

Restraint and Seclusion Training: Certification Submission for Fiscal Year 2024

School divisions that received funding in Fiscal Year 2024 from the Virginia Department of Education (VDOE) for second-level training to support implementation of the [*Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia*](#) must ensure that the Certification Submission is completed. The Regional Fiscal Agents are expected to have ensured timely distribution of funds to local school divisions within their VDOE Region, as appropriate, as well as facilitate the collection of completed Certification Submissions from those school divisions. The Regional Fiscal Agents are also expected to retain supporting documentation, to verify allowable fund uses, and to approve budget amendments needed after funding is approved and allocated.

Instructions: Regional Fiscal Agents should collect and return a Certification Submission for each local school division that received funding within their VDOE Region. In addition, please attach a summary detailing the amount of funds spent or unspent by each school division seeking and receiving reimbursement through the Regional Fiscal Agent. **Please provide the division superintendent or superintendent’s designee name and signature for verification.**

Unspent funds must be returned to the VDOE. The Regional Fiscal Agent should mail a refund check in the amount of unspent funds, made payable to the “Treasurer of Virginia,” and enclose a brief cover letter stating the refund check is for unspent Restraint and Seclusion Training state funds, source of funds, project or account codes, and fiscal year funds were awarded.

Please mail the refund check for unspent Restraint and Seclusion funds to the following address:

Virginia Department of Education
Attention: Accounts Receivable, Floor 25
PO Box 2120
Richmond, Virginia 23218

Certification Submissions and summary documents must be emailed to specialed.assistantsuperintendent.memo@doe.virginia.gov, no later than **October 30, 2024**, by the Regional Fiscal Agent.

School Division:

Complete the following for school division staff members who have received training:

1. Number of Staff Members:
2. Role(s) of Staff Members:
3. Date and Location of Training:

Check each box to ensure the following statements for the school division are accurate:

- Certification that any initial or advanced training is evidence-based (8VAC20-750-100).

- Certification of the completion of training for audit purposes to ensure the funding provided was used as intended.
- Certification that the funds were completely used.

Complete the following if unspent funds will be returned to the VDOE:

1. Total Awarded:
2. Total Spent:
3. Amount to be Returned:
4. Fiscal Year Funds were Awarded:

Superintendent or Superintendent's Designee Name:

Superintendent or Superintendent's Designee Signature: