

Instructions for Completing the “Budgeted Required Local Effort and Budgeted Required Local Match” Data Collection for Mandatory Standards of Quality Programs and Optional Incentive and Lottery-Funded Accounts for Fiscal Year 2014

The Department of Education is required to make annual calculations to ensure that each school division has appropriated sufficient funds to support its estimated required local expenditure for providing an educational program meeting the prescribed Standards of Quality (SOQ), required by Article VIII of the Constitution of Virginia and Chapter 13.2 (§ [22.1-253.13:1](#) et seq.). To complete this requirement, each school division must complete the “Budgeted Required Local Effort and Required Local Match” (RLERLM) data collection. For fiscal year 2014, the process has only one part, completed through the Single Sign-on for Web Systems (SSWS) application. This process will be discussed in more detail below.

IMPORTANT REMINDER: The RLERLM data collection is an application in SSWS. Therefore, in order to complete this data collection in SSWS, your division’s SSWS administrator must assign a designated user to the RLERLM application in SSWS. Otherwise, the application will not be available when the designated user logs into SSWS.

Please also note that each jointly-operated school division (Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg) must submit separate certifications for each locality.

This document provides detailed instructions for:

1. [Completing Section I and Section II of the RLERLM Data Collection](#); and
2. [Submitting the certification forms to the Department](#).

In addition, this document provides pictorial examples of:

[Fig. 1*](#): Accessing RLERLM Data Collection in SSWS

[Fig. 2*](#): Beginning the RLERLM Data Collection in SSWS

[Fig. 3*](#): Completing Section I in SSWS

[Fig. 4*](#): Completing Section II in SSWS

[Fig. 5*](#): Submitting RLERLM Data to DOE in SSWS

[Fig. 6*](#): Accessing Certification Reports in SSWS

[Fig. 7*](#): Certification of non-participation

[Fig. 8*](#): Certification of participation

1. COMPLETING SECTION I AND SECTION II OF THE RLRLM DATA COLLECTION IN SSWS

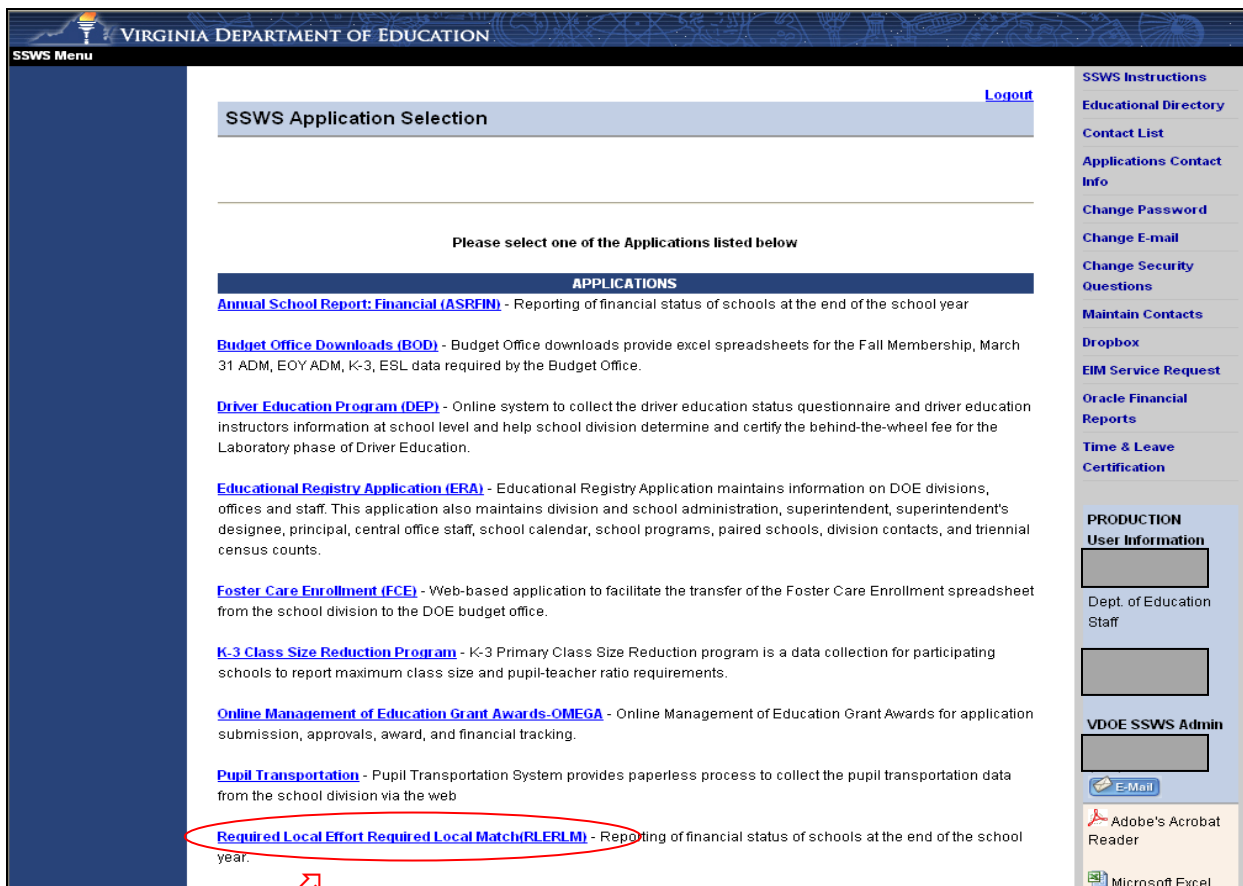
Sections I and II of the RLRLM data collection will be completed using the Single Sign-on for Web Systems (SSWS) application. Each division will log on to the site to complete the data collection using the following address:

