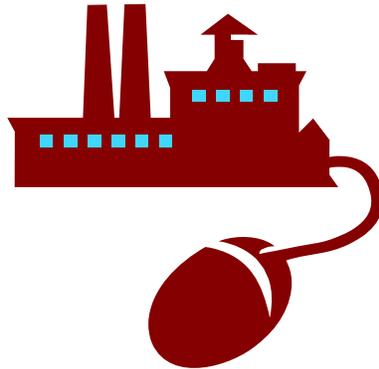


**MISSOURI DEPARTMENT OF ELEMENTARY
AND SECONDARY EDUCATION**



**SHELTERED WORKSHOPS
WEB SYSTEM USER MANUAL**

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INTRODUCTION

Welcome to the Department of Elementary and Secondary Education's (DESE) web application! With this system you will be able to; update your workshop contact information, access your employee list, hire/terminate/transfer/reinstate employees, submit your request for state aid, access an employee list report, employee status report, and payment report. Please take the time to read through this manual and keep it handy as it will answer many questions you may have while using this application.

NOTE: WHEN ENTERING AN EMPLOYEE'S SSN ANYWHERE IN THE SYSTEM, DO NOT USE DASHES OR SPACES.

In order to access the web system you must have a DESE issued user ID and password. You can request a user ID and password by completing a User ID Request Form, which can be found at <https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2646.pdf>.

Logging In

Once you have received your user ID and password you're ready to log in. Go to <https://k12apps.dese.mo.gov/webapps/logon.asp> and enter your user ID and password.

Missouri Department of Elementary & Secondary Education
Web Applications

[Check Here for User Info.](#)

New to the district, moving to a new district, or have staff who need to be removed?
Visit our [access request form page](#).

Make sure **pop-up blockers** are disabled in order to access our system help files, edit reports and other reports

If you have trouble logging on, please try typing your password in all lower case.

Log In

User Name:

Password:

For forgotten or unknown user ids/passwords: You can reset your password by clicking the reset password button. If you are still having problems logging in, send your questions to webreplyafst@dese.mo.gov - please provide your name, user id, school district name, phone number and county-district code with your request.

To change security please fax a security form to Security Administrator, 573-526-4125. User Manager functions will be added at a later time.

***If you store your password information through the Internet Explorer autocomplete feature** (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

Note: DESE only Supports Internet Explorer browser (Version 5.01 SP2 is minimum and 7.0 is maximum). For Internet Explorer or other general technical questions, please visit the [Browser Technical Notes](#) or [Help](#) page first before submitting technical questions.

[Missouri Department of Elementary and Secondary Education Homepage](#)

If you forget your user password you can reset it by clicking on the RESET PASSWORD button.

You will need to know your user name and date of birth. The system will reset your password to your mother's maiden name.

Missouri Department of Elementary & Secondary Education
Web Applications

[Check Here for User Info.](#)

Reset Password

User Name:

Date of birth (MM/DD/YYYY):

[Missouri Department of Elementary and Secondary Education Homepage](#)

VeriSign Secured
VERIFY

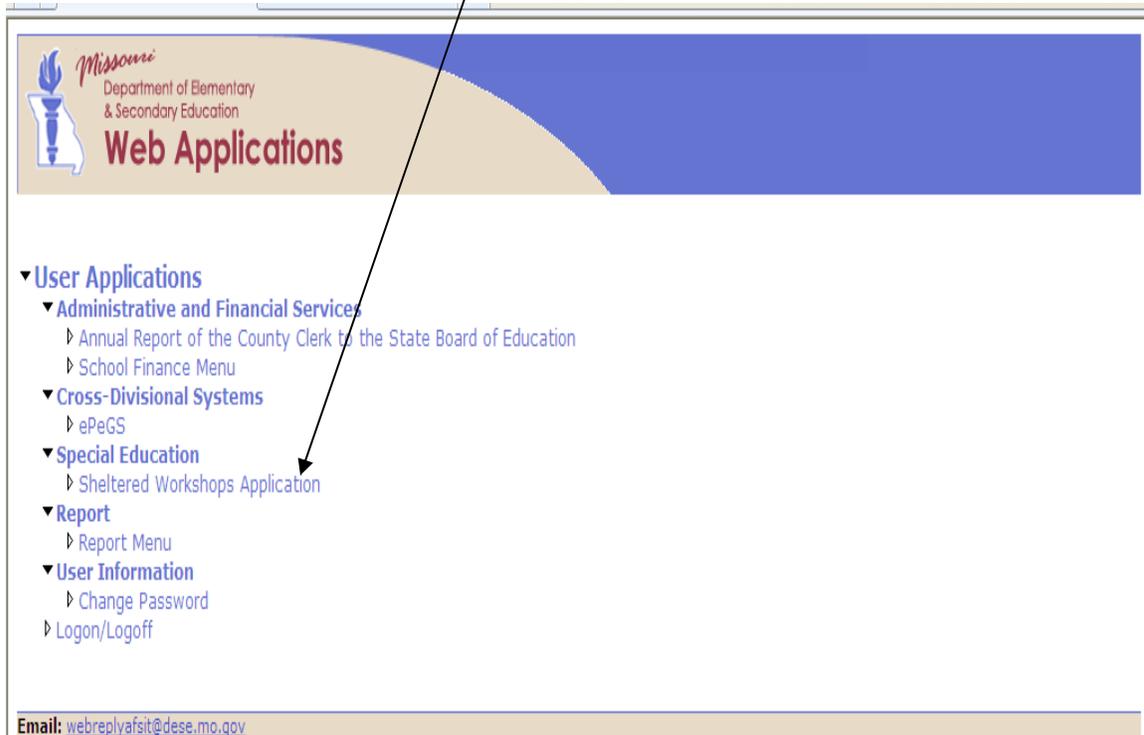
[Privacy Statement](#)
ABOUT SSL CERTIFICATES

