

The September 2016 **Parents as Teachers Request for Reimbursement *must be submitted by September 15, 2016*** to allow KSDE staff adequate time to process the payment. *We anticipate the September PAT reimbursement request payment to direct deposit September 28, 2016.*

Instructions:

1. Open KSDE Authenticated Web
Applications: <https://svapp15586.ksde.org/authentication/login.aspx>
2. Enter User ID and password (see below if you have problems with your User Login/password)
3. After successful login, select **<LEA Forms>** from the Application Page.
4. Select **<Parents As Teachers-Sept-Request>** and **<create new report for 2017>** *(Note if you have access to LEA Forms you will be able to access the Parents as Teachers-Sept-Request web application)*
- a. Enter total expenditures eligible for TANF reimbursement that have accrued since July 1, 2016. Do not include any local match expenses in this reimbursement request.
- b. **Even if you have nothing to request at this time, please enter a zero in the Parents As Teachers expenditures field and submit the application.**
5. Complete, **<Save>** and **<Submit>**

Please note: FY 2017 Parents as Teachers state-level funding is allocated from the federal Temporary Assistance for Needy Families (TANF) program. TANF is allocated to local programs on a reimbursement basis for direct services provided to families that meet at least one of the eligibility criteria. PAT programs may continue to serve children and families that do not qualify for TANF under the criteria, but must do so with local funds. These expenditures may be part of the \$0.65 local match per \$1.00 in state funds. For more information on Parents as Teachers or TANF eligibility see the Parents As Teachers webpage link below.

For technical assistance with the claim form (web application), contact:

- Nicole Norwood nnorwood@ksde.org (785) 296-2020
- Sara Barnes sbarnes@ksde.org (785) 296-4972

If you have questions related to grant expenditures, contact:

- Ryan Weir rweir@ksde.org 785-296-7260
- Parents As Teacher webpage: <http://www.ksde.org/Default.aspx?tabid=514#PAT>

Can't remember your password? On the Authentication login screen, click **<Forgot Your Password>** and you will be prompted to answer specific questions to change/ update your password. For password assistance, call the **KSDE Help Desk** at (785) 296-7935.

If this is the user's first time to submit the Parents As Teachers web application via LEA Forms, read below:

*To meet the September 15th deadline, please go online **as soon as possible** to allow time for the approval process:*

New employees completing the PAT claim form should open the link shown in Step 1 above, and click on the **<Register>** button. Request access to: **LEA Forms**.

After successful login, if **LEA Forms** is not shown on the list of applications, click on **<Manage My Account>** to request access to LEA Forms or any other applications you have responsibility for.

Thank you,

Nicole Norwood

Public Service Administrator II
Kansas Department of Education
School Finance
785-296-2020

Landon State Office Building | 900 SW Jackson St., Suite 356 | Topeka, KS 66612-1212 | www.ksde.org