

**Education of Children in Foster Care - Reimbursement of Fiscal Year 2017 Local Costs  
from Fiscal Year 2018 State Funds**

**Due Date: July 31, 2017**

Chapter 836, 2017 Acts of Assembly (2017 Appropriation Act), provides an additional state payment for the education cost of prior year local operations, as determined by the Department of Education, for certain children placed in foster care.

The state funding is provided for pupils who are not residents of the school divisions that are providing their education and:

- a. Who have been placed in foster care or other custodial care within the geographical boundaries of such school division by a Virginia agency, whether state or local, which is authorized under the laws of the Commonwealth to place children;
- b. Who have been placed in an orphanage or children's home which exercises legal guardianship rights; or
- c. Who are residents of Virginia and have been placed, not solely for school purposes, in a child-caring institution or group home.

This appropriation also provides funding to support children with disabilities attending public schools who have been placed in foster care or other custodial care across jurisdictional lines, as provided by subsections A and B of Section 22.1-101.1, *Code of Virginia*. [Attachment B](#) to this memorandum contains the provisions from the appropriation act, the *Code of Virginia*, and Board of Education regulations pertaining to the education of children in foster care. This information should be reviewed before completing this data collection.

**Filing for State Funds**

A downloadable Excel file has been created to facilitate the collection of data used in the reimbursement of local education costs for children in foster care. Instructions for accessing the Excel file are provided beginning on page two of this attachment. The Excel file is located on the department's website and can be downloaded from the following address:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/finance/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml).

All of the forms required for reimbursement, including the division superintendent's certification form and specific instructions for entering data, are included in the Excel template.

All school divisions must complete the Excel template and return it to the Department of Education by July 31, 2017, even if no local education costs for qualifying foster care children were incurred by the division in fiscal year 2017 and no reimbursement is being requested from fiscal year 2018 state funds.

For school divisions not requesting reimbursement, only minimal data entry is required in the Excel template in order to generate the division superintendent's certification form indicating that no foster care student days are being claimed for state reimbursement. You must report the number of days that regular school was in session for 2016-2017, provide contact information, and complete the certification form. Please continue to read this document for further instruction.

The Department of Education provides an application in the [Single Sign-on for Web Systems \(SSWS\)](#) portal to securely upload your Excel spreadsheet for the Foster Care Enrollment data collection. Detailed instructions for completing and uploading your Excel spreadsheet are provided beginning on page two of this attachment. You will also need to return a hard copy of the certification form, signed by the division superintendent, to:

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

Submissions (Excel file and signed certification form) are due no later than July 31, 2017. **Note: Due to the student-level data collected for the Foster Care reimbursement, please do not email the completed Excel file to the Department of Education; only foster care Excel files submitted through SSWS will be accepted.**

The Department of Education will make all calculations and disburse fiscal year 2018 foster care payments to divisions after the data collected from the 2016-2017 Annual School Report Financial Section and the Foster Care data collection are received from all school divisions and verified by the department.

### **Instructions for Downloading the Excel Template**

The Department of Education is providing a downloadable Excel file to facilitate the collection of data used to calculate reimbursements of local education costs in fiscal year 2017 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 department's Budget Office "Current Data Collections" webpage and can be downloaded from the following address:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/finance/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml).

Additional instructions for downloading the Excel template are located at the following address:

[http://www.doe.virginia.gov/school\\_finance/filedownload\\_instructions.shtml](http://www.doe.virginia.gov/school_finance/filedownload_instructions.shtml).

### **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 fiscal year 2017 (July 1, 2016 - June 30, 2017) for educating

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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 2017 may be reported in the Excel template for the fiscal year 2018 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 2016-2017 school year (regular session only) in cell G6. You must enter this number into the cell G6 provided before proceeding with the data collection. If not requesting reimbursement, you must still provide the required information on this worksheet.

**Division Names & Foster Homes** – This worksheet contains division numbers and names of school divisions. It also contains the names of the 2016-2017 licensed foster care facilities. This data will assist you in completing the data collection.

**Non-disabled 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. If not requesting reimbursement, you must still select your school division, and provide the required contact information on this worksheet.

**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 foster care child's legal residence school division. 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 (i.e., "serving division") is automatically linked to this column.

**Column 7** – The name of the serving division is automatically entered in this column after the division number is entered in column 6.

**Note for Columns 6 and 7** – If the receiving school division and serving school division 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 column 8 will ask, “Was Tuition Paid?” 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** – Column 8 is used to determine if tuition was paid to the serving division by the receiving division. The number of the division that will receive reimbursement for each foster care child will automatically be entered into column 9 after the answer to the tuition box question has been selected from column 8.

