



COMMONWEALTH of VIRGINIA
Department of Education

DATE: October 5, 2018

TO: Division Superintendents

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

SUBJECT: **Virginia Public School Authority Educational Technology and e-Learning Backpack Grants – Online Reimbursement through Single Sign-On for Web Systems (SSWS) Portal**

The Virginia Department of Education (VDOE) will go live with the Virginia Public School Authority Reimbursement Process (VPSARP) application on November 1, 2018. VPSARP is an automated reimbursement application within the VDOE Single Sign-On for Web Systems (SSWS) portal. The VPSARP will allow school divisions to request reimbursements for grants under the Educational Technology and e-learning Backpack grant programs. All reimbursement requests and certifications from school divisions and eligible regional programs for all active Notes series (Series XIV, Series XV, Series XVI, Series XVII, and Series XVIII) will be submitted to VDOE through the VPSARP application beginning on November 1, 2018.

Currently, all VPSA Educational Technology and e-Learning Backpack grant reimbursement requests are processed upon receipt of an electronic copy through the VPSA mailbox and a signed, hard copy form. As of November 1, 2018, electronic and hard copies of reimbursement requests will no longer be accepted for processing. School divisions and eligible regional programs will require access to the VPSARP application. Please contact your SSWS administrator to ensure that you have access to the application.

The VPSARP application follows the same guidance as the current reimbursement process for VPSA programs. The online reimbursement form will mirror the paper form that school divisions and regional programs have been using. All information related to the reimbursement request will be entered into the online form in a similar manner as the paper form, and local school division and regional program certifications and approvals will also be entered in VPSARP. Additionally, users will be able to view available balances in all active series and reimbursement requests previously submitted through VPSARP.

For information related to a specific VPSA series, please use the links below to their respective Superintendent's Memos:

Series XIV: [Superintendent's Memo 136-14](#)

Series XV: [Superintendent's Memo 136-15](#)

Series XVI: [Superintendent's Memo 135-16](#)

Series XVII: [Superintendent's Memo 161-17](#)

Series XVIII: [Superintendent's Memo 137-18](#)

Reimbursement Process

After the school division or regional program has locally approved a VPSA reimbursement request within VPSARP, the request will forward to VDOE for processing. All payments will still be made by the Virginia State Non-Arbitrage Program (SNAP). VDOE will direct SNAP to make wire transfers to school divisions for approved reimbursement requests as it has in the past.

Prior approval of technology purchases is required before a school division can submit an e-Learning Backpack reimbursement request in VPSARP. If you have questions relating to qualifying equipment that may be purchased with e-Learning Backpack grant funds, please contact Meg Foley, Special Projects Manager, at (804)-786-0877, or visit the [e-Learning Backpack Initiative website](#).

Payments to school divisions and regional programs will be made on a reimbursement basis only. School divisions and regional programs must first complete payments for the qualifying equipment purchased and then file a reimbursement request to VDOE using VPSARP.

Divisions are not required to submit copies of supporting reimbursement documentation to VDOE because the online reimbursement request form incorporates the certification provisions. The school division or regional program should retain copies of all supporting documents (invoices, work orders, statements, etc.) for reimbursement requests for at least five years.

If you have questions relating to the VPSARP application, please call the budget office staff at (804) 225-2025.

JFL/eml

Attachment