Email: webreplyafst@dese.mo.gov

"Missouri public schools: the best choice...the best results!"

Applications Menu

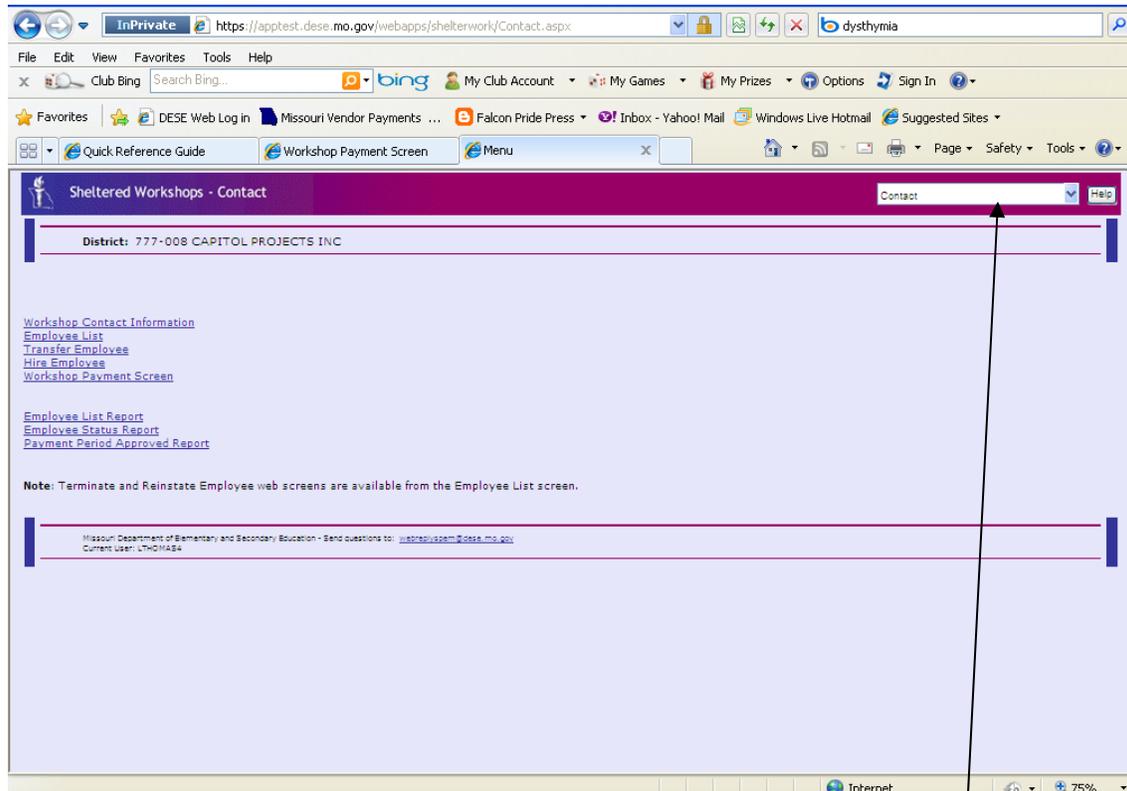
Once logged in you will be taken to the APPLICATIONS MENU.
Here you will select **SHELTERED WORKSHOPS APPLICATION** under **SPECIAL EDUCATION**



Under User Information, you may change your password.

Menu Screen

This webpage will allow users access to various data entry sections of the Sheltered Workshops application.



Users will be able to view information related to their assigned workshop.

NOTE

Users can view the following menu items from the dropdown box in the upper right corner: Sheltered Workshops Menu, Applications Menu, Log on/Log off.

