



**#087-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #087-22**

DATE: April 22, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Virginia Preschool Initiative (VPI) Web-based Data Collection and Application Requirements for Fiscal Year 2023 (July 1, 2022, through June 30, 2023)**

The Virginia Preschool Initiative (VPI) seeks to ensure all Virginia children enter school fully prepared for success. Programs must serve children who have been identified at-risk, provide services for the entire school year and operate on a half-day or full-day schedule. Programs operating half-day will receive funds prorated at 50 percent. The [VPI Guidelines](#) have been revised to reflect the 2022-2023 program requirements. Divisions should review the updated VPI Guidelines before submitting their VPI Application.

**VPI Application and Data Submission - Due May 15, 2022**

School divisions must submit the VPI Application accessed through VDOE's [Single Sign-On Web Systems](#) (SSWS) portal. Access to the VPI application in the SSWS portal should be requested through the school division's SSWS account manager. The VPI application collects budget and program summary information for serving 4-year-olds and requesting to serve 3-year-olds in 2022-2023. A local plan for serving VPI eligible children and families must be completed within the application. Instructions are available in **Attachment A**.

All school divisions, regardless of participation, must submit the required data in the VPI application in SSWS and the division superintendent must certify electronically that the data

is correct. For the number of allocated VPI slots for 4-year-olds, please see [FY23 \(2022-2023 School Year\) VPI Slots Initial Allocation by Division](#). All divisions may apply to serve VPI 4-year-olds regardless of the initial state allocation (see information in the Wait Lists and Reallocating of 4-year-old Slots section below). If final state budget actions for fiscal year 2023 affect division VPI eligibility, updated information will be provided when it becomes available.

The VPI application must be electronically approved and certified by the division superintendent through the Superintendent's Data Collection Approvals (SDCA) in SSWS. The SDCA will automatically be available to school division superintendents through SSWS. For superintendents, SDCA will automatically launch upon SSWS login. However, for their designees, SDCA will function just as any other SSWS application functions with a selection being required from the main application menu.

### **VPI 3-Year-Olds**

A separate application section for divisions interested in applying for VPI funding for 3-year-olds is included within the spring VPI Application. All divisions are eligible to apply to serve VPI 3-year-olds. VPI 3-year-olds follow the same VPI Guidelines and are funded at the same state per-pupil rate as slots for 4-year-olds, including the same local match requirements. Slots for serving 3-year-olds are not guaranteed. Slots for serving 3-year-olds are not included in the 2022-2023 VPI initial slot allocations; they are above and beyond the initially allocated number of VPI slots for 4-year-olds. Division may request 3-year-olds slots regardless of participation in VPI 4-year-olds. Divisions that apply to serve 3-year-olds will be notified of the outcome of their request by July 1, 2022. More information on applying to serve VPI 3-year-olds can be found in the VPI Guidelines.

### **Funding for VPI**

Please note that proposed changes to VPI funding for fiscal year 2023 as described in the sections labeled "Proposed Changes for FY23" are subject to final action in the 2022-2024 biennial budget currently pending at the Special Session of the General Assembly. The final changes will be communicated when information becomes available.

### **Increased Rate for Per Pupil Funding (Proposed Change for FY23)**

It is anticipated that fiscal year 2023 state funds for the program will be distributed based on an allocation formula providing the state share based on each division's composite index capped at 0.5000 of the VPI per pupil rate per child for 100 percent of the estimated unserved at-risk 4-year-olds in each locality as projected by the VDOE. The proposed budget language for fiscal year 2023 states that the VPI per pupil rate will be:

- For Planning District Eight localities and the counties of Accomack and Northampton, grants shall be distributed based on an allocation formula providing the state share of \$8,989 per pupil.
- For the counties of Stafford, Fauquier, Spotsylvania, Clarke, Warren, Frederick, and Culpeper and the Cities of Fredericksburg and Winchester, grants shall be distributed based on an allocation formula providing the state share of \$8,516 per pupil.
- For all other localities, grants shall be distributed based on an allocation formula providing the state share of \$8,359 per pupil.

The projected local distribution of state funds for each locality for school year 2022-2023 is included in the "Budget Calculator" section of the VPI application in SSWS. The projected state and local shares of cost will automatically be recomputed based on division data input.

### **Local Match**

A local match, based on the division composite index is required. The local match funding may be up to 50 percent from in-kind contributions. The local match required for each locality is based on its composite index (capped at 0.5000) and the locality's VPI per pupil rate.

### **Funding for VPI Slots Filled After October 1, 2022 (Proposed Change for FY23)**

Similar to the school year 2021-2022, the opportunity to request to fill VPI slots following the fall Student Record Collection (SRC) is anticipated to be available for school year 2022-2023. The proposed budget language would enable school divisions to request access to a late enrollment application following the fall SRC. The late enrollment application would enable divisions to receive prorated funding for VPI 3- and 4-year-old slots filled for the first time between October 1 and December 31.

**Serving Five-Year-Olds (Proposed Change for FY23)**

The proposed budget language enables VPI programs to serve some students who are Kindergarten age eligible. The budget language states VPI programs may serve at-risk five-year-olds “who are not eligible to attend kindergarten, or who did not have access to a sufficient preschool experience and whose families request preschool as the most appropriate placement.” Additional guidance can be found in the VPI Guidelines.

**Eligibility for Children with Disabilities (Proposed Change for FY23)**

The proposed budget language expands eligibility to include children with disabilities or delays who are eligible for special education services under the federal Individuals with Disabilities Education Act, regardless of household income. This is in addition to the typical VPI eligibility criteria of family income at or below 200 percent of federal poverty guidelines, homelessness, or student’s parents or guardians being school dropouts.

**Wait Lists and Reallocating of 4-year-old Slots**

School divisions committed to filling 100 percent of VPI allocated slots and school divisions that were not allocated VPI slots may indicate an interest in serving more VPI eligible 4-year-olds during 2022-2023 in their spring application. Divisions should include the estimated number of additional VPI eligible 4-year-olds they are committed to serving as a reported wait list in the 2022-2023 VPI application. Slots may be redistributed from divisions not planning to fill all of their 2022-2023 slots. Redistribution of any slots will be determined by VDOE after all VPI Applications have been received. VDOE will notify school divisions by July 1, 2022 if their VPI slot allocation has changed (either increased or decreased) as a result of reallocating unused VPI slots to meet wait list requests.

**Community Provider Add-on**

Localities should consider partnering with community-providers to maximize the impact of VPI. This means offering the VPI program in community-based (e.g., child care) settings. To support this goal, a community provider add-on may be requested by the locality, which adds funding to each VPI slot served in a community provider setting. If approved through the VPI Application process, add-on funds vary by region (\$1,500, \$2,500 or \$3,500). VPI community provider add-on funds do not increase the typical local match requirements for VPI slots.

### Student Record Collection (SRC) Data Requirements for Funding

VPI funds are based on VPI preschool data collected on the Fall Student Record Collection application in the SSWS portal. In the event 2022-2023 funding allocations change from those shown in the application due to final state budget actions affecting fiscal year 2023, updated information will be provided to divisions when it becomes available.

### For more information

If you have program questions, please contact Tiffanie Meehling, Early Childhood Specialist, by email at [Tiffanie.Meehling@doe.virginia.gov](mailto:Tiffanie.Meehling@doe.virginia.gov) or by telephone at (804) 225-3665.

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- A. Attachment: [Instructions for Virginia Preschool Initiative \(VPI Data Collection and Application Requirements for 2022-2023\)](#) (DOCX)