

VTSS GRANT FREQUENTLY ASKED QUESTIONS

1. Why am I receiving a grant?

School divisions that have chosen to implement a multi-tiered decision-making framework with the Virginia Tiered Systems of Supports (VTSS) to establish supports needed to support an effective learning environment (behavior, academic, and social-emotional) for all students are eligible to receive an award to support their implementation with VTSS.

2. How was my grant amount calculated?

Each year the grant award is calculated based on a funding formula that takes into account the context of the given fiscal year along with the priorities of the VTSS Leadership team to support programmatic activities of the VDOE's VTSS program. Award amounts may vary on an annual basis. If you have individual questions about your award, please contact Japeira Keys, VTSS Implementation Specialist at Japeira.Keys@doe.virginia.gov.

3. What do I do if I am a new Division Coordinator?

Welcome to the VTSS community new Divisions Coordinator!! If you are new to your role as a Division Coordinator, please reach out to Japeira Keys and Jodie Soracco, VTSS-Research and Implementation Center at VCU (VTSS-RIC). You will be added to our communication system, so you get all the information you need in your new role.

Japeira Keys
Virginia Department of Education
VTSS Implementation Specialist
Japeira.Keys@doe.virginia.gov (best way to contact)
804-418-4719

Jodie Soracco, Ph.D., BCBA, LBA
Virginia Commonwealth University
Director, VTSS-RIC
soraccoja@vcu.edu

4. What forms must I complete as part of receiving and spending this grant award?

As a part of your VTSS grant award, you must complete:

- 2025-26 Grant Application- due August 29, 2025
- Proposed Budget and Activities Form- due August 29, 2025
- Collaborative Agreement- due August 29, 2025
- Mid-Year VTSS Grant Report and Expenditure(s) Overview – due January 31, 2025
- Final VTSS Grant Report and Detailed Expenditure Report – due July 31, 2025

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5. What do I do if I need assistance with my budget development?

Support for budget development can come from several sources. Your VTSS State Systems Coaches can assist you with aligning your budget to your VTSS Implementation Plan. Questions regarding the allowable use of funds and project-specific questions regarding your budget and implementation plan should be directed to Japeira Keys, VTSS Implementation Specialist at Japeira.keys@doe.virginia.gov.

6. Where can I find templates and examples of plans and budgets?

The grant award package contains the budget and reporting templates for your VTSS grant award.

7. In receiving this award, what are my obligations in implementing with VTSS?

- The Division Leadership Team (DLT) will make every effort to meet at least monthly in the 2025-2026 fiscal year, with a minimum of 6 meetings in the academic year.
- The Division Leadership Team commits to working in collaboration with your VTSS State Systems Coach(es) to determine which VTSS professional learning opportunities are appropriate for your division leadership team, division coaches, and/or school-based teams.
- The Division Leadership Team commits to having at least one Division Coach/Coordinator/professional learning coordinator at VTSS professional learning opportunities for their school-based teams.
- The VDOE recommends that the Superintendent take an active role on the VTSS Division Leadership Team. Should the Superintendent not be able to actively participate in the Division Leadership Team, a central office representative with decision-making authority will be assigned, and regular communication with the Superintendent established and documented.
- Division Systems Coaches commit to attending monthly school-based VTSS team meetings, facilitating action planning, and supporting implementation.
- The school division will develop and progress monitor a VTSS implementation action plan.
- The school division will participate in all evaluation activities as requested by project evaluators working with the VDOE.
- The Division Leadership Team will support the collection of evaluation data required of the schools.
- The Division Leadership Team will commit to providing school-based teams with timely access to academic, behavioral, and social-emotional wellness data.

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8. What if I don't spend all of my award?

Any remaining funds unspent should be returned to the Virginia Department of Education by check. The check should be made out to the Treasurer of Virginia. Accompanying information should include:

- Fiscal year (Box 19 of the GAN)
- Project code (Box 15 of the GAN)

Checks for the amount of unspent funds should be mailed to:

Attn: Office of Finance
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218

9. Whom should I contact if I have questions?

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