

Programs can locate required documents in the DESE Web Application System by logging in using their User ID and password. If you are having trouble logging in please contact your district's User Manager and be sure that you are set up in the ePeGs system for **School Improvement Early Childhood PAT**, either as Data Entry or Authorized Representative authority.

- Data Entry – Allows the user to Create and Complete the **Final Invoice** and Create and review the **Final Payment Request**.
- Authorized Representative – Can perform all the tasks of the Data Entry user and is the only user that can submit the **Final Payment Request**. This is usually an Administrator. Anyone who is providing direct services that are reported for reimbursement should not be an Authorized Representative.



▼ User Applications

▼ DESE Web Applications

- Annual Performance Report
- Annual Report of the County Clerk
- ARRA
- **Compliance Plans (Federal and State)**
- Data Collection Maintenance Menu
- DESE Payment Management Application
- Early Childhood Parents as Teachers
- Educator Certification System
- Educator Qualifications
- **ePeGS**

- [Compliance Plans \(Federal and State\)](#) is the link for PAT programs to complete their Compliance Plan for the new Fiscal Year. (Due May 15th)
- [ePeGS](#) is the system that allows PAT programs to complete the Final Invoice and Final Payment Request for the current Fiscal Year. (Due May 15th)

Compliance Plan – Due May 15th

It will be important to select the correct year. Be sure to use the drop down box to select the new year.

ePeGS

Once the User has logged into ePeGS the following page will appear. Be sure to review the [Warning Messages](#) regarding “Multiple Tabs”. Then click on the **Funding Application Menu** button.

Welcome to ePeGS

WARNING:

When working in the ePeGS application, users should not open multiple tabs. Multiple tabs are created when you click the blank tab icon in the upper-left corner of the Internet Explorer window and then click an additional blank tab icon. You may be logged-in to our web application system multiple times which will cause multiple versions of Payment Requests, Budget Applications, and Final Expenditure Reports to be created when only one version should have been created. When multiple versions are created it causes issues with the system and may delay payments being processed.

Planning Tool
Funding Application Menu

The Funding Application will appear. Click the [Show](#) link to the right of **School Improvement** to find the [Parents as Teachers](#) link.

Funding Application: Menu

<ul style="list-style-type: none"> ▶ ePeGS Homepage ▶ Planning Tool ▼ Funding Application Menu <ul style="list-style-type: none"> ▶ Current Funds Available ▶ Career Education ▶ School Improvement ▶ Special Education ▶ Teacher Quality & Urban Education ▶ DESE Supervisor Approval ▶ Awaiting Approval ▶ NCLB MOE ▶ Report Menu ▶ Core Assurances ▶ Help Documents ▶ DESE Web Application Menu 	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Career Education Show </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> School Improvement Hide <ul style="list-style-type: none"> ▶ MO Preschool Project ▶ NCLB Consolidated ▶ Parents as Teachers ▶ Title I School Improvement (a) </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Special Education Show </div> <div style="border: 1px solid gray; padding: 5px;"> Teacher Quality & Urban Education Show </div>
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Once the User clicks the [Parents as Teachers](#) link the **Summary Page** will appear. The **Summary Page** allows access to the **Invoice, Payment Request, Final Invoice, Final Payment Request** and the **Final Payment Report**. The Invoice and Payment Request have been closed as of April 1st and only the Final Invoice and Final Payment Request are available to submit. By clicking on the [Show](#) link next to the **Final Invoice** the User will open the form. Complete the **Final Invoice** by reporting all the services provided from the start date, or beginning of the year, through the established end date.

Funding Application: Parents as Teachers - Parents as Teachers Summary

<ul style="list-style-type: none"> ▶ ePeGS Homepage ▶ Planning Tool ▼ Funding Application Menu <ul style="list-style-type: none"> ▶ Current Funds Available ▶ Career Education ▼ School Improvement <ul style="list-style-type: none"> ▼ Parents as Teachers <ul style="list-style-type: none"> ▶ Invoice ▶ Payment Request ▶ Final Invoice ▶ Final Payment Request ▶ Final Payment Report ▶ Special Education ▶ Teacher Quality & Urban Education ▶ DESE Supervisor Approval ▶ Awaiting Approval ▶ NCLB MOE ▶ Report Menu ▶ Core Assurances ▶ Help Documents ▶ DESE Web Application Menu 	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Invoice Show </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Payment Request Show </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Final Invoice Show </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Final Payment Request Show </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Final Payment Report Show </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dotted gray; padding: 5px;"> DESE Program Contact Lana Brooks 205 Jefferson Jefferson City, MO 65102 Phone: (573) 526-3874 Fax: (573) 522-5085 Email: lane.brooks@dese.mo.gov </td> <td style="width: 50%; padding: 5px;"> DESE Fiscal Contact Debra Linneman 205 Jefferson Jefferson City, MO 65102 Phone: (573) 751-5730 Fax: (573) 526-3580 Email: debra.linneman@dese.mo.gov </td> </tr> </table> </div>	DESE Program Contact Lana Brooks 205 Jefferson Jefferson City, MO 65102 Phone: (573) 526-3874 Fax: (573) 522-5085 Email: lane.brooks@dese.mo.gov	DESE Fiscal Contact Debra Linneman 205 Jefferson Jefferson City, MO 65102 Phone: (573) 751-5730 Fax: (573) 526-3580 Email: debra.linneman@dese.mo.gov
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Final Invoice and Final Payment Request – Due May 15th

This two step process for requesting a final payment must be completed no later than May 15th. Programs will need to establish their “end date” for services reported in the current Fiscal Year and a “start date” for services for the new Fiscal Year so that there is no overlap in services reported.

