

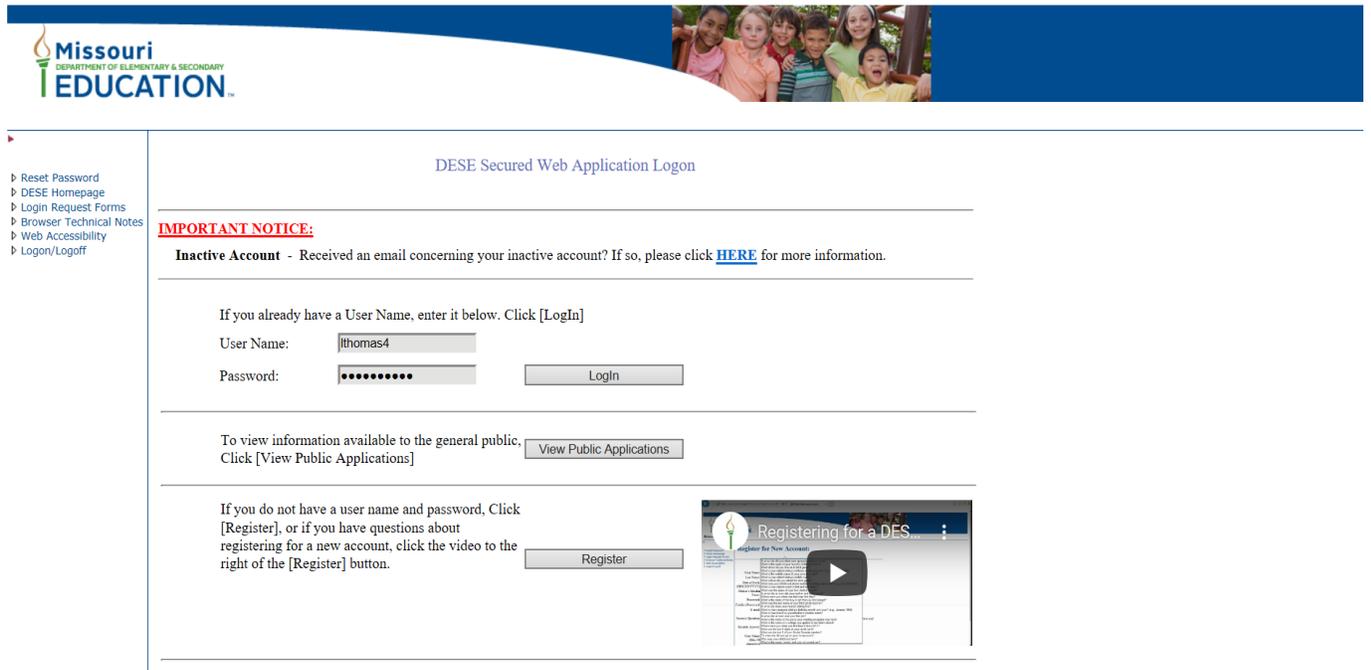
Certificate of Authority Renewal

The workshop's Certificate of Authority is valid for one year (unless otherwise noted) and will expire four months after the end of the workshop's fiscal year. A new certificate will not be issued or effective until all required documents have been **submitted via the web application** (please do not mail or fax documents) by midnight on the expiration date in order to avoid a loss of state aid (state aid cannot be paid for each day the renewal documents are late).

The forms necessary for renewal are attached and can also be found on our website at <https://dese.mo.gov/special-education/sheltered-workshops/renewal-certificate-authority>.

To submit renewal documents through the web application (<https://apps.dese.mo.gov/weblogin/login.aspx>) system please follow the steps below (Please do NOT fax or mail documents):

- 1) Log into DESE Web Application at <https://apps.dese.mo.gov/weblogin/login.aspx>.



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DESE Secured Web Application Logon

IMPORTANT NOTICE:
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password:

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register], or if you have questions about registering for a new account, click the video to the right of the [Register] button.

Registering for a DES

2) Click Certificate of Authority Renewal on the menu (left side of the screen).

The screenshot shows the Missouri Department of Elementary & Secondary Education website. The header includes the logo and the text "Sheltered Workshops". Below the header, there is a navigation menu on the left with "Certificate of Authority Renewal" highlighted in yellow. The main content area displays a "MESSAGE BOARD" with a message about "November Daily Attendance due Wednesday, December 4, 2019".

3) The fiscal year should automatically be current but if it's not, be sure to change it to reflect the current fiscal year.