WORKSHOP CONTACT SCREEN

The Workshop Contact page allows the individual Sheltered Workshops to update their contact information. Please be sure to update your information on a regular basis **AND as changes occur**. DESE utilizes this screen on a regular basis; incorrect information may result in important information not being received.

Sheltered Workshops - Contact

District: 777001 - MADISON CO SHELTERED WORKSHOP

Save Save and Continue

Board President:

First Name	BRANDY	Last Name	RHODES
Address	Southview Assisted Living	City	WEST PLAINS
Zip	65775	Date became President	
Work Phone	123 123 1231		

Manager:

First Name	TINA	Last Name	COLANERI
Address	HYELLO	City	HELLO
Zip	12345	Date became Manager	
Work Phone	123 123 1233	Manager's Annualized Salary Range:	
Fax Phone			<input type="radio"/> \$30,000 or less <input type="radio"/> \$30,001-\$50,000 <input type="radio"/> \$50,001-\$70,000 <input type="radio"/> >\$70,001
Email			

Designated State Aid Payment Staff:

First Name	TIMOTHY	Last Name	STEVENS
Address	416 No. Chamber Dr. Apt. C 7	City	FREDERICKTOWN
Zip	63645		
Work Phone	123 123 1231		
Fax Phone			
Email			

Is this workshop C.A.R.F. certified? Yes No

Indicate Workshops Fiscal Year	Audit and Recertification Due
<input type="radio"/> January 1-December 31	April 30
<input type="radio"/> July 1-June 30	October 31
<input type="radio"/> May 1-April 30	August 31
<input type="radio"/> April 1-March 30	July 31
<input type="radio"/> August 1-July 31	November 30
<input type="radio"/> October 1-September 30	January 31

Save Save and Continue

MO Department of Elementary and Secondary Education
Current Use ID: MFLA057A

Description

The Workshop Contact page allows the individual Sheltered Workshop staff to update their contact information. Certain information is required to be entered and maintained for the Board President, Workshop Manager and Designated State Aid Payment Staff Member.

Note

Any automatic e-mails from the system will go to the e-mail address listed under workshop manager. IT IS VERY IMPORTANT THAT THIS INFORMATION BE UPDATED AT LEAST ONCE A YEAR and/or ANY TIME THERE IS A CHANGE.

EMPLOYEE LIST

This webpage will allow Sheltered Workshops to view a list of their current, past, and waiting-to-hire employees. It will also allow them a variety of functions to perform on an employee if they so choose. Users will be able to sort columns by SSN (**NO Dashes**), Last Name, or Status (Working, Terminated, and Waiting).

SSN	Name	Date of Birth	Status
<input type="checkbox"/> 123465874	Doe, John J.	2/15/1990	Terminated
<input type="checkbox"/> 258945632	Porter, Micah J.	5/16/1994	Working
<input type="checkbox"/> 456124567	Davis, Linda L.	4/5/1977	Working

Description

The list can be sorted by the following: all employees, working employees, terminated employees, and employees waiting to be hired. The user will also have the ability to terminate an employee (see pages 9-10) and to reinstate employees (see pages 11-12) from this list. The user may also select an employee and work with their data in more detail (see pages 7-8). An employee will remain on the employee list of every shop in which he/she has worked under the appropriate status (working, terminated, or waiting). An employee may not appear on more than one shop in the status of “Working”.

NOTE:

It is very important that this employee list be maintained and updated on a regular basis (MONTHLY) as this list will be used by the DESE Technical Field Supervisors during audits of State Aid requests/payments (failure to keep this list up to date may result in state aid reporting/payment errors that may result in a reimbursement of funds to DESE). **The day you terminate/reinstate/hire an employee is system generated based on the day you actually perform the action. Please be sure to terminate/reinstate/hire your employees in the web system the day the event occurs so that the employee’s employment dates will be correct in the system.** If, for some reason you are not able to terminate/reinstate an employee in the system on the day the event occurs, please contact Lindsay Thomas with DESE at Lindsay.Thomas@dese.mo.gov or (573) 751-0622 in order to get the dates changed.

EMPLOYEE INFORMATION

Sheltered Workshops - Employee List

District: 777001 - MADISON CO SHELTERED WORKSHOP

Start at SSN Sort By: Working

Start at Last Name

SSN	Name	Date of Birth	Status
<input type="checkbox"/> 123465874	Doe, John I.	2/15/1990	Terminated
<input type="checkbox"/> 258945632	Porter, Micah I.	5/16/1994	Working
<input type="checkbox"/> 456124567	Davis, Linda L.	4/5/1977	Working

MO Department of Elementary and Secondary Education
Current User ID: MPLA95TA

Access employee information by clicking on the employees' name.

