

**Education of Children in Foster Care - Reimbursement of Fiscal Year 2011 Local Costs
from Fiscal Year 2012 State Funds**

Instructions for Downloading the Excel Template

The Virginia Department of Education (VDOE) is providing a downloadable Excel file to facilitate the collection of data used to calculate reimbursements of local education costs in fiscal year 2011 for qualifying children in foster care. All of the required forms for reimbursement, including the superintendent's certification form, are included in this Excel template. The Foster Care Excel template is located on the Department's Budget Office "Current Data Collections" Web page and can be downloaded from the following address:

http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml

To download the Excel file:

- Click on the "Excel Template" cell located under the heading "Foster Care Enrollment - Fiscal Year 2012."

You may also access the template by logging onto the department's Web site at <http://www.doe.virginia.gov/>.

- From this home page, select "Information Management" from the lower left hand corner of the Virginia Department of Education Home Page.
- Then, select "Data Collection" from the list on the right side of the page.
- Next, click on "Finance," from the listing along the right side of the page.
- Then click on the "Excel Template" option for the "Foster Care Enrollment - Fiscal Year 2012."

Please follow the steps below to access the Excel file if you use **Mozilla Firefox** or **Netscape** as your Internet browser:

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.
3. Please note that in order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

1. **RIGHT-CLICK** on the "Excel Template" link.
2. Select "Save Target As" and save the file to your local drive.
3. Once the file is saved, close Internet Explorer and open the file using Excel.

The Excel template that you downloaded to your computer was written using Excel 2003. There are a number of divisions that are using Excel 2007. The procedures for accessing the Excel Template will be explained for both versions below.

For **Excel 2003 users**, please use the following instructions:

When the Excel template is opened, a box will appear with a warning that the file contains macros. The box will prompt you to disable the macros or to enable the macros. In order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

If you are not prompted with the "Enable Macros" button, or if you are prompted with a Microsoft **Visual Basic** error alerting you to disabled macros, please follow these steps to reset your macro security level:

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
2. Select "Macro;" then select "Security."
3. Set the security level at "**Medium.**" This will give you the option to disable or enable macros.
4. You must exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

For **Excel 2007 users**, please use the following instructions:

Before opening the Excel template, the following set-up needs to be completed.

1. Open Excel 2007.
2. Select the "Office Button" in the upper left hand corner of the window.
3. At the bottom of the window, select the "Excel Options" button.
4. On the "Excel Options" window, select the "Trust Center" from the selections along the left of the page.
5. Then, select the "Trust Center Settings..." button near the center of the page.
6. On the "Trust Center" window, select "Macro Settings" along the left of the window.
7. Under the "Macro Settings" section, select "Enable all macros."
8. Select "OK" to close the "Trust Center" window, then "OK" again to close the "Excel Options" window.
9. You can now open the Excel template and begin entering your Foster Care data using Excel 2007.

PLEASE NOTE THAT DUE TO CONTINUING PROBLEMS INVOLVING THE USE OF DIFFERENT VERSIONS OF MICROSOFT EXCEL, THE FILE WILL NO LONGER SAVE AUTOMATICALLY. PLEASE REMEMBER TO SAVE THE FILE BEFORE PROCEEDING.

Instructions for Completing the Excel Template

The Excel template is the data collection instrument used to support a claim for reimbursement of local expenses incurred in fiscal year 2011 (July 1, 2010 - June 30, 2011) for educating

children who are in foster care or other qualifying custodial care but who are not legal residents of your locality. For the purposes of the Foster Care reimbursement program, the following qualify as foster care children:

1. Children who are temporary placements, or
2. Children placed in permanent foster care pursuant to sections 16.1-228, 63.2-900, and 63.2-908, *Code of Virginia*, qualify for reimbursement with state foster care funds **under the following conditions:**
 - a. if the child is not a resident of the school division where the education services are being provided under any of the residency conditions in Section 22.1-3 (especially paragraph 3), *Code of Virginia*;
 - b. if the child is still in the custody of the social services or licensed child-placing agency that placed the child in permanent foster care;
 - c. if legal custody of the child has not been transferred to the social services or licensed child-placing agency in the locality where the child is in permanent foster care and enrolled in public school; and,
 - d. if legal custody of the child has not been transferred to the foster parent or the foster parent is not acting in loco parentis pursuant to placement of the child for adoption.

