



**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 27, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: **Virginia Preschool Initiative (VPI) Web-based Data Collection and Application Requirements for Fiscal Year 2019 (July 1, 2018 through June 30, 2019)**

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 are available at the following website: [Virginia Preschool Initiative Guidelines](#) (PDF)

New Data Collection Requirement for Funding

Beginning in the 2018-2019 school year, the Department of Education will fund VPI programs based on VPI preschool data collected on the Fall Student Record Collection application in the Single Sign-On for Web Systems (SSWS) portal. The Virginia Preschool Initiative State Funding Based on Student Enrollment document is available at the following website: [VPI State Funding Based on Student Enrollment](#).

Current VPI Application and Data Submission

School divisions must submit using the VPI application accessed through the Department of Education's Single Sign-On for Web Systems (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.

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 are correct by May 15, 2018. Please contact your local finance office to determine eligibility status. If final state budget actions for fiscal year 2019 affect division VPI eligibility, updated information will be provided when it becomes available.

Superintendent's Data Collection Approvals (SDCA)

The Virginia Preschool Initiative spring application will be electronically approved and certified by the superintendent through the Superintendent's Data Collection Approvals (SDCA) in SSWS. The Virginia Department of Education (VDOE) is pleased to introduce a new process for division superintendents and their designees to review and approve applications and verification reports for data collections contained in the Single Sign-on for Web-based Systems (SSWS) portal. The Superintendent Data Collection Approval (SDCA) will automatically be available to school division superintendents through SSWS. The SDCA 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 2019 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 \$6,125 per child for 100 percent of the estimated unserved at-risk four-year-olds in each locality as projected by the Department of Education. The projected local distribution of state funds for each locality for school year 2018-2019 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 2018-2019 funding allocations change from those shown in the application due to final state budget actions affecting fiscal year 2019, updated information will be provided to you when it becomes available.

The Department of Education is also providing notice in this program application regarding the potential availability of fiscal year 2019 funding 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 after the Fall Verification Report is submitted that determines the actual amount of state funds used in fiscal year 2019.

If you have program questions, please contact Cheryl Strobel, Associate Director, Early Childhood Education, by email at 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 or by telephone at (804) 225-2025.

SMC/CPS/vdg

Attachment:

- A. [Instructions for Virginia Preschool Initiative \(VPI\) Data Collection and Application Requirements for 2018-2019](#) (Word)