



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION - FIRST STEPS PROGRAM



SYSTEM POINT OF ENTRY (SPOE) MONTHLY CONTRACT INVOICE

AGENCY NAME AND SYSTEM POINT OF ENTRY (SPOE) REGION	INVOICE NUMBER (USE UNIQUE NUMBER)
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INSTRUCTIONS

The Office of Special Education pays the System Point of Entry (SPOE) a monthly firm-fixed price to deliver First Steps services in accordance with contractual requirements. The SPOE agency representative shall complete this invoice based on current pricing and personnel information. This invoice shall be submitted no later than the last business day of the month in which services are delivered.

For questions about the form, contact First Steps at (573) 522-8762 or email sefirststeps@dese.mo.gov.

Submit the completed invoice to:
Missouri Department of Elementary & Secondary Education
ATTN: First Steps
P.O. Box 480
Jefferson City, MO 65102

INVOICE INFORMATION

MONTH/YEAR (MM/YY)	FIRM-FIXED MONTHLY PRICE
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CURRENT FULL-TIME EQUIVALENT (FTE) SPOE PERSONNEL

SPOE Director FTE and Name:	
Service Coordinator FTE:	
Team Coordinator FTE:	
Data Entry Staff FTE:	
Secretarial Staff FTE:	
TOTAL FTE	

SPOE PERSONNEL CHANGES

<input type="checkbox"/> New Hire	POSITION	NAME	FTE
<input type="checkbox"/> New Hire	POSITION	NAME	FTE
<input type="checkbox"/> Vacancy	POSITION	NAME	FTE
<input type="checkbox"/> Vacancy	POSITION	NAME	FTE

SIGNATURE

SIGNATURE OF AGENCY REPRESENTATIVE	PRINTED NAME	DATE OF SIGNATURE
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STATE USE ONLY

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
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