# Superintendent’s Memo #251-20

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 25, 2020

TO: Division Superintendents

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

## SUBJECT: Update on the Submission of the Students with Intensive Support Needs Application (SISNA) Virginia Department of Education (VDOE) Intensive Support Services Funding Project

The purpose of this memo is to provide an update to all divisions on the submission of the Special Education Students with Intensive Support Needs Application (SISNA) (previously known as funds for Special Education Regional Programs).

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 SISNA for Funds to Support Students with Intensive Support Needs; the SISNA is required to be submitted no later than September 30, 2020.
* The SISNA will be used for the 2020-2021 school year and will be completed in an Excel spreadsheet format.
* The SISNA has been disseminated by the Virginia Department of Education (VDOE) to all divisions, through an Assistant Superintendent’s email, from Dr. Samantha Hollins dated September 8, 2020.
* In addition to the spreadsheet to be used, VDOE has made several technical assistance documents available. This technical assistance includes a document with Guidance Information on completing and submitting the Application; a document with information on the funding model and fiscal issues related to Funds for Students with Intensive Support Needs; a listing of the eligibility Criteria students must meet to be considered a Student with Intensive Support Needs; and a sample Memorandum of Understanding.
* Once a division has completed the SISNA, the Excel spreadsheet will be submitted to VDOE through the Drop-box option in the Single Sign-on for Web Systems (SSWS) portal. The completed document should be forwarded to Ms. Cynithia Reid and Mr. Paul Raskopf.

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. Reimbursements associated with this application are made in lieu of other state education funding available; these other state funds include a division’s average daily membership (ADM) per pupil amount.
* Funds are provided based on actual costs incurred by divisions for students that meet the Eligibility Criteria for Students with Intensive Support Needs; again, amounts specified in the Calc Tool as estimates and are not guaranteed funds.
* Third Semester (Summer, including Summer School sessions and Extended School Year services) claims are submitted with the December 1 Special Education Child Count. First Semester claims are submitted with the March 31 Student Record Collection (SRC). Second Semester claims are submitted with the End of Year (EOY) Student Record Collection.
* The VDOE staff members will continue to provide support and assistance through communication with divisions during the 2020-2021 school year.

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