<https://p1pe.doe.virginia.gov/ssws/login.page.do>.

Once you have confirmed your division has sufficient budgeted funds to meet its required local effort for mandatory Standards of Quality programs, your division will have the ability to elect to participate in optional programs that require a local match.

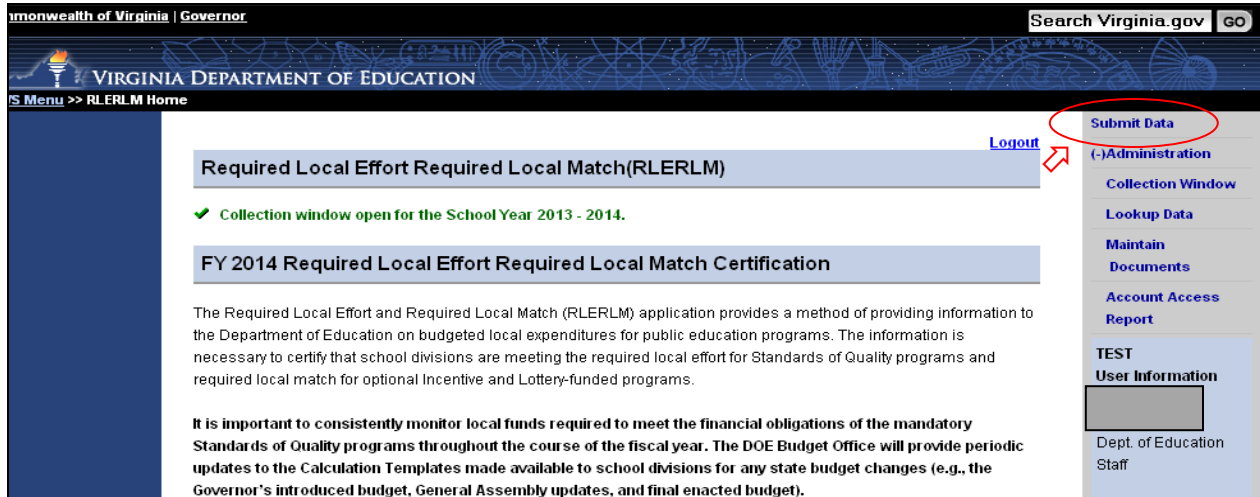
To access Sections I and II of the RLRLM data collection, log into SSWS and then select “Required Local Effort Required Local Match (RLRLM)” from the application menu.

