

ASSISTIVE TECHNOLOGY REIMBURSEMENT (ATR) PROCESS OVERVIEW

BEFORE SUBMITTING THE APPLICATION—PREPARE

- Review eligibility criteria listed on our webpage: [AT Reimbursement for Schools—MO AT](#).
- Review the Frequently Asked Questions document that is linked at the bottom of our [webpage](#).
- Gather documents to support application (Present Level and Special Considerations pages of current IEP).
- Identify a secondary contact to include on the application. Secondary contacts receive a copy of approval letters if an application is approved. The secondary contact should be a staff member within the district with knowledge of the purchasing process for assistive technology devices.
- Have a cost estimate for each device for which you are requesting reimbursement.

SUBMITTING THE APPLICATION

- Use this form to submit an ATR application for the 2026–27 school year: [ATR Application 2026–27](#).
- MoAT staff will review applications as quickly as possible and will reach out via e-mail if additional information is needed.

MY APPLICATION WAS APPROVED—NOW WHAT?

- If you have not already purchased the devices for which you were approved, please do so at this time. Districts are not required to wait for approval to purchase devices, but devices must be purchased within the 2026–27 school year to be eligible for reimbursement.
- Gather paid invoices showing a \$0.00 balance for each device that was approved.
- Complete the 2026–27 Submission of Paid Invoices form within 90 days of receiving approval e-mail (link found in approval e-mail and letter).

REIMBURSEMENT

- MoAT staff will review invoice submissions as quickly as possible and reach out if additional information is needed.
- MoAT staff will send a Reimbursement Notification to the primary and secondary contacts listed on the application with information about the reimbursement payment and final amounts.