

**Education of Children in Foster Care - Fiscal Year 2009
Reimbursement of Fiscal Year 2008 Local Costs**

Instructions for Downloading the Excel Template

A downloadable Excel file is provided to facilitate the collection of data used to calculate reimbursements of local education costs in fiscal year 2008 for qualifying children in foster care. All of the required forms for reimbursement, including the superintendent's certification form, are included in this Excel template. The Foster Care Excel template is located on the Virginia Department of Education's Budget Office "Current Data Collections" Web page and can be downloaded from the following address:

<http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html>

To download the Excel file:

- Click on the "Excel Template" cell located next to the item titled "Foster Care Data Collection" under the column heading "Tool."

You may also access the template by logging onto the department's Web site at <http://www.doe.virginia.gov>.

- From this home page, select the drop-down box in the top right hand corner of the page, titled "DOE Offices."
- Click on "Finance,"
- Then click on "Budget Office,"
- Then click on "Current Data Collections,"
- Then click on the "Excel Template" option for the "Foster Care Data Collection."

Please follow the steps below to access the Excel file if you use **Mozilla Firefox** or **Netscape** as your Internet browser:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros.
3. Please note that in order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

1. RIGHT-CLICK on the "Excel Template" link.

2. Select "Save Target As" and save the file to your local drive.
3. Once the file is saved, close Internet Explorer and open the file using Excel.

The Excel template that you downloaded to your computer was written using Excel 2003. There are a number of divisions that are using Excel 2007. The procedures for accessing the Excel Template will be explained for both versions below.

For **Excel 2003 users**, please use the following instructions:

When the Excel template is opened, a box will appear with a warning that the file contains macros. The box will prompt you to disable the macros or to enable the macros. In order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

If you are not prompted with the "Enable Macros" button, or if you are prompted with a Microsoft **Visual Basic** error alerting you to disabled macros please follow these steps to reset your macro security level:

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
2. Select "Macro;" then select "Security."
3. Set the security level at "**Medium.**" This will give you the option to disable or enable macros.
4. You must exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

For **Excel 2007 users**, please use the following instructions:

Before opening the Excel template the following set-up needs to be done.

1. Open Excel 2007.
2. Select the "Office Button" in the upper left hand corner of the window.
3. At the bottom of the window, select the "Excel Options" button.
4. On the "Excel Options" window, select the "Trust Center" from the selections along the left of the page.
5. Then, select the "Trust Center Settings..." button near the center of the page.
6. On the "Trust Center" window, select "Macro Settings" along the left of the window.
7. Under the "Macro Settings" section select "Enable all macros".

8. Select "OK" to close the "Trust Center" window, then "OK" again to close the "Excel Options" window.
9. You can now open the Excel template and begin entering your Foster Care data using Excel 2007.

PLEASE NOTE THAT DUE TO CONTINUING PROBLEMS INVOLVING THE USE OF DIFFERENT VERSIONS OF MICROSOFT EXCEL, THE FILE WILL NO LONGER SAVE AUTOMATICALLY. PLEASE REMEMBER TO SAVE THE FILE BEFORE PROCEEDING.

Instructions for Completing the Excel Template

The Excel template is the data collection instrument used to support a claim for reimbursement of local expenses incurred in FY 2008 (July 1, 2007 - June 30, 2008) for educating children who are in foster care or other qualifying custodial care but who are not legal residents of your locality. For the purposes of the Foster Care reimbursement program, the following qualify as foster care children:

1. Children who are temporary placements, or
2. Children placed in permanent foster care pursuant to sections 16.1-228, 63.2-900, and 63.2-908, *Code of Virginia*, qualify for reimbursement with state foster care funds under the following conditions:
 - a. if the child is not a resident of the school division where the education services are being provided under any of the residency conditions in Section 22.1-3 (especially paragraph 3), *Code of Virginia*;
 - b. if the child is still in the custody of the social services or licensed child-placing agency that placed the child in permanent foster care;
 - c. if legal custody of the child has not been transferred to the social services or licensed child-placing agency in the locality where the child is in permanent foster care and enrolled in public school; and,
 - d. if legal custody of the child has not been transferred to the foster parent or the foster parent is not acting in loco parentis pursuant to placement of the child for adoption.

Children in permanent foster care meeting all of the above four conditions and for whom your division incurred local costs to educate in fiscal year 2008 may be reported in the Excel template for the FY 2009 Foster Care data collection. Please note that in addition to claiming those children for whom your school division is directly providing education services, children attending approved regional programs also may be claimed.

The Excel template consists of six spreadsheets. The following information provides detailed instructions for completing the template. Each section below corresponds to a titled sheet within the template.

Foster Care Instructions - The first worksheet contains an overview of the Foster Care reimbursement program and basic instructions for entering data into the data collection template. Please review this worksheet carefully.

Enter Regular Days In Session - Enter the number of days your schools were in session with pupils in attendance for the 2007-2008 school year (regular session only). You must enter this number into the cell provided before proceeding with the data collection.

Division Names & Foster Homes - This worksheet contains division numbers and names of school divisions. It also contains the names and ID numbers of the 2007-2008 licensed foster care facilities. This data will assist you in completing the data collection.

Regular Foster Care and Special Education Foster Care Sheets - These worksheets are used to collect data on individual children in qualifying foster care situations. In addition to this document, cell comments in each worksheet provide specific guidance for entering data into the Excel template. Except where noted, the following instructions apply to both sheets.

