

STEPS FOR REQUESTING A PAYMENT ON ePeGS

1. A user name and password must be assigned in order to access the DESE Web Applications System. There are 3 different levels of access to the Web Applications. Level 1 is view only and you would not be able to enter any data. Level 2 is data entry, which allows you to enter data but not submit it. Level 3 is authorized representative and this is the level which should be given to the authorized representative who will be submitting requests. If you need to have someone set up to access the Web Applications System, the DESE Web Systems User ID Request form can be found at: <https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf> . Directions are on the form.
2. Once you have the user name and password, the DESE Web Applications System log in page is found at: <https://k12apps.dese.mo.gov/webLogin/login.aspx> . Type your user name and password and click on the “log in” button.
3. Under the heading Cross-Divisional Systems, click on “ePeGS”.
4. Next, click on the “blue arrow” and this will open up the listing of schools. Type your county-district code and when your school name appears, click on it. When your school name appears in the box, then click “select”.
5. On the Welcome to ePeGS page, click on “here” to go to the Funding Application Menu.
6. Click on “School Improvement Show”.
7. A listing of programs will appear for which your district is eligible to receive funding. Click on the specific program that you will be requesting payment (i.e., Homeless Education, Homeless Education – ARRA, Reading First, Math and Science Partnership, Refugee Children, Even Start).
8. Make sure that on the top left under the name of your district, the Funding Application line will say the name of the grant you are requesting funds (i.e., Homeless Education, etc.). Click on “Payment Request Show”.
9. Click on Create Payment Request. The preferable payment method is reimbursement. The district should not request funds in excess of what they can spend before the next payment. Any interest drawn on federal funds will have to be paid back to the U. S. Department of Education.
10. Enter “Funds Requested” and Submit.
11. The school payment is transmitted to the district by the 20th of each month. In order to be considered for a payment, the request must be submitted to DESE by the end of the fourth working day of the month.
12. The district can check the submitted or approved status on the Payment Request page.
13. After the Payment Request has been submitted and approved, the district may choose the option “Revise Payment Request” (located at the top right) to submit or revise the payment request. Once the payment has been approved by DESE, the district will not be allowed to create a revision until the payment has been processed by DESE.
14. Once the payment has been processed by DESE, the district will choose the option “Create Revision” to submit subsequent payment requests.

15. You can request up to 70% of the awarded amount through payment requests. The remaining portion will be paid based upon your Final Expenditure Report. In step 8 above, you would click on "Final Expenditure Report Show", complete and submit expenditure grid showing all expenditures for the year.