



#239-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #239-22**

DATE: October 7, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Virginia Preschool Initiative (VPI) Web-based Data Collection and Fall Verification Reporting Requirements for Fiscal Year 2023 (July 1, 2022, through June 30, 2023) DUE: November 4, 2022**

The purpose of this memo is to request Virginia Preschool Initiative (VPI) actual program and budget data for school year 2022-2023 through the Fall Verification Report, which is due on November 4, 2022. Please take time to thoroughly review this memo before submitting your division's fall VPI Fall Verification Report via the [Single Sign-on for Web System](#) (SSWS) portal. Through a focus on advancing effective interactions and instruction, VPI programs help ensure all Virginia children enter school fully prepared for success. The [VPI Guidelines](#) describe all programmatic requirements for VPI, and are available on the Virginia Department of Education's (VDOE) [website](#).

Student Record Collection (SRC) Data Requirement for VPI Funding

VPI funds for both four-year olds and approved three-year olds are based on VPI preschool data collected on the Fall Student Record Collection (SRC) application in the Single Sign-On for Web Systems (SSWS) portal. The [VPI State Funding Based on Student Enrollment](#) document is available on the VDOE website. This document provides information on preschool funding codes and best practices to correctly code preschool students in the Fall SRC. Please note the following VPI SRC codes were added during 2020-2021, and will be used again for 2022-2023.

- Three-Year Olds: Divisions participating in VPI for 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 - VPI Application

All eligible school divisions, regardless of participation, are required to submit the fall VPI Verification Report via the VPI application in SSWS. The division superintendent must certify electronically in the VPI application in SSWS that the data is correct by November 4, 2022. Please note that the VPI Verification Report cannot be completed in SSWS until the school division's fall SRC has been completed and submitted to VDOE.

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](#). Additional information regarding the information that is required for the fall VPI Application has been provided to VPI Coordinators in preparation of the report deadline.

Funding for VPI

As a reminder, the funding each school division receives is based on per pupil funding for students enrolled and reported in the Student Record Collection. Per Pupil funding consists of state share and local match. Some divisions may also have slots that qualify for the community-provider add on.

Per Pupil Funding

State funds for the program will be distributed in fiscal year 2023 based on an allocation formula providing the state share (based on each division's composite index capped at 0.5000) of \$8,359 per child (some divisions' rate may be higher, see Budget Calculator for

your division's funding level) for 100 percent of the estimated unserved at-risk four-year-olds in each locality as projected by the Department of Education.

Local Match

A local match, based on the composite index and capped at 0.5000, is required. The 2022-2024 budget sets the maximum amount of local match that may come from in-kind (vs. cash) resources at 50 percent.

The projected local distribution of state funds for each locality for school year 2022-2023 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.

Community Provider Add-on Funds

School divisions partnering with community providers and were approved for use of community provider add-on funds ([Attachment A of Superintendent's Memo #153-22](#)) are eligible to receive additional funds for each VPI slot served in a community provider setting. Add-on funds vary by region (\$1,500, \$2,500, or \$3,500) as indicated on the Budget Calculator.

School Division Eligibility and Requesting Late Enrollment Funding via the Fall Verification Report

In support of school divisions' typical recruitment, registration, and enrollment of young children from some of Virginia's most vulnerable families, prorated funding for slots filled for the first time between October 2, 2022 and December 31, 2022 will be provided. Additional information will be released specific to late enrollment proration in a Superintendent's Memo in early December.

Eligible school divisions may request to conduct "late enrollment" for remaining VPI slots via the SSWS Fall Verification Report. To be eligible for late enrollment VPI slot funding, school divisions must:

- Have unfilled allocated VPI slots as of October 1, 2021 as reported through the 2022 Fall SRC;
- Submit a request through the fall VPI Verification Report (due November 11, 2022) for funding VPI slots the division has filled or projects to fill between October 2, 2022 - January 7, 2023;
- Pending available funds, VDOE staff will review all requests for late enrollment funding and communicate with division superintendents by December 1, 2022 the number of slots approved and the prorated state share of funds per slot.

Local Match for Late Enrollment VPI Slots

As with standard VPI funding, VPI Late Enrollment 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 late enrollment slots. The 2022-2024 budget sets the maximum amount of local match that may come from in-kind (vs. cash) resources at 50 percent.

Community-Provider Add-on for Late Enrollment VPI Slots

VPI slots filled in community-provider settings after the 2022 Fall SRC are eligible for the prorated VPI Late Enrollment funding, pending available funds, but are not eligible for additional community-provider add-on funds. These slots will be funded at the same rate as late enrollment VPI slots that are in the school setting.

VPI Fall Verification Webinar and Additional Instructions

A fall VPI Fall Verification Webinar was provided on October 4, 2022 to provide specific instructions for completing the VPI Fall Verification Report. VPI Coordinators were invited to attend, and the [webinar was recorded](#). Written instructions for completing the VPI Verification Report were sent to VPI Coordinators prior to the October 4 webinar and may be used to assist in the completion of the report.

For more information

If you need additional information or have questions about the fall VPI Verification Report, please contact Tiffanie Meehling, Associate Director of PreK Programs, by email at Tiffanie.Meehling@doe.virginia.gov. If you need additional information or have questions about the Fall Student Record Collection, please contact ResultsHelp@doe.virginia.gov by email.

JB/TAM