**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 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** disability from the drop-down list provided in this column. The table below provides descriptions for the disability categories. The student weights, determined once all fiscal year 2017 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 2016-2017 school year.

<u>Code</u>	<u>Disability Category</u>
ID	INTELLECTUALLY DISABLED (formerly MR)
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
DB	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 disability 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 2016-2017 school year. Do not report the number of days the child attended school in your division during 2016-2017.

**Column 13** – Indicate whether or not the child is enrolled in a remedial summer school program during Summer 2017 using the drop-down box provided. State foster care funds are available to school divisions that provided a remedial summer school program for foster children in summer 2017 (fiscal year 2018), pursuant to Section 22.1-253.13:1 C., Code of Virginia. This funding is intended to reimburse divisions for the local share of the cost of providing remedial summer school services to foster children.

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

Individual student records may be removed from the spreadsheet by clicking the “Delete This Row” link in column A of both the Non-disabled and Special Education sheets. Please note that the template will not allow you to delete the row if there are no other rows of student data on that sheet. If you do not have any students to report on that sheet, please leave the row blank.

**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. If not requesting reimbursement, you must still complete the certification form.

### **Submitting the Completed Foster Care Excel Spreadsheet in SSWS**

When you have completed all portions of the Excel template, reviewed it for accuracy, and saved the file on your computer or network, the next step is to transmit the file to the VDOE Budget Office using the Single Sign-on for Web Systems (SSWS) portal at <https://p1pe.doe.virginia.gov/ssws>.

You will need a user account to access the SSWS portal. If you do not have a user account, you will need to contact your local SSWS Account Manager. Each division is assigned an SSWS

Account Manager, who establishes accounts for persons in the division needing access to the SSWS.

After successfully logging into the SSWS, the "SSWS Application Selection" screen will appear. In the center of the page is a list of the applications to which you have been granted access. Select the "Foster Care Enrollment" application from the "SSWS Application Selection" screen. Detailed instructions are available for using the application from the menu on the right side of the page.

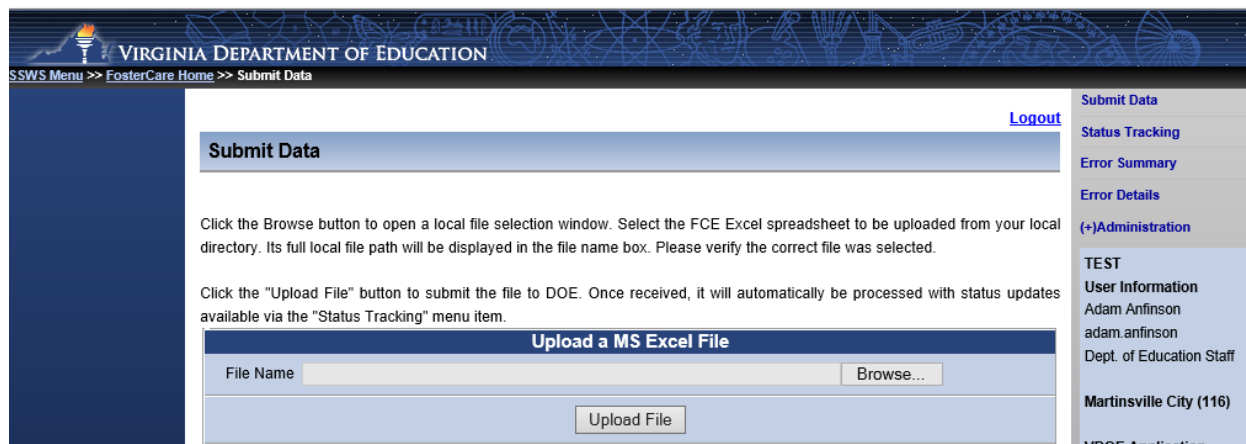
Choosing "Foster Care Enrollment" will take you to the "Foster Care Enrollment Home Page" similar to the one shown below.