Fig. 1: Accessing RLRLM Data Collection in SSWS



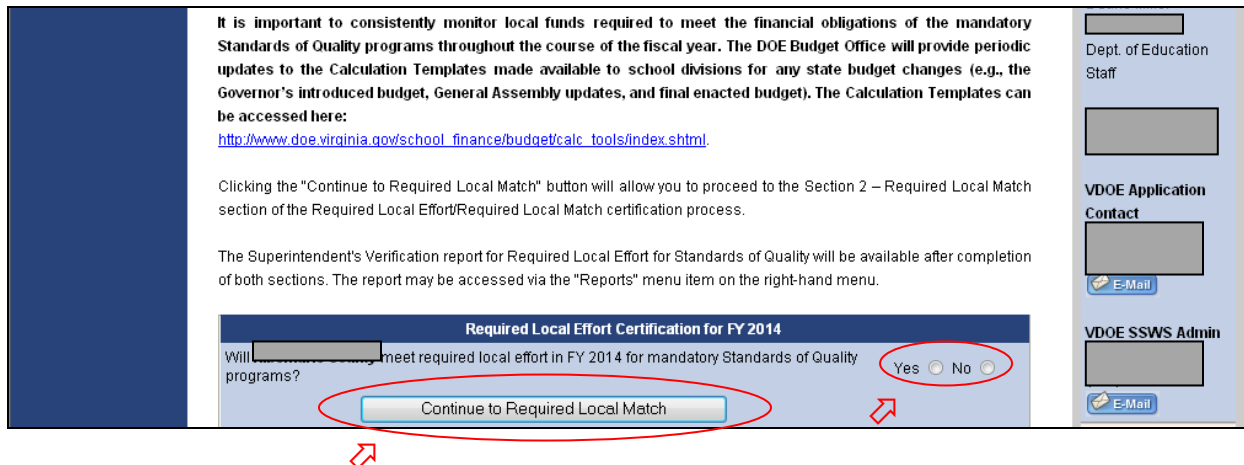
Please select your division from the list provided on the screen. This will take you to the welcome screen for the RLERLM data collection as shown below. You will then need to select “Submit Data” from the menu on the right side of the screen to begin entering your data in SSWS.

Fig. 2: Beginning the RLERLM Data Collection in SSWS



This will take you to Section I of the RLERLM data collection, or Required Local Effort for Standards of Quality (see below). Once on the Required Local Effort screen, you will answer whether or not your division has budgeted sufficient funds to meet the required local effort for mandatory Standards of Quality programs for fiscal year 2014. If you select “no” intentionally, your data collection process will end and you will not be able to complete Section II of the RLERLM process.

Fig. 3: Completing Section I in SSWS



Please note: Because school divisions will only initially certify to DOE their status regarding required local effort and required local match, division superintendents and finance officials should consistently monitor their local match obligations regarding these programs with each available Calculation Template that is provided by DOE periodically during the course of the school year. The Calculation Templates can be retrieved from the following location, and are updated as changes occur throughout the state budget cycle (e.g., the Governor's introduced budget, General Assembly updates, and final enacted budget):

http://www.doe.virginia.gov/school_finance/budget/calc_tools/index.shtml.

To begin Section II, click on the "Continue to Required Local Match" button as shown in Figure 3 above. Your division has the option to participate in all of the Incentive or Lottery-funded programs for which your division is eligible, or only those selected by your division. To indicate intended participation, click the "Yes" button beside each program, or to indicate that your school division will not participate in a program, click on the "No" button beside the program.

Fig. 4: Completing Section II in SSWS

The screenshot shows the SSWS application interface. At the top, there is a navigation bar with "Commonwealth of Virginia | Governor" and "Search Virginia.gov GO". Below this is the "VIRGINIA DEPARTMENT OF EDUCATION" header and a breadcrumb trail: "SSWS Menu >> RLRLM Home >> Required Local Effort >> Required Local Match".

The main content area is titled "Section 2: Required Local Match for Incentive and Lottery-funded Programs". It contains several paragraphs of text explaining the process and providing a link to the Calculation Templates. A table titled "Operational Programs Participation for FY 2014" is displayed with two rows:

| | Operational Programs Participation for FY 2014 | |
|---|---|--|
| 1 | At-Risk By electing to participate, your division is certifying that the state and local funds for the At-Risk program will be used to support approved programs for students that are educationally at-risk. | Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/> |
| 2 | Compensation Supplement You must certify that your division will provide a minimum two-percent salary increase to instructional and support positions no later than January 1, 2014. If your division will provide a minimum two-percent salary increase to instructional and support positions no later than January 1, 2014, the state's share of the salary increase will be provided beginning in August, 2013. | Elect to participate Yes <input type="radio"/> No <input type="radio"/> |

The right-hand sidebar contains a "Submit Data" menu with options like "Administration", "Collection Window", "Lookup Data", "Maintain", "Documents", "Account Access", and "Report". Below this is "TEST User Information" for Duane Miller, "Albemarle County (002)", "VDOE Application Contact" for Brian Logwood, and "VDOE SSWS Admin" for Vickie McCrary.