The **Final Invoice** has all of the edits and warnings in place just as the regular Invoice. If a red **Edit** button appears or a yellow **Warning** button, the User may click the button to view the message associated with the edit or warning. If the User is not able to view the message, check the Pop Up Blocker. The messages are set up as Pop Up’s so the User will have to allow for DESE Pop Up’s.

- **Warning Messages** require the User to review the information, if it is correct, check the box at the bottom of the page to verify the data is correct and click the **SAVE** button. If the information is not correct, adjust the data and click the **SAVE** button. The Warning Messages are for the following areas:
 - Minority families, review Section I
 - Screening delays, review Section 2
 - Lesser services are reported on the Final Invoice, review Section I and II.
- **Edit Messages** require the User to make adjustments to the data provided.

Once all of the Warning Messages and Edit Messages have been resolved the User must then click the **COMPLETE** button at the bottom of the screen. This saves the data reported and allows the Final Payment Request to be **CREATED** by either the Data Entry or Authorized Representative User.

The **Final Payment Request** serves as the program’s last request for payment for the current Fiscal Year. The Final Payment Request includes the following sections:

- **Previous Payment Amounts** section that includes the current Fiscal Year Allocations, the Amount Paid to Date and the Allocation Balance.
- **Current Payment Request** section shows the number of family visits and screenings provided for the year. It also calculates a request for 100% of the services provided regardless of the Allocation restrictions.

Note in the example below: The Total Parent Education Funds Requested exceeds the Parent Education Allocation. The Total Screening Funds Requested exceeds the Screening Allocation. The program is reporting all of the services that were provided and then DESE will calculate payment based on available funds.

After the information has been reviewed and the Authorized Representative verifies the information is correct the SUBMIT button must be clicked.

Previous Payment Amounts

	Parent Education	Screening	Total
Allocation	\$ 246,113.00	\$ 81,360.00	\$ 327,473.00
Amount Paid to Date			\$ 219,960.40
Overpayment			\$ 0.00
Allocation Balance	\$ 49,222.60	\$ 58,290.00	\$ 107,512.60

Current Payment Request

Categories	Services Provided To Date	Calculated Payment Request for 100% of Services Provided
High Needs P-3	3200	\$176,000.00
High Needs 3-K	1050	\$57,750.00
Non-High Needs P-3	1400	\$70,000.00
Non-High Needs 3-K	200	\$10,000.00
Total Parent Education Funds Requested		\$313,750.00
Screening P-3	1600	\$48,000.00
Screening 3-K	1300	\$39,000.00
Total Screening Funds Requested		\$87,000.00

Once the **Final Payment Request** is submitted a DESE Early Learning Supervisor will review the **Invoice** and approve it for consideration of payment. Review the Priorities/Reimbursement document for information regarding the calculation of the Final Payment. <http://dese.mo.gov/eel/el/pat/documents/eel-PrioritiesReimbursement.pdf>

After all of the Final Invoices are approved by a DESE Early Learning Supervisor, the Final Payment Calculation can begin. Based on the funds available and the process outlined in the above document programs final payments will be calculated.

The **Final Payment Report** is generated once the payment amounts have been finalized. The report provides the program with the Total Funds Requested for the Year and the Actual Payment for the Year.

In the example below the program requested \$400,750 total funds but the actual payment is \$386,360.

The table provided under “Final Payment Report Payment” reports the Previous Payments (\$219,960.40) and the Final Payment (\$166,399.60) for a Total Payment of \$386,360.00.

Final Payment Report Calculations

Categories	Calculated Payment Request for the Year	Breakdown of Actual Payment for the Year
High Needs P-3	\$176,000.00	\$176,000.00
High Needs 3-K	\$57,750.00	\$57,750.00
Non-High Needs P-3	\$70,000.00	\$70,000.00
Non-High Needs 3-K	\$10,000.00	\$1,250.00
Total Parent Education Funds Requested	\$313,750.00	\$305,000.00
Screening P-3	\$48,000.00	\$48,000.00
Screening 3-K	\$39,000.00	\$33,360.00
Total Screening Funds Requested	\$87,000.00	\$81,360.00
Total Funds	\$400,750.00	\$386,360.00

Final Payment Report Payment

Previous Payments	\$219,960.40
Final Payment	\$166,399.60