

Email message sent on April 14, 2016 to PAT Administrators and PAT Contacts
Subject: PAT End of FY16 Update

This message is being sent on behalf of Lana Brooks, Director, DESE-Early Learning Section.

We know this email will find each of you very busy preparing for the close of this year. There are several items that the Early Learning Section would like to bring to your attention in preparation for the end of another year.

- The **Final Invoice** and **Final Payment Request** will be available April 15th and will serve as the final request for PAT funding for FY16. Both the Final Invoice and Final Payment Request must be submitted no later than May 15, 2016. The Final Invoice must be an accumulation of all of the services provided to date from the start of the program year. The Final Payment Request will calculate a request for 100% of the services reported on the Invoice. ***Please note that services above allocation will only be paid if funds are available.*** (Refer to the Priorities/Reimbursement document on the following webpage: <http://dese.mo.gov/early-extended-learning/early-learning/parents-teachers>)
- The **Final Payment Report** will be generated by DESE after the payment is processed and will provide districts with detailed information regarding the Final Payment.
- The **Compliance Plan** for 2016-2017 will be available April 15th and is due no later than May 15th.

For additional information on closing FY16 and opening FY17 please refer to the Directions for Closing the Year and Opening the Next Year document on the Early Learning PAT webpage at <http://dese.mo.gov/early-extended-learning/early-learning/parents-teachers>. We are anticipating all of the approvals and the calculation of payment to be completed by the end of the first week of June. This means that the Final Payment for PAT will be included in the June school payment.

The Early Learning section would like to again express our gratitude to PAT programs for all of the efforts in making parent education and screening services available to Missouri families across the state. Please refer to the attachments provided for additional information.