



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

M E M O R A N D U M

DIVISION OF SPECIAL EDUCATION

June 29, 2009

TO: First Steps providers

FROM: Pam Thomas, Coordinator for Early Intervention Services

RE: Mileage rate effective July 1, 2009

The mileage reimbursement rate for First Steps service providers will increase from \$.30 to \$.47 effective July 1, 2009.

Documentation of a service provider's mileage is maintained by the individual provider in a weekly log that records the child's name, date, location and total miles. An example log can be found at: <http://www.dese.mo.gov/divspeced/FirstSteps/Mileage.html>

Each month, service providers submit a monthly invoice to the Central Finance Office (CFO) for payment. This invoice is a summary of the mileage travel in a particular month. The monthly invoice can be found at: <http://www.dese.mo.gov/divspeced/FirstSteps/documents/ProviderMileageInvoice.pdf>

Thank you for your continued support of the First Steps early intervention program.