

July 27, 2016

Dear Parents as Teachers (PAT) Contact:

The Early Learning Section with the Department of Elementary and Secondary Education (DESE) is excited for the start of another year. We encourage administrators and 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 assigned to your district.

[The PLC's](#), have been set for the year and are loaded on the website for your convenience. We would like to encourage all parent educators to review the professional development being offered, at no cost. This is an excellent opportunity for new parent educators to gain the support and knowledge they need to be successful in their role as a parent educator.

The [ECDA Administrative Manual](#) (Revised, August 2015) provides programs with an overview of the required services to be provided. Please review requirement 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 2016-2017 Compliance Plan for PAT was due May 15, 2016. This plan assist's the district with planning PAT services. If your district has not submitted this plan, the Early Learning Staff will be contacting you to provide assistance. PAT Invoices and Payment Requests will not be available until the FY17 Compliance Plan is submitted and approved by the Early Learning Staff.

ALLOCATIONS

Districts can navigate to their specific Parents as Teachers 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 FY17 Allocations are set at the same level as FY16.

FY16 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 FY16.

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 services in the public schools. All children receiving Family Personal Visits must have a MOSIS number. The person responsible for MOSIS information at your district will assign MOSIS numbers to PAT children.

CORE DATA

This letter is directed to the PAT Administrator and the PAT Contact Person(s) reported in Core Data, Screen 3. If for some reason you have received this letter and you are not a contact person for PAT please notify the person in your district who is responsible for loading information into Core Data.

In addition to the PAT Contact information, districts must also list all parent educators providing services in Core Data, Screen 18 and 20. For additional information you may reference Exhibit 17B of the Core Data Manual.

REIMBURSEMENT FOR CURRICULUM TRAINING

DESE will continue to 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 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. 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. However, a subscription renewal for each parent educator will be charged for both the Foundational Curriculum and the Foundational 2 Curriculum.

As always, DESE values the partnership with districts in providing quality parent education services to Missouri families and appreciates all the hard work and dedication you contribute to the PAT Program. The Early Learning Staff look forward to working with you this year and can be contacted at 573-751-2095.

Sincerely,



Lana Brooks, Director
DESE - Early Learning Section