Please note if your division elects to participate, you will be directed to the superintendent's certification form for program requirements, as well as verification that the local match of funds will be provided in fiscal year 2014. Most of these programs require additional certification information to be provided to DOE prior to receiving state funds for the programs. This data will be collected through subsequent data collections and relevant information will be communicated at a later date.

Please note if your division elects not to participate in one or more of these programs in fiscal year 2014, your division is not required to provide a local match of funds for these programs in fiscal year 2014. You will be directed to a superintendent's certification form to certify that your division will not participate in the program(s) in fiscal year 2014. Your division will not receive the state share of payment(s) for the program in fiscal year 2014. **As a reminder, for any division or locality that will participate in the VPI program in fiscal year 2014, the division should elect to participate in the program for the purposes of this data submission, regardless of whether or not the VPI program is operated by the school division or the local government.**

Once you have made all of your selections, please select the "Submit to DOE" button at the bottom of the screen. Please note that once you have pressed this button, all selections will be locked and you will have to contact the DOE Budget Office to have your submission unlocked. You will then proceed to the certification process of the data collection. The program certification forms are discussed in greater detail in Section 2 of these instructions.

Fig. 5: Submitting RLERLM Data to DOE in SSWS

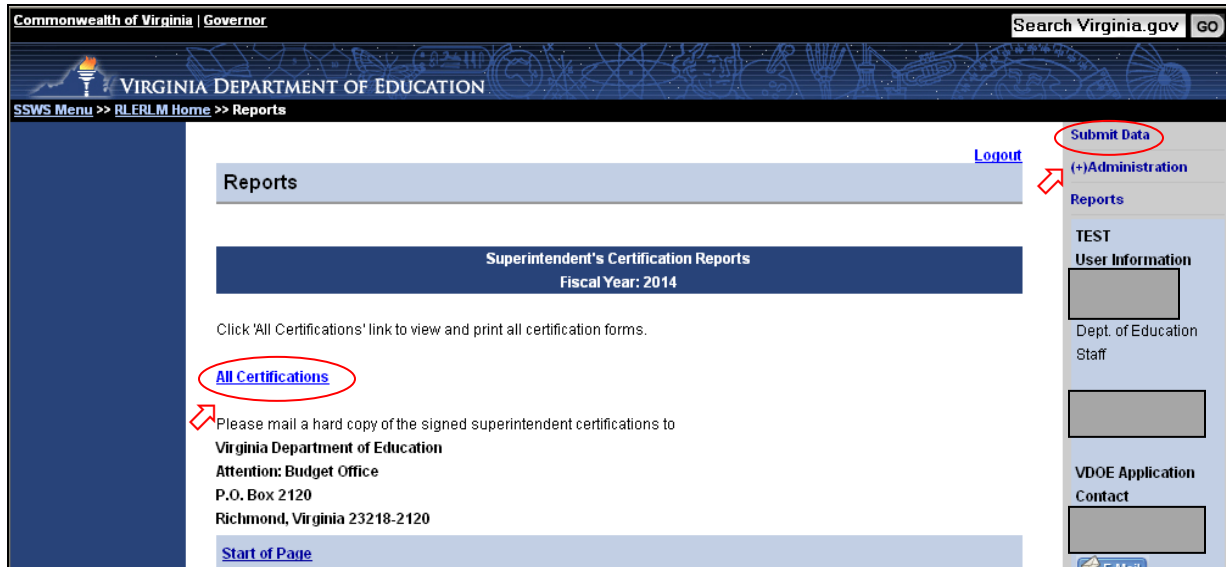
| | |
|---|---|
| 1 At-Risk | Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/> |
| By electing to participate, your division is certifying that the state and local funds for the At-Risk program will be used to support approved programs for students that are educationally at-risk. | |
| 2 Compensation Supplement | Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/> |
| You must certify that your division will provide a minimum two-percent salary increase to instructional and support personnel no later than January 1, 2014. If your division will provide a minimum two-percent salary increase to instructional and support personnel no later than January 1, 2014, the state's share of a salary increase based on funded SOQ instructional and support positions will be provided beginning in August, 2013 (for 11 months). | |
| 3 Early Reading Specialists Initiative | Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/> |
| School divisions that are eligible to participate in this program must have a school with a third-grade that has a school-wide pass rate of less than 75 percent on the 2011-2012 reading Standards of Learning (SOL) assessments (please refer to Attachment C of Superintendent's Memo 135-13 for a list of schools eligible for participation in this program). | |
| 4 K-3 Primary Class Size Reduction | Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/> |
| Please note that your division must also complete the K-3 Class Size Reduction program portion of the Fall Student Record Collection after the beginning of the school year in order to confirm eligibility for and participation in the K-3 Class Size Reduction program. | |
| 5 Virginia Preschool Initiative | Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/> |
| Please note that an additional program certification form must be completed with anticipated program participation and with your superintendent's signature for participation in the Virginia Preschool Initiative program. | |
| Clicking the "Submit to DOE" button will finalize your entries, with all edits performed and all data locked. No further changes will be allowed without contacting the Budget Office. Please insure your data is ready for submission to the DOE before clicking this button. Superintendent's verification reports will not be available until the data is finalized and submitted to DOE. | |
| <input type="button" value="Submit to DOE"/> | |



