



**#178-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #178-22**

DATE: August 19, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Career and Technical Education State Equipment Allocations and Reimbursement Request Form for School Year (SY) 2022-2023**

The 2022 Special Session I of the General Assembly continued state Lottery funding for Career and Technical Education (CTE) state equipment in the amount of \$1,800,000 for fiscal year 2023. The state equipment funding allocations for school divisions and regional CTE centers for school year 2022-2023 are listed in **Attachment A** and **Attachment B**.

A base allocation of \$2,000 is available for each school division and regional CTE center, with the remainder of the funding distributed on the basis of student enrollment in middle and high school CTE courses. State funds received for CTE equipment must be used to supplement, not supplant, any funds currently provided for CTE equipment within the division. These funds will not be available for reimbursement payments until January 2023.

School divisions and regional CTE centers will be reimbursed 100 percent for local equipment expenditures claimed, up to the approved state funds entitlement amount. School divisions must first use their entire state equipment allocation before submitting any requests for Perkins federal equipment funds. Perkins federal equipment reimbursement requests will not be processed and approved for payment through the Online Management of Education Grant Awards (OMEGA) application unless all state equipment funds reimbursement requests have been submitted for payment.

Reimbursement requests must be submitted by May 19, 2023, for the equipment in the [Approved Equipment for Career and Technical Education Programs listing](#). Reimbursement requests must be submitted using the CTE State Equipment Reimbursement Request Form, **Attachment C**. The prior year (SY 2021-2022) total amount of local funds spent on equipment, not including federal Perkins and state equipment funds, must be reported on the state equipment reimbursement request form. Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent for the regional CTE center.

An inventory of all equipment items purchased with state and federal funds must be maintained in accordance with [CTE Regulation \(8VAC20-120-80\)](#). The Virginia Department of Education Form NA.011-Inventory of Equipment Purchased with State CTE Equipment Funds, **Attachment D**, or similar local record can be used as an inventory record.

The Record/Item Numbers should be referenced from the Recommended Equipment Approved for Career and Technical Education Programs document under the individual program area headings. All other purchased equipment not on the approved state list must have a letter of prior approval from a Virginia Department of Education CTE program area specialist. The itemized list and invoices for each program area showing the total amount claimed on the reimbursement request must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

### For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) State Equipment Funding Allocation by School Division](#) (DOCX)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) State Equipment Funding Allocation by Regional CTE Center](#) (DOCX)
- C. Attachment: [CTE State Equipment Reimbursement Request Form-SY 2022-2023](#) (DOCX)
- D. Attachment: [Virginia Department of Education Form NA.011-Inventory of Equipment Purchased with State CTE Equipment Funds](#) (DOCX)