

NOTICES

GOVERNOR'S OFFICE

Catalog of Nonregulatory Documents

Under Executive Order 1996-1, agencies under the jurisdiction of the Governor must catalog and publish nonregulatory documents such as policy statements, guidance manuals, decisions, rules and other written materials that provide compliance related information. The following compilation is the eighteenth list of the nonregulatory documents. This list is updated and published annually on the first Saturday in August.

This catalog is being provided to ensure that the public has complete access to the information necessary to understand and comply with State regulations. We have made every effort to ensure that the catalog includes all documents in effect as of August 2, 2014; however, due to the breadth and changing nature of these documents, we cannot guarantee absolute accuracy. Facilitating access to information is important to enhancing the partnership between the regulated community and the State.

ADMINISTRATION

Editor's Note: The Index of Issuances, Manual M210.3, issued by the Governor's Office of Administration, Directives Management System, includes Executive Orders, Management Directives and Manuals. New or revised documents to the Index are published monthly in the *Pennsylvania Bulletin* and the entire index is revised yearly in the *Pennsylvania Code*.

AGING

LEGAL DECISIONS:

Office of Chief Counsel

Contact: Harriet F. Withstandley, Chief Counsel (717) 783-2670

- *Reynolds v. Department of Aging*, 570 A.2d 1373 (Pa. Commw. 1990).
- *Pennsylvania Department of Aging v. Lindbergh*, 469 A.2d 1012 (Pa.1983).
- *Suburban/Bustleton v. Department of Aging*, 579 A.2d 426 (Pa. Commw. 1990).
- *McGuire v. Department of Aging*, 592 A.2d 830 (Pa. Commw. 1991).
- *Dickey v. Department of Aging*, 615 A.2d 990 (Pa. Commw. 1992).
- *In the Interest of M.B.*, 686 A.2d 87 (Pa. Commw. 1996).
- *Calabro v. Department of Aging*, 689 A.2d 34 (Pa. Commw. 1997).
- *Calabro v. Department of Aging*, 698 A.2d 596 (Pa. 1997).
- *Schaffren v. Philadelphia Corporation for Aging*, 1997 U.S. Dist. Lexis 17493 (M.D. Pa., 1997).
- *Scanlon v. Department of Aging*, 739 A.2d 635 (Pa. Commw. 1999).
- *Nixon v. Com. of PA*, 789 A.2d 376 (Pa. Commw. 2001), affirmed by 576 Pa. 385 (Pa. 2003).
- *Peek v. Department of Aging*, 873 A.2d (Pa. Commw. 2005).

- *Silo v. Commonwealth*, 886 A.2d 1193 (Pa. Commw. 2005).
- *Commonwealth v. TAP Pharmaceutical Products, Inc.*, 885 A.2d 1127 (Pa. Commw. 2005).
- *Christian Street Pharmacy v. Department of Aging*—unreported Commonwealth Court Opinion—May 30, 2007.
- *Christian Street Pharmacy v. Pa. Department of Aging*, 946 A.2d 798 (Pa. Commonwealth Court, April 10, 2008).
- *Commonwealth v. TAP Pharmaceutical Products, et al.*, 212 MD 2004
- *Commonwealth v. Janssen Pharmaceutical Inc. Philadelphia Court of Common Pleas*, Case #002181
- *Commonwealth v. TAP Pharmaceutical Products, Inc.—Appeals of Ortho-McNeil-Janssen Pharmaceuticals, Inc.—Commonwealth Court 802-CD-2011*—Appeal Argued-pending.
- *Commonwealth v. TAP Pharmaceutical Products, Inc.—Appeals of Bristol Myers-Squibb and Johnson & Johnson—PA Supreme Court—84 and 85 MAP 2011*—argument May 7, 2013-pending.