2. SUBMITTING THE CERTIFICATION FORMS TO THE DEPARTMENT

Upon successful completion of Sections I and II of the RLERLM data collection, you will proceed to the Superintendent's Certification Reports screen. To access this screen, press the "Reports" button on the right side of screen. After selecting this option, the screen below will appear. Please then select the "All Certifications" link to access your division's certification forms.

Fig. 6: Accessing Certification Reports in SSWS



PLEASE NOTE THAT PAYMENTS FOR ALL INCENTIVE AND LOTTERY-FUNDED PROGRAMS WILL NOT BEGIN UNTIL ALL SCHOOL DIVISIONS HAVE SUCCESSFULLY COMPLETED SECTIONS I AND II OF THE RLERLM DATA COLLECTION, THE DEPARTMENT HAS RECEIVED THE SIGNED CERTIFICATION FORMS, AND SCHOOL DIVISIONS HAVE COMPLETED ALL OTHER ELIGIBILITY REQUIREMENTS FOR EACH PROGRAM.

Elect Not to Participate in a Program - If your school division elects not to participate in a program (regardless of whether or not sufficient local expenditures have been appropriated for the program), you will be directed to a certification form that indicates that your division will not participate in the program in fiscal year 2014:

May 22, 2013

(Note: Participation in the required SOQ programs is mandatory; therefore, this certification is not shown for Budgeted Required Local Effort for the SOQ.)

Fig. 7: Certification of non-participation

| | |
|--|----|
| Will [redacted] Participate in this Program in FY 2014? | No |
| Certification of Non-Participation - Fiscal Year 2014 | |
| I hereby certify that [redacted] will NOT participate in Virginia Preschool Initiative in fiscal year 2014 | |

Elect to Participate in a Program – If your school division elects to participate in a program, then you will be directed to a certification form that indicates that your division will participate in the program in fiscal year 2014 and that sufficient local expenditures have been budgeted to meet local match requirements:

Fig. 8: Certification of participation

| | |
|---|-----|
| Will [redacted] Participate in this Program in FY 2014? | Yes |
| [redacted] will use the state diagnostic test (ARDT) in FY2014 | |
| Certification of Budgeted Operational Expenditures from Local Funds to Meet Required Local Match for Fiscal Year 2014 | |

A hardcopy of all six certification forms (checklist enclosed below) must be signed by the division superintendent and mailed by June 15, 2013 to:

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

| <i>Program Certification Form Checklist</i> | |
|---|---|
| Hard Copy Signed and Mailed to the Department? | Program Certification |
| <input type="checkbox"/> | Complete Sections I and II in SSWS https://p1pe.doe.virginia.gov/ssws |
| <input type="checkbox"/> | Print and Mail Hard Copies of Each Certification Form, Signed by Division Superintendent, to the Department of Education |
| <input type="checkbox"/> | Budgeted Required Local Effort |
| <input type="checkbox"/> | At-Risk Program |
| <input type="checkbox"/> | Virginia Preschool Initiative Program ¹ |
| <input type="checkbox"/> | K-3 Primary Class Size Reduction Program ² |
| <input type="checkbox"/> | Compensation Supplement |
| <input type="checkbox"/> | Early Reading Specialists Initiative Program ³ |

¹Additional certification will be required on the VPI Fall Verification Report due Fall 2013.

²Additional certification is required on the fall data collection, due Fall 2013.

³Additional waiver requests must be submitted to the Board of Education for eligible program participants.

Thank you for completing the Budgeted Required Local Effort and Budgeted Required Local Match certifications for fiscal year 2014.