The screenshot shows the "AUDIT AND RENEWAL AUTHORITY SUBMISSION" page. It features a "Fiscal Year" dropdown menu set to "2020 (July 1, 2019 - June 30, 2020)". Below this is a table with columns for "CHECK LIST", "STATUS", "DUE DATE", and "ACTION TO BE TAKEN".

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	04/30/2020	Complete and submit
Audit Uploads	Not completed	04/30/2020	Complete and submit
Contact Page	Needs Review.	07/04/2019	Review and Save Contact Information.

At the bottom of the page, there is a "Submit" button.

4) Click on Renewal Authority under the checklist



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Sheltered Workshops

Workshop 777-001 MADISON CO SHELTERED WORKSHOP

Select Sheltered Workshop

-Select-

Code Name

Select

- Home
- Contact Information
- Employee Pre-Application
- Assignment
- Awaiting Certification
- Employees
- Daily Attendance
- State Aid Summary
- Payment
- Certificate of Authority Renewal**
- Certificate of Authority Approval
- Maintenance
- Message Board
- Report Menu
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AUDIT AND RENEWAL AUTHORITY SUBMISSION



Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	04/30/2020	Complete and submit
Audit Uploads	Not completed	04/30/2020	Complete and submit
Contact Page	Needs Review.	07/04/2019	Review and Save Contact Information.

5) Check the small box at the top of each grid to open fields for entering and complete the actual prior year and projected year budgets and then click "Save".

Workshop 777-001 MADISON CO SHELTERED WORKSHOP

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RENEWAL AUTHORITY

Complete the following section to initiate the certification process. After you complete each of the following sections, click the "Save" button to update your Workshop Contact Information. Your submission will not be complete until you've updated the Contact Information page.

BUDGET INFORMATION SECTION

*Budget Information Required

ACTUAL PRIOR YEAR

Check the box to update Actual Budget

Fiscal Year: 2019
Actual Budget last updated date:

Effective Dates

Begin Date:

End Date:

PROJECTED YEAR

Check the box to update Projected Budget

Fiscal Year: 2020
Projected Budget last updated date:

Effective Dates

Begin Date:

End Date:

The image shows two versions of a budget form. The left version has a yellow circle around the 'Save' button at the bottom. The right version has a blue box around the 'Save' button at the bottom. Both forms contain the following fields:

- Certified Employee(s) Salary: 0.00
- Total Salaries: 0.00
- Other Expenses:
 - Cost of Sales: 0.00
 - Capital Improvement Cost: 0.00
 - Material Costs: 0.00
 - Operating Expense: 0.00
- Total Other Expenses: 0.00
- Total Expenses: 0.00
- Net Income: 0.00
- Current Assets: 0.00
- Current Liabilities: 0.00

- 6) Below the budget section you'll need to upload the Official Signature Sheet, Assurance of Compliance form, and your DOL Commensurate Wage certificate (blank forms can be found at <https://apps.dese.mo.gov/weblogin/login.aspx>). For each document, click "Browse" under the appropriate section, select the appropriate file, then click "Attach File"
- *Each document MUST be a PDF. You can upload multiple documents but they must be uploaded separately, one at a time.*

The image is a composite showing the process of uploading documents. At the top, a file explorer window shows a list of files including 'Assurance of Compliance-Sample', 'Audit Sample', 'CEE Sample', 'Commensurate Wage-Sample', 'Official Signature Record-Sample', and 'Sample CEE Letter'. Below this, a budget form is shown with a 'Save' button. The bottom section contains three document upload sections:

- OFFICIAL SIGNATURE SHEET SECTION**: Includes a 'Browse...' button (circled in yellow) and an 'Attach File' button (circled in yellow).
- ASSURANCE OF COMPLIANCE PAGE SECTION**: Includes a 'Browse...' button and an 'Attach File' button.
- US DOL 14c COMMENSURATE WAGE CERTIFICATE SECTION**: Includes a 'Browse...' button and an 'Attach File' button.

- 7) Once the Renewal Authority page has been completed, go back to the Certificate of Authority Renewal page and click on Audit Uploads to upload your audit.

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Select Sheltered Workshop
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AUDIT AND RENEWAL AUTHORITY SUBMISSION

Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year: 2020 (July 1, 2019 - June 30, 2020) ▾

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	04/30/2020	Complete and submit
Audit Uploads	Not completed	04/30/2020	Complete and submit
Contact Page	Needs Review.	07/04/2019	Review and Save Contact Information.

- 8) On the Audit Upload page, click "Browse" and select the appropriate file then click "Attach File".
Audit MUST be a PDF. You can upload multiple files if needed (if the audit exceeds the size limit you may need to separate it out into multiple files) but they must be uploaded separately, one at a time.

