Instructions for Submitting Second Semester Claims for Reimbursement for Children Placed in Certain Regional Programs – School Year 2003-04

General Instructions

The Department of Education's SpedSys special education data system is to be used for submission of second semester (school year 2003-04) 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:

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   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 September 17, through October 22, 2004.

School divisions expecting NOT to submit claims for reimbursement under this funding program must notify the Department of Education. Please call (804-225-2339) or email Sherry Hubbard shubbard@mail.vak12ed.edu by October 1, 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 October 22 will be processed and verified with school divisions before payments are made. Verification reports will be sent to division superintendents for review and final certification in late October or early November. School divisions may expect deposits to their accounts in late November or early December.

Specific Instructions for Entering 2003-04 Second Semester Reimbursement Claims

In the tuition screen, for each student for whom you are claiming reimbursement:
1. select "2003" (for school year 2003-04)
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

NOTE: Data showing in the individual student's tuition screen that pertains to past reimbursement claim periods must be removed.

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

Specific Instructions for creating the tuition extract smf file in SpedSys

1. On the day you plan to create and submit your extract file, log on to the SpedSys Web site and make sure you enter the site by selecting "Special Ed Tuition Reimbursement" from the list of application names displayed.

2. In the Import/Extract Screen, import the data file.

3. Go to the Required Data Screen.

4. Click on the Validate button.

5. Select Tuition validation.

Note: If the validation step identifies data errors, edit the record(s) to correct all identified 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 screen, 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 Submit Data screen, click on Submit File to DOE.

8. Wait to receive confirmation that the file was transmitted to DOE (you should see "pass" for the four file submission conditions).

9. After receiving confirmation, click on Status Tracking.

10. You will probably 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 Sherry Hubbard (804-225-2339) or email:
shubbard@mail.vak12ed.edu