



COMMONWEALTH of VIRGINIA  
Department of Education

September 18, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2015-2016 Individuals with Disabilities Education Act Proportionate Set-Aside Requirements**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with Part B of the Individuals with Disabilities Education Act (IDEA) §300.133 and Appendix B to Part 300 – Proportionate Share Calculation, which mandates that each school division spend a proportionate amount of its Sections 611 and 619 allocations on providing special education and related services (including direct services) to home- schooled or parentally-placed private school children with disabilities.

The VDOE's Office of Special Education and Student Services (SESS) will continue utilizing a Web-based Special Education Proportionate Set-Aside (Speced-PSA) Application for divisions to use to report their proportionate set-aside calculations for fiscal year 2015-2016. This application must be used to calculate the required set-aside amounts associated with providing special education and related services to children and youth with disabilities who are homeschooled or parentally-placed in private elementary and secondary schools located in the division.

The Speced-PSA Application can be accessed by using the VDOE's Single Sign-on for Web Systems (SSWS) portal. The individual(s) that will be responsible for completing and submitting the PSA information in SSWS will need to contact their local SSWS administrator to gain full access rights. Attachment A provides additional guidance and information for calculating and completing the worksheet.

The collection window for submission of the 2015-2016 proportionate set-aside calculation will open on October 5, 2014, and will close on October 23, 2015. All school divisions are required to complete the Web-based application regardless whether the LEA has students with disabilities who are home-schooled or parentally-placed in private schools or not. A recorded webinar on how to use the Speced-PSA application can be accessed at the following link: [http://doe.virginia.gov/special\\_ed/grants\\_funding/index.shtml#](http://doe.virginia.gov/special_ed/grants_funding/index.shtml#).

Questions should be directed to Emily Boothe, special education financial data specialist, Division of Special Education and Student Services, at [Emilia.Boothe@doe.virginia.gov](mailto:Emilia.Boothe@doe.virginia.gov); telephone (804) 225-2701.

SRS/egb

Attachment:

- A. [Special Education PSA Application Guidance Document](#) (PDF)