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Sheltered Workshops

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AUDIT DATA UPLOAD

Click the "Browse" button to upload your audit data.

Audit Year: 2020

Attachments must be PDF documents.

9) Go back to the Certificate of Authority Renewal page and click on Contact Page in the check list.


Sheltered Workshops

Workshop 777-001 MADISON CO SHELTERED WORKSHOP

Select Sheltered Workshop

-Select- v

Code Name Select

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AUDIT AND RENEWAL AUTHORITY SUBMISSION

Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year 2020 (July 1, 2019 - June 30, 2020) v

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	04/30/2020	Complete and submit
Audit Uploads	Not completed	04/30/2020	Complete and submit
Contact Page	Needs Review.	07/04/2019	Review and Save Contact Information.

Submit

10) On the Contact Information page, scroll down to the bottom section titled "Contact Information". In this section you must ensure that all board and staff members are listed/up to date and/or add/delete information as necessary. *Please note, pursuant to DESE Regulation 5 CSR 20-300.180, regarding the renewal of a Certificate of Authority, ALL board members, management staff, and supervisory staff must be listed.*

CONTACT INFORMATION

	TITLE	LAST NAME	FIRST NAME	EMAIL	PHONE	EXTENSION	FAX	STREET ADDRESS
Edit	PRESIDENT	BALFANY	CAROLYN	michelle.wagner@oa.mo.gov	(314)724-0462		() -	200 TRADE CENTER DRIVE
Edit	MANAGER	SPIELBERG	TONY	michelle.wagner@oa.mo.gov	(636)978-4300		() -	200 TRADE CENTER DRIVE
Delete	BOARD MEMBER	OHMES	JON	michelle.wagner@oa.mo.gov	(636)978-4300		() -	2441 HWY 61
Delete	BOARD MEMBER	HOLLANDAR	RICHARD	michelle.wagner@oa.mo.gov	(636)978-4300		() -	2245 WEST CLAY SUITE C
Delete	BOARD MEMBER	BATCH	JULIE	michelle.wagner@oa.mo.gov	(636)978-4300		() -	22 RICHMOND CENTER C
Delete	BOARD MEMBER	MILLSTEIN	MITCH	michelle.wagner@oa.mo.gov	(636)978-4300		() -	PO BOX 665
Delete	BOARD MEMBER	HEET	NANCY	michelle.wagner@oa.mo.gov	(636)978-4300		() -	500 TENBY TERRACE
Delete	BOARD MEMBER	STEINMEYER	DOUG	michelle.wagner@oa.mo.gov	(636)978-4300		() -	410 SAVANNAH RIDGE CT
Delete	BOARD MEMBER	WEBER	EMILY	michelle.wagner@oa.mo.gov	(636)978-4300		() -	1001 FIRST CAPITOL DRIVE
Delete	BOARD MEMBER	KAPLAIN	HOWARD	michelle.wagner@oa.mo.gov	(636)978-4300		() -	770 FORSYTH BLVD SUITE 1100
Delete	BOARD MEMBER	HURRELL	CLARK	michelle.wagner@oa.mo.gov	(636)978-4300		() -	177 NW INDUSTRIAL CT
Delete	BOARD MEMBER	MEBRUER	CINDY	michelle.wagner@oa.mo.gov	(636)978-4300		() -	3674 LINDELL BLVD 334
Delete	BOARD MEMBER	HARVEY	MARY	michelle.wagner@oa.mo.gov	(636)978-4300		() -	7800 FORSYTH SUITE 850
Delete	STATE AID PERSON	HAWKINS	DIANE	michelle.wagner@oa.mo.gov	(636)978-4300		() -	200 TRADE CENTER DRIVE
Delete	BOARD SECRETARY	CARADONNA	FRAN	michelle.wagner@oa.mo.gov	(636)978-4300		() -	2100 LOCLUST ST
Delete	BOARD TREASURER	ARMOUR	JOE	michelle.wagner@oa.mo.gov	(636)978-4300		() -	240 SALT LICK RD
Delete	DEPT. CHIEF FINANCIAL OFFICER	WITLER	FRAN	michelle.wagner@oa.mo.gov	(636)978-4300		() -	200 TRADE CENTER DRIVE

- 11) Once all three items on the checklist are complete, go back to the Certificate of Authority Renewal page and click the "Submit" button to submit your documents for renewal.

