



#147-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #147-22**

DATE: July 1, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Intensive Support Needs Application Due September 30, 2022**

The 2022-2023 Students with Intensive Support Needs Application (SISNA) will be released for local school divisions to submit to the Virginia Department of Education (VDOE) on August 1, 2022. This application process will provide school divisions funds to offset the high cost of providing instructional and other direct services for students identified as Students with Intensive Support Needs. School divisions are required to have a partnership with one or more school divisions to access these funds.

An approved SISNA allows school divisions to submit claims for reimbursement for certain costs and services provided to eligible students. The amount reimbursed is the State Share, which is determined after the school division's Local Composite Index (LCI) is applied to the actual costs expended for an individual student.

School divisions should be aware of the following:

- 1) The SISNA must be submitted to the VDOE by 5 p.m. on **September 30, 2022**.
- 2) The SISNA (Excel workbook application), guidance, and resource information will be available on the [Single Sign-on for Web Systems](#) (SSWS) portal August 1, 2022.
- 3) School divisions' SSWS contact staff will need to ensure that all school division staff involved with the SISNA have access to the appropriate links on the SSWS portal.

- 4) Training for school divisions will be provided to include specific information on SISNA submission requirements, review and approval process, data submission procedures, funding and reimbursement, and other pertinent issues.
- 5) Specific information on how to access all pre-recorded training sessions will be sent to school division Special Education Directors in an Assistant Superintendent's Email from Dr. Samantha Hollins. This email will also include links to the live, virtual Zoom sessions for follow-up questions and answers, which will be held on the following dates:
 - Region One: Tuesday, August 16, 2022, at 10 a.m.
 - Region Two: Tuesday, August 16, 2022, at 1 p.m.
 - Region Three: Wednesday, August 17, 2022, at 10 a.m.
 - Region Four: Wednesday, August 17, 2022, at 1 p.m.
 - Region Five: Thursday, August 18, 2022, at 10 a.m.
 - Region Six: Thursday, August 18, 2022, at 1p.m.
 - Region Seven: Tuesday, August 23, 2022, at 10 a.m.
 - Region Eight: Tuesday, August 23, 2022, at 1 p.m.

For more information

Questions regarding the SISNA should be directed to Cynithia Reid, Special Education Financial Intensive Support Analyst, by email at Cynithia.Reid@doe.virginia.gov or Paul Raskopf, Intensive Support Services Funding Assistant, by email at Paul.Raskopf@doe.virginia.gov.

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