

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: Providers of State Appropriation Line 103, Juvenile Justice Education Program High School Equivalency Exam and/or the Postsecondary Instruction with the Florida Department of Education

FROM: Rod Duckworth

DATE: May 19, 2014

SUBJECT: **Invoicing and Closing Dates for Memorandum of Understanding**

The purpose of this memo is to remind you of the reimbursement invoicing process and closing dates information for the Juvenile Justice State Appropriations Line 103, specifically for High School Equivalency Exams and Postsecondary Instruction Education Programs.

Each provider receiving this email has a current Memorandum of Understanding (MOU) with the Florida Department of Education regarding the High School Equivalency Exam and/or the Postsecondary Instruction Juvenile Justice Education Programs.

All requests for reimbursements may include costs incurred from July 1, 2013 through June 30, 2014, and must be submitted to the Florida Department of Education no later than August 20, 2014. The requests should be mailed to:

Florida Department of Education
Juvenile Justice Education Program
Attn: Ed Radigan
325 West Gaines Street, Room 730
Tallahassee, Florida 32399-0400

As a reminder, all of the invoice instructions you will need can be found on the division's website at <http://www.fldoe.org/workforce/juvenilejustice.asp>.

If you have any questions, please feel free to contact Ed Radigan at 850-245-9485 or e-mail at ed.radigan@gmail.com.

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