



**#104-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #104-21**

DATE: April 23, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **Virginia Preschool Initiative (VPI) Web-based Data Collection and Application Requirements for Fiscal Year 2022 (July 1, 2021 through June 30, 2022)**

The Virginia Preschool Initiative (VPI) provides programs for preschool children that have been identified as at-risk. Through a focus on advancing effective interactions and instruction, VPI programs help to ensure Virginia children enter school fully prepared for success. Programs must provide services the entire school year and must 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 VPI enhancements and expansions. The VPI Application is due on **May 15, 2021**. Divisions should take time to review the updated VPI Guidelines before submitting their VPI Application.

### **VPI Application and Data Submission**

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 VPI Pilot for 3-Year-Olds in 2021-2022. 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 required data in the VPI application in SSWS and the division superintendent must certify electronically that the data is correct. For division eligibility and number of state allocated VPI slots for 4-year-olds, please see the [2021-2022 Projected VPI Slots by Division for FY22](#) (XLSX). The application is due on **May 15, 2021**. If final state budget actions for fiscal year 2022 affect division VPI eligibility, updated information will be provided when it becomes available.

The VPI application will 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 system menu.

**VPI Pilot for 3-Year-Olds:** A separate application section for divisions interested in applying for the VPI Pilot for 3-Year-Olds is included within the spring VPI Application due on May 15. This pilot provides selected school divisions with the opportunity to serve their community's most vulnerable children for two consecutive years in VPI classrooms. Slots served through the VPI Pilot for 3-Year-Olds follow the same VPI Guidelines and are funded at the same state per-pupil rate as slots for 4-year-olds. Slots for serving 3-year-olds are not guaranteed. Slots for serving 3-year-olds are not included in the 2021-2022 projected VPI slots, they are above and beyond the allocated number of VPI slots for 4-year-olds. Divisions selected to participate in the pilot will be notified by July 1, 2021. More information on the 3-year-old pilot can be found in the VPI Guidelines.

## Funding

### Increased Rate for Per Pupil Funding

It is anticipated that fiscal year 2022 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 \$7,655 per child for 100 percent of the estimated unserved at-risk 4-year-olds in each locality as projected by the VDOE. The projected local distribution of state funds for each locality for school year 2021-2022 is included in the "Budget Calculator" section of the VPI application in SSWS. This section provides the estimated formula-driven

entitlement available to each locality. If the locality chooses to serve fewer children than the total number allocated by formula, insert the local projected number of children to be served in the calculator in the “Local Projection” fields. The projected state and local shares of cost will automatically be recomputed for your information.

### **Local Match**

A local match, based on the composite index is required. The 2020-2022 budget modifies the maximum amount of local match that may come from in-kind (vs. cash) resources from 25% to 50%.

### **Funding for VPI Slots Filled After October 1, 2021**

Similar to school year 2020-2021, the opportunity to request to fill VPI slots following the fall SRC is anticipated to be available for school year 2021-2022. Following the 2021 fall Student Record Collection (SRC), which counts enrollment as of October 1, school divisions will be able to request access to a late enrollment application. The late enrollment application, if approved, would enable divisions to receive prorated funding for additional slots if VPI 4-year old and pilot 3-year-old slots that were unfilled as of the fall SRC. Pending approval of this request, specific information will be provided regarding dates for an extended enrollment period, funding for slots, and how the student data will be collected.

### **One-Year Flexibility to Serve Five-Year-Olds**

Recognizing the significant negative impact that COVID 19 continues to have on families and young children, it is anticipated that some families and VPI programs may agree that placing a 5-year-old in VPI may be beneficial for the 2021-2022 school year. A state-level VPI Age-Eligibility Waiver permits 5-year-olds (children who turn 5 by September 30, 2021) to be enrolled in VPI for the 2021-2022 school year. Enrollment of 5-year-olds is limited to the 2021-2022 school year and the final placement decision must remain at the discretion of the local VPI program and parents. Additional guidance will be provided to VPI Coordinators.

### **Wait Lists & Reallocating of Slots**

School divisions committed to filling 100% of VPI allocated slots may indicate an interest in serving more VPI eligible 4-year-olds during 2021-2022 in their spring application. Divisions that would be able to serve more 4-year-olds than their initial allocation should include the

estimated number of VPI eligible 4-year-olds they are committed to serving as a reported wait list in the 2021-2022 VPI application. Slots may be redistributed to these divisions from divisions not planning to fill all of their 2021-2022 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, 2021 if their VPI slot allocation has changed (either increased or decreased) as a result of reallocating unused VPI slots.

### **Community Provider Add-on**

Localities that are looking to increase access for at-risk preschoolers should consider partnering with community-providers to maximize the impact of VPI. 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) as indicated on [Attachment A of Superintendent's Memo #048-21](#).

### **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 SSWS portal. The [State Funding Based on Student Enrollment document is available on the VPI website](#).

In the event 2021-2022 funding allocations change from those shown in the application due to final state budget actions affecting fiscal year 2022, updated information will be provided to divisions when it becomes available.

The VDOE is also providing notice in this program application regarding the potential availability of funds for supplemental grants that may be used for one-time expenses, other than capital, related to start-up or expansion of the VPI program. Further information regarding the exact amount of funds available and the application requirements will be provided at a later date.

## For more information

If you have program questions, please contact Dr. Mark Allan, Associate Director of Preschool Programs, by email at [Mark.Allan@doe.virginia.gov](mailto:Mark.Allan@doe.virginia.gov) or by telephone at (804) 225-3665.

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- A. Attachment: [Instructions for Virginia Preschool Initiative \(VPI Data Collection and Application Requirements for 2021-2022\)](#) (DOCX)