

**VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES
OFFICE OF DISPUTE RESOLUTION AND
ADMINISTRATIVE SERVICES**

State Operated Programs and Virginia Schools for the Deaf and Blind

Local Special Education Annual Plan and Report
2009-2010

Submitted by:

(SOP)

Address

Date

Questions regarding this plan should be directed to:

Name

Telephone Number

Email Address

In accordance with the attached instructions, please ensure that on or before **May 18, 2009**, the **original and one complete copy** of the Local Special Education Annual Plan and Report is received at the following address:

Melissa C. P. Smith,
Coordinator of Administrative Services
Office of Dispute Resolution & Administrative Services
Department of Education
P. O. Box 2120
Richmond, VA 23218-2120

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GENERAL INSTRUCTIONS ANNUAL PLAN PROCESS 2009-2010

All local educational agencies (LEAs), which include local school divisions, state-operated programs (SOPs), and the Virginia School for the Deaf and the Blind at Staunton (VSDB), are required to establish their eligibility to receive funding under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04). IDEA '04, at 20 USC § 1413(a)(1), and its federal implementing regulations, at 34 CFR § 300.201, require that each LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the Virginia Department of Education's (VDOE's) policies and procedures, which have been established in accordance with IDEA '04. This Annual Plan is a component of VDOE's overall responsibility to ensure each LEA's compliance with the implementation of the requirements of IDEA '04, and its federal implementing regulations. A copy of the 2006 federal IDEA implementing regulations is available online at <http://www.ed.gov/legislation/FedRegister/finrule/2006-3/081406a.pdf>. The December 2008 revisions to the federal regulations are available online at <http://www.ed.gov/legislation/FedRegister/finrule/2008-4/120108a.pdf>.

The attached pages provide the necessary forms to assist each LEA in the preparation of their 2009-2010 Annual Plan. Please also refer to the information outlined below, and the Superintendent's Memorandum, dated December 5, 2008, for additional information and contact assistance.

A. Submission of the Annual Plan “Financial Information Attachment” using the OMEGA System:

Each LEA must submit, as part of the Annual Plan process, the “Annual Plan Financial Information Attachment” using the Online Management of Grant Awards (OMEGA) System. LEAs are requested to use the following sequence of activities when completing and submitting for approval, their Annual Plan, including the “Annual Plan Financial Information Attachment:”

1. Verify completion of an “OMEGA User Permission Form OP1” – An OP1 Form must be on file with VDOE's Division of Finance for each person in the LEA's OMEGA approval queue for applications for Sections 611 or 619 funding. If your LEA has previously submitted an OP1 Form, and has been granted permission for each individual in the approval queue to either “Create/Cancel,” or to “Approve/Deny” an “Application Request” for “Section 611” and “Section 619,” then you are not required to submit new OP1 Forms. However, if there are new staff members participating in the approval queue, please verify that an OP1 form, requesting the appropriate permissions, has been filed with VDOE's Division of Finance.

Instructions for completing the OP1 Form and online training opportunities are available at www.doe.virginia.gov/VDOE/omega. Please mail the completed form to the following address no later than **April 15, 2009:**

Department of Education
Attn: Accounting Department, 25th Floor
P.O. Box 2120
Richmond, Virginia 23218-2120

Additional assistance regarding the OP1 Form may be obtained by telephone at (804) 371-0993 or by email at omega.support@doe.virginia.gov.

NOTE: If you are not a current user of VDOE’s “Single Sign-on for Web Applications System” (SSWS), prior to submitting an OMEGA user permission form to VDOE, you will also need to contact your local SSWS Coordinator, who will establish an SSWS “user logon” and access to OMEGA.

2. After completion, the Annual Plan must be reviewed by the State Special Education Advisory Committee (SSEAC) prior to submission to the Office of Dispute Resolution and Administrative Services (ODRAS) for review and final approval. Therefore, on or before **April 15, 2009**, SOPs and the VSDB must submit one complete copy of their 2009-2010 Annual Plan to Ms. Sheryl Smith at the following address for distribution to the appropriate SSEAC members:

Sheryl Smith, Administrative Assistant,
Office of Special Education Instructional Services
Virginia Department of Education
P. O. Box 2120
Richmond, VA 23218-2120

Following the SSEAC’s review, each SOP and the VSDB is requested to make any SSEAC-requested revisions, and to submit one original and one complete copy of its revised 2009-2010 Annual Plan to Melissa C. P. Smith, Coordinator of Administrative Services, at the address outlined on page one of this document.

3. OMEGA Data Submission – Once the LEA’s 2009-2010 Annual Plan has been reviewed, as outlined in Step 2 above, LEAs are requested to do the following:

- a. Download the “OMEGA — Annual Plan financial information attachment,” an Excel Spreadsheet, which is available online at the following website:
<http://www.pen.k12.va.us/VDOE/sess/spedannualplan/spedplansop.html>
- b. The Excel spreadsheet mirrors pages 15 and 29 from Part III of this Annual Plan:
 - Page 15 – the “Proposed Grant Budget” form for Section 611 Flow-Through Funds; and
 - Page 29 – the “Proposed Grant Budget” form for Section 619 Preschool Funds.

