

**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 2016.**

The Department of Education is required annually to collect certifications from each division that it has appropriated sufficient local 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.), as well as sufficient local funds to support its estimated required local match for optional Incentive and Lottery-funded accounts in which it elects to participate. To complete this requirement, each school division must complete the “Budgeted Required Local Effort and Required Local Match” (RLERLM) data collection. For fiscal year 2016, the process has only one part, completed through the Single Sign-on for Web Systems (SSWS) portal. 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 RLERLM DATA COLLECTION IN SSWS

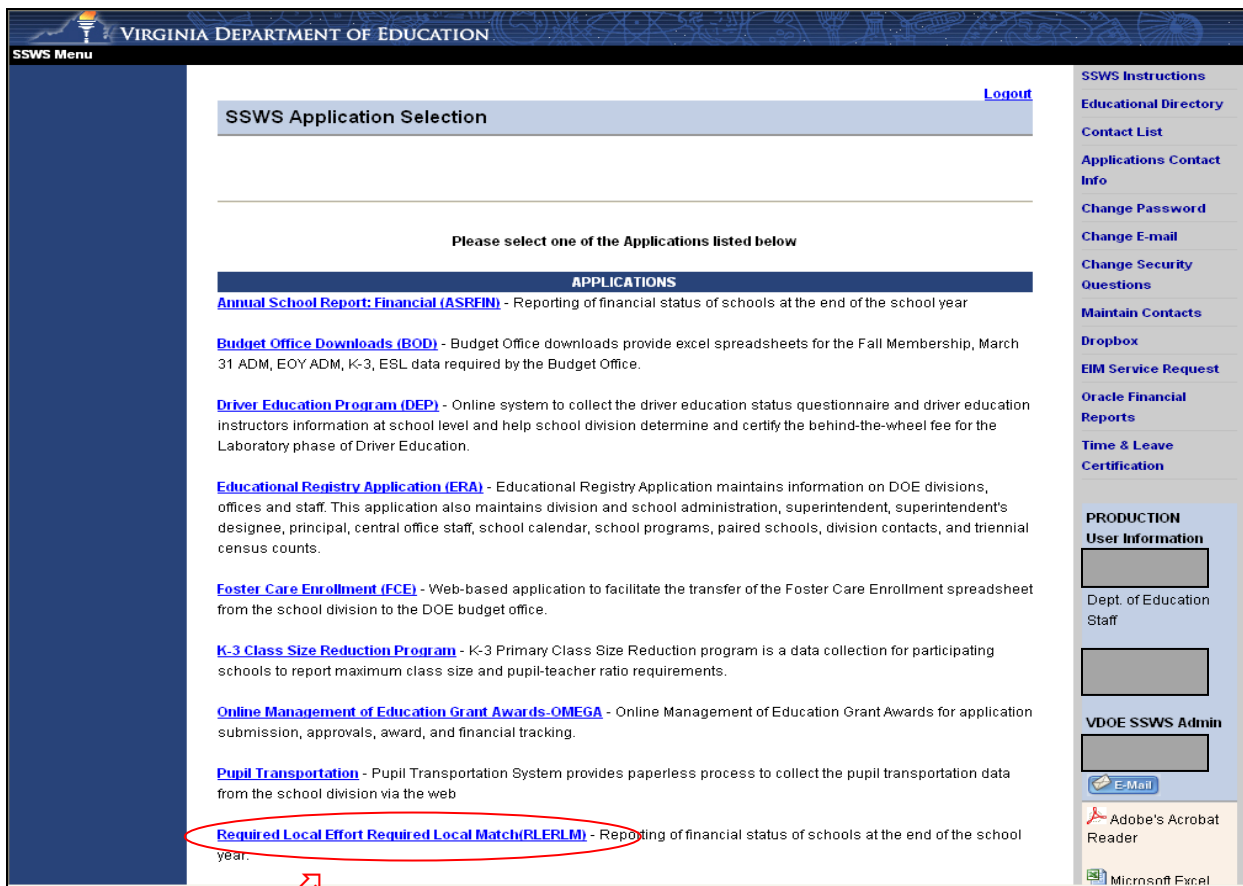
Sections I and II of the RLERLM data collection will be completed using an application contained in the Single Sign-on for Web Systems (SSWS) portal. Each division will log on to the site to complete the data collection using the following address:

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

Once you have confirmed your division has sufficient budgeted local 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.

