# Superintendent’s Memo #322-20

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

DATE: December 11, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: 2020-2021 Title I, Part A, Comparability Report

To receive Title I, Part A, funds, a school division must verify comparability of services for Title I and non-Title I schools as stipulated in Section 1118(c) of the *Elementary and Secondary Education Act of 1965* (ESEA). Virginia school divisions are required to verify comparability of services by completing the Title I Comparability Report on the [Single Sign-on for Web Systems (SSWS) portal](https://p1pe.doe.virginia.gov/ssws/login_page.do).

The 2020-2021 Title I Comparability Report will be available beginning **Friday,** **December 11, 2020**. Detailed instructions are provided with the web-based report. As a reminder, the two clarifications below have been made to the comparability report calculations to ensure compliance with ESEA requirements:

1. Although Section 1113(b)(1)(D)(i-iii) allows divisions to elect not to serve an eligible school that has a higher percentage of low-income families than schools being served if the required conditions are met, the skipped school must be included in the comparability calculations. If your division has skipped schools, the schools will appear in the pre-populated list of Title I schools for purposes of calculating comparability.
2. When preparing the comparability calculations for your division, only state- and locally-funded building level staff members who provide direct instruction may be included in the calculations. Federally-funded staff members may not be included in the comparability calculations.

Once the comparability report has been completed, the division superintendent or superintendent’s designee must electronically verify the report through SSWS. The report will not be submitted until this step is completed. The report should be submitted no later than **Friday,** **February 5, 2021**.The school division shouldmaintain a copy of the entire verification report on file for audit purposes.

If you have questions related to Title I comparability, please contact Latonia Anderson, Title I Specialist, at [Latonia.Anderson @doe.virginia.gov](mailto:shyla.vesitis@doe.virginia.gov) or (804) 225-2907.

JFL/LA/getb