



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 22, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: **Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds in Fiscal Year 2019**

Due Date: July 20, 2018

Section 22.1-94, *Code of Virginia*, requires local governing bodies to appropriate funds to school divisions that are sufficient to maintain an educational program that meets the Standards of Quality (SOQ). Section 22.1-97, *Code of Virginia*, sets forth the procedure that the Virginia Department of Education (VDOE) must follow if a county, city, or town fails to appropriate sufficient local funding to support the SOQ. The 2018-2020 budget adopted by the 2018 Special Session I General Assembly (Chapter 2), directs VDOE to follow certain procedures for calculating required local effort as well as procedures to follow if a school division does not spend the required state and local shares for the SOQ.

In addition to procedures for calculating required local effort for the SOQ, Item 136 of the 2018-2020 budget adopted by the 2018 General Assembly Special Session I (Chapter 2) requires VDOE to ensure that school divisions have appropriated sufficient local funds to meet required local effort for the mandatory SOQ programs and required local matches for optional Incentive and Lottery-funded programs in which they have elected to participate. The appropriation act requires school divisions to certify annually to VDOE their intent to participate in these optional Incentive and Lottery-funded programs. Division superintendents must also certify that adequate local funds have been appropriated, above the required local effort for the Standards of Quality, to support the projected required local match for the Lottery and Incentive programs in which the school division has elected to participate. The VDOE is required to make calculations after the close of the fiscal year to verify that the required local match was met based on state funds that were received.

The fiscal year 2019 Budgeted Required Local Effort and Required Local Match (RLERLM) data collection application and instructions are accessed through the Single Sign-on for Web Systems (SSWS) portal. The submission process will be discussed in more detail below. The projected fiscal year 2019 required local effort and required local match (by account) amounts for each division based on the Chapter 2 budget, as well as the projected state share of funding for each optional Incentive and Lottery-funded program are located in the Instructions section of the RLERLM application in SSWS. This data is provided for your information as you certify required local effort for the SOQ and the required local match for Incentive and Lottery-funded accounts in which you elect to participate in fiscal year 2019. Most programs with a required local match have additional eligibility requirements to ensure that school divisions qualify for state funding. These additional eligibility requirements must be met prior to the release of state funds, and certifications indicating that the requirements will be met will continue to be collected as in previous years.

Included in the division listing of RLERLM amounts are the most up-to-date lists of qualifying schools for Reading Specialists and Math/Reading Instructional Specialists initiatives. These lists serve as the basis for which divisions are eligible to participate in these initiatives for fiscal year 2019. These lists were developed

after the 2018 Special Session I General Assembly approved its budget and are not reflected in the projected required local match for fiscal year 2019. Updated required local match calculations will be included in the Governor's budget in the fall reflecting division participation in these two programs for fiscal year 2019.

Please note that each jointly-operated school division (Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg City) must submit separate certifications for each locality.

RLERLM Data Collection

The RLERLM data collection application is accessed through the Single Sign-on for Web Systems (SSWS) portal. Each division will log in to the SSWS site using the following address:

- [Link to https://plpe.doe.virginia.gov/ssws/login.page.do](https://plpe.doe.virginia.gov/ssws/login.page.do).

After successfully logging into the RLERLM application in SSWS, instructions will be provided to complete Sections I and II of the data submission. Section I will provide the ability for each division to certify whether or not it has adequate local funds budgeted to meet the required local effort for mandatory Standards of Quality programs for fiscal year 2019. Section II will provide the ability for each division to opt-in or opt-out of Incentive and Lottery-funded programs that require a local match for participation in the applicable programs in fiscal year 2019.

Once a division has successfully completed Sections I and II in the RLERLM application in SSWS, the division superintendent or designee will certify the FY 2019 RLERLM electronically in SSWS.

Detailed instructions are located in SSWS on the right side of the webpage once you enter the RLERLM application.

The data submission and the electronic certification forms are due to VDOE no later than July 20, 2018.

Please note that the final determination of each school division's status regarding required local effort for mandatory Standards of Quality programs and required local match for Incentive and Lottery-funded programs will be made on the basis of actual expenditures with the submission of the 2018-2019 Annual School Report after the end of fiscal year 2019. Because school divisions will only initially certify to VDOE their status regarding required local effort and required local match, division superintendents and finance officials should consistently monitor their financial obligations regarding these programs with each funding Calculation Template that is provided by VDOE periodically during the course of the fiscal year. The Calculation Templates can be downloaded from the following location, and are updated as changes occur throughout the state budget cycle (i.e., the Governor's introduced budget, General Assembly updates, and final enacted budget):

- [Link to http://www.doe.virginia.gov/school_finance/budget/calc_tools/index.shtml](http://www.doe.virginia.gov/school_finance/budget/calc_tools/index.shtml).

Superintendents of school divisions whose local appropriations for fiscal year 2019 are only slightly in excess of the amount required to maintain local effort for the SOQ are requested to review their average daily membership (ADM) totals monthly. These superintendents must request additional local funding from the local governing body whenever changes in ADM increase the amount of required local effort beyond what has been appropriated by the local governing body.

If you have questions about this data submission or the instructions in SSWS, please contact the Budget Office at (804) 225-2025 or email at DOEBUDGETOFFICE@doe.virginia.gov ✉.

JFL/cgp