



**#185-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #185-22**

DATE: August 19, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Homebound Instruction Services Data Reporting**

The Homebound Instruction Services Data Reporting for the 2021-2022 school year will be collected through the Single Sign-on for Web Systems (SSWS) portal. The data requested will include each homebound teacher's license number, the hourly rate of payment, and the number of hours worked. In addition, in order to process any online instruction reimbursements, the license number of the teacher monitoring online homebound instruction will be needed.

The data must be submitted electronically through [SSWS](#). The open window for submission of reports is **August 22, 2022 - September 23, 2022**. Please note that any data entered before the initiation date will be lost when the system opens. It is critical that school divisions meet the **September 23, 2022**, deadline for submission of this report to ensure timely reimbursement from fiscal year 2022 state funds.

Individuals who will be entering data but do not have a current homebound password will need to obtain one by contacting the SSWS Account Manager designated for their respective school division.

All reporting is to be completed electronically. A printed report mailed to the Virginia Department of Education (VDOE) is not required.

## For more information

If you have any questions, contact Amy Edwards, Medicaid Specialist, Office of Student Services, by telephone at (804) 692-0150, or by email at [Amy.Edwards@doe.virginia.gov](mailto:Amy.Edwards@doe.virginia.gov).

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