

## Attachment to Adm. Supts. Memo No. 9

### Instructions for Submitting 1<sup>st</sup> Semester Claims for Reimbursement for Children Placed in Certain Regional Programs – School Year 2001-02

#### General Instructions

The Department of Education's new SpedSys special education data system will be used for submission of school year 2001-02 claims for reimbursement for children placed in those regional programs having approved rates for services authorized by Board of Education regulations governing this reimbursement program. These approved regional programs include the following:

Central VA Reg Spec Ed Program Sch#: 291-0010  
Coop Ctr for Excep Children Sch#: 280-0010  
Henry Co/Martinsville Reg Pgm Sch#: 292-0010  
Laurel Regional Special Ed Ctr Sch#: 282-0010  
Mid Peninsula Reg Spec Ed Ctr Sch#: 281-0010  
New Horizons Reg Ctr - Autism Sch#: 285-0010  
Northern VA Reg Spec Ed Pgm Sch#: 290-0010  
Northwestern Reg Ed Pgm Sch#: 284-0010  
Piedmont Reg Ed/Ivy Creek Sch#: 286-0010  
Roanoke Valley Regional Board Sch#: 299-0010  
Shenandoah Valley Reg Sch#: 287-0010  
Southeastern Coop Ed Pgm Sch#: 288-0010

School divisions must submit claims for 1<sup>st</sup> semester payments during the period February 15 through March 15, 2002.

School divisions expecting NOT to submit claims for reimbursement under this funding program must so notify the Department of Education. Please call Kim Shackelford, (804-225-2079) or email: <mailto:kshackel@mail.vak12ed.edu> by March 1 if you will NOT be submitting an electronic reimbursement request.

All electronic requests received by March 15 will be processed and verified with school divisions. Verification reports will be sent to school divisions for review and final certification and must be returned via regular mail no later than April 15, 2002. School divisions may expect deposits to their accounts on June 16, 2002.

SpedSys permits school divisions to request adjustments (positive or negative) to claims previously submitted during the 2000-01 school year (either 1<sup>st</sup> or 2<sup>nd</sup> semester). SpedSys will also allow you to submit any 1<sup>st</sup> or 2<sup>nd</sup> semester 2000-01 claims previously omitted.

Specific Instructions for creating the tuition extract smf file in SpedSys

1. In the Import/Extract Screen, import the data file.
2. Go to the Required Data Screen.
3. Click on the Validate button.
4. Select Tuition validation.

Note: If the validation step identifies data errors, edit the record to correct the errors and save the file. Validate the data again to confirm that there are no errors, then proceed.

5. In the Import/Extract Screen, enter the user's e-mail address.
6. In the Import/Extract Screen, click on Type of Extract File.
7. From the Type of Extract File table, select Tuition Reimbursement SMF.
8. In the Import/Extract Screen, click on Create Extract.

Note: The Extract SMF File created will be stored in the same folder from which the user imported the data file. Check the file location in the Extract File Name field.

9. You are now ready to submit the extract file to DOE.

Specific instructions for submitting the extract file to DOE

1. Minimize the school division application.
2. Return to the DOE SpedSys web site.
3. In the DOE web site SpedSys Welcome Page, click on submit data.
4. In the submit data page, click on the browse button.
5. In the browse window, go to the folder that contains the Tuition Reimbursement SMF.

(Note: Once you are in the correct folder, you may have to select "All Files" to display the tuition reimbursement file.)

6. Highlight the Tuition Reimbursement file, and click open (or double click on the file).
7. In the Data Submission page, click on Submit File to DOE.
8. Wait to receive confirmation that the file was transmitted to DOE.

9. After receiving confirmation, click on Status Tracking.
10. You will first see a message Data Not yet Validated.
11. After the file is validated, you will see either Successful or Errors.

(Note: An e-mail message will be sent notifying the sender of the status of the file.)

12. If your file has no errors, you are finished. If you see errors, click on errors to get a listing of what needs to be corrected. After correcting any errors, follow the extract creation steps again. After creating a new extract file, follow the submission steps again until you have a successful submission.

Should you need assistance, call Jerry Mathews (804-786-3234) or email:  
[jmathews@mail.vak12ed.edu](mailto:jmathews@mail.vak12ed.edu)