



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: May 11, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **Certification of Budgeted Funds to Meet Required Local Effort and Required Local Match for Certain State Funds**

This memorandum notifies school divisions of a state requirement to certify budgeted funds to meet required local match obligations for fiscal year 2024, pursuant to Item 137 B.10 of Chapter 2, 2022 Special Session I General Assembly (2022 Appropriation Act).

Item 137 B.10. requires VDOE to ensure that school divisions have appropriated sufficient local funds to meet required local effort for the mandatory SOQ programs and required local matches for optional Incentive and Lottery-funded programs in which they have elected to participate. The appropriation act requires school divisions to certify annually to VDOE their intent to participate in these optional Incentive and Lottery-funded programs. School division superintendents must also certify that adequate local funds have been appropriated, above the required local effort for the Standards of Quality, to support the projected required local match for the Lottery and Incentive programs in which the school division has elected to participate.

This requirement is met through the FY 2024 Budgeted Required Local Effort and Required Local Match (RLERLM) data collection application accessed through the Single Sign-on for Web Systems (SSWS) portal. The projected fiscal year 2024 required local effort and required local match (by account) amounts for each division based on the 2022-2024 biennial budget as recently amended by Chapter 769, as well as the projected state share of funding for each optional Incentive and Lottery-funded program, are in the Instructions section of the RLERLM

application in SSWS. This data is provided for your information as you certify required local effort for the SOQ and the required local match for Incentive and Lottery-funded accounts in which you elect to participate in fiscal year 2024.

Please note that each jointly-operated school division (Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg City) must submit separate certifications for each locality.

RLERLM Data Collection

The RLERLM data collection application is accessed through the [Single Sign-on for Web Systems \(SSWS\)](#) portal.

After successfully logging into the RLERLM application in SSWS, instructions will be provided to complete Sections I and II of the data submission. Section I allows each division to certify whether it has adequate local funds budgeted to meet the required local effort for mandatory Standards of Quality programs for fiscal year 2024. Section II allows the ability for each division to opt-in or opt-out of Incentive and Lottery-funded programs that require a local match for participation in the applicable programs in fiscal year 2024. Please note that the Rebenchmarking Hold Harmless program requires a local match in fiscal year 2024 and is included in the calculation of required local effort for the SOQ.

Once a division has successfully completed Sections I and II in the RLERLM application in SSWS, the division superintendent or designee must certify the fiscal year 2024 RLERLM electronically in SSWS. The data submission and the electronic certification forms are due to VDOE no later than **June 9, 2023**. Please note that recurring fiscal year 2024 state payments to school divisions for optional Incentive and Lottery programs cannot begin until all school divisions have certified the RLERLM data collection.

Because school divisions will only initially certify to VDOE their status regarding required local effort and required local match, division superintendents and finance staff should consistently monitor their financial obligations regarding these programs with each funding [Calculation Template](#) that is provided by VDOE periodically during the fiscal year. The templates are updated as changes occur throughout the state budget cycle (i.e., the Governor's introduced budget, General Assembly updates, and final enacted budget).

Superintendents of school divisions whose local appropriations for fiscal year 2024 are only slightly in excess of the amount required to maintain local effort for the SOQ are requested to review their average daily membership (ADM) totals monthly. These superintendents must request additional local funding from the local governing body whenever changes in ADM increase the amount of required local effort beyond what has been appropriated by the local governing body.

If you have questions about this data submission or the instructions in SSWS, please contact the Budget Office at (804) 225-2025 or email at DOEBUDGETOFFICE@doe.virginia.gov.

LC/eml