



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

August 2, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Virginia Preschool Initiative (VPI) Web-based Data Collection and Fall Verification Reporting Requirements for Fiscal Year 2014 (July 1, 2013 through June 30, 2014) DUE: October 1, 2013**

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 a school year the program is provided.

The program guidelines are available at the following Web site:

[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 complete the Web-based data collection and application for the Virginia Preschool Initiative. Please reference Attachment B of Superintendent's Memorandum No. 050-13, dated February 28, 2013, which shows by school division, the amount of VPI funding projected for fiscal year 2014. Superintendent's Memorandum No. 050-13 can be accessed at the following link:

[http://www.doe.virginia.gov/administrators/superintendents\\_memos/2013/050-13.shtml](http://www.doe.virginia.gov/administrators/superintendents_memos/2013/050-13.shtml).

School divisions must submit the eligibility and participation data and application through the Department of Education's Single Sign-On for Web Systems (SSWS) application. Access to the application should be requested through the school division's SSWS account manager. Instructions for the application are available in Attachment A. School divisions that are eligible and choose to participate will also submit budget and program summary information.

All eligible school divisions, regardless of participation, are required to fax a copy of the signed certification form to Cheryl Strobel at (804) 786-1597 by October 1, 2013.

**Funding**

It is anticipated that state funds for the program will be distributed based on an allocation formula providing the state share (based on each division's composite index capped at 0.5000 in fiscal year 2014) of \$6,000 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 distribution of state funds for each locality for school year 2013-2014 is included in the “Budget Calculator” section of the application. This section provides the estimated formula-driven entitlement available to each locality. If the locality chooses to serve fewer children than the total number allocated by formula, insert the local projected number of children to be served in the calculator in the “Local Projection” fields. The projected state and local shares of cost will automatically be recomputed for your information.

In the event the 2013-2014 funding allocations change from those shown in the application due to final state budget actions affecting fiscal year 2014, updated information will be provided to you when it becomes available.

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. If the locality already purchased a PALS-PreK Teacher Set for the classroom, the per pupil cost would be about \$5. If in the future the locality starts a new program, the Teacher Set would need to be purchased; then the per pupil cost would be about \$9. The PALS office Web site can be found at: <http://pals.virginia.edu>.

All eligible school divisions, regardless of VPI participation in fiscal year 2014, are required to fax a copy of the signed certification form to Cheryl Strobel, associate director of early childhood education, at (804) 786-1597. **The signed certification form is due by October 1, 2013.**

If you have program questions, please contact Cheryl Strobel, associate director of early childhood education, at (804) 371-7578 or [Cheryl.Strobel@doe.virginia.gov](mailto:Cheryl.Strobel@doe.virginia.gov). Budget questions should be directed to Kent Dickey, deputy superintendent for finance and operations, at (804) 225-2025 or [Kent.Dickey@doe.virginia.gov](mailto:Kent.Dickey@doe.virginia.gov).

PIW/CPS/as

Attachment:

- a. [Instructions for Virginia Preschool Initiative \(VPI\) Data Collection and Fall Verification Requirements for 2013-2014](#) (PDF)