

July 30, 2015

Dear Parents as Teachers Administrator/Supervisor:

The Early Learning Section at the Department of Elementary and Secondary Education (Department) is excited for the start of another year. We encourage administrators and Parents as Teachers (PAT) staff to access the Early Learning website for information regarding funding requirements, the PAT Professional Learning Community (PLC) opportunities and the contact information for the Early Learning Supervisors.

The September PLC's have been set and will be loaded on the website in the near future. We would like to highlight that the Early Learning staff will be presenting information in the afternoon regarding payments and planning for PAT. It would be recommended that new parent educators and new supervisors/administrators attend so that they can get a clearer picture of the direction of PAT for FY16.

The *ECD Administrative Manual* is being revised at this time and we anticipate posting it in mid-August. It is important that everyone read through the manual to ensure that services are being provided as required. One requirement that we would like to highlight is: "1.1.2 All school districts must provide, at a minimum, the four components of a PAT program including family personal visits, group connections, developmental screenings, and access to a resource network."

The *Priorities/Reimbursement* document is also available on the website and provides the process for how payments will be calculated based on the established priorities. Districts will use this document to plan PAT services for the year to maximize allocated funds. Reimbursement rates for services are \$65 for High Need Visits, \$50 for Non High Need Visits and \$30 for Developmental Screenings.

The 2015-2016 Compliance Plan for PAT was due May 15th. This Plan assist's the district with planning of PAT services. If your district has not submitted this plan the Early Learning staff will be contacting you in the near future to assist you. PAT Invoices and Payment Requests will not be available until the FY16 Compliance Plan is submitted and approved by the Early Learning staff.

ALLOCATIONS

Districts can navigate to their specific PAT allocation through the ePeGS system. Login to ePeGS and select the Funding Application Menu, then Current Funds Available on the left hand navigation menu. You will select Parents as Teachers from the list of Available Programs. To see the breakdown of your allocation, click on the Original Allocation amount.

- The FY16 Screening Allocation was set at the amount paid in FY15.
- The FY16 Parent Education Allocation was set based on a 25% increase to the FY15 Allocation with no increase exceeding \$50,000. We also increased the minimum allocation for parent education to \$10,000.

FY15 FINAL PAYMENT

Programs may login to the Final Payment Report located in ePeGs on the PAT Summary Page for detailed information regarding the funds received for FY15.

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.

CORE DATA

We have expanded our data collection on Screen 3 of Core Data to include both a PAT Contact and a PAT Administrator. If for some reason you have received this letter and you are not the Contact or Administrator for PAT, please notify the person in district who is responsible for loading information into Core Data, so that we have the most current contacts for the program.

In addition to the PAT Contact information, districts must also list all parent educators providing services in Core Data, Screen 18 & 20.

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 information regarding training opportunities check the Parents as Teachers National Center (PATNC) website.

PARENTS AS TEACHERS NATIONAL CENTER (PATNC)

All PAT programs should complete the *Affiliate Performance Report (APR)*. There are two versions of the APR, one for Affiliate programs and one for Missouri PAT Programs. The PATNC has sent out an email to programs with directions for completing the report. If you have questions you may contact Kathy Hall at the National Center.

In Missouri, public schools providing PAT services **will not** be charged an Affiliation fee. Programs will be responsible for subscription renewals for each parent educator at the rate of \$150 for the Foundational curriculum and \$40 for the Foundational 2 curriculum.

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 and will be presenting at the September Professional Learning Communities. Please call 573-751-2095 if we can assist you in your endeavors.

Sincerely,



Lana Brooks
Director, Early Learning Section