

Administrative Memo

Date: April 1, 2015
To: School Administrators and Career and Technical Education Directors and Administrators
From: Sharon Helwig, Ph.D.
Assistant Commissioner
Subject: CCR-15-010 - 50/50 Career Education Equipment/Educational Resource(s)

In an effort to work toward continuous improvement of career education programs, I am pleased to announce a new process for requesting 50/50 Career Education Equipment and Resources funds. A new form, the [50/50 Career Education Equipment/Educational Resource\(s\) Information Form](#), must be submitted for each career education program submitting a request for funds along with the standard FV4.

The [50/50 Career Education Equipment/Educational Resource\(s\) Information Form](#) and directions for completing the form can be found on the DESE website at <http://dese.mo.gov/college-career-readiness/career-education/forms-applications>.

All requests for 50/50 funds must be submitted to the appropriate career education program director no later than July 1, 2015.

Questions regarding the new form and process can be addressed to Dennis Harden, Coordinator of Career Education at (573) 751-3500 or dennis.harden@dese.mo.gov. You can also contact the appropriate program director for program specific questions.