



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD - HOME VISITING SECTION

PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST

INSTRUCTIONS

The Department of Elementary and Secondary Education's (DESE's) Home Visiting Section will reimburse school districts for the PAT Supervisor and each parent educator that completes the requirements outlined below. **All requirements must be met prior to submitting the reimbursement request. Reimbursement request is due no later than December 1, 2023.**

1. Employment Status
 - New – The supervisor was not in the PAT Supervisor role in FY 2023. The parent educator did not provide family personal visits reported on the FY 2023 Final Invoice.
 - Existing – The supervisor was in the PAT Supervisor role in FY 2023. The parent educator provided family personal visits reported on the FY 2023 Final Invoice.
2. The PAT Supervisor and parent educator(s) are appropriately reported in the 2023-24 October Cycle of Core Data (see Exhibit 17B of the Core Data/MOSIS [Manual](#)).
3. The parent educator is listed in the district's Company Profile with the Parents as Teachers National Center (PATNC) with the same name as reported in the 2023-24 October Cycle of Core Data. (Not applicable for PAT Supervisor)
4. Professional Development Activity Options: The PAT Supervisor has attended the DESE Fall PLC. The parent educator has attended the DESE Fall PLC or viewed the Program Supervisor Trainings Modules 1 through 4.
5. Requested Amount is based on Employment Status as defined in item 1 above. New PAT Supervisors and parent educators will be eligible for \$550 and existing PAT Supervisors and parent educators will be eligible for \$1,100.
6. Once the reimbursement form is received and the information reported is verified, DESE will begin processing the request for reimbursement December 1, 2023.

Email the completed form to ChildhoodInvoices@dese.mo.gov with MO Parent Education Professional Development 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
PAT SUPERVISOR	PHONE NUMBER	EMAIL ADDRESS

REIMBURSEMENT INFORMATION

NAME	POSITION	EMPLOYMENT STATUS	REPORTED IN OCT CORE DATA	CURRENT PATNC SUBSCRIPTION	REQUIRED ACTIVITY COMPLETED	REQUESTED AMOUNT
	<input type="checkbox"/> PAT SUPERVISOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> NA	<input type="checkbox"/> DESE FALL PLC	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
	<input type="checkbox"/> PARENT EDUCATOR	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DESE FALL PLC <input type="checkbox"/> RECORDED WEBINARS	\$
TOTAL						\$

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.

REIMBURSEMENT INFORMATION						
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TOTAL						\$
TOTAL FROM PREVIOUS PAGE						\$
GRAND TOTAL						\$