# Superintendent’s Memo #238-20

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

DATE: September 11, 2020

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 2021 (July 1, 2020 through June 30, 2021) DUE: October 16, 2020

The purpose of this memo is to request Virginia Preschool Initiative (VPI) actual program and budget data for school year 2020-2021. Please take time to thoroughly review the memo and attachment before submitting your division’s Fall Verification Report. Through a focus on advancing effective interaction and instruction, VPI programs help ensure all Virginia children enter school fully prepared for success. VPI programs are called upon to make continuous quality improvements in 1) use of integrated, evidence-based curriculum, 2) assessing teacher-child interactions, and 3) providing individualized professional development. The [VPI Guidelines](http://www.doe.virginia.gov/early-childhood/preschool/vpi/index.shtml) are available on the Virginia Department of Education’s (VDOE) [website](http://www.doe.virginia.gov/). For additional information related to VPI programming during the 2020-2021 school year impacted by COVID-19, see the [Frequently Asked Questions (FAQ) for Early Childhood](http://www.doe.virginia.gov/support/health_medical/office/covid-19-faq-reopening.shtml).

**VPI Enrollment Data**

The 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 Verification Report from SRC. The VPI data collection windows will be open from October 1-October 16, 2020.

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

VPI funds for both four-year olds and approved pilot three-year olds 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. Please note the following changes to VPI SRC codes.

* Three-Year Olds: Divisions participating in the *VPI Pilot for Serving Three-Year Olds* must use SRC PK Funding Code #12 in order to receive funding for approved slots for three-year-olds.
* Community Provider Add-on: VPI students who are served in community provider settings should be reported on the Student Record Collection (SRC) with serving school code 9990. Please work with your SRC contact to ensure that the data is being reported accurately.

**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. Instructions are provided in Attachment A. The division superintendent must certify electronically in the VPI application in SSWS that the data is correct by October 16, 2020.

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. School divisions that are eligible and participating 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/index.shtml).

**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**

As a result of spring unallotment of new VPI state funds, some of the VPI expansion and enhancement activities (three-year-old pilot and community-provider add-on) may be supported through federal funds that have been approved to support VPI activities. After statewide VPI enrollment data is reported via SRC and the Fall Verification Report, determinations will be made regarding funding sources (i.e., state or federal) for VPI enhancements and expansion activities. This will not affect all divisions. You can expect to receive notice by November 30, 2020 whether your division will be supporting some VPI activities through federal funds. Please note that federal funding will require use of the Grant Award Notification (GAN) process and VDOE’s Online Management of Education Grant Awards (OMEGA) system for reimbursement requests.

Per Pupil Funding: State funds for the program will be distributed in fiscal year 2021 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. A local match, based on the composite index and capped at 0.5000, is required. The 2020-2022 budget modifies the maximum amount of local match that may come from in-kind (vs. cash) resources from 25 percent to 50percent, beginning FY 2021.

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 within SSWS. This section provides the estimated formula-driven entitlement available to each locality in addition to VPI enhancements (i.e., redistributed slots, pilot for three-year olds, community-provider add-on). The state and local shares of cost will automatically compute for state-funded slots for your information.

[A VPI Fall Verification Webinar](https://doe-virginia-gov.zoom.us/webinar/register/WN_MJJEmFGaTj-PPA5lQjsr3A) will be provided at 11 a.m. on September 29, 2020 to provide specific instructions for completing the VPI Fall Verification Report. VPI Coordinators should attend.

[**Registration for the webinar is required**](https://doe-virginia-gov.zoom.us/webinar/register/WN_MJJEmFGaTj-PPA5lQjsr3A). Upon registration, you will receive a confirmation email including the secure link and password to join. Please keep this email for webinar admittance on September 29. If you do not receive a confirmation email within 24 hours, be sure to check your spam folder/junk mail. The webinar will be recorded and made available. For questions or assistance with registration, please contact [Laura.Heath@doe.virginia.gov](mailto:Laura.Heath@doe.virginia.gov).

If you need additional information or have questions about the Fall VPI Verification Report, please contact Dr. Mark R. Allan, Associate Director of PreK Programs, by email at [Mark.Allan@doe.virginia.gov](mailto:Mark.Allan@doe.virginia.gov) or by telephone at (804) 225-3665. If you need additional information or have questions about the Fall Student Record Collection, please contact [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov) by email.

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Attachments

1. [VPI Verification Reporting Requirements for 2020-2021](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/238-20a.docx)