

Administrative Memo

Date: January 25, 2021
To: School Administrators
From: Paul Katnik, Assistant Commissioner, Office of Educator Quality
Subject: EQ-21-001 – Substitute Teacher Reimbursements

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

Individuals who wish 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 funds to reimburse any individual who paid the \$50 application fee between November 5, 2020 and March 31, 2021. Reimbursement will begin after March 31, 2021. DESE will also use CRF funds to reimburse the \$175 online training fee from November 5, 2020 through February 28, 2021. The online training program, Frontline, will begin processing those reimbursements after February 28, 2021. Please note individuals must complete the online training by 11:59 p.m. on February 28, 2021, to qualify for the substitute teacher certification. 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.

CRF funds are 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 the background check between November 5, 2020 and March 31, 2021. To access these CRF funds, the superintendent, on behalf of the LEA, can submit an application and a list of those individuals who need reimbursement to DESE. CRF funds 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 these funds are available [here](#) and includes additional details. The superintendent must submit the application to DESE by 5p.m. March 31, 2021.

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.