INTERNAL GUIDELINES:

PHARMACEUTICAL PROGRAM (PACE)

Contact: PACE Compliance Division (717) 787-7313

PACE PROVIDER BULLETINS: 2013

- PPB-12-013 Non-Participating Manufacturers Bulletin sent September, 2012
This list and representative sampling of drugs informed pharmacies of what manufacturers and drugs will no longer be reimbursed by the Program to allow them time to notify their suppliers to change to different manufacturers.
- PPB-12-014 FUL (Federal Upper Limits) Bulletin sent October 2012
The Federal Upper Limits bulletin advised providers that the August 2013 FUL prices were used to price certain drugs and that a reprocessing would be done.
- PPB-12-015 Short Cycle Dispensing Bulletin sent October 2012
Providers were informed of how the Program was responding to the CMS Short Cycle Dispensing mandate which impacted cardholders residing in Long Term Care facilities.
- PPB-12-016 Part D Plans for 2013 sent November 2012
Announcement listing the Part D Partner plans selected for 2013.
- PPB-12-018 Pro DUR Bulletin sent November 2012
This bulletin identified four (4) drugs that were now subject to DUR (Drug Utilization and Review) edits requiring a diagnosis for continued reimbursement..
- PPB-13-002 FUL Reimbursement Bulletin sent May 2013
Announcement informing providers of the status of the FUL (Federal Upper Limits) reprocessing.
- PPB-13-003 New DUR Edits Bulletin sent March 2013
Notification identifying thirteen (13) drugs that were now subject to DUR (Drug Utilization and Review) edits and the criteria being applied for continued reimbursement.

- PPB-13-004 Rejected Reversals Bulletin sent April 2013 Notification of the Program's intent to void claims that providers had attempted, but were unsuccessful in, reversing or voiding because the cardholder did not receive the medication.
- PPB-13-005 NCPDP 7C Edit Bulletin sent March 2013 Notification that the Program was implementing edit (Error 7C) to ensure that the provider was billing the correct primary payer prior to billing the Program.
- PPB-13-006 Compound Enhancement Bulletin sent May 2013 Notification instructing pharmacies how to bill compounds when the an ingredient, such as water or petroleum jelly, is not a drug.
- PPB-13-007 Non-Participating Manufacturers Bulletin sent May 2013 List of three (3) and representative sampling of the drugs affected informing pharmacies of what manufacturers and drugs will no longer be reimbursed by the Program thereby giving them time to notify their suppliers to change to different manufacturers.

PACE PROVIDER BULLETINS: 2012

- January 12, 2012—Medicare Part D Plans with Premium Agreements: The following Part D Plans have premium agreements with the PACE Program.
- March 6, 2012—March 31, 2012 POSTPONEMENT: Claims submitted for PACE, CRDP, SPBP and all ancillary programs administered by the Department of Aging must continue to be submitted in NCPDP v. 5.1 after the March 31, 2012 CMS deadline.
- March 16, 2012—April 21, Implementation: On Saturday, April 21, 2012, PACE will begin accepting NCPDP vD.Ø on its new processing platform. Claims submitted for PACE, CRDP, SPBP and all ancillary programs administered by the Department of Aging are to continue to be submitted in NCPDP v5.1 until that date. Claims submitted in D.Ø before April 21, 2012 will deny.
- March 30, 2012—Part D Plan BINS: Most PACE/PACENET cardholders have a primary Part D plan. Each year, cardholders have the opportunity to change plans resulting in plan membership updates
- April 10, 2012—April 21, 2012 IMPLEMENTATION REMINDER: As stated in an earlier bulletin, on Saturday April 21, 2012, PACE will begin accepting claims in NCPDP vD.Ø for PACE, CRDP, SPBP and all ancillary programs. Claims submitted in version D.Ø before April 21, 2012 will deny.
- April 16, 2012—PACE Portal: On Saturday, April 21, 2012, the Pennsylvania Department of Aging is introducing a new website: papaceportal.magellanhealth.com. The Pennsylvania PACE portal is designed to assist cardholders, pharmacies, and physicians by providing information about PACE and other pharmacy programs it administers, as well as providing links to Pennsylvania governmental websites.
- May 4, 2012—NCPDP v5.1 Claims: Effective Monday May 7, 2012, claims submitted in NCPDP version 5.1 will deny with NCPDP Error "Ø2: Missing / Invalid Version Number" for the following programs. . . :
- May 14, 2012—Prescriber NPI Edit: PACE D.Ø specifications require the prescriber's NPI (Prescriber ID field 411-DB) for all claims unless the cardholder's primary plan requires the prescriber's DEA.
- June 1, 2012—Part D 4Rx Identifier Edit: CMS has mandated that by July 1, 2012, all Aprt D sponsors require pharmacies to use current 4Rx data for Medicare Part D drug claim submissions.

