

Administrative Memo

Date: February 17, 2023
To: School Administrators
From: Barton A. Washer, Interim Assistant Commissioner, Office of College and Career Readiness
Subject: OCCR-23-003 — 2022-23 Feminine Hygiene Products Grant Program

The Missouri Department of Elementary and Secondary Education (DESE) is pleased to announce the Feminine Hygiene Products Grant Program is now available for local education agencies (LEAs). The 2022 Missouri General Assembly appropriated \$1 million for the 2022-23 school year to provide feminine hygiene products for Missouri students enrolled in grades 6-12.

To assist LEAs accessing these funds, DESE has prepared a [guidance document](#) that provides details on the allocation methodology, allowable uses of funds, program structure, timeline/period of available use, finance coding, documentation requirements for expenditures, and DESE contact information. The document's Appendix A provides the allocation formula and allocation amounts for Missouri's LEAs.

Allocation amounts to LEAs were calculated based on the number of female students in grades 6-12, as reported by the LEA in the DESE Core Data October 2022 reporting cycle. DESE included the federal Census Poverty Data variable in the allocation formula to assist LEAs with higher concentrations of students with financial needs. This program provides a minimum grant award of \$500 to all LEAs.

While the expenditure time frame is from July 1, 2022 through June 30, 2023, all LEA invoices must be submitted by June 1, 2023 on LEA letterhead to ensure payment in the 2022-23 school year.

For more information on the grant specifics, please contact Shelly Wehmeyer, Director of Health Sciences, at Shelly.Wehmeyer@dese.mo.gov. For finance-specific questions, please contact Andy Martin, Coordinator of Office of College and Career Readiness Finance, at Andy.Martin@dese.mo.gov.