EMPLOYEE INFORMATION, continued

Sheltered Workshops - Employee Information
Help

District: 777001 - MADISON CO SHELTERED WORKSHOP
Select Workshop

Save Print Screen

Employee

Social Security Number	493-82-6790
Name (Last, First, Middle)	AARESTAD, LISA K.
Date of Birth (MM/DD/YYYY)	11/29/1976
Gender	Female

Address/Phone Information

Address 1	123 Bat Lane
Address 2	Apt. 2
City, State, Postal Code	Jefferson City, MO 65487

Employment Duration

Certification Date	2/18/1998
Date of Retirement	
Date of Death	

Workshop Assignment	Begin Date	End Date	Held Competitive Employment prior to Workshop Employment	Termination Information
Monett Area EE Workshop Inc.	2/18/1998	2/18/1998	<input checked="" type="checkbox"/> No	Quit
Kingdom Projects Inc.	7/24/2000	7/2/2001	<input checked="" type="checkbox"/> No	Placed to competitive employment
Kingdom Projects Inc.	9/3/2002		<input checked="" type="checkbox"/> Yes	

Vocational Rehabilitation Information

Physical Examination Date (MM/DD/YYYY)	11/29/1976
Diagnosis Date (MM/DD/YYYY)	11/29/1976

List all diagnosed handicaps (up to 5)

Disability Classification	Disability
Major	530 Mental Retardation, mild
Minor	500 Psychotic Disorders
Minor	Select Disability Category <input type="text"/> <input type="text"/>
Minor	Select Disability Category <input type="text"/> <input type="text"/>
Minor	Select Disability Category <input type="text"/> <input type="text"/>

Factor(s) which deem person unemployable in competitive jobs:

Save Print Screen

MO Department of Elementary and Secondary Education
Current User ID: MPLAUSTA

Description

The Employee Information page allows the user to view detailed information about a past or current employee. This page is only accessible via the Employee List web page or the Hire Employee web page.

The only information you can change for an employee is Name, Date of Birth, Gender, and address. For any other changes (SSN, Status, Status dates, etc) please contact Lindsay Thomas with DESE at Lindsay.Thomas@dese.mo.gov or (573) 751-0622.

TERMINATE AN EMPLOYEE

Sheltered Workshops - Employee List

District: 777001 - MADISON CO SHELTERED WORKSHOP

Start at SSN: Sort By: Working

Start at Last Name:

Reinstate Terminate

Next 20 Prev 20

	SSN	Name	Date of Birth	Status
<input type="checkbox"/>	123465874	Doe, John J.	2/15/1990	Terminated
<input type="checkbox"/>	258945632	Porter, Micah J.	5/16/1994	Working
<input type="checkbox"/>	456124567	Davis, Linda L.	4/5/1977	Working

Reinstate Terminate

Next 20 Prev 20

MO Department of Elementary and Secondary Education
Current User ID: MPLA057A

From the Employee List, find the employee you wish to terminate and select the box next to the SSN. Next, click the Terminate button. This will take you to the Terminate Employee screen (see next page):

TERMINATE AN EMPLOYEE, continued

Sheltered Workshops - Terminate Employee

District: 777001 - MADISON CO SHELTERED WORKSHOP

Terminate

Employee to be terminated:	Wayne, Bruce J.
Employee SSN:	456851456
From Workshop:	Quality Industries, Inc.
Termination Date (MM/DD/YYYY):	4-19-2004
Reason for termination:	Deceased Employee requested transfer Family moved/transferred Health reasons Improper behavior
Other termination reason:	

Terminate

MO Department of Elementary and Secondary Education
Current User ID: MPLA68TA

Description

The Terminate Employee web page is used to terminate an employee that is no longer working in the Sheltered Workshop and is only accessible from the Employee List screen by selecting an employee (checking the box by a name) and pressing the ‘Terminate’ button. This webpage displays the social security number and name of the employee to be terminated to verify this is the correct employee.

In order for the termination to be completed, the reason for termination must be selected. The termination date and reason will also be displayed on the Employee Information webpage for historical purposes.

If another shop transfers an employee to a new shop, when the “Transfer” button is pressed in the new shop, a termination date at the previous shop will be system generated and an email sent to the previous shop notifying them of the transfer of the employee.

Reasons for Termination: Student-school, deceased, employee requested a transfer, family moved/transferred, health reasons, improper behavior, placed to competitive employment, quit, referred to day program, secured another job, retired, unknown reason, and other termination reason. If “Other Termination Reason” is selected, a comment must be made in the text field.