PACE PROVIDER BULLETINS: 2011

- January 4, 2011—Medicare Part D Partner Plan Assignments: PACE, CRDP and SPBP Programs solicit qualified Prescription Drug Plans who are interested in partnering with the Program to provide a coordinated benefit.
- January 6, 2011—Medicare Part D Additional Cardholders: Enclosed is an additional list of Medicare Part D cardholders.
- January 14, 2011—Part D Partner Plan Update: Wellcare PCN.
- January 21, 2011—Other Payer BIN: When submitting a claim to PACE/CRDP/SPBP as the secondary payer, be sure the BIN entered in the primary claim is the same as the BIN entered in the COB segment.
- January 28, 2011—Part D Primary Plan Edit: Effective Tuesday, February 1, 2011, claims billed to the cardholder's incorrect primary plan will deny with NCPDP Reject Code 7C—Missing/Invalid Other Payer ID.
- April, 2011—Non-Participating Manufacturer: Effective April 1, 2011, Fresenius Medical Care, labeler code 49230, has terminated its manufacturer's rebate agreement with the Commonwealth.
- May 16, 2011—Same Cycle Voids: The PACE processing system will be implementing a change effective October 1, 2011, affecting claims paid and voided with the same processing cycle.
- May 16, 2011—Chain Provider Voids: The PACE Processing system will be implementing a change effective October 1, 2011, that may impact chain providers.

PACE PROVIDER BULLETINS: 2010

- January, 2010—2010 Medicare Part D Partner Plans: PACE is conducting its annual assignment of cardholders into Part D partner plans.
- February 1, 2010—New PACE Cardholder ID Number: Beginning March 4, 2010, PACE will be mailing new PACE Cards to all current PACE/PACENET members.
- February 2, 2010—NEW PACE/PACENET CARD: All Cardholders will receive a new PACE/PACENET card and ID number. Effective Tuesday, May 4, 2010, only the new PACE/PACENET ID will be accepted. The old number will reject with the NCPDP error 07 M/I Cardholder ID number.
- February 19, 2010 New Edits: Effective February 23, 2010, PACE will implement the following edits: . . .
- March 1, 2010 New PACE/PACENET Card Implementation Revision: The PACE/PACENET card implementation has been delayed until April.
- March 10, 2010—CMS Termination of Fox Insurance: Effective March 9, 2010, CMS terminated Fox Insurance as a Medicare Part D plan.
- March 29, 2010—PPI EDIT: Effective Tuesday March 30, PACE will implement a PPI edit for cardholders enrolled in either MemberHealth Community CCRX or Ovations AARP Rx Saver plans.
- April 9, 2010—Osteopathic Assistants (OA's): The State Board of Osteopathic Medicine has amended its regulations whereby the supervising physician may delegate

to the physician assistant (Osteopathic Assistant) the prescribing, dispensing, and administering of drugs and therapeutic devices.

