

**Education of Children in Foster Care - Reimbursement of Fiscal Year 2016 Local Costs  
from Fiscal Year 2017 State Funds**

**Due Date: October 7, 2016**

Chapter 780, 2016 Acts of Assembly (2016 Appropriation Act), provides an additional state payment for the education cost of prior year local operations, as determined by the Department of Education, for certain children placed in foster care.

The state funding is provided for pupils who are not residents of the school divisions that are providing their education and:

- a. Who have been placed in foster care or other custodial care within the geographical boundaries of such school division by a Virginia agency, whether state or local, which is authorized under the laws of the Commonwealth to place children;
- b. Who have been placed in an orphanage or children's home which exercises legal guardianship rights; or
- c. Who are residents of Virginia and have been placed, not solely for school purposes, in a child-caring institution or group home.

This appropriation also provides funding to support children with disabilities attending public schools who have been placed in foster care or other custodial care across jurisdictional lines, as provided by subsections A and B of Section 22.1-101.1, *Code of Virginia*. [Attachment B](#) to this memorandum contains the provisions from the appropriation act, the *Code of Virginia*, and Board of Education regulations pertaining to the education of children in foster care. This information should be reviewed before completing this data collection.

**Filing for State Funds**

A downloadable Excel file has been created to facilitate the collection of data used in the reimbursement of local education costs for children in foster care. Instructions for accessing the Excel file are provided beginning on page 2 of this attachment. The Excel file is located on the department's Web site and can be downloaded from the following address:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/finance/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml).

All of the forms required for reimbursement, including the division superintendent's certification form and specific instructions for entering data, are included in the Excel template.

All school divisions must complete the Excel template and return it to the Department of Education by October 7, 2016, even if no local education costs for qualifying foster care children were incurred by the division in fiscal year 2016 and no reimbursement is being requested from fiscal year 2017 state funds.

For school divisions not requesting reimbursement, only minimal data entry is required in the Excel template in order to generate the division superintendent's certification form indicating that no foster care student days are being claimed for state reimbursement.

The Department of Education provides an application in the [Single Sign-on for Web Systems \(SSWS\)](#) portal to securely upload your Excel spreadsheet for the Foster Care Enrollment data collection. Detailed instructions for completing and uploading your Excel spreadsheet are provided beginning on page 2 of this attachment. You will also need to return a hard copy of the certification form, signed by the division superintendent, to:

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

Submissions (Excel file and signed certification form) are due no later than October 7, 2016.  
**Note: Due to the student-level data collected for the Foster Care reimbursement, please do not e-mail the completed Excel file to the Department of Education; only foster care Excel files submitted through SSWS will be accepted.**

The Department of Education will make all calculations and disburse fiscal year 2017 foster care payments to divisions after the data collected from the 2015-2016 Annual School Report Financial Section and the Foster Care data collection are received from all school divisions and verified by the department.

### **Instructions for Downloading the Excel Template**

The Department of Education is providing a downloadable Excel file to facilitate the collection of data used to calculate reimbursements of local education costs in fiscal year 2016 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](http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml).

Additional instructions for downloading the Excel template are located at the following address:

[http://www.doe.virginia.gov/school\\_finance/filedownload\\_instructions.shtml](http://www.doe.virginia.gov/school_finance/filedownload_instructions.shtml).

### **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 2016 (July 1, 2015 - June 30, 2016) 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 2016 may be reported in the Excel template for the fiscal year 2017 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 2015-2016 school year (regular session only) in cell G6. You must enter this number into the cell G6 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 2015-2016 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 foster care child's legal residence school division. 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 division 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** disability from the drop-down list provided in this column. The table below provides descriptions for the disability categories. The student weights, determined once all fiscal year 2016 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 2015-2016 school year.

| <u>Code</u> | <u>Disability Category</u>            |
|-------------|---------------------------------------|
| ID          | INTELLECTUALLY DISABLED (formerly MR) |
| 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 disability 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 2015-2016 school year. Do not report the number of days the child attended school in your division during 2015-2016.

**Column 13** – Indicate whether or not the child was enrolled in a remedial summer school program during Summer 2016 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.

Individual student records may be removed from the spreadsheet by clicking the "Delete This Row" link in column A of both the Non-disabled and Special Education sheets. Please note that the template will not allow you to delete the row if there are no other rows of student data on that sheet. If you do not have any students to report on that sheet, please leave the row blank.