REINSTATE AN EMPLOYEE

Sheltered Workshops - Employee List

District: 777001 - MADISON CO SHELTERED WORKSHOP

Start at SSN Sort By: Working

Start at Last Name

SSN	Name	Date of Birth	Status
<input type="checkbox"/> 123465874	Doe, John J.	2/15/1990	Terminated
<input type="checkbox"/> 258945632	Porter, Micah J.	5/16/1994	Working
<input checked="" type="checkbox"/> 456124567	Davis, Linda L.	4/5/1977	Working

MO Department of Elementary and Secondary Education
Current User ID: MFLA057A

From the Employee List, find the employee you wish to reinstate and select the box next to the SSN. Next, click the Reinstate button. This will take you to the Reinstate Employee screen (see next page):

REINSTATE AN EMPLOYEE, continued

The screenshot shows a web form titled "Sheltered Workshops - Reinstatement Employee". At the top, there is a header bar with a logo on the left and a "Help" button on the right. Below the header, a search bar contains the text "Workshop: 43163093400 - Madison County Sheltered Workshop". The main form area contains the following fields and controls:

- A "Reinstatement" button at the top center.
- Employee information fields:
 - Employee to be reinstated: Wayne, Bruce J.
 - Employee SSN: 350460073
 - For Workshop: Sheltered Industries of Meramec Valley
 - Reinstatement Date: [Empty text box]
- A question: "Did employee work in competitive job after termination and prior to being reinstated?" with radio button options for "Yes" and "No".
- A second "Reinstatement" button at the bottom center.

At the bottom of the page, there is a footer with the text: "MD Department of Elementary and Secondary Education - Send questions to: webtrkplvpsr@mde.se.edu Current User: MFLA9STA".

Description

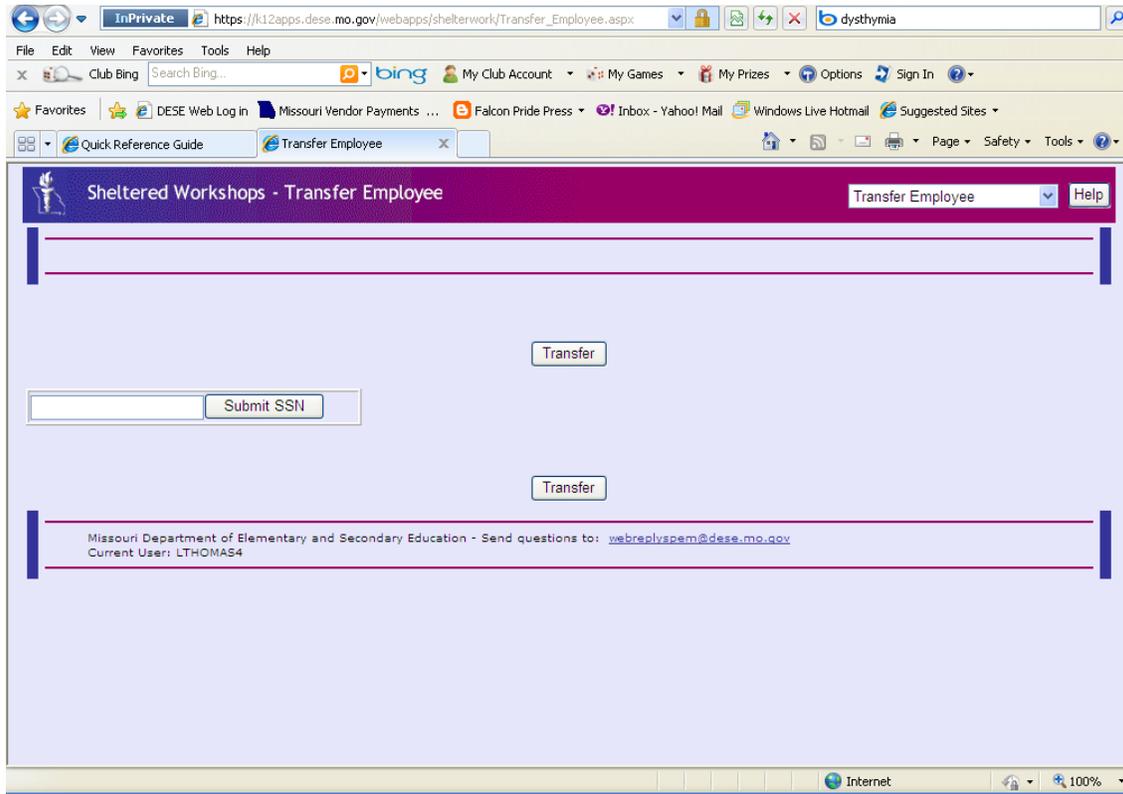
The Reinstatement Employee Page is used to reinstate a terminated employee and is only accessible from the Employee List screen. Pressing the "Reinstatement Employee" button will change the status of the selected employee to "working". Only Workshop Managers and DESE Agents are authorized to reinstate an employee. The employee will be reinstated to the workshop they were terminated from.

Note

You can only reinstate an employee that is terminated from your own shop. If an employee was terminated from your shop but then went to work for another shop then you will need to do a Transfer (see page 13), you will not be able to reinstate an employee that is currently in Working status at another workshop (even if the employee previously terminated from your shop). If you try to terminate an employee and receive an error, try transferring that employee (next page).