Children in permanent foster care meeting all of the above four conditions and for whom your division incurred local costs to educate in fiscal year 2011 may be reported in the Excel template for the fiscal year 2012 Foster Care data collection. Please note that in addition to claiming those children for whom your school division is directly providing education services, children attending approved regional programs also may be claimed.

The Excel template consists of six spreadsheets. The following information provides detailed instructions for completing the template. Each section below corresponds to a titled sheet within the template.

Foster Care Instructions – The first worksheet contains an overview of the Foster Care reimbursement program and basic instructions for entering data into the data collection template. Please review this worksheet carefully.

Enter Regular Days In Session – Enter the number of days your schools were in session with pupils in attendance for the 2010-2011 school year (regular session only). You must enter this number into the cell provided before proceeding with the data collection.

Division Names & Foster Homes – This worksheet contains division numbers and names of school divisions. It also contains the names of the 2010-2011 licensed foster care facilities. This data will assist you in completing the data collection.

Non-disabled Foster Care and Special Education Foster Care Sheets – These worksheets are used to collect data on individual children in qualifying foster care situations. In addition to this document, cell comments in each worksheet provide specific guidance for entering data into the Excel template. Except where noted, the following instructions apply to both sheets.

Column 1 – Enter the child's full legal name into the cell provided. Please note that foster care is defined as temporary substitute care and supervision of a child by a person other than the child's natural or adoptive parent, with whom the child resides as a member of the household. **Therefore, a child placed with a natural or adoptive parent is not eligible for reimbursement under this program.**

Column 2 - Enter the division number of the school division of legal residence from which the foster child was sent. Legal residence is defined as the domicile of the child's parent, legal guardian, or location of the custodial agency holding legal custody of the child. Use the "Division Names & Foster Homes" worksheet to locate the correct division number.

Please note that reimbursement is not authorized for children in foster care who are legal residents of the school division submitting the claim. If a placing agency has legal custody, and is located within the boundaries of your school division, the child is determined to be a legal resident of your school division. Therefore, the division is responsible for funding the educational services for such children and is not eligible for reimbursement under the foster care program. Reimbursement is also not authorized for children who are not residents of Virginia, whether handicapped or not, and who have been placed by an out-of-state agency or a person who is the resident of another state in foster care or other custodial care or in a child-caring institution or group home (See section 22.1-101.1D., *Code of Virginia*).

Column 3 – The name of the child's school division of legal residence will automatically be entered after the division number is entered in column 2.

Column 4 – Enter the division number of the school division that received the foster care child. The "Receiving School Division" is defined as the school division in which the residence of the student's foster care home is located.

Column 5 – The name of the receiving division will automatically be entered after the division number is entered in column 4.

Column 6 – The division number of the division in which the foster child attends school (i.e., "serving division") is automatically linked to this column.

Column 7 – The name of the serving division is automatically entered in this column after the division number is entered in column 6.

Note for Columns 6 and 7 - If the receiving school division and serving school divisions are the same school division, then you may proceed to Column 10, titled "Type of

Placement.” If the receiving and serving school divisions are different school divisions, then column 8 will ask, “Was Tuition Paid?” If you choose “yes” in the tuition box, then the reimbursement for the foster care child will be made to the receiving division. If you choose “no” in the tuition box, then the serving division will be reimbursed.

Columns 8 and 9 – Column 8 is used to determine if tuition was paid to the serving division by the receiving division. The number of the division that will receive reimbursement for each foster care child will automatically be entered into column 9 after the answer to the tuition box question has been selected from column 8.

Column 10 – This column is used to determine the type of foster care placement. If the child was placed by a state or local agency that is authorized to make placements under the laws of Virginia, enter the full name of the agency into the cell provided. If placement was made into an approved foster care facility by a natural parent or other relative not representing an authorized agency, enter the full name of that person and relationship to the child in the cell. Please note that children placed by a parent or a relative cannot be placed into a private home, but they can be placed into a facility that is approved by the Department of Social Services.