Column 1 - Enter the child's full legal name into the cell provided. Please note that foster care is defined as temporary substitute care and supervision of a child by a person other than the child's natural or adoptive parent, with whom the child resides as a member of the household. **Therefore, a child placed with a natural or adoptive parent is not eligible for reimbursement under this program.**

Column 2 - Enter the division number of the school division of legal residence from which the foster child was sent.

Legal residence is defined as the domicile of the child's parent, legal guardian, or location of the custodial agency holding legal custody of the child. Use the "Division Names & Foster Homes" worksheet to locate the correct division number.

Please note that reimbursement is not authorized for children in foster care who are legal residents of the school division submitting the claim. If a placing agency has legal custody, and is located within the boundaries of your school division, the child is determined to be a legal resident of your school division. Therefore, the division is responsible for funding the educational services for such children and is not eligible for reimbursement under the foster care program. Reimbursement is also not authorized for children who are not residents of Virginia, whether handicapped or not, and who have been placed by an out-of-state agency or a person who is the resident of another state in foster care or other custodial care or in a child-caring institution or group home (See section 22.1-101.1D, *Code of Virginia*).

Column 3 - The name of the child's school division of legal residence will automatically be entered after the division number is entered in column 2.

Column 4 - Enter the division number of the school division that received the foster care child. The "Receiving School Division" is defined as the school division in which the residence of the student's foster care home is located.

Column 5 - The name of the receiving division will automatically be entered after the division number is entered in column 4.

Column 6 - The division number of the division in which the foster child attends school is automatically linked to this column.

Column 7 - The name of the serving division is automatically entered in this column.

Note for Columns 6 and 7 - If the receiving school division and serving school divisions are the same school division, then you may proceed to Column 10, titled "Type of Placement." If the receiving and serving school divisions are different school divisions, then a pop-up box will appear that asks if the receiving division paid tuition for

the child to attend the serving school division. If you choose "yes" in the tuition box, then the reimbursement for the foster care child will be made to the receiving division. If you choose "no" in the tuition box, then the serving division will be reimbursed.

Columns 8 and 9 - The number and name of the division that will receive reimbursement for each foster care child will automatically be entered into these columns after the answer to the tuition box question has been selected.

Column 10 - This column is used to determine the type of foster care placement. If the child was placed by a state or local agency that is authorized to make placements under the laws of Virginia, enter the full name of the agency into the cell provided. If placement was made into an approved foster care facility by a natural parent or other relative not representing an authorized agency, enter the full name of that person and relationship to the child in the cell. Please note that children placed by a parent or a relative cannot be placed into a private home, but they can be placed into a facility that is approved by the Department of Social Services.

Column 11 - This column contains a drop-down menu that lists the names, locations and ID numbers of licensed foster care facilities. Select the facility in which the child was placed from this list. If the foster child was placed in a private home, select "Private Home" from the drop-down menu. You will be prompted to enter the foster parent's name and address if "Private Home" is selected. Please note that only licensed facilities are approved for reimbursement.

Column 11.a. (Special Education Foster Care Sheet Only) - Select the child's **primary** handicapping condition from the drop-down list provided in this column. The table on the following page provides descriptions for handicapping conditions. The student weights determined once all FY 2008 ASRFIN data has been submitted will be used as a multiple of the average per pupil cost of Regular Day School Operations in determining the reimbursement of the cost of educating special education foster care pupils during the 2007-2008 school year.

<u>Code</u>	<u>Handicapping Condition</u>
MR	MENTAL RETARDATION
SPD	SEVERE DISABILITIES
HI	HEARING IMPAIRMENTS
SLI	SPEECH OR LANGUAGE IMPAIRMENTS
VI	VISUAL IMPAIRMENTS
ED	EMOTIONAL DISTURBANCE
OI	ORTHOPEDIC IMPAIRMENTS
OHI	OTHER HEALTH IMPAIRMENTS
SLD	SPECIFIC LEARNING DISABILITIES
D/B	DEAF-BLINDNESS
MD	MULTIPLE DISABILITIES
AUT	AUTISM
TBI	TRAUMATIC BRAIN INJURY
DD	DEVELOPMENTALLY DELAYED

Column 11.b. (Special Education Foster Care Sheet Only) - Enter a description of the child's handicapping condition only if "OHI" is selected in column 11.a; otherwise, no description is needed.

Column 12 - Enter the total number of days the child was enrolled in your school division during the 2007-2008 school year. Do not report the number of days the child attended school in your division during 2007-2008.

Column 13 - Indicate whether or not the child was enrolled in a remedial summer school program in 2008 using the drop-down box provided.

To report additional students in the template, select the button labeled "Press Here to Add Additional... Children" (available on both the Regular and Special Education sheets) and follow the instructions provided above for each child reported.

Foster Care Certification - This worksheet contains the certification form that must be signed by the division superintendent and returned to the Department of Education in hard copy. Please review the summary information contained in this worksheet carefully before submitting it to the department.

All school divisions must return a completed Excel template for fiscal year 2009, along with a hard copy of the division superintendent's certification, to:

Virginia Department of Education
Attention: Budget Office
P. O. Box 2120
Richmond, Virginia 23218-2120.

Please e-mail the completed Excel template to K12Budget@doe.virginia.gov. If you have any questions concerning this data collection, please contact budget office staff at (804) 225-2025. Both submissions (Excel file and signed certification form) are due to the department no later than October 10, 2008. Thank you for completing this data collection.