TRANSFER EMPLOYEE

This webpage will allow users to transfer a Sheltered Workshop employee from one Workshop to another.



Description

The Transfer Employee Page is used to transfer an employee from one Workshop to another. The employee will be transferred from their current assignment to the requested Workshop **by the requesting shop or by DESE.**

The requesting Workshop or DESE will enter an individuals' SSN (**NO DASHES OR SPACES**) into the search field and press Submit SSN to locate the individual to transfer.

TRANSFER EMPLOYEE, continued

Sheltered Workshops - Transfer Employee

District: 777001 - MADISON CO SHELTERED WORKSHOP

Transfer

Submit SSN			
Social Security Number:	123-26-4567		
Employee to be transferred:	John H. Doe		
From Workshop:	Boonville Sheltered Workshop, Inc.	Ending Date:	5/22/2006
To Workshop:	Madison County Workshop	Begin Date:	5/22/2006

Transfer

MO Department of Elementary and Secondary Education
Current User ID: MPLA92TA

After confirming by name that this is the correct individual, pressing the “Transfer” button will move this person to the new shop, terminate the person at the previous shop and send an email to the previous shop manager notifying him of the transfer.

There are no provisions for the shop in which an employee is currently assigned (on the employee list) to directly transfer an employee to another Workshop.

The new Workshop must initiate the transfer process and therefore must have the employee’s SSN.

Note:

If, upon pressing the Transfer button, you receive any kind of error message please contact Lindsay Thomas with DESE at Lindsay.Thomas@dese.mo.gov or (573) 751-0622 in order to verify that the employee is certified and is in the system, and that their information is correct in the system.

HIRE EMPLOYEE

This webpage will allow users to select employees to hire for the workshop they have been referred to (employees are placed in Wait to Hire status upon certification).

Sheltered Workshops - Hire Employee

District: 777001 - MADISON CO SHELTERED WORKSHOP

Select Workshop

Hire

SSN	Name	Date of Birth	Referral Date
<input type="checkbox"/> 123465874	Doe, John J.	2/15/1990	5/22/2006
<input type="checkbox"/> 258945632	Porter, Micah J.	5/16/1994	6/25/2001
<input type="checkbox"/> 456124567	Davis, Linda L.	4/5/1977	6/20/1998

Hire

MO Department of Elementary and Secondary Education
Current User ID: MPLA95TA

Description

The Hire Employee page displays a list of certified applicants who have been certified and referred to a workshop for employment by VR or DESE. Any of the listed referrals may be selected to hire in a specific workshop. These employees will show in “Waiting” status on your employee list until you hire them in the system.

To hire an employee, click on the box next to the SSN and click Hire.

You can view the employee’s information by clicking on the employee’s name.

WORKSHOP PAYMENT SCREEN

Sheltered Workshops - Payment Window HB352

District: 777-008 CAPITOL PROJECTS INC Year: 2009-2010 Month: May

	Current Month	Prior Month	To Date
Approved Employees:	0	0	904
Total Workshop Wages Paid:	\$0.00	\$0.00	\$294,136.22
Total Hours Worked up to and including 30 (Mon-Fri):	0.00	0.00	65,333.00
Total Hours Worked over 30 (Mon-Fri):	0.00	0.00	2,976.50
Total Hours Worked up to and including 6 (Sat/Sun):	0.00	0.00	10.50
Total Hours Worked over 6 (Sat/Sun):	0.00	0.00	0.00
Total Hours Worked:	0.00	0.00	68,319.00
Average Hourly Wage:	\$0.00	\$0.00	\$2.99
Mon-Fri Requested Funds:	\$0.00	\$0.00	\$285,669.00
Sat/Sun Requested Funds:	\$0.00	\$0.00	\$31.50
Total State Aid Requested:	\$0.00	\$0.00	\$288,030.50
Approved State Aid Amount:	\$0.00	\$0.00	\$288,030.50

By electronically transferring this document, I verify that these figures are true and correct according to attendance records and payroll for the listed month.

Missouri Department of Elementary and Secondary Education - Send questions to: webappsupport@de.se.mo.gov

Description

The purpose of the Workshop Payment Screen is to allow Sheltered Workshops to enter data that will be used to calculate its State Aid Request. Once the Workshop has saved and agreed to the Assurances, they may submit a payment request to DESE.