Please insert into the spreadsheet exactly the same data and text information that appears on pages 15 and 29 of Part III of this Annual Plan, as approved by the SSEAC. If you did not complete the “Proposed Grant Budget” form for either Section 611 or for Section 619 funding, please leave that portion of the Excel spreadsheet blank.

NOTE: By using the “TAB” key, you can move between the cells in the Excel spreadsheet in which data may be entered.

- c. Save the revised spreadsheet to your computer.
- d. Login to the Virginia Department of Education’s SSWS at the following website:

<https://p1pe.doe.virginia.gov/ssws/login.page.do> (NOTE: The website suffix is “do” rather than “doe”.)

- e. Select the Application Name “Online Management of Education Grant Awards – OMEGA.”
- f. On the OMEGA home page, on the left hand side of the screen is a column entitled, “I want to...” From that list, select “Submit an application.” That will bring up OMEGA’s “Application Request Page.”
- g. On the “Application Request Page,” the first step is to “Choose the Award Year.” This will be **2009**.
- h. The next question is “Do you wish to submit a consolidated application?” The answer is **“Yes.”** (Please note that failure to select “Yes” may delay approval of your Annual Plan.)
- i. **“Choose the Project Groups”** -- If, when completing the documents in Part III of this Annual Plan, you complete both page 15 and page 29, the “Proposed Grant Budget” forms, then in OMEGA, under “Choose the Project Groups,” select **BOTH** “IDEA Part B Section 611 Special Education” and “IDEA Part B Section 619 – Special Education Preschool” as part of the **SAME** consolidated application. However, if when completing your Annual Plan documents, you complete only one of the “Proposed Grant Budget” forms, either page 15 **OR** page 29, then under “Choose the Project Groups,” select only the funding stream for which you completed a “Proposed Grant Budget” form as part of this Annual Plan.

NOTE: If you currently use OMEGA to submit NCLB applications, those funding streams may appear under “Choose the Project Group.” Please be careful to select only the IDEA Part B selections, which are applicable to your Annual Plan.

- j. The next step is to “Browse.” Selecting “Browse” will allow you to locate and attach the revised Excel spreadsheet that you saved in step “c.” above.
- k. Once the file containing the Excel spreadsheet has been attached, select “Go to Submit” from the options at the bottom of the screen. This will bring up a “Confirmation Page.” The “Confirmation Page” will allow you to ensure that the file you uploaded is the appropriate file, and that you selected the appropriate “Project Group(s).” Once you have verified that the information is ready for submission, select “Submit Request.”
- l. Once the OMEGA application is submitted, it will be routed to the individual(s) within the LEA, who are authorized to approve OMEGA applications, and it will appear in the approvers’ OMEGA “To Do List.” The application must be approved by each LEA-level approver, who is required, before it will be submitted via OMEGA to VDOE for review. At a minimum, at the LEA level, the OMEGA application must be approved by the individual authorized to provide “Level 4” approval, typically the SOP Director or other authorized designee.

NOTE: A Webex training session, which will walk through the steps outlined above, is available online, and is entitled, “Finance - OMEGA - 2006 SPED Annual Plan, Part III Upload.” To access this training session, or other training sessions for OMEGA, go to <http://www.doe.virginia.gov/VDOE/omega/> and select the link for “Archived Webinar Sessions.” The videos are listed according to program area. Select “Finance.” The appropriate Webex training is the first listed under “Finance.”

4. To ensure a timely approval process, the original and one complete copy of all Annual Plan documents, including pages 15, and 29 from Part III, must be received by the Office of Dispute Resolution and Administrative Services no later than **May 18, 2009**.

Similarly, the OMEGA submission must receive “Level 4” approval at the LEA level no later than **May 18, 2009**. (Note: It is not necessary to submit a hardcopy of the Excel spreadsheet, which is submitted via OMEGA.)

B. Local Policies and Procedures:

Each LEA must provide assurances via their Annual Plan that their local policies and procedures are in compliance with the requirements of, and any revision to, the IDEA '04, its federal implementing regulations, and Virginia’s state special education regulations. However, LEAs are no longer required to submit copies of their local policies and procedures, or revisions to those policies and procedures, to VDOE for collection and review. Rather, SOPs must conduct a review of their policies and procedures with an assigned subcommittee of the SSEAC on an annual basis on a date designated by the Virginia Department of Education. VDOE staff will work with individual SOPs to refine areas where the need for modification of local policies or procedures may exist.

