

PENNSYLVANIA DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

September 5, 2018

PENN\*LINK

TO: School District Superintendents  
School District Special Education Directors  
Intermediate Unit Executive Directors  
Intermediate Unit Special Education Directors  
Charter Schools Chief Executive Officers  
Charter Schools Special Education Directors

FROM: Ann Hinkson-Herrmann, Director  
Bureau of Special Education

SUBJECT: Training in Response to Recent Changes by the Federal Office of Special Education Programs

The federal Office of Special Education Programs (OSEP) has oversight of states' compliance with federal special education regulations and requirements. OSEP has incorporated a component of its compliance monitoring verification visits to include a fiscal verification review. Some components of its fiscal verification will include a review of the use of funds for coordinated early intervening services (CEIS), maintenance of effort (MoE), and general use of federal and Individuals with Disabilities Education Act, Part B (IDEA-B) funds.

To assist local educational agencies (LEAs) in working with these components of the federal on-site visits, the Pennsylvania Department of Education (PDE) is providing training to familiarize special education directors and business administrators with clarifying information. This training will address three topics: IDEA Fiscal Programming, Contingency Funding, and the Approved Private School Electronic Management (APSEM) System (New Enrollment System for Approved Private Schools/Chartered Schools for the Blind and Deaf).

Each school district and charter school is required to send participants to this training. Because the training is highlighting the fiscal program data verifications associated with the IDEA-B fiscal reporting requirements, it is strongly recommended that the participants whom you send to this training be your special education director and business administrator. Also, if a school district or charter school contracts for business services, its contracted business representative should attend.

Beginning November 19, 2018, PDE will accept applications for Special Education Contingency Funds for Extraordinary Expenses. Interested LEAs will have until January 4, 2019 to submit applications to PDE. LEAs are urged to send personnel who are new to the process to training at one of the sites.

This training will be held at the Pennsylvania Training and Technical Assistance Network (PaTTAN) offices as well as Intermediate Units 1, 11, 19, and 26.

DATE	TIME	LOCATION
September 25, 2018	9:30 a.m. – Noon	Tuscarora IU 11
October 2, 2018	1:00 p.m. – 4:00 p.m.	PaTTAN – Pittsburgh
October 3, 2018	9:30 a.m. – Noon	Intermediate Unit 1
October 19, 2018	9:30 a.m. – Noon	PaTTAN – East
October 26, 2018	9:30 a.m. – Noon	PaTTAN – Harrisburg
October 30, 2018	9:30 a.m. – Noon	Northeastern Educational IU 19
October 31, 2018	9:30 a.m. – Noon	Philadelphia IU 26

Register at [www.pattan.net](http://www.pattan.net) after the roll out of PaTTAN's new website in September 2018.

Any questions regarding the fiscal training should be directed to Dr. Delmar Hart, Chief, Division of Analysis and Financial Reporting, at 717.772.1114 or [dehart@pa.gov](mailto:dehart@pa.gov). Questions regarding Special Education Contingency Funds for Extraordinary Expenses should be directed to Stacey Mears at 717.783.6894 or [smears@pa.gov](mailto:smears@pa.gov). Questions regarding the APSEM system should be directed to Holly Fan at 717.346.9644 or [zfan@pa.gov](mailto:zfan@pa.gov). Questions regarding CEIS and MoE should be directed to Jim Tobias at 717.783.6925 or [jatobias@pa.gov](mailto:jatobias@pa.gov). Questions about registration should be directed to Sharon Kennedy at PaTTAN-Harrisburg at 717.901.2265, 800.360.7282 (in PA only), or [skennedy@pattan.net](mailto:skennedy@pattan.net).