

September 21, 2015

Dear MPP Grantee,

Many of you are enjoying the familiar buzz of activity as you start a new year and some of you are working diligently on licensing a new classroom. The Early Learning section would like to take a moment to highlight a few important pieces of information to assist you with meeting the necessary requirements for receiving Missouri Preschool Program (MPP) funding.

- **Licensing** through the Missouri Department of Health and Senior Services (DHSS) is required in order to be eligible for MPP funding. *Refer to section 2.1.2 of the MPP Administrative Manual.*
 - New programs must be in operation with children by October 30th as either a Group Child Care Home or a Child Care Center.
 - Renewal programs must continue to maintain their license throughout the grant period.
- **MPP Required Documentation** (under Program Information heading on the Early Learning website) – Programs may use this electronic format or any other format to maintain the required documentation. *Refer to sections 2.1.20 of the MPP Administrative Manual.*
- **Accreditation** of programs must be obtained through the National Association for the Education of Young Children (NAEYC) or Missouri Accreditation (MoA). *Refer to sections 2.1.11 and 2.2.7 of the MPP Administrative Manual.*
 - New programs should make an informed decision about which accreditation they will pursue. Because seeking accreditation is a lengthy process, programs will need to start the process for accreditation after obtaining their childcare license.
 - Renewal programs that are beginning their 3rd year of MPP funding should be preparing for an accreditation visit prior to the end of the school year. Programs in their third year of funding must be accredited by June 30, 2016.
- **Itemized Budgets** for your MPP Grant must be submitted to your Early Learning Supervisor no later than October 15th.

- **MOSIS** numbers must be assigned to all MPP students in public school programs. These students must also be reported as an MPP student in the Student Core File for submissions in October and February. The Early Learning section will use this information to verify enrollment and will make adjustments to funding as needed.

We appreciate each program doing their part in providing high quality preschool services and look forward to the work ahead of us. Thank you for your attention to the above information and as always contact your supervisor for any questions you may have about the grant requirements.

Sincerely,

A handwritten signature in black ink that reads "Lana Brooks". The signature is written in a cursive, flowing style.

Lana Brooks
Director, Early Learning