



Charles F. Mahoney, III
Executive Director

Fayette-Greene-Washington

Intermediate Unit 1

One Intermediate Unit Drive
Coal Center, PA 15423-9642
Telephone: 724-938-3241 Fax: 724-938-6665
www.iu1.org

PENNSYLVANIA DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

December 4, 2018

PENN*LINK

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

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

SUBJECT: Contingency Funds for Extraordinary Expenses

The Pennsylvania Department of Education (PDE) began accepting applications for the Special Education Contingency Funds for Extraordinary Expenses on November 19, 2018. Interested local educational agencies (LEAs) will have until January 4, 2019 to submit applications.

The application and review process for the 2018-19 school year is specified in the [Contingency Funds Guidelines](#). Applications for the Special Education Contingency Funds should be submitted electronically through the contingency funds request system website at <https://apps.leadervservices.com/cfunds>. LEAs that have not previously used the system may request a password from Leader Services by emailing cfunds@leadervservices.com. The LEA's address will be verified and a password will be issued, along with the information regarding the primary account.

Questions regarding Special Education Contingency Funds for Extraordinary Expenses should be directed to Dr. Del Hart, Chief, Division of Analysis and Financial Reporting, at 717.772.1114 or dehart@pa.gov.