



COMMONWEALTH of VIRGINIA
Department of Education

September 20, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: 2013-2014 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 parentally-placed private school children with disabilities.

The VDOE's Office of Special Education and Student Services (SESS) will be utilizing a Web-based application Speced-PSA Application for divisions to use to report their proportionate set-aside calculations for fiscal year 2013-2014. 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 that are home-schooled or parentally-placed in private elementary and secondary schools located in the division.

The new Special Education Proportionate Set-Aside (Speced-PSA) Application will appear in the VDOE's Single Sign-on for Web Systems (SSWS) portal. Contact your local SSWS administrator to grant access rights to the individual(s) that will be responsible for completing and submitting the PSA information to SESS. The attached document will provide additional guidance and information.

The collection window for submission of the 2013-2014 proportionate set-aside calculation submission will be September 30, 2013 through October 18, 2013. The amount calculated must be separately reported when requesting reimbursements through VDOE's Online Management of Education Grant Awards (OMEGA) system. The following webinar dates on how to use the new Speced-PSA application will be hosted via Internet. The link to access the webinar will be sent to state special education directors via a separate e-mail communication.

- October 1, 2013 at 10:00 a.m.
- October 2, 2013 at 2:00 p.m.

Questions should be directed to Tracie L. Coleman, special education budget and finance manager, Division of Special Education and Student Services, at tracie.coleman@doe.virginia.gov or (804) 225-2704 or Emily Boothe, special education financial data specialist, Division of Special Education and Student Services, at emilia.boothe@doe.virginia.gov or (804) 225-2701.

PIW/tlc

Attachment:

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