C. Annual Plan Sections which do not apply to SOPs and VSDB:

Except as outlined below, all sections of the Annual Plan must be completed by SOPs and the Virginia Schools:

- In accordance with the Virginia Regulations, at 8 VAC 20-80-90, SOPs and the VSDB are not responsible for the development of a local advisory committee, and therefore, should not complete the local special education advisory committee section of the Annual Plan.
- SOPs not serving pre-school age populations are not eligible for a Section 619 subgrant award. Therefore, those SOPs are not required to complete the Application for Section 619 funds, which begins on page 26 of Part III of the 2009-2010 Annual Plan.
- Finally, the following sections of the Virginia Regulations do not apply to SOPs; and therefore, these sections of the Annual Plan should not be completed by SOPs:
 - Assurance of Free Appropriate Public Education Division Wide – 8 VAC 20-80-40 B.
 - Child Find – 8 VAC 20-80-50
 - Placement of Children at the Virginia School for the Deaf and the Blind at Staunton or the Virginia School for the Deaf, Blind and Multi-Disabled at Hampton – 8 VAC 20-80-65
 - Private School Placement – 8 VAC 20-80-66
 - Federal Funds – 8 VAC 20-80-120 – B., C., F., and H.

D. Annual Plan Submission Tips:

- Each SOP must submit its own, individualized Annual Plan, which includes all required forms.
- All Annual Plan documents must include original signatures.
- It is not necessary to submit copies of forms, as they are not needed for VDOE’s review.
- It is not necessary to resubmit the pages of directions that are included in the 2009-2010 Annual Plan packet.
- Please do not bind or staple the Annual Plan documents, or place them in notebooks. As an alternative, rubber bands or binder clips may be used.
- Please do not submit double-sided copies of your Annual Plan. The plan must be separated and disseminated to several different reviewers upon arrival at VDOE.
- If you have any questions, please feel free to contact a VDOE staff member using the following information:

Plan Section	Contact Person	Telephone	E-mail Address
Part I, OMEGA submission, & General Questions	Melissa C. P. Smith	(804) 371-0524	Melissa.Smith@doe.virginia.gov
	Suzanne Creasey	(804) 225-2923	Suzanne.Creasey@doe.virginia.gov
Local Special Education Advisory Committee	Judy Hudgins	(804) 371-7421	Judy.Hudgins@doe.virginia.gov
Special Education in Local and Regional Jail Programs	Jeff Phenicie	(804) 786-0308	Jeff.Phenicie@doe.virginia.gov
Report on the Implementation of the 2006-2007 Plan	Judy Douglas	(804) 225-2771	Judy.Douglas@doe.virginia.gov
611 Applications	Sherry Hubbard	(804) 225-2339	Sherry.Hubbard@doe.virginia.gov
619 Applications	Phyllis Mondak	(804) 225-2675	Phyllis.Mondak@doe.virginia.gov
	Cecil Overton	(804) 786-9153	Cecil.Overton@doe.virginia.gov
Coordinated Early Intervening Services	Susan Cumbia	(804) 371-2725	Susan.Cumbia@doe.virginia.gov
OMEGA Support & OP1 Form	James Cutler	(804) 371-0993	Omega.Support@doe.virginia.gov

PART I

- Director's Certification

**DIRECTOR'S CERTIFICATION
FOR STATE-OPERATED PROGRAMS OR
THE SCHOOL FOR THE DEAF AND THE BLIND AT STAUNTON
For Annual Plan Year 2009-2010**

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04), I certify that throughout the period of the 2009-2010 grant award, the _____ (SOP) will comply with all the requirements of Part B of IDEA '04, and its federal implementing regulations, dated October 13, 2006 and revised December 31, 2008, at 34 C.F.R. Part 300 *et al.*, including, but not limited to:

- (1) All of the eligibility requirements of Section 613 of IDEA '04;
- (2) Each of the requirements of IDEA '04 outlined in the Virginia Department of Education's Guidance Document dated November 2005, and entitled, "Required Modifications to Local Policies and Procedures;" and
- (3) Each of the requirements of the IDEA '04 federal implementing regulations, as outlined in the Virginia Department of Education's "Addendum to Local Policies and Procedures," dated 2007.

I certify that _____ (SOP) has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to, the IDEA '04, its federal implementing regulations, and the Virginia Board of Education's regulations, including those requirements outlined in the following two documents:

- The Virginia Department of Education's document entitled, "Required Modifications to Local Policies and Procedures," dated November 2005; and
- The Virginia Department of Education's document entitled, "Addendum to Local Policies and Procedures," dated 2007.

I certify that this 2009-2010 Annual Plan and any revisions to the SOP's local policies and procedures for the provision of special education and related services were reviewed by the State Special Education Advisory Committee on _____ (Date). Any needed changes to the plan following the review will be submitted to the Virginia Department of Education by May 18, 2009.

Finally, I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.

SOP Director or Designee

Date

PART II

Report on the Implementation of the 2007-2008 Plan

SOP/ VSDB

**REPORT ON IMPLEMENTATION
OF THE 2007-2008 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2007-2008 school year has been implemented (Code of Virginia §22.1-215).