Column 11 – This column contains a drop-down menu that lists the names of licensed foster care facilities. Select the facility in which the child was placed from this list. If the foster child was placed in a private home, select “Private Home” from the drop-down menu. You will be prompted to enter the foster parent’s name and address if “Private Home” is selected. Please note that only licensed facilities are approved for reimbursement.

Column 11.a. (Special Education Foster Care Sheet Only) – Select the child’s **primary** handicapping condition from the drop-down list provided in this column. The table below provides descriptions for handicapping conditions. The student weights determined once all fiscal year 2011 ASRFIN data has been submitted will be used as a multiple of the average per pupil cost of Regular Day School Operations in determining the reimbursement of the cost of educating special education foster care pupils during the 2010-2011 school year.

<u>Code</u>	<u>Handicapping Condition</u>
ID	INTELLECTUALLY DISABLED (formerly MR)
SD	SEVERE DISABILITIES
HI	HEARING IMPAIRMENTS
SLI	SPEECH OR LANGUAGE IMPAIRMENTS
VI	VISUAL IMPAIRMENTS
ED	EMOTIONAL DISTURBANCE
OI	ORTHOPEDIC IMPAIRMENTS
OHI	OTHER HEALTH IMPAIRMENTS
SLD	SPECIFIC LEARNING DISABILITIES

DB	DEAF-BLINDNESS
MD	MULTIPLE DISABILITIES
AUT	AUTISM
TBI	TRAUMATIC BRAIN INJURY
DD	DEVELOPMENTALLY DELAYED

Column 11.b. (Special Education Foster Care Sheet Only) – Enter a description of the child's handicapping condition only if "OHI" is selected in column 11.a; otherwise, no description is needed.

Column 12 – Enter the total number of days the child was enrolled in your school division during the 2010-2011 school year. Do not report the number of days the child attended school in your division during 2010-2011.

Column 13 – Indicate whether or not the child was enrolled in a remedial summer school program during Summer 2011 using the drop-down box provided.

To report additional students in the template, select the button labeled "Press Here to Add Additional ... Children" (available on both the Non-disabled and Special Education sheets) and follow the instructions provided above for each child reported.

Foster Care Certification – This worksheet contains the certification form that must be signed by the division superintendent and returned to the Department of Education in hard copy. Please review the summary information contained in this worksheet carefully before submitting it to the department.

Submitting the Completed Foster Care Excel Spreadsheet

When you have completed all portions of the Excel template, reviewed it for accuracy, and saved the file on your computer, the next step is to transmit the file to the Budget Office using the Single Sign-on for Web Systems (SSWS) portal at <https://p1pe.doe.virginia.gov/ssws>.

You will need a user account to access the SSWS. If you do not have a user account, you will need to contact your local SSWS Account Manager. Each division is assigned an SSWS Account Manager, who establishes accounts for persons in the division needing access to the SSWS.

After successfully logging in to the SSWS, the "SSWS Application Selection" screen will appear. In the center of the page is a list of the applications to which you have been granted access. Select the "Foster Care Enrollment" application from the "SSWS Application Selection" screen. Detailed instructions are available for using the application from the menu on the right side of the page.

Choosing "Foster Care Enrollment" will take you to the "Foster Care Enrollment Home Page" similar to the one shown below.

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VIRGINIA DEPARTMENT OF EDUCATION

SSWS Menu >> FosterCare Home Logout

Foster Care Enrollment (FCE)

✔ Collection window open for the School Year 2010 - 2011.

- To submit your division's Foster Care Enrollment spreadsheet, click the "Submit Data" menu item.
- To review the current status of your uploaded file, click the "Status Tracking" menu item.
- To review data errors with the last file uploaded, click the "Error Summary" or "Error Details" menu item.
- Once the file is uploaded without errors, the school division's window will be closed. The DOE Budget Office must be contacted if changes are required after that point.
- To return to this home page from other system functions, click the "FosterCare Home" link on the above black breadcrumb bar.
- To return to other SSWS activities, click the "SSWS Menu" link on the above black breadcrumb bar.

