

DATE: August 12, 2014

TO: School Administrators with Approved Career Education Programs

FROM: Sharon Helwig, Ph.D.  
Assistant Commissioner

SUBJECT: Update on Career Education Mentoring Program – Protégé Reimbursement

In the June 5, 2014 memo regarding the Career Education Mentoring Program, it was stated that expenses for your protégé's successful participation in the program would be reimbursed to your district in the amount of \$200. This reimbursement will still be provided; however, the process for receiving the \$200 has changed.

Your district will no longer be required to submit an FV-4 form to receive the reimbursement. Once it is confirmed through the appropriate Career Education program section that your protégé(s) have successfully completed the program, a reimbursement of \$200 for each protégé will be transmitted to your district in the June 2015 payment.

Any questions regarding this change in process can be addressed to Dennis Harden, Coordinator of Career Education at (573) 751-3500 or [dennis.harden@dese.mo.gov](mailto:dennis.harden@dese.mo.gov).

Thank you.