

Instructions for Completing the “Budgeted Required Local Effort and Budgeted Required Local Match” Data Collection for Mandatory Standards of Quality Programs for Fiscal Year 2017.

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 2017, 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

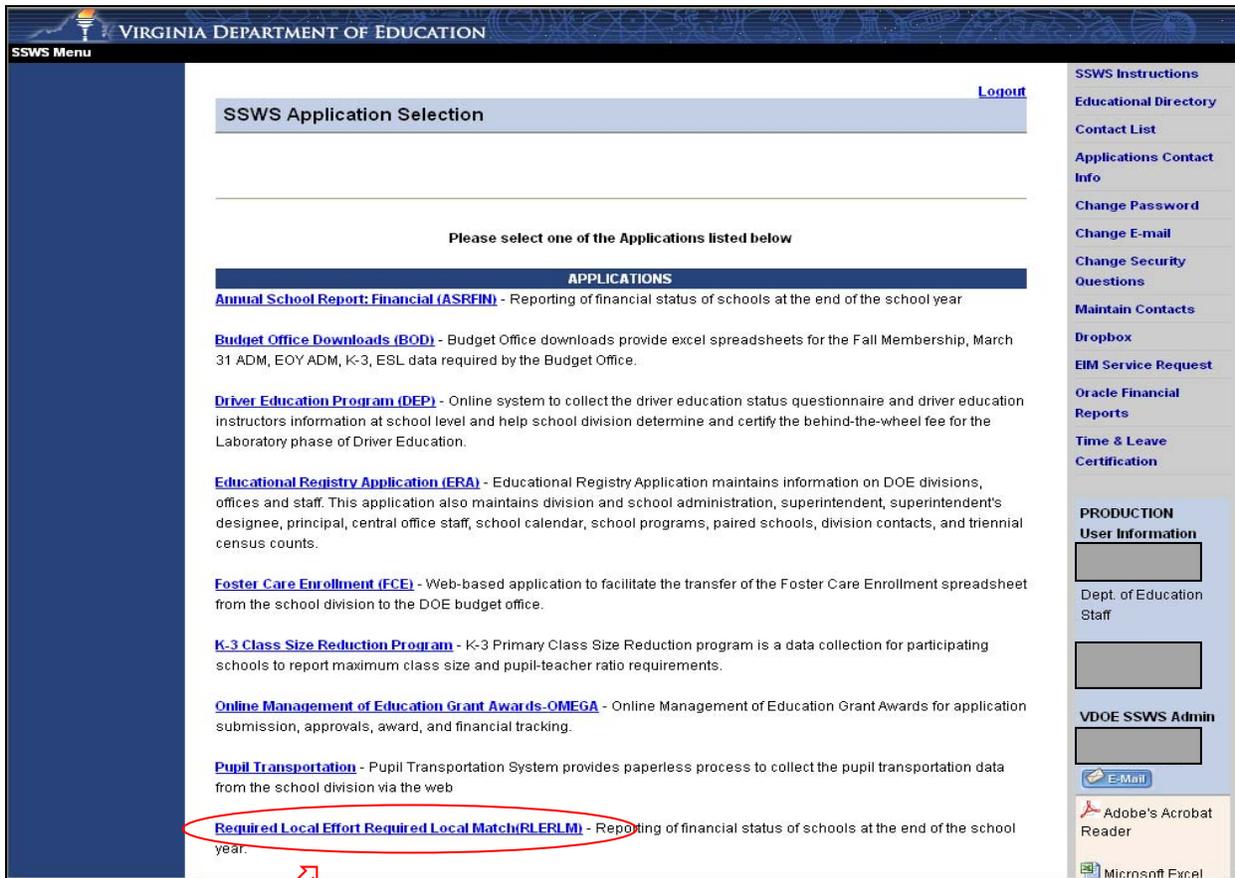
Sections I and II of the RLERLM data collection will be completed using an application contained in the Single Sign-on for Web Systems (SSWS) portal. Each division will log on to the site to complete the data collection using the following address:

<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 RLRLM 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 RLRLM Data Collection in SSWS



This will take you to Section I of the RLRLM 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 2017. If you select “no” intentionally, your data collection process will end and you will not be able to complete Section II of the RLRLM 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.

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 Virginia Department of Education's SSWS application interface. 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 instructions. Below the text is a table titled "Optional Programs Participation for FY 2017". The table has two rows:

Optional Programs Participation for FY 2017	
1 At-Risk	Elect to participate Yes <input type="radio"/> No <input type="radio"/>
2 Compensation Supplement	Elect to participate Yes <input checked="" type="radio"/> No <input type="radio"/>

The "Yes" radio button for the "Compensation Supplement" program is circled in red. The right-hand side of the page contains a sidebar with various links and contact information, including "Submit Data", "Logout", "Administration", and "VDOE Application Contact".

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 2017. 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 2017, your division is not required to provide a local match of funds for these programs in fiscal year 2017. 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 2017. Your division will not receive the state share of payment(s) for the program in fiscal year 2017. **As a reminder, for any school division or local government that will participate in the VPI program in fiscal year 2017, 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.

