# Superintendent’s Memo #282-20

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

DATE: October 16, 2020

TO: Division Superintendents

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

## SUBJECT: Virginia Preschool Initiative Enrollment Waiver for Funding of Slots Filled October 2 through January 8, 2021

Recognizing the significant negative impact that COVID-19 has had on school division’s typical calendar and expectations for recruitment, registration, and enrollment of young children from some of Virginia’s most vulnerable families, a Virginia Preschool Initiative (VPI) Enrollment Waiver has been approved. The VPI Enrollment Waiver permits funding for VPI allocated slots (four-year olds and pilot three-year-olds) that were unfilled as of the 2020 fall Student Record Collection (SRC), which counts enrollment as of October 1. This year, school divisions will receive funding for eligible VPI children who are enrolled between October 2 and January 8, 2021.

**School Division Eligibility**

To be eligible for prorated VPI slot funding school divisions must:

* Have unfilled allocated VPI slots as of October 1, 2020 as reported through the 2020 Fall SRC;
* Submit a [VPI Enrollment Waiver Survey](https://docs.google.com/forms/d/e/1FAIpQLSekMGKwcaPtmFDaAfzXibimEZPnbueNfYK-1RoRQUQiaqLA7g/viewform) (due October 30, 2020);
* Submit a completed 2020 Fall Verification Report (due November 6, 2020) indicating participation in the VPI program and providing information about enrollment as of October 1;
* Submit a VPI Enrollment Waiver Data Collection Form with information about enrollment between October 2 and January 8, 2020 (due January 15, 2021).

**Per-Pupil Funding:**

Fiscal year 2021 state funds for the VPI Enrollment Waiver will be distributed based on the VPI allocation formula in the following amounts according to student enrollment dates:

October 2 – November 15, 2020 Enrollment: Slots will be funded at 100% of the General Assembly appropriation for 2020-2021, which is $6,326 for full-day slots and $3,163 for half-day slots.

November 16, 2020 – January 8, 2021 Enrollment: Slots will be prorated to 75% of the General Assembly slot appropriation, which amounts to $4,745 for each full-day slot and $2,372 for each half-day slot.

Local Match: As with standard VPI funding, VPI Enrollment Waiver funding includes the state share of funds based on each division’s composite index, which is capped at 0.5000 of the cost for each slot. Local divisions must make up the rest of the cost through local match funds. A local match, based on the composite index is required for prorated VPI Enrollment Waiver slots. 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: VPI slots filled in community-provider settings after the 2020 Fall SRC are eligible for the prorated VPI Enrollment Waiver funding but are not eligible for additional community-provider add-on funds.

**VPI Enrollment Waiver Survey – Due October 30, 2020**

School divisions eligible for the VPI Enrollment Waiver must complete and submit the [VPI Enrollment Waiver Survey](https://docs.google.com/forms/d/e/1FAIpQLSekMGKwcaPtmFDaAfzXibimEZPnbueNfYK-1RoRQUQiaqLA7g/viewform) by October 30, 2020. The survey requires divisions to: 1) commit to maintaining open VPI enrollment by actively recruiting, registering, and enrolling eligible VPI students to fill unfilled slots, and 2) provide an estimate of the number of unfilled slots the division will fill by January 8, 2021. [Attachment A](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/282-20a.xlsx) of this memorandum provides a list of each school division’s total allocated VPI slots for four-year-olds and for three-year-olds (pilot divisions).

**VPI Enrollment Waiver Data Collection Form – Due January 15, 2021**

The VDOE Office of Early Childhood will send eligible school divisions a VPI Enrollment Waiver Data Collection Form by December 4, 2020. In order to receive prorated state funds, the school division must provide the number of allocated VPI slots that were filled between October 2 and January 8, 2021 by completing and submitting this form. The VPI Enrollment Waiver Data Collection Form is due on January 15, 2021 and must be sent to [EarlyChildhood@doe.virginia.gov](mailto:EarlyChildhood@doe.virginia.gov).

If you need additional information or have questions about the VPI Enrollment Waiver Data Collection, please contact, Dr. Mark R. Allan, Associate Director of PreK Programs, Office of Early Childhood, by email at [Mark.Allan@doe.virginia](mailto:Mark.Allan@doe.virginia) or by telephone at (804) 225-3665, or Tiffanie Meehling, Early Childhood Specialist, Office of Early Childhood, by email at [Tiffanie.Meehling@doe.virginia.gov](mailto:Tiffanie.Meehling@doe.virginia.gov) or by telephone at (804) 225-3665.

JFL/MRA/lh

### Attachments

1. [VPI Allocated Slots for FY21](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/282-20a.xlsx)