

Administrative Memo

Date: May 27, 2016
 To: School Administrators, CTE Administrators and Teachers
 From: Blaine Henningsen, Assistant Commissioner, Office of College and Career Readiness
 Subject: CCR-16-010 - Career Education FV-4/FV-2 Process

The Department of Elementary and Secondary Education Career Education is changing the way it processes FV-4s and FV-2s and will no longer be accepting paper copies of the forms for the budget and reimbursement of career education funds. An electronic mailbox has been set up for each career education section to handle the submission of the forms. For Fiscal Year 2017, all FV-4s, FV-2s and supporting documentation **must be sent electronically** to the appropriate mailbox. Do not mail hard copies. The mailbox addresses are as follows:

Agriculture Education	dese.ag@dese.mo.gov
Business, Marketing, and Information Technology	dese.bmit@dese.mo.gov
Family Consumer Sciences and Human Services Recipients of the Child Development Associate (CDA) Grant should submit the FV-2FG form)	dese.fcs@dese.mo.gov
Technology and Engineering and Skilled Technical Sciences	dese.ths@dese.mo.gov
Health Sciences	dese.health@dese.mo.gov
Displaced Homemaker, College and Career Consultants, JAG, TCTW, and Gamm Inc.	webreplyvae@dese.mo.gov

Please note that this does not include the Vocational-Technical Enhancement Grant. You should continue to use the existing process for that grant.

Electronic version of FV-4s and FV-2s can be found on the DESE website at <http://dese.mo.gov/college-career-readiness/career-education/forms>.

If you have any questions regarding this change, please contact Dennis Harden, Coordinator of Career Education at dennis.harden@dese.mo.gov or 573-751-3500.