



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: June 15, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **Special Education Intensive Support Needs Application
Due September 29, 2023**

The purpose of this memo is to notify school divisions of the opportunity to submit the 2023-2024 Students with Intensive Support Needs Application (SISNA) to the Virginia Department of Education (VDOE). The VDOE provides school divisions funds to offset the high cost of providing instructional and other direct services for students identified in low-incidence disability categories, who met the criteria as Students with Intensive Support Needs. School divisions are required to have a partnership with one or more school divisions to access these funds

Having an approved SISNA will allow school divisions to submit claims for reimbursement for certain costs and services provided to their identified Students with Intensive Support Needs. The amount reimbursed is the State Share, which is determined after the school division's Local Composite Index (LCI) is applied to the actual costs expended for an individual student.

In general, school divisions should be aware of the following:

1. The SISNA must be submitted to the VDOE by 5 p.m. on **September 29, 2023**.
2. The SISNA (Excel workbook), guidance, and resource information will be available on the [Single Sign-on for Web Systems \(SSWS\) portal](#) in the application titled Special Ed. Students with Intensive Support Needs Application (SISNA) by **July 21, 2023**.

3. School divisions' SSWS contact staff will need to ensure that all school division staff involved with the SISNA have access to the SISNA.
4. Training for school divisions will be provided to include specific information on SISNA submission requirements, review and approval process, data submission procedures, funding and reimbursement, and other pertinent information. Specific information on how to access all pre-recorded training sessions will be sent to each school division's Special Education Director Via email. This email will also include links to the live, virtual Zoom sessions for follow-up questions and answers, which will be held on the following dates:
 - Wednesday, August 2, 2023, at 10 a.m.
 - Thursday, August 17, 2023, at 1 p.m.

Questions regarding the SISNA should be directed to:

Contact Name	Email	Phone Number
Cynithia Reid, Special Education Financial Intensive Support Analyst	Cynithia.Reid@doe.virginia.gov	(804) 225-2043
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