

Subject: REMINDER: New First Steps Mileage Invoice

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps Providers

Date: May 14, 2015

REMINDER

First Steps providers must use the new Monthly Mileage Invoice when submitting mileage to the Central Finance Office (CFO). This invoice online at: <http://dese.mo.gov/special-education/first-steps/providers> under "Provider Mileage Forms."

Monthly mileage must be submitted to the CFO within 60 days from the date of service. This deadline ensures funds are in place for payments to providers and compliance with Federal Cash Management Regulations.

Providers are not required to utilize mileage reimbursement for First Steps visits; however, if a provider chooses to utilize mileage reimbursement, documentation must be maintained by the provider in accordance with the instructions at: <http://dese.mo.gov/special-education/first-steps/providers> under "Provider Mileage Guidance and Instructions."