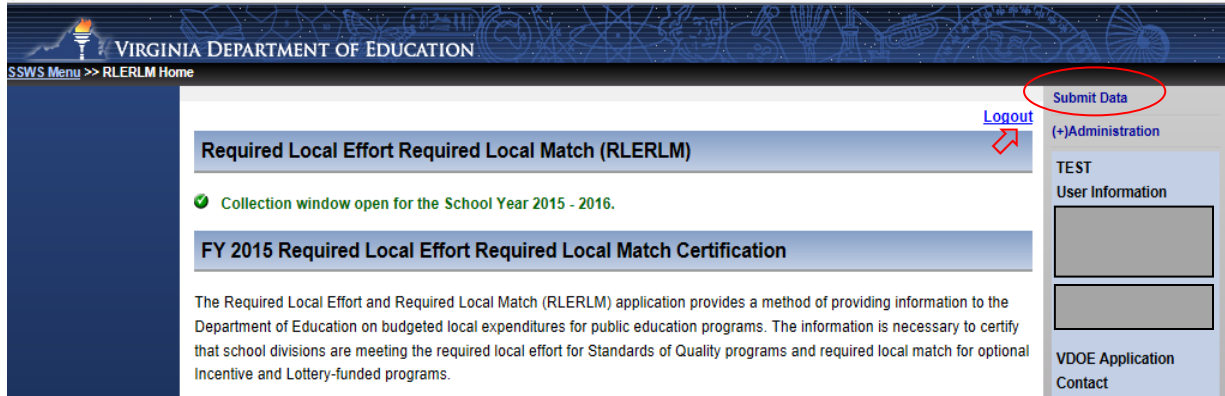
To access Sections I and II of the RLERLM data collection, log into SSWS and then select “Required Local Effort Required Local Match (RLERLM)” from the application menu.

*Fig. 1: Accessing RLERLM Data Collection in SSWS*



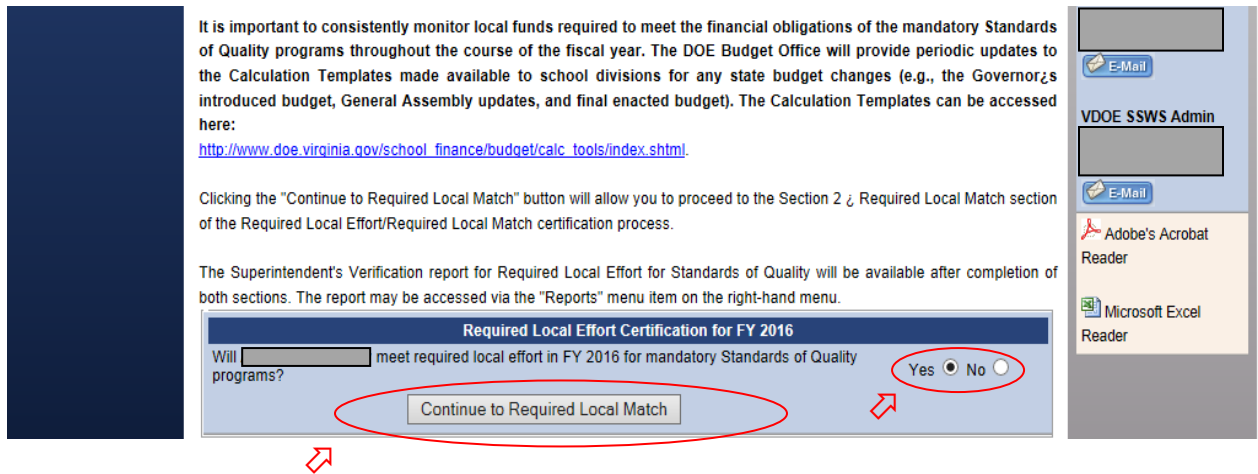
This will take you to the welcome screen for the RLERLM data collection as shown below. You will then need to select “Submit Data” from the menu on the right side of the screen to begin entering your data in SSWS.

