



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

DATE: March 24, 2023

TO: Division Superintendents

FROM: Aimee Guidera, Acting Superintendent of Public Instruction and Secretary of Education

SUBJECT: ***Individuals with Disabilities Education Act (IDEA) Excess Costs Calculation***

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with federal and state special education regulations on the funds provided to the local educational agency (LEA) under Part B of the *Individuals with Disabilities Education Act (IDEA)*. The IDEA Part B funds may be used only to pay for the excess costs of providing special education and related services to children with disabilities.

The VDOE will continue utilizing the *Special Education Excess Cost (Speced-Excess)* web-based application to report the Excess Costs Calculation for the 2021-2022 school year. This application must be used to report appropriate costs for the education of an elementary or secondary school student with disabilities that are in excess of the average annual per-student expenditure in an LEA during the preceding year. Please note that a revision was made to the application's data reference in the Excess Cost Calculation based on updated guidance from the United States Department of Education Office of Special Education Programs.

The web-based application can be accessed through the VDOE's [Single Sign-on for Web Systems](#) (SSWS) portal. The individuals responsible for entering the information is granted access to this application through their local SSWS administrator. All division superintendents or designees' approval and certification of the Verification Reports will be made through the Superintendent Data Collection Approvals (SDCA) Application.

A pre-recorded training session for submitting the data will be made available to all school divisions next week. An email communication will be sent to special education directors with the links to access the pre-recorded training and Question-and-Answer Zoom session.

The Excess Costs Calculation Guidelines and Procedures Manual (Attachment A) provides additional guidance and information for submitting the worksheet and the division superintendent's access to SDCA.

The collection window for submission will open on **March 27, 2023**, and will close on **May 12, 2023**. All LEAs are encouraged to submit the data by the close date to avoid delay in the approval of their Annual Plans. In addition, late submissions after the due date or inaccurate reporting of information will affect the school division's Local Determination Accountability Matrix and will inform VDOE fiscal monitoring review selections.

For questions regarding the Excess Costs Calculation and the web-based application, please contact Shalonda Lewis, Financial Data Specialist, at (804) 225-2701 or [Shalonda.Lewis@doe.virginia.gov](mailto:Shalonda.Lewis@doe.virginia.gov).

AG/TLC/sl

**Attachment:**

- A. [Excess Costs Guidelines and Procedures Manual](#) (Word)