

Subject: IMPORTANT: New First Steps Mileage Invoice

Source: Pam Thomas, Coordinator, First Steps Program

Intended Audience: First Steps providers

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An updated First Steps Mileage Guidance and Instructions manual is now available on the web at: <http://dese.mo.gov/special-education/first-steps/providers> under the Provider Mileage Forms section.

The guidance includes a new Monthly Invoice that makes a clear distinction between a New Invoice and a Correction Invoice. Instructions on how to complete and submit a mileage invoice are also included in the guidance. Providers are to use the new Monthly Invoice immediately in order to ensure correct submissions.

Providers are not required to utilize mileage reimbursement for First Steps visits; however, if a provider chooses to utilize mileage reimbursement, only providers maintaining the Daily Mileage Log and submitting the required Monthly Mileage Invoice will receive mileage reimbursement.

As a reminder, monthly mileage invoices must be submitted to the Central Finance Office 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.

Late submissions of mileage invoices may not be processed. It is recommended providers submit invoices either monthly or every other month to ensure timely invoice submission.