



#121-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #121-21**

DATE: May 7, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Certification of Budgeted Funds to Meet Required Local Effort and Required Local Match for Certain State Funds**

[Section 22.1-94](#), *Code of Virginia*, requires local governing bodies to appropriate funds to school divisions that are sufficient to maintain an educational program that meets the Standards of Quality (SOQ). [Section 22.1-97](#), *Code of Virginia*, sets forth the procedure that the Virginia Department of Education (VDOE) must follow if a county, city, or town fails to appropriate sufficient local funding to support the SOQ. The 2020-2022 biennial budget adopted by the 2021 Special Session I General Assembly directs VDOE to follow certain procedures for calculating required local effort as well as procedures to follow if a school division does not spend the required state and local shares for the SOQ.

In addition to procedures for calculating required local effort for the SOQ, Item 145 of the 2020-2022 biennial budget adopted by the 2021 Special Session I General Assembly requires VDOE to ensure that school divisions have appropriated sufficient local funds to meet required local effort for the mandatory SOQ programs and required local matches for optional Incentive and Lottery-funded programs in which they have elected to participate. The appropriation act requires school divisions to certify annually to VDOE their intent to participate in these optional Incentive and Lottery-funded programs. Division superintendents must also certify that adequate local funds have been appropriated, above the required local effort for the SOQ, to support the projected required local match for the Lottery and

Incentive programs in which the school division has elected to participate. VDOE is required to make calculations after the close of the fiscal year (FY) to verify that the required local match was met based on state funds that were received.

FY 2022 budgeted Required Local Effort and Required Local Match (RLERLM) data collection application and instructions are accessed through the Single Sign-on for Web Systems (SSWS) portal. The submission process will be discussed in more detail below. The projected FY 2022 required local effort and required local match (by account) amounts for each division based on the 2020-2022 biennial budget, as well as the projected state share of funding for each optional Incentive and Lottery-funded program, are located in the Instructions section of the RLERLM application in SSWS. This data is provided for your information as you certify required local effort for the SOQ and the required local match for Incentive and Lottery-funded accounts in which you elect to participate in FY 2022. Most programs with a required local match have additional eligibility requirements to ensure that school divisions qualify for state funding. These additional eligibility requirements must be met prior to the release of state funds. Certification indicating the requirements will be met will continue to be collected as in previous years.

Included in the division listing of RLERLM amounts are the most up-to-date lists of qualifying schools for the Reading Specialists and Math/Reading Instructional Specialists initiatives. These lists serve as the basis for which divisions are eligible to participate in these initiatives for FY 2022. Please note that each jointly-operated school division (Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg City) must submit separate certifications for each locality.

RLERLM Data Collection

The RLERLM data collection application is accessed through the [Single Sign-on for Web Systems \(SSWS\)](#) portal.

After successfully logging into the RLERLM application in SSWS, instructions will be provided to complete Sections I and II of the data submission. Section I will provide the ability for each division to certify whether or not it has adequate local funds budgeted to meet the required local effort for mandatory Standards of Quality programs for FY 2022. Section II will provide the ability for each division to opt-in or opt-out of Incentive and Lottery-funded programs

that require a local match for participation in the applicable programs in FY 2022. Please note that, beginning in FY 2022, the Lottery-funded Infrastructure and Operations Per Pupil Fund will require a local match.

Once a division has successfully completed Sections I and II in the RLRLM application in SSWS, the division superintendent or designee must certify the FY 2022 RLRLM electronically in SSWS.

Detailed instructions are located in SSWS on the right side of the webpage once you enter the RLRLM application. The data submission and the electronic certification forms are due to VDOE no later than **June 4, 2021**. Please note that recurring FY 2022 state payments to school divisions cannot begin until all school divisions have certified the RLRLM data collection.

The final determination of each school division's status regarding required local effort for mandatory Standards of Quality programs and required local match for Incentive and Lottery-funded programs will be made on the basis of actual expenditures with the submission of the 2021-2022 Annual School Report after the end of FY 2022. Because school divisions will only initially certify to VDOE their status regarding required local effort and required local match, division superintendents and finance officials should consistently monitor their financial obligations regarding these programs with each funding [Calculation Template provided by VDOE](#) periodically during the course of the fiscal year. The templates are updated as changes occur throughout the state budget cycle (i.e., the Governor's introduced budget, General Assembly updates, and final enacted budget).

Superintendents of school divisions whose local appropriations for FY 2022 are only slightly in excess of the amount required to maintain local effort for the SOQ are requested to review their average daily membership (ADM) totals monthly. These superintendents must request additional local funding from the local governing body whenever changes in ADM increase the amount of required local effort beyond what has been appropriated by the local governing body.

For more information

If you have questions about this data submission or the instructions in SSWS, please contact the Budget Office at (804) 225-2025 or email at DOEBUDGETOFFICE@doe.virginia.gov.

JFL/EML/sw