The screenshot shows the "Foster Care Enrollment (FCE)" home page. At the top, there is a header for the Virginia Department of Education with a logo and the text "VIRGINIA DEPARTMENT OF EDUCATION". Below the header, there is a navigation bar with "SSWS Menu >> FosterCare Home" and a "Logout" link. The main content area is titled "Foster Care Enrollment (FCE)" and contains a green checkmark icon followed by the text "Collection window open for the School Year 2017 - 2018." Below this, there is a bulleted list of instructions: "To submit your division's Foster Care Enrollment spreadsheet, click the 'Submit Data' menu item.", "To review the current status of your uploaded file, click the 'Status Tracking' menu item.", "To review data errors with the last file uploaded, click the 'Error Summary' or 'Error Details' menu item.", "Once the file is uploaded without errors, the school division's window will be closed. The DOE Budget Office must be contacted if changes are required after that point.", "To return to this home page from other system functions, click the 'FosterCare Home' link on the above black breadcrumb bar.", "To return to other SSWS activities, click the 'SSWS Menu' link on the above black breadcrumb bar." Below the list, there is a note: "Please note: The 'Submit Data' menu item will not be presented if your division's collection window is not open. Contact the DOE Budget Office for assistance." and another note: "Also note the 'Error Summary' and 'Error Details' menu items will not display any data if your last uploaded file did not have any errors." On the right side, there is a gray navigation bar with the following items: "Submit Data", "Status Tracking", "Error Summary", "Error Details", "(+)Administration", "TEST", "User Information", "Adam Anfinson", "adam.anfinson", "Dept. of Education Staff", "Hopewell City (114)", "VDOE Application Contact (FosterCare)", "Edward Lanza", "(804) 225-2025", and an "E-Mail" icon.

Along the right side of the webpage, in the area with the gray background, are various functions that you can use to submit and track the status of your submission. The status of your collection window is displayed at the top of the page.

To submit your Excel file, choose "Submit Data" from the gray navigation bar on the right side of the screen. The "Submit Data" page is shown below.

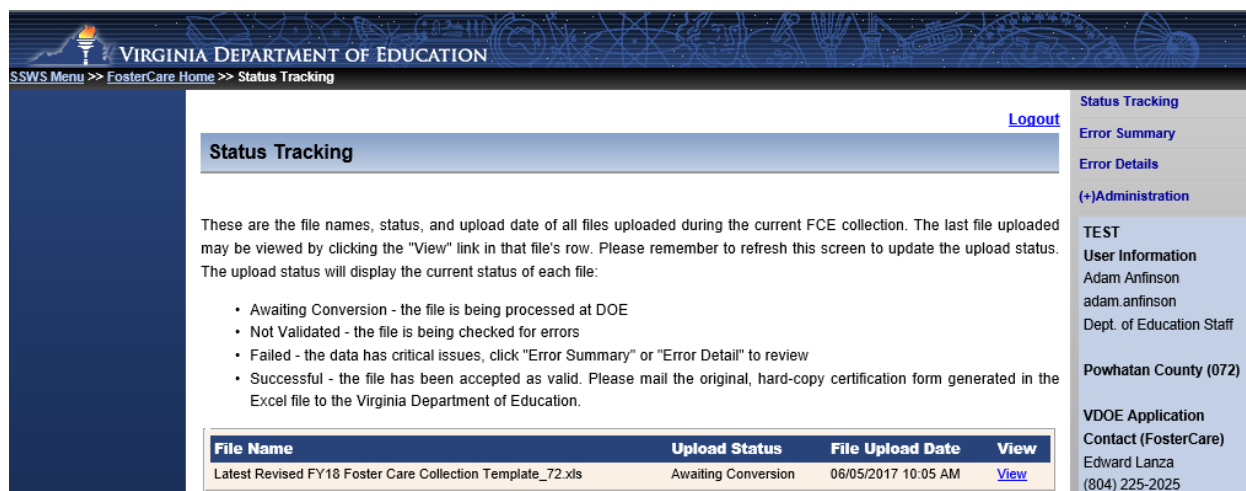




**Please be sure to save your Excel file and close it prior to uploading; if your file is open when you attempt to upload it, you will receive an error.** To upload your Excel file, either enter the file location and full Excel file name in the “File Name” field or choose the “Browse” button and locate your completed “Foster Care Enrollment - Fiscal Year 2018” file on your computer’s storage device. Double-Click or highlight the file and click the “Open” button.

Select the “Upload File” button below the file name. This will submit the file to DOE. Your file will be uploaded, validated, and the collection window closed to prevent multiple Excel files from being submitted as the Excel file is processed. You will be notified by email of the status of your submission.

To view the status of your Excel file submission, select “Status Tracking” from the functions listed along the right side of the page. The “Status Tracking” page will list the progress of your submission. See the sample screen below.



After successfully uploading the Excel file, the contact person listed at the top of the “Non-disabled Foster Care” worksheet of your Foster Care – Fiscal Year 2018 Excel template will receive an email indicating that the department has received the submission.



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All school divisions must return a completed Excel template for fiscal year 2018 using the SSWS application, 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

If you have any questions concerning this data collection, please contact budget office staff at (804) 225-2025 or DOEBUDGETOFFICE@doe.virginia.gov. Both submissions (Excel file and signed certification form) are due to the department no later than **July 31, 2017**. Thank you for completing this data collection.