

Administrative Memo

Date: October 21, 2020
To: School Administrators
From: Paul Katnik, assistant commissioner, Office of Educator Quality
Subject: EQ-20-003 – Substitute Teacher Reimbursements

The Governor’s Office recently announced an additional allocation from the state’s Coronavirus Relief Fund (CRF) intended to support Missourians wishing to serve or currently serving as substitute teachers during the staffing challenges Missouri schools are facing during the COVID-19 pandemic.

Individuals wishing to serve as substitute teachers must meet various requirements to earn their substitute certification, as detailed in 5 CSR 20-400.220. These requirements have associated costs, including a \$50 application fee, a \$175 online training fee and a \$41.75 fee for a fingerprint background check. Fingerprint background checks must be performed for each local education agency (LEA) in which the substitute teacher intends to work; therefore, a substitute candidate may pay this fee multiple times. The Missouri Department of Elementary and Secondary Education (DESE) will use CRF funding to reimburse any individual who has paid the \$50 application fee and/or the \$175 online training fee from August 18 through November 4, 2020. There is no action required by the substitute teachers to be reimbursed; the payment method used to pay the fees associated with the online training and application (i.e. a credit card number) will be automatically credited. DESE will begin processing those reimbursements on November 5, 2020.

CRF funding is also available to LEAs that choose to reimburse substitute teachers working in their schools for the \$41.75 fingerprint background check fee he/she paid. The individual must have completed his/her fingerprint background check from March 1 through November 4, 2020. To access these CRF funds, the LEA would submit to DESE an application and a list of those individuals to be reimbursed for the \$41.75 fingerprint background check fee. CRF funding will then be used to reimburse the LEA for the total cost of their reimbursement to active substitute teachers. The online application for LEAs to request this funding is available [here](#), and includes more details. The application is due by November 4, 2020.

More information about these reimbursements, as well as recent updates to substitute certification rules, can be found on DESE’s [Substitute Teachers webpage](#). Please contact the Office of Educator Quality at 573-751-2931 with additional questions.