



**#061-22**

**Commonwealth of Virginia**  
**Virginia Department of Education**  
Superintendent's Memo #061-22

DATE: March 18, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: *Individuals with Disabilities Education Act (IDEA) Excess Costs Calculation*

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with federal and state special education regulations on the funds provided to the local educational agency (LEA) under Part B of the Individuals with Disabilities Education Act (IDEA). The IDEA Part B funds may be used only to pay for the excess costs of providing special education and related services to children with disabilities.

The VDOE will continue utilizing the Special Education Excess Cost (Speced-Excess) web-based application to report the Excess Costs Calculation for the 2020-2021 school year. This application must be used to report costs for the education of an elementary or secondary school student with disabilities, as may be appropriate, that are in excess of the average annual per-student expenditure in an LEA during the preceding year. Please note that a revision has been made to the application's data reference based on updated guidance from the United States Department of Education's Office of Special Education Program (USED-OSEP).

The web-based application can be accessed through the VDOE's [Single Sign-on for Web Systems](#) (SSWS) portal. The individuals responsible for entering the information are granted access to this application through their local SSWS administrator. All division superintendents

or designees' approval and certification of the Verification Reports will be made through the Superintendent Data Collection Approvals (SDCA) Application.

A pre-recorded training session for submitting the data will be made available to all school divisions. An Assistant Superintendent email from Dr. Samantha Hollins, Assistant Superintendent of Special Education and Student Services, will be sent to Special Education Directors with the link for accessing the pre-recorded training. Also, a Question and Answer Zoom session will be held; the link for accessing the session will be included in the Assistant Superintendent's email.

**Attachment A** - Excess Costs Calculation Guidelines and Procedures Manual provides additional guidance and information for submitting the worksheet and the division superintendent's access to SDCA.

The collection window for submission will open on **March 21, 2022**, and will close on **May 13, 2022**. All LEAs are encouraged to submit the data by the close date to avoid delay in the approval of their Annual Plans. In addition, late submissions after the due date or inaccurate reporting of information will affect the school division's Local Determination Accountability Matrix and may prompt a fiscal monitoring review by the VDOE.

### For more information

Questions concerning the Excess Costs Calculation and the web-based application can be directed to Shalonda Lewis, Special Education Financial Data Specialist, at [Shalonda.Lewis@doe.virginia.gov](mailto:Shalonda.Lewis@doe.virginia.gov) or (804) 225-2701.

JB/TLC/sl

- A. Attachment: [Excess Costs Calculation Guidelines and Procedures Manual](#) (DOCX)