**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.

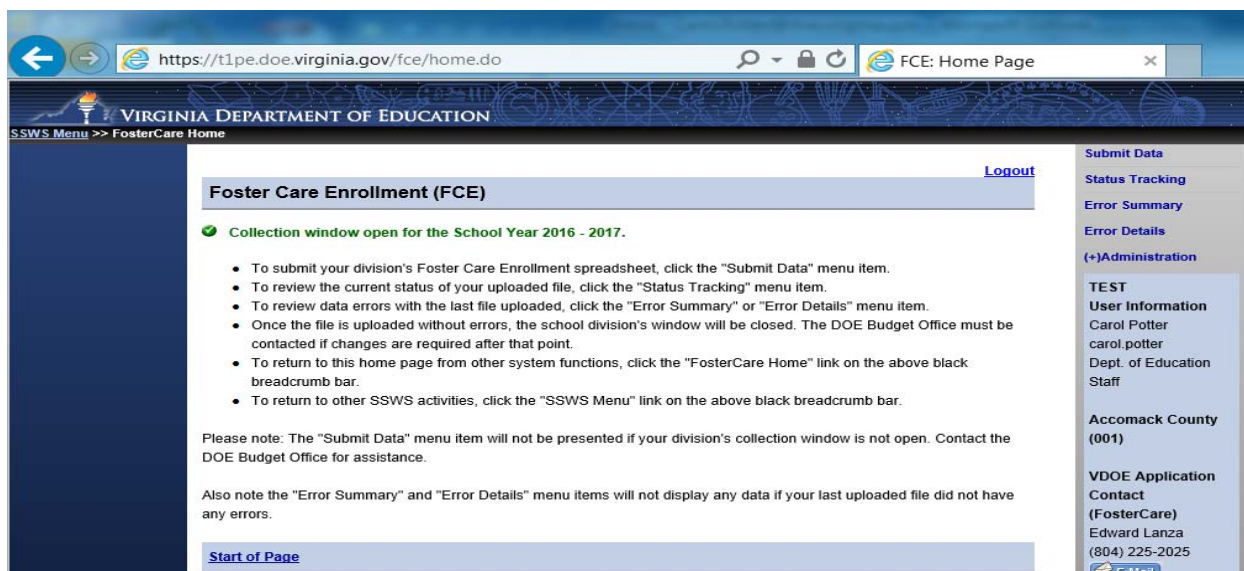
### **Submitting the Completed Foster Care Excel Spreadsheet in SSWS**

When you have completed all portions of the Excel template, reviewed it for accuracy, and saved the file on your computer or network, 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 portal. 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.

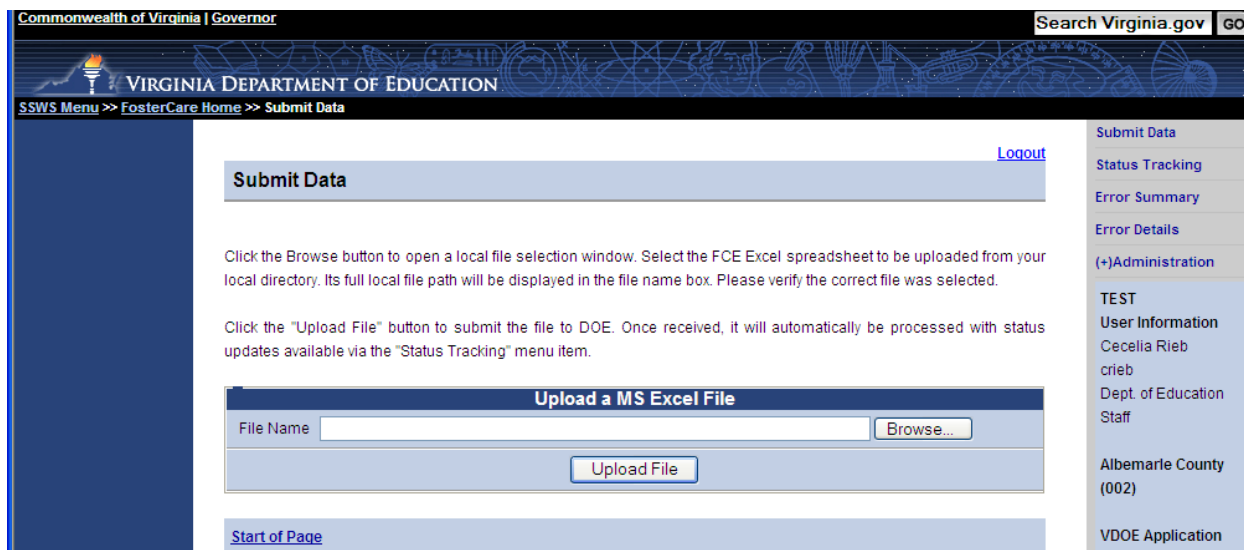
After successfully logging into the SSWS, the "SSWS Application Selection" screen will appear. In the center of the page is a list of the applications to which you have been granted access. Select the "Foster Care Enrollment" application from the "SSWS Application Selection" screen. Detailed instructions 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.



Along the right side of the Web page, in the area with the gray 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 gray navigation bar on the right side of the screen. The "Submit Data" page is shown below.



**Please be sure to save your Excel file and close it prior to uploading; if your file is open when you attempt to upload it, you will receive an error.** 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 2017" 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, validated, 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.

Commonwealth of Virginia | Governor Search Virginia.gov GO

VIRGINIA DEPARTMENT OF EDUCATION

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                 |
|-----------------------|---------------------|---------------------|----------------------|
| 2013FosterCare006.xls | Awaiting Conversion | 06/20/2012 01:12 PM | <a href="#">View</a> |

Status Tracking  
Error Summary  
Error Details  
(+)Administration  
TEST  
User Information  
Cecelia Rieb  
crieb  
Dept. of Education  
Staff  
Appomattox County  
(006)  
VDOE Application  
Contact

After successfully uploading the Excel file, the contact person listed at the top of the "Non-disabled Foster Care" worksheet of your Foster Care – Fiscal Year 2017 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 2017 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 or DOEBUDGETOFFICE@doe.virginia.gov. Both submissions (Excel file and signed certification form) are due to the department no later than **October 7, 2016**. Thank you for completing this data collection.