Attachment C

Superintendent’s Memo #064-23

April 7, 2023

Virginia Department of Education

Recruitment Incentive for Public Education (RIPE)

Terms of Grant Award

**Grant Details:**

* **Authorized by:** Virginia Department of Education (VDOE)
* **Grant Authority:** 2022 Special Session I, House Bill 30 (Chapter 2), Central Appropriations, Item 486, n.3
* **Recipient and Grant Award Amount:** The recipients and grant award amounts for the Recruitment Incentive for Public Education Award are specified in the Superintendent’s Memorandum #064-23, April 7, 2023.
* **Fund Source:** 12110
* **Revenue Source Code:** 21.027
* **Program Service Area:** 179001
* **Recipient Type:** School Divisions
* **Grant Award Type:** New
* **Fiscal Year:** 2023
* **Grant Award Number**: SLFRP1026
* **Project Code:** APE60053
* **Grant Award Type:** New

**Award Period**

The period of this award will be July 1, 2022 through August 31, 2023.

**Terms and Conditions**

Eligible teachers must be hired to fill a reported vacancy in an instructional position in a Virginia public school division between August 15, 2022 and November 30, 2022. Individuals who are employed by a local school division in Virginia as of July 1, 2022, who accept an otherwise qualifying position in another local school division are not eligible for this incentive. Individuals employed by a local school division as of July 1, 2022, who transfer from a non-hard-to-staff school to a hard-to-staff school within the same division, are eligible for this incentive. An eligible teacher will receive a $2,500 incentive award for filling a non-hard-to-staff position, or an incentive award of $5,000 for a hard-to-staff position. School divisions will provide half of the incentive payment to the individual no earlier than January 1, 2023 and provide the balance of the full amount to the individual no earlier than May 1, 2023, provided the individual receive a satisfactory performance evaluation and provides a written commitment to return to the same school for the 2023-2024 school year.

The RIPE application is open in the Single Sign-On for Web Systems (SSWS) portal for school divisions to submit information on individuals eligible to receive the incentive award. Division superintendents or the superintendent’s designee will be requested to verify that individuals receiving the award are employed full-time in a Virginia school division, received a satisfactory performance evaluation for the 2022-2023 school year, and provided a written commitment to return to the same school for the 2023-2024 school year. **The verification report must be submitted by May 12, 2023**.

**Reimbursement Instructions**

School divisions awarded RIPE funds will be provided funding on a cost reimbursement basis based on the amount indicated on the submitted verification report. Budget transfer requests and reimbursement requests will be processed through the Virginia Department of Education’s Online Management of Education Grant Awards (OMEGA) system.

Reimbursements may be processed once funds are distributed from Object Code 0000 to the other object codes in OMEGA. To distribute amounts from Object Code 0000, the OMEGA budget originator needs to submit a budget transfer request by selecting “Change my object code budget:” from the “I want to…” list. Funds will be available for reimbursement when the budget transfer has been approved by all required reviewer levels and the transfer has the status “Transfer Completed.” For assistance with OMEGA, please contact OMEGA Support at (804) 371-0993 or OMEGA.support@doe.virginia.gov.

Reimbursement requests must be approved through a level 3 approver at the school division level no later than 4pm on August 31, 2023. The incentive awards are taxable to the recipient, and the school division is responsible for ensuring all taxes are remitted.

See attachment A “Additional DOE Special Terms and Conditions” required for this grant.