

August 12, 2013

Dear Parents as Teachers Contact:

The Early Learning Section at the Department of Elementary and Secondary Education (DESE) is excited for the start of another year. We will once again be hosting large group Professional Learning Communities across the state and information on these opportunities can be found on our website under Parents as Teachers>Training Opportunities. The ECDA Administrative Manual is also available on our website and I would strongly encourage everyone to read through the new manual to ensure that services are being provided as required. There are so many good things going on in districts regarding early learning and Parents as Teachers is a vital part.

The appropriated funding for FY14 is \$15,000,000 for services to families and young children. All districts are required to provide both parent education and screening services as outlined in the Administrative Manual. This year the Application has been replaced by the Compliance Plan. The Compliance Plan was due May 15th. There are still a small number of programs that have not completed the plan. Be sure to access information on the website to assist you with completing and submitting the plan.

Once again, screening services will be reimbursed at a rate of \$30.00 per child, per year. These screening services will need to address all of the components as outlined in the ECDA Administrative Manual, including the personal visit consultation with parents to discuss the results. Screening services do not require a certified parent educator, however, we encourage programs to utilize the early childhood professionals in their districts such as the school nurse, preschool or kindergarten teachers as well as their community providers. With the emphasis on early screenings, children three months to age three, it will be important for programs to strengthen ties with community resources such as private child care providers, WIC, etc. Please note that 2012-2013 was the last year for the Dial 3 to be an approved screening instrument. If your program needs to choose a different screening tool please refer to the Approved Screening Instruments document located on our website.

Priorities for parent education services are personal visits for **high needs families (prenatal to kindergarten entry)** and then personal visits for **non-high needs families (prenatal to kindergarten entry)**. Personal visits for high needs families will be reimbursed at a rate of \$55.00 per completed visit. Non-high needs families will be reimbursed at a rate of \$50.00 per completed visit. These services are required to be provided by a certified parent educator. Additional clarification on the priorities and how payments will be made can be found on our website under *Parents as Teachers>Program Information>Priorities/Reimbursement*.

The following is the screening allocation designated for «LEA»:

(Allocation was set at FY13 Screening Allocation or the number of children screened whichever was less plus a 4% increase.)

«SC_Allocation» (At least 50% of this allocation must be used for screening of children three months to three years old.)

The following is the parent education allocation designated for «LEA»:

(Allocation was set at FY13 Parent Education Allocation or the amount of service provided whichever was less plus a 11% increase.)

«PE_Allocation» (At least 75% of this allocation must be used for high-needs families with an emphasis on families with children prenatal to age 3.)

It is important that this information be shared with your Parents as Teachers staff as they begin to work with the families in your district. Please be aware of the procedure for invoicing. Invoices may be submitted as frequently as the district would like; DESE will make one payment each month. Invoices must be submitted by the **last day of the month** in order to receive reimbursement in the next month's school payment. In an effort to provide accurate information and to verify that PAT funds are being expended from the state budget in a timely manner, programs are strongly encouraged to submit invoices monthly. This will be extremely important if withholdings occur to PAT.

FY13 FINAL PAYMENT

Programs may login to the Web Application System (<https://k12apps.dese.mo.gov/webLogin/login.aspx>) and click on the "Reports" link on the PAT Main Menu. Change the year to 2012-2013 and then click on "Payment Transmittal". Once you are in the Payment Transmittal form, select May in the month drop down box.

MOSIS NUMBERS FOR PAT CHILDREN

The Department has developed a student-level record system, called Missouri Student Information System (MOSIS), which contains a randomly-generated state identification number for every student receiving service in the public schools. All children participating in any PAT services **must** have a MOSIS number.

LARGE GROUP PROFESSIONAL LEARNING COMMUNITIES

Please refer to the Early Learning website for specific dates and locations of opportunities occurring in September and October.

HEALTH, HEARING & VISION TRAINING AND ASQ TRAINING

Training dates have been set for the Health, Hearing & Vision trainings and the ASQ trainings. **All new parent educators will need to attend these trainings in order meet the training requirements listed in the ECDA Administrative Manual.** Please go to the website for specific dates and locations. It will be important that you attend these training in October. We will offer one makeup opportunity for these trainings in March at one central location.

NEW AUTOMATED SYSTEM FOR PARENTS AS TEACHERS

The Early Learning Section has been working closely with the IT section to create a new PAT Invoicing System located in ePeGs. The new system will allow programs to view allocations, invoices and track payments. We are anticipating that the system will be up and available very soon.

REIMBURSEMENT FOR CURRICULUM TRAINING

The Early Learning Section will provide reimbursement for curriculum training as long as funding is available. Information is available on our website regarding the process for requesting funds and reimbursement amounts. For parent educators who have not been trained in the 3-K curriculum please note that services cannot be reported for reimbursement without this training. Programs can check the national office website for training opportunities.

AFFILIATION/APPROVED USER OF THE CURRICULUM

Many districts have received an invoice from the national office regarding Affiliation fees and Renewal fees for parent educators. Please note that these fees will be the responsibility of the individual programs. All programs will be required to follow the ECDA Administrative Manual, located on the website, to access reimbursement.

Thank you for the tremendous service that Missouri's families are receiving due to your dedication. We are looking forward to the road ahead and are ready for the challenges that it may bring. As always, the department values the partnership with districts in providing quality parent education services to Missouri families and appreciates all the hard work you do on the front line. The Early Learning Staff look forward to working with you again this year. We hope to see everyone in September. Please call 573-751-2095 if we can assist you in your endeavors.

Sincerely,

Early Learning Section