Note

All state aid requests must be submitted on this web application system by 2:00 pm on the THIRD WORKING DAY OF EACH MONTH in order to be approved for payment. Any requests submitted any other way or late (unless prior arrangements have been made with DESE) will not be approved for payment until the request is submitted on the web application which may delay your payment by at least a month.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING STATE AID REQUEST

- 1) Select the month and year for which you are applying for state aid.
REMEMBER: the month you select should be the actual month you will receive the payment, not the month for which you're entering data (example: if you're entering data for April 2008 then you would select May for the month, as you will actually submit and be paid in May, and 2007-2008 for the year, if you're submitting data for August 2008 then you would select September for the month and 2008-2009 for the year).
- 2) Enter appropriate data into the first six white boxes, you cannot enter data into grayed boxes (these boxes will calculate automatically when you press Save).
- 3) Once all data is entered you must click **SAVE**, then **AGREE TO ASSURANCES**, and then **SUBMIT**. **You must click all three to submit**. Grayed boxes will calculate automatically once you click Save.
- 4) Upon clicking **SUBMIT**, a box will pop up that says 'Payment has been successfully submitted to DESE'.

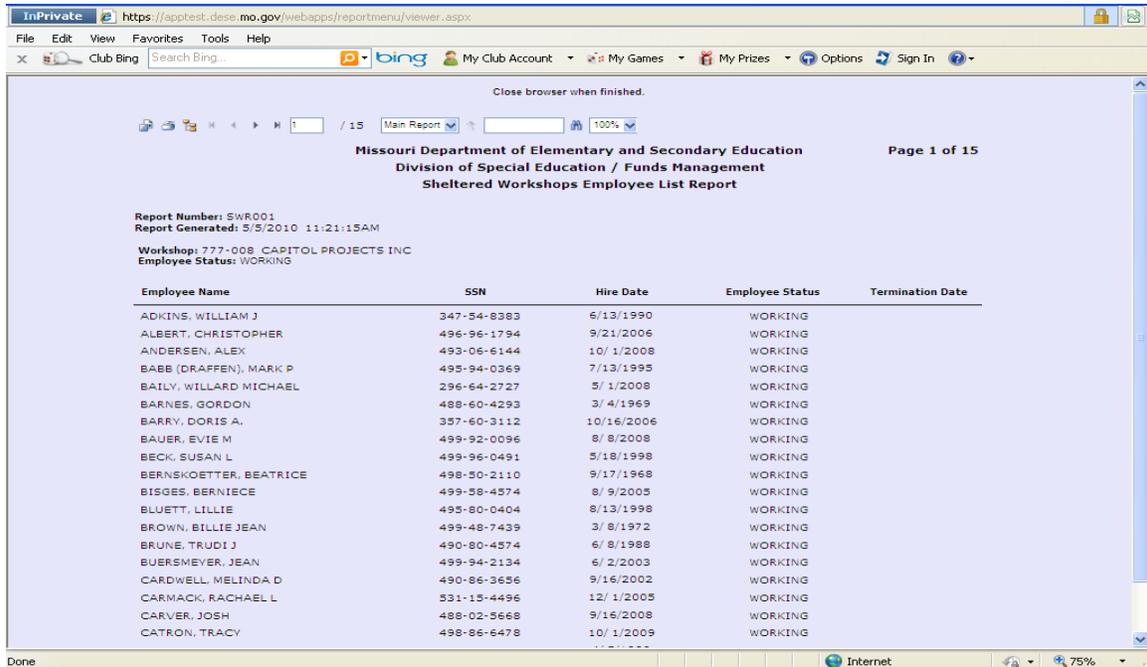
NOTE:

State aid requests are always due no later than 2:00 pm on the third working day of each month (unless otherwise specified by DESE).

REPORTS

EMPLOYEE LIST REPORT

The employee list report gives you a list of all your employees past, present or waiting-to-be hired. You can choose to run the report show all statuses, only those in working status, only those in waiting status, or only those in terminated status. The report will give you the employees' name; SSN, hire date, status, and termination date (if there is one). You can also search for individual employees by name or SSN (you **WILL** need to use dashes for the SSN).



Close browser when finished.

Page 1 of 15

Missouri Department of Elementary and Secondary Education
Division of Special Education / Funds Management
Sheltered Workshops Employee List Report