*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 local funds to meet the required local effort for mandatory Standards of Quality programs for fiscal year 2016. 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 (i.e., the Governor’s introduced budget, General Assembly updates, and final enacted budget):**

[http://www.doe.virginia.gov/school\\_finance/budget/calc\\_tools/index.shtml](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 displays the 'Section 2: Required Local Match for Incentive and Lottery-funded Programs' interface. It includes a navigation menu on the left, a main content area with instructions and a table of optional programs, and a right-hand sidebar with administrative links. The table lists two programs: 'At-Risk' and 'Compensation Supplement'. The 'Compensation Supplement' program has its 'Yes' radio button selected, which is highlighted with a red circle. The sidebar contains links for 'Submit Data', 'Administration', 'User Information', 'VDOE Application Contact', and 'VDOE SSWS Admin'.

Optional Programs Participation for FY 2016		
1	<b>At-Risk</b>	<b>Elect to participate</b> Yes <input 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	<b>Compensation Supplement</b>	<b>Elect to participate</b> Yes <input checked="" type="radio"/> No <input type="radio"/>
You must certify that your division will provide a minimum average of one and one-half percent salary increase to instructional and support personnel no later than January 1, 2016. If your division provides a minimum average one and one-half percent salary increase to instructional and support personnel no later than January 1, 2016, the State's share of a salary increase based on funded SOQ instructional and support positions will be provided beginning in August, 2015.		

Please note if your division elects to participate in a program, 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 2016. 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 2016, your division is not required to provide a local match of funds for these programs in fiscal year 2016. 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 2016. Your division will not receive the state share of payment(s) for the program in fiscal year 2016. **As a reminder, for any school division or local government that will participate in the VPI program in fiscal year 2016, the division should elect to participate in the VPI program for the purpose of this data submission, regardless of whether or not the VPI program will be directly operated by the school division or the local government, or will be operated under contract to the school division or the local government by an external provider.**

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 SWS*

**Optional Programs Participation for FY 2016**

**1 At-Risk** **Elect to participate** Yes  No   
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  No   
You must certify that your division will provide a minimum average of one and one-half percent salary increase to instructional and support personnel no later than January 1, 2016. If your division provides a minimum average one and one-half percent salary increase to instructional and support personnel no later than January 1, 2016, the State's share of a salary increase based on funded SOQ instructional and support positions will be provided beginning in August, 2015.

**3 K-3 Primary Class Size Reduction** **Elect to participate** Yes  No   
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.

**4 Math/Reading Instructional Specialist Initiative** **Elect to participate** Yes  No   
Please refer to Attachment C of Superintendent's Memo XXX-15 for a list of schools eligible for participation in this program. If your school division qualifies for funding for more than one school and you only want to accept funding for certain qualifying schools, please contact the budget office at 804-225-2025.

**5 Reading Specialists Initiative** **Elect to participate** Yes  No   
Please refer to Attachment C of Superintendent's Memo XXX-15 for a list of schools eligible for participation in this program. If your school division qualifies for funding for more than one school and you only want to accept funding for certain qualifying schools, please contact the budget office at 804-225-2025.

**6 Virginia Preschool Initiative** **Elect to participate** Yes  No   
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.

