

Administrative Memo

Date: December 17, 2020
To: MOCAP Providers
From: Chris Neale, assistant commissioner, Office of Quality Schools
Subject: QS-20-015 – MOCAP Billing

Over the last year, virtual learning has experienced rapid growth in Missouri. The recent increase in activity has brought up questions about MOCAP’s billing practices. The Department of Elementary and Secondary Education (DESE) provides the following guidance on the topic. Section 161.670.3, RSMo states:

(3) For students enrolled in any Missouri course access and virtual school program course in which costs associated with such course are to be paid by the school district or charter school as described under subdivision (1) of this subsection, the school district or charter school shall pay the content provider directly on a pro rata monthly basis based on a student's completion of assignments and assessments. If a student discontinues enrollment, the district or charter school may stop making monthly payments to the content provider. 161.670 RSMo.

Per Sections 161.670.3(3) and 161.670.12, RSMo, providers are required to accept monthly payments from local education agencies (LEAs) based on a student’s completion of assignments and assessments. The simplest method for a provider to calculate billing is to divide the number of student assignments completed each month by the number of assignments during the semester or year. Providers would then multiply this percentage by the total bill for the semester or year. Prorating the total bill by the number of months or the number of days does not align with the statute. Please review your billing practices.

Providers are reminded that when exchanging personally identifiable information (PII) with LEAs, a secure method must be used (i.e. a secure file transfer protocol (SFTP) site or an encrypted email). Please continue to use DESE’s SFTP site when sending PII to the MOCAP office.

Please contact Caysie Turner at 573-522-3651 or Caysie.Turner@dese.mo.gov with additional questions.