- April 23, 2010—Osteopathic Assistants (OA's): As stated in the previous bulletin, the State Board of Osteopathic Medicine amended its regulations whereby the supervising physician may delegate to the physician assistant (Osteopathic Assistant) the prescribing, dispensing and administering of drugs and therapeutic devices.
 - June 7, 2010—NEW PACE/PACENET CARD EDIT: The new PACE/PACENET card mailing has been completed. Distribution of pharmacy cardholder lists was completed in early April.
 - June 11, 2010—New PACE/PACENET Card NCPDP Error 07.
 - June 21, 2010—340B Pricing: Providers are advised that pharmaceuticals billed to the Commonwealth that are eligible for 340B pricing are being reviewed.
 - June 24, 2010—Workers' Compensation Security Fund, Catastrophic Loss Benefits Continuation Fund Programs: All PACE Providers have been mailed packets of information inviting their participation as a pharmacy provider in the above mentioned Programs.
 - August 23, 2010—Remittance Advice Name Change: In September the sender ID value and the electronic R/A file name will be changing.
 - September 14, 2010—Prescription Imaging: The Department has reviewed the practice of scanning (imaging) a prescriber's original written order into pharmacy computer systems.
 - October 1, 2010—Non-Participating Manufacturers: Effective immediately, the manufacturers and labeler codes listed below are not reimbursed by PACE.
 - October, 2010—Prescription Records: The "Prescription Imaging" Bulletin dated September 14, 2010 addressed prescriptions received by the pharmacy as an "Original handwritten order."
 - November 23, 2010—Propoxyphene (Darvon®, Darvocet®): Xanodyne Pharmaceuticals is withdrawing propoxyphene.
 - December 14, 2010—Prospective Drug Utilization Review (ProDUR) Criteria Additions: Effective December 14, 2010 the following maximum daily dose, duration, age and step therapy criteria have been added to the Department of Aging's Prospective Drug Utilization Review Program in the following drug classes.
 - December 17, 2010—340B Pricing Retraction: Effective immediately the Department of Aging is withdrawing the June 21, 2010 Bulletin mandating that providers submitting claims using pharmaceuticals purchased through the 240B Drug Discount Program bill the Program a Usual and Customary price that reflected the 240B discounted price.
 - December 28, 2010—Medicare Part D Partner Plans: PACE is sending lists of PACE cardholders and their Part D partner information to the cardholder's pharmacy to enable cardholder primary payer information to be updated as quickly as possible.
- PACE PROVIDER BULLETINS: 2009**
- September 23, 2009—Valid Claim Data: The May 2009, Provider Bulletins (included with this transmission) reminded providers that the responsibility for the validity of their claim data lies with them.
 - July 1, 2009—MemberHealth CCRX and First Health Premier Claim Submissions: Enclosed is a list of cardholders that frequent your pharmacy and are enrolled in either MemberHealth CCRX or First Health Premier Part D Plans. This list contains the correct BIN, PCN, Member ID and Group for each member and is a duplicate of the list sent in early January.
 - July 1, 2009—PACE Claim Submissions: The Pennsylvania Pharmaceutical Assistance Contract for the Elderly Program (PACE) has received bulletins forwarded by Pennsylvania pharmacy providers.
 - May 29, 2009—Future Provider Notifications: As announced, this week's Remittance Advice is the last paper R/A for PACE, SPBP, CRDP, PAP and SWIF. To inform providers of Program changes or initiatives in the future, Provider Bulletins will continue to be e-mailed to pharmacy associations, chain corporate offices as well as being available on the Department of Aging's website at www.aging.state.pa.us.
 - May 29, 2009—Prospective Drug Utilization Review (ProDUR): Criteria Additions: The following list contains recommended initial maximum dose, maximum daily dose and duration criteria which have been added to the Department of Aging's Prospective Drug Utilization Review program in the following drug classes:
 - May 29, 2009—Validity of Claim's Information: Providers are responsible for the validity of their claims' data. The PACE Provider Agreement states.
 - May 15, 2009—Claim Reversal Specification Revision: PACE receives approximately 20,000 voids weekly. To insure that the PART D TrOOP (True Out Of Pocket) expenses, is calculated correctly, effective Tuesday, June 16, 2009, ALL voids / reversals for ALL Programs must include the cardholder's Program specific identification number.
 - May 15, 2009—Payer Specification Sheet: COMPLIANCE: PACE Providers are responsible for the validity of their claims submissions data. PACE is receiving TrOOP (True Out Of Pocket) expense data indicating that the Patient Paid Amount field (Field 433-DX) reported to PACE is not matching the data returned by the primary payer. This discrepancy is appearing both when the primary payer is making payment as well as during the deductible and the "donut hole."
 - May 1, 2009—Effective June 1, 2009, PACE IS GOING GREEN! The last paper Remittance Advice for PACE, CRDP, SPBP and all other Programs under the auspices of the Department of Aging will be printed May 29, 2009.
 - April 11, 2008—Effective immediately, PAP will begin enrolling eligible patients into a new program.
 - April 3, 2009—Other Coverage Code "6" EDIT: Effective Monday April 6, 2009, Providers submitting claims with the Other Coverage Code of "6" will have the claim(s) denied when identified as a participating pharmacy by certain plans.
 - March 27, 2009—Disallowed Claims: As stated in the March 6, 2009 Provider Bulletin, PACE is currently developing an edit to ensure that the Other Coverage Code (OCC) 6 "Other Coverage Denied-Not a Participating Provider" is being used correctly.
 - March 27, 2009—Pennsylvania Rx Price Finder Website: Last July, it was announced that the Commonwealth was creating a website that would permit the public to access pharmacy usual and customary pricing information.

