



CURRICULUM TRAINING REIMBURSEMENT

INSTRUCTIONS

The Department of Elementary and Secondary Education (DESE), Home Visiting Section will reimburse school districts for each new parent educator that meets the following requirements: connected to the district’s Company Profile with Parents as Teachers National Center (PATNC), completed the PATNC Foundational (FND) and Foundational 2 (FND2) curriculum trainings, and completed the Family Visit Consultation (FVC). **All requirements must be met prior to submitting the reimbursement request.** Reimbursement requests received prior to November 1, 2023 will be reimbursed \$1,000 per parent educator and requests received after November 1, 2023 will be reimbursed \$500 per parent educator.

1. Connect the parent educator to the district’s Company Profile, register, pay, and complete both the FND and FND2 curriculum trainings with PATNC.
2. Complete an FVC with your assigned consultant. If a consultant has not contacted you within 45 days of completing FND training you may contact Diane Addison with the Missouri Parent Education Program Support at daddison@missouripat.org.
3. Complete this form and submit along with your paid curriculum training invoices to DESE (the paid invoice will indicate an amount paid and a zero balance due). To access the paid invoice in the PATNC portal, follow these steps:
 - The parent educator that created the order will log into the PAT E-business portal
 - Click on the “My Profile” icon (upper right-hand corner)
 - Click on “View/Pay Orders”
 - Click on the order link
 - Use the PDF menu in the preview window to print or save the invoice
4. Once the information is received and verified, DESE will process your request for reimbursement. Reimbursement requests will be processed on a first-come, first-served basis as long as funds are available.

Email the completed form and supporting documentation to ChildhoodInvoices@dese.mo.gov with MO Parent Education Curriculum Reimbursement Request as the subject.

Questions: Contact the Home Visiting Section at 573-522-2355 or HomeVisiting@dese.mo.gov.

If you provide any “personal information” as defined in Section 105.1500, RSMo, concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, you understand and agree that you are voluntarily choosing to seek a state contract and providing such information for that purpose. The Department of Elementary and Secondary Education will treat such personal information in accord with Section 105.1500, RSMo, unless such information is subject to disclosure pursuant to federal or state law.

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE	EIN NUMBER
PARENT EDUCATION CONTACT	PHONE NUMBER	EMAIL ADDRESS

REIMBURSEMENT INFORMATION

PARENT EDUCATOR NAME	FND TRAINING DATE	FND2 TRAINING DATE	DATE OF THE FVC	REQUESTED AMOUNT
TOTAL REQUESTED				

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.