet the Eligibility Criteria for Students with Intensive Support Needs; again, amounts specified in the Calc Tool as estimates and are not guaranteed funds.
* The VDOE staff members will continue to provide additional detail through communication with divisions during the 2020-2021 school year and beyond with the ultimate goal to transition to a more equitable distribution of funds for Students with Intensive Support Needs.

For any further information, you may contact Ms. Cynithia Reid, Special Education Financial Intensive Support Analyst, at (804) 225-2043 or via email at [Cynithia.Reid@doe.virginia.gov](mailto:Cynithia.Reid@doe.virginia.gov).

JFL/tlc