



#068-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #068-21

DATE: March 19, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Individuals with Disabilities Education Act (IDEA) Excess Costs Calculation**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with federal and state special education regulations on the funds provided to the local educational agency (LEA) under Part B of the Individuals with Disabilities Education Act (IDEA). The IDEA Part B funds may be used only to pay for the excess costs of providing special education and related services to children with disabilities.

The VDOE will continue utilizing the *Sped-Excess* web-based application to report the Excess Costs Calculation for the 2019-2020 school year. This application must be used to report costs for the education of an elementary or secondary school student with disabilities, as may be appropriate that are in excess of the average annual per student expenditure in an LEA during the preceding year.

The web-based application can be accessed through the [Single Sign-on for Web Systems \(SSWS\) portal](#). The person responsible for entering the information is granted access to this application through their local SSWS administrator.

Division superintendents or designees' approval and certification of the Verification Reports will be made through the Superintendent Data Collection Approvals (SDCA) Application. As such, LEAs are no longer required to submit paper verification reports.

The collection window for submission will open on March 22, 2021, and will close on May 14, 2021. All LEAs are encouraged to submit the data by the close date to avoid delay in the

approval of their Annual Plans. In addition, late submissions after the due date and inaccurate reporting of information will affect the school division's Local Determination Accountability Matrix and may trigger a fiscal monitoring review.

For more information

Any questions concerning the Excess Costs Calculation and the web-based application can be directed to Shalonda Lewis, Special Education Financial Data Specialist, at Shalonda.Lewis@doe.virginia.gov, telephone (804) 225-2701.

JFL/sl

- A. Attachment: [Excess Costs Calculation Guidelines and Procedures Manual](#) (DOCX)