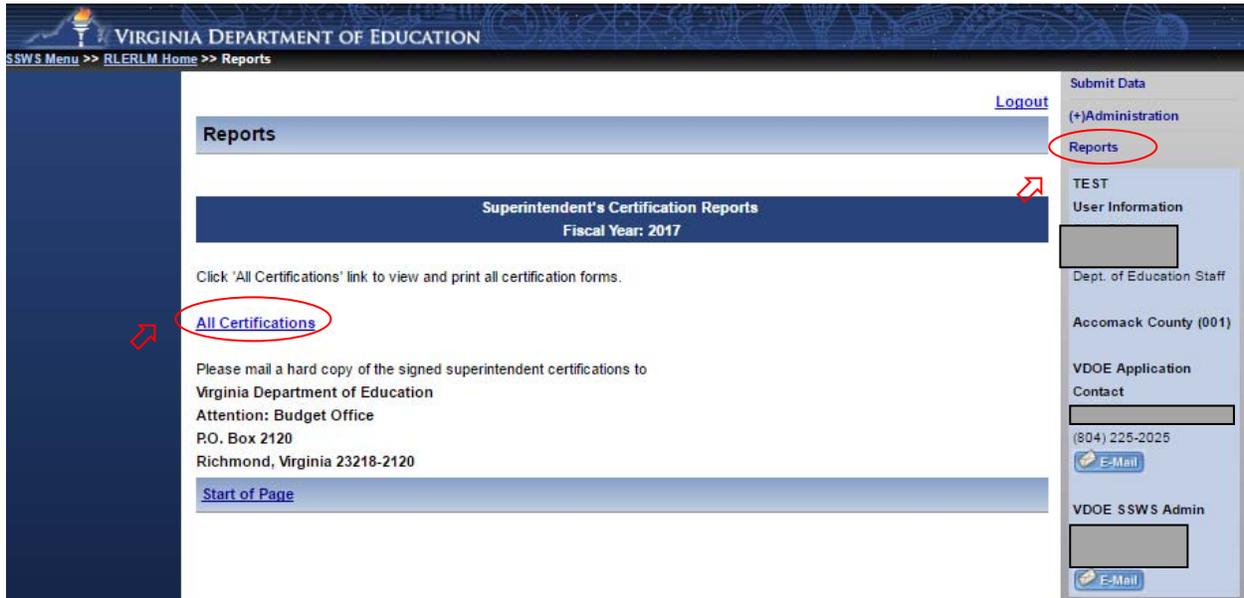
Fig. 5: Submitting RLERLM Data to DOE in SWS

Optional Programs Participation for FY 2017	
1 At-Risk	Elect to participate Yes <input type="radio"/> No <input checked="" 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. Further, each school division shall report to the Department, in the manner prescribed and date set by the Department, the uses of (1) increased funds in fiscal year 2017 above the levels in fiscal year 2016, as well as (2) the uses of the base level of these funds.	
2 Compensation Supplement	Elect to participate Yes <input type="radio"/> No <input checked="" type="radio"/>
You must certify that your division will provide an average of two percent salary increase to instructional and support personnel no later than December 1, 2016. If your division provides an average two percent salary increase to instructional and support personnel no later than December 1, 2016 and the required local match amount is met, the State's share of a salary increase based on funded SOQ instructional and support positions will be provided beginning in December, 2016.	
3 K-3 Primary Class Size Reduction	Elect to participate Yes <input type="radio"/> No <input checked="" 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.	
4 Math/Reading Instructional Specialist Initiative	NOT ELIGIBLE
Please refer to Attachment C of Superintendent's Memo 121-16 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	NOT ELIGIBLE
Please refer to Attachment C of Superintendent's Memo 121-16 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 <input type="radio"/> No <input checked="" 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.	
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 sign and mail to the 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 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 2017:

(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

Will [redacted] County Participate in this Program in FY 2017?	No
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Certification of Non-Participation - Fiscal Year 2017

I hereby certify that [redacted] County will NOT participate in K-3 Primary Class Size Reduction in fiscal year 2017

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 2017 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 2017?	Yes
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Certification of Budgeted Operational Expenditures from Local Funds to Meet Required Local Match for Fiscal Year 2017

A hardcopy of all seven certification forms (checklist enclosed below) must be signed by the division superintendent and mailed by June 15, 2016, 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://plpe.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"/>	Compensation Supplement
<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"/>	Early Reading Specialists Initiative Program ³
<input type="checkbox"/>	Math/Reading Instructional Specialist Initiative Program
¹ Additional certification will be required on the VPI Fall Verification Report due Fall 2017. ² Additional certification is required on the fall data collection, due Fall 2017. ³ An additional assurance was required for FY 2016 funding through DOE's Office of School Improvement. That additional assurance is not required for FY 2017.	

Thank you for completing the Budgeted Required Local Effort and Budgeted Required Local Match certifications for fiscal year 2017.