

Subject: Reminder: Mileage invoice and payment

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps providers

Date: January 17, 2012

Guidance and instructions for mileage reimbursement to First Steps providers delivering direct services to First Steps children and families was made available in June 2011.

The guidance includes a deadline: within 60 days from the date of service mileage invoices must be submitted to the Central Finance Office for payment. The 60 day requirement is necessary to ensure compliance with the federal Cash Management and Improvement Act (CMIA) and it follows the State of Missouri procedure for processing payments.

Mileage invoices submitted after 60 days will NOT be processed. To ensure an invoice is submitted timely, it is recommended that all providers delivering direct services to First Steps families submit invoices either monthly or every other month. Quarterly submissions may not be within the 60 day timeframe.

The complete document is available on the web under Provider Mileage Forms, then "Provider Mileage Guidance and Instructions" at:
<http://dese.mo.gov/divspeced/FirstSteps/ProviderInfo.html>