PACE PROVIDER BULLETINS: 2008

- December 31, 2008—Medicare Part D Plans: Effective January 1, 2009, approximately 138,000 PACE/PACENET cardholders will be enrolled.
- December 26, 2008—OTHER COVERAGE CODE EDITS: The Program has found that the submission of inaccurate data accompanying certain Other Coverage Code (OCC) values is compromising the integrity of PACE data.
- November 21, 2008—PA RX PRICEFINDER: On July 22nd, the Commonwealth unveiled a website to permit the public to access usual and customary billing information. This website, www.parxpricefinder.com, enables consumers to shop around and get the best price for their medications.
- November 12, 2008—PACE and EASY PRINT: A Guide to using Medicare Remit Easy Print (MREP) with PACE.
- October 31, 2008—Program Updates: For AVANDIA and ACTOS, Effective January 1, 2009, all new prescriptions.
- October 31, 2008—Program Training Information: Provider Services is currently developing a downloadable power point training presentation module that will be available to any pharmacy provider.
- October 3, 2008—PACE & E-PRESCRIBING: The number of prescribers and pharmacies utilizing e-prescribing continues to increase throughout Pennsylvania. To facilitate e-prescribing for cardholders, PACE will make eligibility data available for e-prescribing physicians beginning in November.
- March 5, 2008—2008 Part D Partner Plan List Update. To ensure that the correct Part D plan is being billed as the primary, PACE/PACENET is providing this revised cumulative list (enclosed) of all cardholders currently enrolled in the selected Medicare Part D plans who frequent your pharmacy.
- March 28, 2008—Primary Payer Edits: Effective Monday, March 31, 2008, PACE/PACENET is implementing edits to insure providers bill the correct PACE Medicare Part D partner plan as the primary payer.
- April 11, 2008—PAPAP (Pennsylvania Patient Assistance Program) Effective immediately, PAP will begin enrolling eligible patients into a new program.
- April 25, 2008—Important Information About Prescriber NPI: On May 23, 2008, many primary prescription plans will accept only the prescriber's NPI in Field 411-DB. PACE/PACENET, CRDP, SPBP and other programs administered by the Department of Aging will accept either the prescriber's NPI or his/her Pennsylvania state license number. To avoid a denied claim, the correct Prescriber ID Qualifier must be entered in field 466-EZ. The Pennsylvania state license number qualifier is "13"; the NPI qualifier is "1".
- May 2, 2008—PACENET Premium for Additional IBC Plans to be collected at Point of Sale: Effective for claims with a date of service of May 1, 2008, 6,800 PACENET cardholders enrolled in the following IBC Part D plans will have the Individual Plan's Premium, up to the monthly premium benchmark of \$26.59, collected at the point of sale.
- May 2, 2008—Will Call Bin Spot—Check: The Department is conducting unannounced spot-checks of phar-

macies' "Will Call Bins" to insure that claims paid for by the Commonwealth of Pennsylvania have been received by the cardholder.

