



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
OFFICE OF CHILDHOOD - EARLY INTERVENTION



SYSTEM POINT OF ENTRY (SPOE) MONTHLY CONTRACT INVOICE

AGENCY NAME	SPOE REGION(S)	INVOICE NUMBER	PO NUMBER (FOR DESE USE)
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INSTRUCTIONS

The Office of Childhood pays the System Point of Entry (SPOE) a monthly firm-fixed price to deliver First Steps services in accordance with contractual requirements. This invoice shall be submitted no later than the last business day of the month in which services are delivered.

Submit the completed invoice to EarlyIntervention@dese.mo.gov or by mail to DESE:

Missouri Department of Elementary & Secondary Education
ATTN: First Steps
P.O. Box 480
Jefferson City, MO 65102

For questions about the form, contact First Steps at 573-522-0045.

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

INVOICE INFORMATION

MONTH/YEAR (MM/YY)	FIRM-FIXED MONTHLY PRICE	LINE NUMBER (FOR DESE USE)
		LINE # (2520)

CURRENT FULL-TIME EQUIVALENT (FTE) SPOE PERSONNEL

SPOE Region Number		
SPOE Director FTE		
Assistant Director FTE (if applicable)		
Teaming Coordinator FTE		
Lead Service Coordinator FTE		
Service Coordinator FTE		
Data Entry Staff FTE		
Secretarial Staff FTE		
TOTAL FTE		

SPOE PERSONNEL CHANGES

<input type="checkbox"/> New Hire	POSITION	NAME	FTE
<input type="checkbox"/> New Hire	POSITION	NAME	FTE
<input type="checkbox"/> Vacancy	POSITION	NAME	FTE
<input type="checkbox"/> Vacancy	POSITION	NAME	FTE

SIGNATURE

SIGNATURE OF AGENCY REPRESENTATIVE	PRINTED NAME	DATE OF SIGNATURE
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FOR DESE USE

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
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