




Missouri Department of Elementary and Secondary Education

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PROGRAM MEMORANDUM

TO: Area Career Center Directors

FROM: Tom Quinn
Assistant Commissioner
Division of Career Education 

DATE: October 3, 2008

SUBJECT: #2008-10 – Guidance Related to Salary Reimbursement and Enrollment Reporting

One of the goals of the Division of Career Education is to review processes and procedures from time to time and try to make them simpler and less burdensome on the local educational agencies (LEAs). As part of that effort, Division staff has met over the past couple of weeks to discuss and clarify an issue regarding the salary reimbursement procedures; specifically, the reporting of career education enrollment for approved secondary programs at area career centers. This issue was a direct result of concerns noted by administrators in the field in regards to core data and MOSIS reporting.

The current salary reimbursement procedures require area career centers to have an average of at least 10 students enrolled for the school year to receive full reimbursement. Because of this requirement, the area career centers must report enrollments for their approved career education programs each semester. After discussing the appropriate reporting of enrollment in approved career education programs and the impact of that reporting on the salary reimbursement for each LEA, the Division of Career Education has made the decision to eliminate the enrollment requirement for area career centers as a criterion to receive salary reimbursement. Effective October 1, 2008, the area career centers will no longer be required to report enrollment by semester for approved career education programs. LEAs should refer to the Core Data Manual for assistance with Item Definitions and Course and Assignment Data.

For salary reimbursement purposes, each area career center will receive the maximum amount which was utilized in Fiscal Year 2008.

If you have any questions regarding enrollment, please contact Don Walker, Director of Administration and Accountability Services, at (573) 751-8465. If you have questions regarding salary reimbursement, please contact Andy Martin, Director of Career Education Finance, at (573) 751-0449.