

**Foster Care Program - Fiscal Year 2003 Reimbursement For
Fiscal Year 2002 Expenditures**

Instructions For Downloading and Using the Excel Template

A downloadable Excel file was created to facilitate the collection of data used in calculating reimbursements of fiscal year 2002 foster care expenditures. All of the required forms for reimbursement, including the superintendent's certification form, are included in this Excel template. The Excel file is located on the department's Web site and can be downloaded from the following address:

<http://www.pen.k12.va.us/VDOE/Finance/Budget/cdc/index.html>

This address brings you to the Budget Office's "Current Data Collections" Web page. To download the Excel file, click on the "Excel Template" cell located next to the heading labeled "Foster Care Data Collection." You may also access the template by logging onto the department's Web site at <http://www.pen.k12.va.us>. From this home page, select the drop-down box in the upper right hand corner titled "DOE Offices," then on "Finance," then on "Budget Office," then on "Current Data Collections," and then click on the "Excel Template" option for the Foster Care program.

You must use Microsoft Excel version 97 or later to use all of the features contained in this file. If you do not have Excel 97 or later, please contact the budget office staff at (804) 225-2025 for assistance. Please follow the steps below to access the file from the Web site:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. **Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

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Note: Special Downloading Instructions for Internet Explorer Users

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the Foster Care "Excel Template" link.
2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop-down box. Make sure you do not change the file name assigned to your file.)
3. Once the file is saved, close Internet Explorer and open the file using Excel.

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The Excel file consists of five spreadsheets. The first spreadsheet contains instructions for entering data into the data collection templates. Please review the "Instructions" worksheet carefully, as it provides guidance for entering required data into the data collection templates.

The second spreadsheet, labeled "Division Codes and Names," will assist you in finding the number and name of the localities in which the foster children you served are legal residents. The third and fourth spreadsheets, labeled "Regular Foster Care" and "Special Ed Foster Care," respectively, should be used to enter your foster care data. The fifth spreadsheet, labeled "Foster Care Certification," contains the certification form that must be signed by the division superintendent and returned to the Department of Education in hard copy.

All school divisions must return a completed Excel template for fiscal year 2003, along with a hard copy of the superintendent's certification, to: Virginia Department of Education, Attention: Budget Office, P. O. Box 2120, Richmond, Virginia 23218-2120. Both submissions (Excel file and signed certification form) are due to the department no later than March 7, 2003.