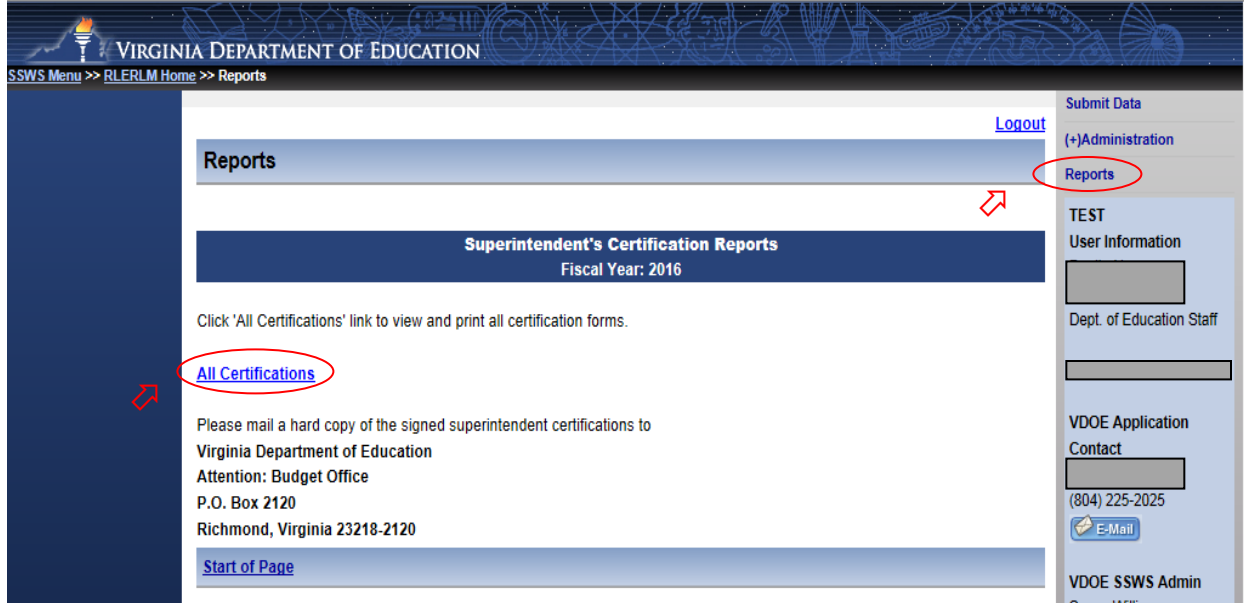
After ensuring your data is ready for submission, click the "Submit to DOE" button to finalize your data. No further changes will be allowed without contacting the Budget Office after clicking this button. After submitting your data, please select "Reports" from the right hand menu to print your Superintendent's Verification reports to print and mail to the DOE.

**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 STATE PAYMENTS FOR ALL INCENTIVE AND LOTTERY-FUNDED PROGRAMS WILL NOT BEGIN UNTIL ALL SCHOOL DIVISIONS HAVE SUCCESSFULLY COMPLETED SECTIONS I AND II OF THE RLE/RLM 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 2016:

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



*Fig. 7: Certification of non-participation*

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Will [redacted] County Participate in this Program in FY 2016?	No
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Certification of Non-Participation - Fiscal Year 2016

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I hereby certify that [redacted] County will NOT participate in K-3 Primary Class Size Reduction in fiscal year 2016.

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**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 2016 and that sufficient local expenditures have been budgeted to meet local match requirements:

*Fig. 8: Certification of participation*

Will [redacted] County Participate in this Program in FY 2016?	Yes
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Certification of Budgeted Operational Expenditures from Local Funds to Meet Required Local Match for  
Fiscal Year 2016

A hardcopy of all seven certification forms (checklist enclosed below) must be signed by the division superintendent and mailed by June 15, 2015, to:

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

<b><i>Program Certification Form Checklist</i></b>	
<b>Hard Copy Signed and Mailed to the Department?</b>	<b>Program Certification</b>
<input type="checkbox"/>	Complete Sections I and II in SSWS <a href="https://plpe.doe.virginia.gov/ssws">https://plpe.doe.virginia.gov/ssws</a>
<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"/>	Compensation Supplement
<input type="checkbox"/>	At-Risk Program
<input type="checkbox"/>	Virginia Preschool Initiative Program <sup>1</sup>
<input type="checkbox"/>	K-3 Primary Class Size Reduction Program <sup>2</sup>
<input type="checkbox"/>	Early Reading Specialists Initiative Program <sup>3</sup>
<input type="checkbox"/>	Math/Reading Instructional Specialist Initiative Program

<sup>1</sup>Additional certification will be required on the VPI Fall Verification Report due Fall 2015.  
<sup>2</sup>Additional certification is required on the fall data collection, due Fall 2015.  
<sup>3</sup>An additional assurance was required for FY 2015 funding through DOE's Office of School Improvement. That additional assurance is not required for FY 2016.

Thank you for completing the Budgeted Required Local Effort and Budgeted Required Local Match certifications for fiscal year 2016.