



COMMONWEALTH of VIRGINIA
Department of Education

May 5, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Certification of 2.0 Percent Salary Increase Provided During the 2016-2018 Biennium in Order to Receive State Funding for the Compensation Supplement in Fiscal Year 2018

Certification Due Date: June 1, 2017

Chapter 836 of the 2017 Acts of Assembly (i.e., 2017 Appropriation Act) provides for a 2.0 percent compensation supplement payment for funded SOQ instructional and support positions, with an effective date under the state formula of February 15, 2018. School divisions previously received guidance from the Virginia Department of Education (VDOE) in Attachment A of Superintendent's Memorandum No. 058-17 that this state payment does not require a specific local match. However, in order to receive the state payment in fiscal year 2018, the Chapter 836 budget requires that divisions certify that a minimum average 2.0 percent salary increase will be provided to instructional and support staff at some point over the 2016-2018 biennium (i.e., during fiscal years 2017 and 2018). Division superintendents must ensure that the local funding necessary to provide the required 2.0 percent salary increase has been budgeted before certifying their intent to participate in the initiative.

[Attachment A](#) provides the certification form that must be signed by the division superintendent and then mailed to the following address:

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

The signed certification form is due to VDOE no later than June 1, 2017, as required by Chapter 836, and must be received by VDOE in order for a school division to receive this state payment in fiscal year 2018. If you have questions about this certification or the accompanying instructions, please contact the budget office at (804) 225-2025 or by email at DOEBUDGETOFFICE@doe.virginia.gov.

SRS/eml

Attachment:

- A. [Fiscal Year 2018 Compensation Supplement Certification](#) (XLS)