Workshop 777-001 MADISON CO SHELTERED WORKSHOP

Select Sheltered Workshop
 -Select-
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AUDIT AND RENEWAL AUTHORITY SUBMISSION

Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year: 2020 (July 1, 2019 - June 30, 2020) ▾

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Completed but not submitted	04/30/2020	Submit
Audit Uploads	Completed but not submitted	04/30/2020	Submit
Contact Page	Updated	12/20/2019	No Action Necessary

Submit

- 12) Once the documents have been reviewed by DESE staff, the workshop manager will receive an e-mail notification of approval or denial. If denied, any reason(s) and necessary actions will be listed. If approved, the new Certificate of Authority will be issued.

- 13) The Certificate of Authority approval/denial letter and the Certificate of Authority can be found at the bottom of the Certificate of Authority Renewal page under "Documents".

-Select-
 Code Name Submit

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Fiscal Year: 2020 (July 1, 2019 - June 30, 2020) ▾

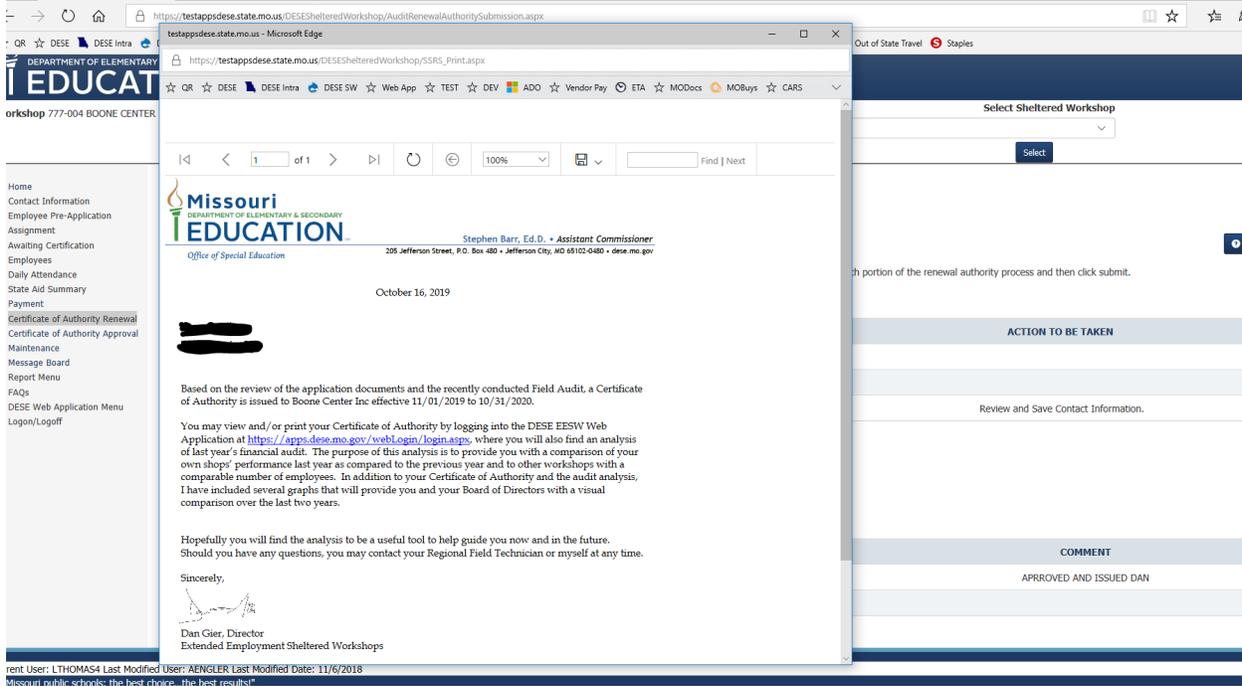
CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Certified	10/31/2019	
Audit Uploads	Certified	10/31/2019	
Contact Page	Needs Review.	11/09/2019	Review and Save Contact Information.

Submit

Documents

DOCUMENT NAME	DATE ISSUED	COMMENT
Certificate of Authority Letter	10/16/2019	APPROVED AND ISSUED DAN
Certificate of Authority	10/16/2019	

14) Clicking on each document will open the corresponding document in a new window (ensure your browser's pop up blockers are turned off before clicking on either document).



15) To PRINT the Certificate of Authority, you must first save it as a PDF. To do this, click Certificate of Authority under "Documents" (certificate will open in a new window) and then click the file icon at the top of the page and choose PDF. After saving as a PDF, open the saved file and print directly from there. If you try to print the certificate directly from the window, it will not print correctly.

