

September 18, 2013

Dear Parents as Teachers Contact,

I know most of you are well under way with your parent education and screening services. This is just a quick note to update you on our progress here at the department and to give a couple of reminders of important dates and information.

We are anticipating the Invoice for reporting services will be available sometime during the week of September 23rd. Remember that you will be able to access the Invoice through the ePeGs system. We are excited about this new process for invoicing and requesting payment. Programs will find that the new process will allow them to track allocations and payments in a more effective manner. Below are a couple of items that will assist your program in accessing the new process when it becomes available.

- The security assignments for the authorized representatives and data entry people will carryover from the previous system. So, if you had access in the previous system you will automatically have it in ePeGs. If you are new and need to be added please contact your User Manager at your district to set you up.
- Renewals for each individual parent educator must be completed with the national office by September 30th.
- All parent educators must be listed in Core Data on Screen 18 of the October Cycle. Be sure to check with the individual at your district who is responsible for Core Data information.

Additional information that programs need to be aware of:

- Programs receiving funding from DESE must be either an Approved User of the Curriculum **OR** Affiliate. Funding from DESE is the same for both options. It is important to understand the additional requirements of the national office for programs choosing to be Affiliates.
- All parent educators are required to receive a designated number of professional development hours, see Section 2.3 of the ECDA Administrative Manual. We would encourage you to access the Professional Learning Communities provided by DESE as a way to assist you with your professional growth. Information related to these trainings can be accessed through the Early Learning website, <http://dese.mo.gov/eel/el/pat/index.htm>, under Training Opportunities. These are made available at no cost to support programs with their use of the Foundational Curriculum.

- All parent educators who have not been trained in the Foundational Curriculum must complete retraining and be implementing the PAT approach using the Foundational Curriculum by July 1, 2014.
- This is the last year for programs to report a two child visit for reimbursement. After this year DESE will only be reimbursing for a family visit regardless of the number of children present during the visit.

Thank you for all your efforts to assist families as they prepare their children for later school success. We know that parent education and early screenings play an important role and are excited to see programs with such commitment. If you should have questions regarding any of the information included in this letter please call our office. Remember that questions regarding training, renewals and affiliation should be directed to the national office.

Sincerely,

Early Learning Section