Report Number: SWR001
Report Generated: 5/5/2010 11:21:15AM

Workshop: 777-008 CAPITOL PROJECTS INC
Employee Status: WORKING

Employee Name	SSN	Hire Date	Employee Status	Termination Date
ADKINS, WILLIAM J	347-54-8383	6/13/1990	WORKING	
ALBERT, CHRISTOPHER	496-96-1794	9/21/2006	WORKING	
ANDERSEN, ALEX	493-06-6144	10/ 1/2008	WORKING	
BABB (DRAFFEN), MARK P	495-94-0369	7/13/1995	WORKING	
BAILY, WILLARD MICHAEL	296-64-2727	5/ 1/2008	WORKING	
BARNES, GORDON	488-60-4293	3/ 4/1969	WORKING	
BARRY, DORIS A.	357-60-3112	10/16/2006	WORKING	
BAUER, EVIE M	499-92-0096	8/ 8/2008	WORKING	
BECK, SUSAN L	499-96-0491	5/18/1998	WORKING	
BERNSKOETTER, BEATRICE	498-50-2110	9/17/1968	WORKING	
BISGES, BERNIECE	499-58-4574	8/ 9/2005	WORKING	
BLUETT, LILLIE	495-80-0404	8/13/1998	WORKING	
BROWN, BILLIE JEAN	499-48-7439	3/ 8/1972	WORKING	
BRUNE, TRUDI J	490-80-4574	6/ 8/1988	WORKING	
BUERSMEYER, JEAN	499-94-2134	6/ 2/2003	WORKING	
CARDWELL, MELINDA D	490-86-3656	9/16/2002	WORKING	
CARMACK, RACHAEL L	531-15-4496	12/ 1/2005	WORKING	
CARVER, JOSH	488-02-5668	9/16/2008	WORKING	
CATRON, TRACY	498-86-6478	10/ 1/2009	WORKING	

REPORTS, continued

EMPLOYEE STATUS REPORT

The employee status report gives you a list of certain data for all workshops. This report will show you workshop name, how many employees have been hired, how many have been hired who had competitive employment experience, how many are on the wait-to-hire list, and how many have been terminated.

Close browser when finished.

Missouri Department of Elementary and Secondary Education
Division of Special Education / Funds Management
Sheltered Workshops Employee Status Report

Report Number: SWR004
Report Generated: 5/5/2010 11:22:58 AM

Workshop	Employees Hired	Emp. Hired with Comp. Employment Experience	Waiting List	Terminations
777-093 ALPHAPOINTE	68	2	0	83
777-095 BATES COUNTY INDUSTRIES	33	4	6	98
777-002 BIG SPRINGS SHELTERED WORKSHOP	26	8	6	77
777-003 BLUE VALLEY INDUSTRIES	88	4	0	224
777-004 BOONE CENTER INC	218	30	42	519
777-005 BOONSLICK INDUSTRIES INC	42	7	1	189
777-006 CANTERBURY ENTERPRISES	86	5	23	106
777-007 CAPE GIRARDEAU COMM SHELTERED	172	17	42	649
777-008 CAPITOL PROJECTS INC	127	9	32	99
777-009 CASCO AREA WORKSHOP	144	24	13	467
777-010 CENTRAL MISSOURI SHELTERED ENT	119	14	1	265
777-011 CHARITON COUNTY EE SHELTERED	36	9	0	40
777-012 CHRISTIAN COUNTY ENTERPRISES	84	22	11	336
777-013 CLINCO SHELTERED INDUSTRIES	78	9	4	149

REPORTS, continued

PAYMENT PERIOD REPORT

The payment period report will give you monthly, Quarterly or Fiscal Year (DESE, July-June) state aid information for your workshop only. To run this report, select the year and month in which you wish to view under the appropriate section.

The screenshot shows a web browser window displaying the 'Sheltered Workshops - Payment Period Report' application. The interface is divided into three main sections for generating reports:

- Payment Period Report - Workshops Approved:** This section includes dropdown menus for 'Year' (set to 2009-2010) and 'Month' (set to April), followed by a 'Get Report' button.
- Payment Period Quarterly Report - Workshops Approved:** This section includes a dropdown menu for 'Quarter' (set to July - September) and a 'Get Payment Quarterly Report' button.
- Payment Period Fiscal Year - Workshops Approved:** This section includes a 'Get Fiscal Year Report' button.

At the bottom of the page, there is a footer with the text: 'Missouri Department of Elementary and Secondary Education - Send questions to: webtr@desem.state.mo.gov Current User: LTH0484'.

This report will give you the following information for your workshop: number of approved employees, total workshop wages paid, total hours worked up to and including 30 (M-F), total hours worked over 30 (M-F), total hours worked up to and including 6 (Sat/Sun), total hours worked over 6 (Sat/Sun), total hours worked, average hourly wage, Mon-Fri. requested funds, Sat/Sun requested funds, total state aid requested, and approved state aid amount.

Note: If you would like a monthly, quarterly, or yearly report for all workshops (workshop names will be omitted) please contact Lindsay Thomas with DESE at Lindsay.Thomas@desem.state.mo.gov or (573) 751-0622.

CONTACT INFORMATION

The sheltered workshops directory, located on the DESE Sheltered Workshops web page at <http://dese.mo.gov/divspeced/shelteredworkshops/> will give you DESE and Workshop contact information. You can view the directory alphabetically by workshop name or by city.

DESE contact information is as follows:

Department of Elementary and Secondary Education
Special Education Sheltered Workshops
PO Box 480
205 Jefferson Street 4th Floor
Jefferson City, Missouri 65102-0480

Fax #1: (573) 526-4404
Fax #2: (573) 526-5946

Fulvio Franzi, Director

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