



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

DATE: September 28, 2018  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

**SUBJECT: Virginia Preschool Initiative (VPI) Web-based Data Collection and Fall Verification Reporting Requirements for Fiscal Year 2018 (July 1, 2018 through June 30, 2019) DUE: November 15, 2018**

The Virginia Preschool Initiative (VPI) 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. For a new program in the first year of implementation only, a program operating less than a full school year will receive state funds on a fractional basis determined by the pro rata portion of the school year the program is provided.

The program guidelines are available at the following website:

[Link: http://www.doe.virginia.gov/instruction/early\\_childhood/preschool\\_initiative/guidelines.pdf](http://www.doe.virginia.gov/instruction/early_childhood/preschool_initiative/guidelines.pdf)

**Fall Verification Report and Data Submission**

All eligible school divisions, regardless of participation, are required to submit the data through the Virginia Department of Education's Single Sign-On for Web Systems (SSWS) portal and the division superintendent must certify electronically in SSWS that the data are correct by November 15, 2018. Attachment A lists the school divisions eligible to participate in VPI for fiscal year 2018 (2018-2019 school year).

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 B. School divisions that are eligible and choose to participate will also submit eligibility, budget, and program summary information.

**VPI Enrollment Data**

Beginning in 2018-2019, the Virginia Department of Education (VDOE) will fund VPI programs based on VPI preschool enrollment data collected on the Fall Student Record Collection (SRC). The number of actual slots to be funded will be uploaded to the VPI application from SRC. The VPI data collection windows will be open from October 18-November 15, 2018.

### **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 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 state funds for the program will be distributed in fiscal year 2019 based on an allocation formula providing the state share (based on each division's composite index capped at 0.5000) of \$6,326 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 application. This section provides the estimated formula-driven entitlement available to each locality. The state and local shares of cost will automatically compute your information.

The cost for Phonological Awareness Literacy Screening (PALS) materials and access to the PALS Online Score Entry and Reporting System is an allowable expense in the local VPI budget. The PALS office website can be found at: [Link:http://pals.virginia.edu](http://pals.virginia.edu).

### **Start-up/Expansion Grants**

There is the potential for additional VPI funds to be used in fiscal year 2019 for start-up/expansion grants that may be used for one-time expenses, other than capital, specifically related to start-up or expansion of VPI programs. Priority will be given to school divisions that expand the use of partnerships with either nonprofit or for-profit providers. The availability and amount of the funds for start-up/expansion grants will be known after the November 15 verification reports are submitted. If funds are available for start-up/expansion grants, a separate application process will be made available for this purpose. The application for start-up/expansion grants will be released in the December-January time frame.

If you have program questions, please contact Cheryl Strobel, Associate Director, Early Childhood Education, by email at [Cheryl.Strobel@doe.virginia.gov](mailto:Cheryl.Strobel@doe.virginia.gov) or by telephone at (804) 371-7578. Budget questions should be directed to Kent Dickey, Deputy Superintendent for Finance and Operations, by email at [Kent.Dickey@doe.virginia.gov](mailto:Kent.Dickey@doe.virginia.gov) or by telephone at (804) 225-2025.

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**Attachments:**

- a. [List of School Divisions Eligible to Participate in VPI in FY19](#)
- b. [Instructions for Virginia Preschool Initiative \(VPI\) Data Collection and Application Requirements for 2018-2019](#)