

Attachment A to Supts. Memo No. adm044.pdf

Instructions for Submitting 2nd 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 is to be used for submission of 2nd semester school year 2001-02 claims for reimbursement for children placed in regional programs having approved rates for services authorized by Board of Education regulations governing this reimbursement program.

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

Claims must be submitted via SpedSys during the period July 15 through August 30, 2002.

School divisions expecting NOT to submit claims for reimbursement under this funding program must notify the Department of Education. Please email Kim Shackelford, kshackel@mail.vak12ed.edu or Jerry Mathews, jmathews@mail.vak12ed.edu by August 15 if you will NOT be submitting an electronic reimbursement request for costs associated with placement of children in the above listed programs.

All electronic requests received by August 30 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 fax or regular mail no later than September 30, 2002. School divisions may expect deposits to their accounts on or about October 31, 2002.

SpedSys permits school divisions to request adjustments (positive or negative) to claims previously submitted for 2nd semester 2000-01 or 1st semester 2001-02. SpedSys will also allow you to submit any 2nd semester 2000-01 or 1st semester 2001-02 claims previously omitted.

Specific Instructions for Entering 2001-02 2nd Semester Reimbursement Claims

In the tuition screen, for each student for whom you are claiming reimbursement:

1. select "2001" (for school year 2001-02)
2. select the appropriate disability
3. select the appropriate regional program
4. enter the claim amount (including decimal and cents) in the 2nd Semester Payment field (e.g. 9999.99)
5. remember to "save" before exiting

Before proceeding to create the file extract for transmittal to the Department of Education, you should use Report Builder to run the "Reimbursement by Reg. Prog." or "Reimbursement by Disability" report to verify your data entry and obtain a sum of claims being submitted for payment.

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