



#092-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #092-22**

DATE: April 29, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Reporting of Federal Pandemic Relief Grant Funds on the Fiscal Year 2023
Annual School Report**

This memorandum is being provided for your planning purposes. The National Center for Education Statistics (NCES) has notified state education agencies of the possibility that the U.S. Department of Education will require district-level reporting of expenditures from specific federal pandemic relief grants by individual grant award. This would require the Virginia Department of Education (VDOE) to modify the Annual School Report (ASR) to allow school divisions to begin reporting federal pandemic relief grant expenditures beginning in fiscal year (FY) 2023, if required. This reporting would only be required at the school division level, not at the individual school level.

Attachment A of this memorandum provides an example of a new schedule that would be included in the FY 2023 ASR, if this reporting is required. This would allow school divisions to report expenditures within the required federal expenditure categories by each applicable federal pandemic relief grant source. Please note that the example schedule provided in **Attachment A** is only a draft and could be amended for the FY 2023 ASR based on final federal requirements. Instructions on how to complete a successful submission of federal pandemic relief grant expenditures would be included in the instructions file for the FY 2023 ASR.

VDOE would continue to collect this data through the ASR until the end of the performance period of each federal pandemic relief grant to be reported. When the performance period of all applicable federal pandemic relief grants has ended, VDOE would remove this schedule from the ASR.

If the U.S. Department of Education decides not to collect expenditures of federal pandemic relief grant funds by individual grant award, VDOE will not include the schedule described above in the FY 2023 ASR. VDOE will keep school divisions informed regarding this potential federal requirement.

Please note that school divisions do not need to report expenditures of federal pandemic relief grant funds by individual award on the FY 2022 ASR, which is due to VDOE by September 15, 2022, pursuant to [Section 22.1-81, Code of Virginia](#).

For more information

If you have questions regarding the reporting of federal pandemic relief grant funds by individual grant award, please contact budget office staff at (804) 225-2025 or by email at DOEBUDGETOFFICE@doe.virginia.gov.

JB/eml

- A. Attachment: [Draft of Federal Pandemic Relief Expenditure Schedule](#) (XLSX)