# Superintendent’s Memo #095-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 26, 2019

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 2020 (July 1, 2019 through June 30, 2020)

The Virginia Preschool Initiative provides programs for at-risk four-year-old children that include quality preschool education, health services, social services, parental involvement, and transportation. Programs must provide services for the entire school year and must operate on a half-day or full-day schedule. Programs operating half-day will receive state funds prorated at 50 percent. The program guidelines have been revised to reflect goals and objectives in *Virginia’s Plan to Ensure High-Quality Instruction in All Virginia Preschool Initiative Classrooms*. Please take time to review before submitting your application. An overview of the [VPI Guidelines](http://www.doe.virginia.gov/early-childhood/preschool/vpi/2019-2020-vpi-guidelines.docx) is available on the Virginia Department of Education’s (VDOE) [website](http://www.doe.virginia.gov/).

**Student Record Collection (SRC) Data Requirement for VPI Funding**

VPI funds are based on VPI preschool data collected on the Fall Student Record Collection application in the Single Sign-On for Web Systems (SSWS) portal. The [State Funding Based on Student Enrollment](http://www.doe.virginia.gov/early-childhood/preschool/vpi/index.shtml) document is available on the VDOE website. This document provides information on preschool funding codes and best practices to correctly code preschool students.

**Current VPI Application and Data Submission**

School divisions must submit using the VPI application accessed through the VDOE’s SSWS portal. Access to the VPI application in the SSWS portal should be requested through the school division’s SSWS account manager. Instructions are available in Attachment A. School divisions that are eligible and choose to participate in VPI will also submit budget and program summary information. This includes a local plan that aligns with the revised [VPI Guidelines](http://www.doe.virginia.gov/early-childhood/preschool/vpi/2019-2020-vpi-guidelines.docx).

All school divisions, regardless of participation, are required to submit the data in the VPI application in SSWS and the division superintendent must certify electronically in the VPI application in SSWS that the data is correct by May 15, 2019. Please contact your local finance office to determine eligibility status. If final state budget actions for fiscal year 2020 affect division VPI eligibility, updated information will be provided when it becomes available.

**Superintendent’s Data Collection Approvals (SDCA)**

The VPI spring application will be electronically approved and certified by the superintendent through the Superintendent’s Data Collection Approvals (SDCA) in SSWS. The SDCA will automatically be available to school division superintendents through SSWS and is designed to be an easy process for division superintendents.   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.

**Funding**

It is anticipated that fiscal year 2020 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 $6,326 per child for 100 percent of the estimated unserved at-risk four-year-olds in each locality as projected by the VDOE. The projected local distribution of state funds for each locality for school year 2019-2020 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.  
  
In the event the 2019-2020 funding allocations change from those shown in the application due to final state budget actions affecting fiscal year 2020, updated information will be provided to you when it becomes available.

The VDOE is also providing notice in this program application regarding the potential availability of funds for reallocation of slots or 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.

If you have program questions, please contact Cheryl Strobel, Associate Director for Early Childhood Education, by email at [Cheryl.Strobel@doe.virginia.gov](mailto:Cheryl.Strobel@doe.virginia.gov) or by telephone at (804) 371-7578. Budget questions should be directed to the Budget Office, by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or by telephone at (804) 225-2025.

JFL/CPS/lh

### Attachment:

1. [Instructions for Virginia Preschool Initiative (VPI) Data Collection and Application Requirements for 2019-2020](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/095-19a.docx) (Word)