



Missouri Department of Elementary and Secondary Education

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Guidance Letter

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To: SPOE Staff, On-going Service Coordinators, Service Providers

From: Pam Williams, Director, Special Education Compliance

Subject: Substitute Personnel Procedures

It may be necessary at times to have a substitute provider for a period of less than three (3) weeks (e.g., due to an illness, family emergency, vacation, etc.). The provider should notify the service coordinator of the need for a substitution. The substitute provider must be enrolled with the First Steps system. Arrangements for reimbursement for services provided by a qualified, substitute provider are the responsibility of the authorized provider/payee entity. The substitute provider is working under the authorization of the authorized provider, and is to implement the IFSP outcomes.

If a change of provider is required due to a longer absence of the provider, the family and service coordinator should be notified prior to the start of the provider's leave to discuss the identification of a replacement provider. The on-going service coordinator will then assist the family in identifying another provider for the original provider's period or indefinitely as determined by the family choice. In this case, the IFSP must be updated to reflect the choice of a new provider and all required paperwork submitted to the SPOE for issuance of new authorization.

Substitute services are generally NOT reimbursable when they are regular, periodic, and of duration longer than the three (3) weeks. The authorized provider is responsible for the recoupment or recovery of payment made to an inappropriately assigned substitute provider. If IFSP services are not provided, compensatory services must be offered.