



#225-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #225-21**

DATE: August 13, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Homebound Instruction Services Data Reporting**

The Homebound Instruction Services Data Reporting for school year 2020-2021 will be collected through the [Single Sign-On for Web Systems \(SSWS\) portal](#). The data requested will include each homebound teacher's license number, hourly rate of payment, and number of hours worked. In addition, in order to process any online instruction reimbursements, the license number of the teacher monitoring online homebound instruction will be needed as well.

The data must be submitted electronically through SSWS. The open window for submission of reports is August 16, 2021 - September 17, 2021. Please note that any data entered before the initial date will be lost when the system opens. It is critical that school divisions meet the September 17, 2021, deadline for submission of this report to ensure timely reimbursement from the fiscal year 2021 state funds.

Individuals who will be entering data, but who do not have access to the homebound application in SSWS, will need to contact the SSWS Account Manager designated for their respective school division.

All reporting is to be completed electronically. A printed report mailed to the Virginia Department of Education is no longer required.

For more information

If you have any questions, please contact Amy Edwards, Medicaid Specialist, Office of Student Services, by telephone at (804) 692-0150, or by email at Amy.Edwards@doe.virginia.gov.

JFL/AE/rge