



#271-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #271-21**

DATE: September 24, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Virginia Preschool Initiative (VPI) Web-based Data Collection and Fall Verification Reporting Requirements for Fiscal Year 2022 (July 1, 2021 through June 30, 2022) DUE: November 5, 2021**

The purpose of this memo is to request Virginia Preschool Initiative (VPI) actual program and budget data for the school year 2021-2022. Please take time to thoroughly review the memo before submitting your division's fall VPI Verification Report. Through a focus on advancing effective interaction and instruction, VPI programs help ensure all Virginia children enter school fully prepared for success. The [VPI Guidelines](#) describe all programmatic requirements for VPI, and are available on the [Virginia Department of Education's \(VDOE\) website](#).

VPI Enrollment Data

The VDOE funds VPI programs based on VPI preschool enrollment data collected on the Fall Student Record Collection (SRC). The number of actual slots to be funded will be uploaded to the VPI Verification Report from SRC. The VPI data collection windows will be open from October 4-November 5, 2021.

Student Record Collection (SRC) Data Requirement for VPI Funding

VPI funds for both four-year olds and approved pilot three-year olds are based on VPI preschool data collected on the Fall Student Record Collection application in the Single [Sign-On for Web Systems \(SSWS\) portal](#). The [VPI State Funding Based on Student Enrollment](#) document is available on the VDOE website. This document provides information on preschool funding codes and best practices to correctly code preschool students. Please note the following VPI SRC codes added during 2020-2021 and being used again for 2021-2022.

- Three-Year Olds: Divisions participating in the VPI Pilot for Serving Three-Year Olds must use SRC PK Funding Code #12 in order to receive funding for approved slots for three-year-olds.
- Community Provider Add-on: VPI students who are served in community provider settings should be reported on the Student Record Collection (SRC) with serving school code 9990. Please work with your SRC contact to ensure that the data is being reported accurately.

Fall Verification Report and Data Submission

All eligible school divisions, regardless of participation, are required to submit the data in the VPI application in SSWS. The division superintendent must certify electronically the accuracy of the data in the VPI application by **November 5, 2021**. Please note that the VPI Verification Report cannot be completed until the school division's fall SRC has been completed and submitted to VDOE.

School divisions must submit using the VPI application accessed through the VDOE's SSWS portal. Access to the VPI application in the SSWS portal should be requested through the school division's SSWS account manager. School divisions that are eligible and participate in VPI will also submit budget and program summary information. This includes a local plan that aligns with the revised [VPI Guidelines](#).

Funding

Per Pupil Funding

State funds for the program will be distributed in fiscal year 2022 based on an allocation formula providing the state share (based on each division's composite index capped at 0.5000) of \$7,655 per child for 100 percent of the estimated unserved at-risk four-year-olds in each locality as projected by the Department of Education.

Local Match

A local match, based on the composite index and capped at 0.5000, is required. The 2020-2022 budget modifies the maximum amount of local match that may come from in-kind (vs. cash) resources from 25 percent to 50 percent, beginning in FY 2021.

The projected local distribution of state funds for each locality for school year 2021-2022 is included in the "Budget Calculator" section of the VPI application within SSWS. This section provides the estimated formula-driven entitlement available to each locality in addition to VPI enhancements (i.e., redistributed slots, pilot for three-year olds, community-provider add-on). The state and local shares of cost will automatically be computed for state-funded slots for your information.

Community Provider Add-on Funds

School divisions partnering with community providers and were approved for use of community provider add-on funds ([Attachment A of Superintendent's Memo #166-21](#)) are eligible to receive additional funds for each VPI slot served in a community provider setting. Add-on funds vary by region (\$1,500, \$2,500, or \$3,500) as indicated on [Attachment A of Superintendent's Memo #048-21](#).

School Division Eligibility and Requesting Late Enrollment Funding via the Fall Verification Report

Recognizing the continued negative impact that COVID-19 has had on school division's typical recruitment, registration, and enrollment of young children from some of Virginia's most vulnerable families, prorated funding for slots filled for the first time between October 2, 2021 and January 7, 2022 may be provided, pending available funds.

Eligible school divisions may request to conduct “late enrollment” for remaining VPI slots via the SSWS Fall Verification Report. To be eligible for late enrollment VPI slot funding, school divisions must:

- Have unfilled allocated VPI slots as of October 1, 2021 as reported through the 2021 Fall SRC;
- Submit a request through the fall VPI Verification Report (due November 5, 2021) for funding VPI slots the division has filled or projects to fill between October 2, 2021 - January 7, 2022;
- Pending available funds, VDOE staff will review all requests for late enrollment funding and communicate with division superintendents by January 7, 2022 the number of slots approved and the prorated state share of funds per slot.

Local Match for Late Enrollment VPI Slots. As with standard VPI funding, VPI Late Enrollment funding includes the state share of funds based on each division’s composite index, which is capped at 0.5000 of the cost for each slot. Local divisions must make up the rest of the cost through local match funds. A local match, based on the composite index, is required for prorated VPI late enrollment slots. The 2020-2022 budget modifies the maximum amount of local match that may come from in-kind (vs. cash) resources from 25 percent to 50 percent, beginning in FY 2021.

Community-Provider Add-on for Late Enrollment VPI Slots. VPI slots filled in community-provider settings after the 2021 Fall SRC are eligible for the prorated VPI Late Enrollment funding, pending available funds, but are not eligible for additional community-provider add-on funds. These slots will be funded at the same rate as late enrollment VPI slots that are in the school setting.

VPI Fall Verification Webinar

A VPI Fall Verification webinar will be provided at **10 a.m. on October 7, 2021** to provide specific instructions for completing the VPI Fall Verification Report. VPI Coordinators should attend. Registration for the webinar is required. The webinar will be recorded. Written instructions for completing the VPI Verification Report will be sent to VPI Coordinators prior to the October 7 webinar.

- Fall VPI Verification Webinar
- October 7 at 10 a.m.
- [Register to Attend](#)

For more information

If you need additional information or have questions about the fall VPI Verification Report, please contact Dr. Mark R. Allan, Associate Director of PreK Programs, by email at Mark.Allan@doe.virginia.gov or by telephone at (804) 225-3665. If you need additional information or have questions about the Fall Student Record Collection, please contact ResultsHelp@doe.virginia.gov by email.

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