Please note: The "Submit Data" menu item will not be presented if your division's collection window is not open. Contact the DOE Budget Office for assistance.

Also note the "Error Summary" and "Error Details" menu items will not display any data if your last uploaded file did not have any errors.

[Start of Page](#)

[Submit Data](#)

[Status Tracking](#)

[Error Summary](#)

[Error Details](#)

(+)Administration

TEST

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Dept. of Education
Staff

Patrick County (070)

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[E-Mail](#)

VDOE SSWS Admin
Linda Major
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Adobe's Acrobat Reader

Microsoft Excel Reader

Along the right side of the Web page, in the area with the grey background, are various functions that you can use to submit and track the status of your submission. The status of your collection window is displayed at the top of the page.

To submit your Excel file, choose "Submit Data" from the grey navigation bar on the right side of the screen. The "Submit Data" page is shown below.

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VIRGINIA DEPARTMENT OF EDUCATION

SSWS Menu >> FosterCare Home >> Submit Data

[Logout](#)

Submit Data

Click the Browse button to open a local file selection window. Select the FCE Excel spreadsheet to be uploaded from your local directory. Its full local file path will be displayed in the file name box. Please verify the correct file was selected.

Click the "Upload File" button to submit the file to DOE. Once received, it will automatically be processed with status updates available via the "Status Tracking" menu item.

Upload a MS Excel File

File Name

[Start of Page](#)

[Submit Data](#)

[Status Tracking](#)

[Error Summary](#)

[Error Details](#)

[\(+Administration\)](#)

TEST

User Information

Laura Friese
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Dept. of Education
Staff

Patrick County (070)

VDOE Application Contact

To upload your Excel file, either enter the file location and full Excel file name in the "File Name" field or choose the "Browse..." button and locate your "Foster Care Enrollment - Fiscal Year 2012" file on your computer's storage device. If using the "Browse..." function, after selecting your file, choose the "Upload File" button that will appear below the file name. This will enter your file name in the "File Name" field. Then click on the "Submit to DOE" button. Your file will be uploaded, checked for validity, and the collection window closed to prevent multiple Excel files from being submitted as the Excel file is processed. You will be notified by e-mail of the status of your submission.

To view the status of your Excel file submission, select "Status Tracking" from the functions listed along the right side of the page. The "Status Tracking" page will list the progress of your submission. See the sample screen below.

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SSWS Menu >> FosterCare Home >> Status Tracking

[Logout](#)

Status Tracking

These are the file names, status, and upload date of all files uploaded during the current FCE collection. The last file uploaded may be viewed by clicking the "View" link in that file's row. Please remember to refresh this screen to update the upload status. The upload status will display the current status of each file:

- Awaiting Conversion - the file is being processed at DOE
- Not Validated - the file is being checked for errors
- Failed - the data has critical issues, click "Error Summary" or "Error Detail" to review
- Successful - the file has been accepted as valid. Please mail the original, hard-copy certification form generated in the Excel file to the Virginia Department of Education.

File Name	Upload Status	File Upload Date	View
Lynchburg foster_care_template 09-10.xls	Awaiting Conversion	07/27/2011 10:16 AM	View

[Status Tracking](#)

[Error Summary](#)

[Error Details](#)

[\(+Administration\)](#)

TEST

User Information

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After successfully uploading the Excel file, the contact person listed on the bottom of the "Contact Information" worksheet of your Foster Care – Fiscal Year 2011 Excel template will receive an e-mail indicating that the department has received the submission.

All school divisions must return a completed Excel template for fiscal year 2012 using the SSWS application, along with a hard copy of the division superintendent's certification, to:

Virginia Department of Education
Attention: Budget Office
P. O. Box 2120
Richmond, Virginia 23218-2120

If you have any questions concerning this data collection, please contact budget office staff at (804) 225-2025. Both submissions (Excel file and signed certification form) are due to the department no later than **September 23, 2011**. Thank you for completing this data collection.