

July 19, 2019

Dear Parents as Teachers (PAT) Administrator:

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 webpage](#) for information regarding guidance, funding, reporting and PAT Professional Learning Community (PLC) opportunities. Every district will need to access the Early Childhood Development Act (ECDA) Administrative Manual to review the new requirements in place for FY20. Some of the changes include an updated list of high need characteristics and approved screening instruments that include the required social emotional component as part of a complete screening. The number of professional development hours has increased for FY20. Review the full ECDA Administrative Manual for specific details regarding these changes.

The [PLC](#) dates for 2019-2020 are available on our webpage. We encourage all administrators and parent educators to review the professional development being offered, at no cost. This is an excellent opportunity to gain the support and knowledge needed to be successful and to ensure compliance with the new requirements for professional development in the ECDA Administrative Manual.

FY19 Final Payment

The Final Payment information is loaded in ePeGS and can be accessed clicking the Final Payment Report from the PAT Summary Page. All services provided were paid out at 100% with the exception of the screenings for children age three to kindergarten. School districts were paid up to 57.6% of their total screening allocation or what they served, whichever was the lesser.

FY20 Allocations

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

The [Priorities/Reimbursements](#) document is also available on the webpage 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 and maximize allocated funds. Reimbursement rates for services are \$80 for high need visits, \$50 for non high need visits and \$30 for developmental screenings.

For assistance with budgeting, planning caseloads for staff and tracking progress towards meeting the allocation, contact your Early Learning Supervisor. This information can help set a clear plan for delivery of PAT services meeting all four required components of the program.

The Invoice and Payment Request will be opening soon. Both must be completed and submitted by the 1st calendar day of the month in order to receive a payment in that month's school payment. We encourage all districts to submit monthly invoices and payment requests. This allows the district to appropriately track services being provided throughout the program year as well as giving DESE the ability to monitor the use of PAT funds across the state.

Core Data

This letter is sent to the PAT Administrator and the PAT Contact reported in Core Data, Screen 3, August Cycle. 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 Core Data.

In addition to the PAT contact information, districts must also report all parent educators providing services and the PAT Supervisor in Core Data, Screen 18 and 20, October Cycle. If a parent educator is also the PAT Supervisor, they will need to be reported for both roles. Please note in a district with one parent educator, the parent educator cannot be reported as the PAT Supervisor. A separate individual will need to be identified as the PAT Supervisor. For additional information you may reference Exhibit 17B of the [Core Data Manual](#). Changes that occur after the initial October submission must be updated throughout the year.

Reimbursement for Curriculum Training

DESE will continue to provide reimbursement for curriculum training as long as funding is available. Information is on our webpage 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)

In Missouri, a subscription renewal for each parent educator will be charged for both the Foundational Curriculum and the Foundational 2 Curriculum. If you have questions you may contact Kathy Hall with PATNC at 314-432-4330, ext. 1271.

As always, DESE values our connection with districts providing quality parent education services to Missouri families. We appreciate all the hard work and dedication that contributes to a strong PAT program. Contact the [Early Learning Supervisor](#) for your district if you have questions regarding the information included in this letter or have general questions regarding service delivery for the PAT program.

Sincerely,



Lana Brooks, Director
DESE, Early Learning Section

c: PAT Contact