**Instructions**

**Virginia Preschool Initiative (VPI) Verification Reporting Requirements**

**for 2020-2021**

All eligible divisions, regardless of participation, must certify electronically participation or nonparticipation in the VPI program for the 2020-2021 school year by October 16, 2020.

The data and application will be collected through the Department of Education’s [Single Sign-On for Web Systems portal (SSWS).](https://p1pe.doe.virginia.gov/ssws/login.page.do) Access to the VPI application in SSWS must be requested through the school division’s SSWS account manager.

A division that chooses not to participate in the VPI program for the 2020-2021 school year must certify nonparticipation electronically through SSWS by October 16, 2020.

Answers to questions (e.g., Local Plan) that appeared in the spring 2020 VPI Application have been prepopulated into 2020 Fall Verification Report fields. This does not apply to budget calculator fields that are based on the school division’s 2020 Student Record Collection data. Please review any fields prepopulated from spring and update as necessary. Please have the following information available before you begin entering the data into the SSWS application:

* VPI Coordinator contact information
* Lead agency contact information
* Number of full-day and/or half-day students (four-year olds and pilot three-year olds) enrolled for 2020-2021. This data will automatically populate from your divisions fall Student Record Collection submission if coded accurately.
* Number of full-day and/or half-day students (four-year olds and pilot three-year olds) to be served in a community-provider setting in 2020-2021. This data will automatically populate from your divisions fall Student Record Collection submission if coded accurately.
* Number of VPI classrooms (any classroom with one or more VPI funded student)
* Number of schools or centers
* Total number of VPI teachers
* Number of VPI teachers who hold a BA degree or higher and a Virginia teaching license with an NK or PK endorsement
* Number of VPI teachers with BA degree or higher
* Number of VPI teachers with Associate degrees
* Number of VPI teachers with Child Development Associate (CDA) credentials
* Total number of paraprofessionals
* Number of paraprofessionals with BA degrees
* Number of paraprofessionals with Associate degrees
* Number of paraprofessionals with Child Development Associate (CDA) credentials
* Number of paraprofessionals with high school diplomas or GED credentials
* Complete name of the vetted evidenced-based, integrated, and comprehensive curriculum (Foundation Blocks are preschool standards not curriculum)
* Test/assessment (in addition to PALS-PreK)
* Percentage of children enrolled in VPI for the school year that meet the criteria for free or reduced price lunch
* Total number of students served at or below 130% of federal poverty guidelines
* Total number of students served above 130% but at or below 200% of federal poverty guidelines
* Total number of students served above 200% but at or below 350% of federal poverty guidelines
* Total number of students served above 350% of federal poverty guidelines
* Total number of students served in each of the following student eligibility areas:
* Poverty (at or below 200% of poverty)
* Homelessness
* Student’s parents or guardians are school dropouts
* Family income is above 200% but at or below 350% of federal poverty guidelines in the case of students with special needs or disabilities
* Local criteria (Limited to 15% or less of total actual slots used unless the school division was approved to increase this percentage through the waiver process)
* A family member suffers from abuse including all forms of trauma and/or adverse childhood experiences (Abuse/Trauma)
* Single parent home
* Child is in foster care or at risk based on involvement in the child welfare system (Foster/Welfare)
* Student is English Language Learner (ELL)
* A Parent is incarcerated
* A parent is on military deployment (Military Deployment)
* Student raised by relatives other than parents (In Loco Parentis)
* Other than income and not listed above (includes COVID-19 impact if situation does not fit one of the above “other than income” categories)

Complete all data entry in SSWS and the division superintendent must certify electronically in SSWS that the data are correct by October 16, 2020.