Attachment A

Superintendent’s Memo #021-23

February 10, 2023

# Virginia Department of EducationRegional Alternative Education Program Instructions Biennial Application to Request Student Slots

**2024-2026**

**Due: March 31, 2023**

## Instructions for Completing the Regional Alternative Education Program Biennial Application

In accordance with the requirements set forth in Chapter 2, 2022, *Special Session I Acts of Assembly*, the Virginia Department of Education (VDOE) is required to establish and conduct a biennial application process to determine slot allocations for the regional alternative education programs for the subsequent 2024-2026 biennium.

This application is intended to be completed by each school division member of a regional alternative education program or, with permission by the member school divisions, the fiscal agent school division of the regional program. Participating school divisions shall apply for the desired number of student slots from the statewide total number of slots funded in the state formula. The information gathered from these applications will inform the VDOE of the number of slots each school division would like to receive from those funded in the state formula and assist the agency in setting the number of slots that will be set for both years of the biennium.

The VDOE will utilize the existing reallocation process described in the S*tate Appropriation Act* to allocate initial application requests if the initial application demand for slots received from regional alternative education programs exceeds the number of student slots available. The reallocation of unused student slots will occur in each fiscal year when conditions necessitate doing so.

1. **General Information**
2. **Participating Divisions**
3. Using the form supplied, please list your school division and the number of students served, slots allocated, and slots used for each year specified. If you are completing the application as the fiscal agent, please list each participating division and the number of students served, slots allocated, and slots used for each year specified. Lastly, please indicate the number of student slots each school division would like to see allocated for the 2024-2026 biennium of those funded according to the state formula. The current statewide total number of slots funded under the state formula is 1,798.
4. **Satellite Projects**
5. If the program offers services at more than one site, list them.
6. **Expense by Object Codes and Description of Expense of Funds Appropriated by State**
7. Complete the expense sheet for the state appropriation received by the regional alternative education program by object code and a description of expenses for each object code for each school year specified. (Refer to [Object Code Definitions](#_Actual_Expense_by) for expenditure account definitions.)
8. **Assurances (page 5)**
9. **Assurances – Fiscal Agent**
10. Sign the assurance page and submit with Biennial Application.

**Assurances – Participating Divisions**

1. The fiscal agent needs to duplicate the assurances form for participating school divisions and request that each participating school division superintendent/designee sign an assurance page and return it to the alternative education program director in the fiscal agent school division. The original copy of the signed assurances of each participating division should be **kept on file in the fiscal agent school division**.

## Regional Alternative Education Projects

**2024-2026 Biennial Application**

**General Information**

**Project**

Title of Regional Alternative Program

**School Division and or Fiscal Agent School Division Submitting Application**

School Division

Superintendent

**Participating School Division Assurances**

Assurances on File in Fiscal Agent School Division **Yes [ ]  No [ ]**

**Biennial Application Submitter Contact Information**

Name

Title

Address

Telephone Number

Fax Number

Email

**Alternate Contact**

Name

Telephone Number

Email

## Participating Divisions

**(Beginning with fiscal agent school division) Directions: provide the requested data for each participating school divisions.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division Name | **Actual Students Served in 2021-2022** | **Actual Students Served in 2022-2023** | **Number of Student Slots Assigned in 2021-2022** | **Number of Student Slots Used during 2021-2022** | **Number of Student Slots Assigned during 2022-2023** | **Number of Student Slots Used during 2021-2022** | **Number of Students Slots** **Requested to be allocated for the 2024-2026 Biennium** |
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| **Total** |  |  |  |  |  |  |  |

## Satellite Projects

**If your project offers services at more than one site, list the satellite sites below.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Satellite Site Location- Name of RegionalAlternative Program | Actual Students Served in 2021-2022 | **Actual Students Served in 2022-2023** | **Number of Student Slots Assigned in 2021-2022** | **Number of Student Slots Used during 2021-2022** | **Number of Student Slots Assigned during 2022-2023** | **Number of Student Slots Used during 2022-2023** | **Number of Student~~s~~ Slots Requestedto be Allocated for the 2024-2026 Biennium** |
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| **Total** |  |  |  |  |  |  |  |

##

## Actual Expense by Object Codes and Description of Expense for Appropriated State Funds Received During School Year (SY) 2021-2022 and School Year 2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| **Object Codes** | **Description of Expense** | SY 2021-2022 | SY 2022-2023 |
| 1. Personal Services (1000)   |  |  |  |
| 2. Employee Benefits (2000) |  |  |  |
| 3. Purchased Services (3000) |  |  |  |
| 4. Internal Services (4000) |  |  |  |
| 5. Other Charges (5000) |  |  |  |
| 6. Materials and Supplies (6000) |  |  |  |
| blank | Total Expense |  |  |

## Actual Expense by Object Codes and Description of Expense for Funds Appropriated by State During School Year (SY) 2021-2022 and School Year (SY) 2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| **Object Codes** | **Description of Expense** | SY 2021-2022 | SY 2022-2023 |
| 1. Personal Services (1000)  |  |  |  |
| 2. Employee Benefits (2000) |  |  |  |
| 3. Purchased Services (3000) |  |  |  |
| 4. Internal Services (4000) |  |  |  |
| 5. Other Charges (5000) |  |  |  |
| 6. Materials and Supplies (6000) |  |  |  |
| **blank** | Total Expense |  |  |

## Assurances

**School Division and or Regional Program Fiscal Agent School Division**

**Regional Alternative Education Projects 2022-2023**

As fiscal agents,       (School Division), certifies that the fiscal agent school division and participating school division(s) have the approval of said school boards to submit this Biennial application on behalf of the Regional alternative education program.

**School Division**

**Division Superintendent/Designee**

**Date**

**Signature**

**Note: The signed original copy of the assurances for the fiscal agent and participating school divisions are maintained on file in the fiscal agent school division. The assurances are not submitted to the Department.**