- May 16, 2008—Prescriber NPI: Effective Friday, May 23, 2008 PACE/PACENET, CRDP, SPBP and other programs administered by the Department of Aging will accept either the prescriber's NPI or Pennsylvania state license number in the PRESCRIBER ID Field, number 411-DB.
- June 6, 2008—Remittance Advice Enhancement: PACE, SPBP, CRDP and all programs under the auspices of the Department of Aging are transitioning to all electronic remittance advices. When complete, this will eliminate the current paper R/A's.

Current Aging Program Directives

Contact: Policy Office (717) 783-1550

Provided below is a comprehensive list of current Aging Program Directives. Directives which do not appear on the list are no longer in effect. Current directives are as follows:

Program Area 01—Area Agency on Aging (AAA) Administration

88-01-07 Personnel Action Plan for Private Non-Profit Area Agencies on Aging

91-01-01 Certification and Disclosure Regarding Lobbying

91-01-05 Area Agency on Aging Involvement in Corporate Eldercare Activities

92-01-01 Single Audit Act Requirements

92-01-06 Minimum Standards for Governing Boards of Private Non-Profit Area Agencies on Aging

93-01-04 Providing AAA Funded Services to Domiciliary Care and Personal Care Home Residents

94-01-04 Department of Aging Heat Emergency Plan

95-01-09 Assessments of Persons With An "Other Related Condition" Who Are Exceptional Admissions

97-01-02 Accounting Manual for Area Agency on Aging Programs Updates to Accounting Manual 7/21/2005

00-01-04 Aging Waiver Paid Claims Reconciliation

Sections of the Home and Community-Based Service manual are currently being revised. The Department of Aging/Office of Long-Term Living (OLTL) has been working closely with the Centers for Medicare & Medicaid Services (CMS) on several waiver amendments and renewals. The two waiver renewals most recently approved by CMS—Attendant Care and Aging—are accompanied by detailed work plans and contain significant changes that require policy clarifications. Until revisions are completed, please refer to the Waiver applications for policy guidance regarding all Aging/OLTL waivers. The applications may be found at the following link: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=733116&mode=2>

OPTIONS Cost Sharing Scale 2013

Functional Needs Measurement Tool Financial Resources Chart 2013

Family Caregiver Support Program Reimbursement Benefits Chart 2013

Family Caregiver Support Program Cost Sharing Guide

Family Caregiver Support Program Comparison Chart

- 03-01-07 HIPAA Standards for Privacy of Individually Identifiable Health Information and How the Requirements Impact the Pennsylvania Aging Network
- 05-01-05 FY 2005-06 Data Submission Requirements Annual Submission Requirements
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701698&mode=2> Memo to APD# 05-01-05
- <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701701&mode=2>
- 05-01-10 Indirect Cost Policy for Department of Aging Contracts
- 05-01-11 Area Agency on Aging Program Income Policies
- 06-01-05 Program Requirements final planning allocations for the tobacco/bridge agreement for FY 2005-06
- 06-01-08 Guidelines and approval process for authorization of environmental modification and adaptations in the Aging Waiver program
- 06-01-14 AAA Cost Settlement Process
- 07-01-03 FY 06-07 Aging Block Grant Amendment: Final Funding Allocations
 Amendment to FY 06-07 Block Grant Allocations—memo
- 07-01-04 Electronic Transfer of Client specific Information
- 07-01-05 AAA Program Requirements, Planning Allocation and Aging Services Block Grant Format for SFY 2007-2008
- 07-01-06 Increase in Current Service Plan Cost Cap for Options
- 07-01-07 FY 2008-2012 Four-Year Plan Requirements
- 07-01-08 FY 2007-2008 Financial Reporting Requirements
- 07-01-09 AAA Program requirements, planning allocations, and reporting requirements for the Aging program agreement for FY 2007-2008 Aging Program Directive
 APD 07-01-09 Supplement
- 08-01-01 Temporary Moratorium on Reimbursement Rates for Services
- 08-01-02 <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701724&mode=2> Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2008-2009
- 08-01-02 2008-2009 Aging Block Grant Supplement #2: Final Funding Allocations Supp #2
- 08-01-03 Area Agency on Aging (AAA) Program Requirements, Planning, Allocations and Reporting Requirements for the Aging Waiver Program For Fiscal Year 2008-2009 Aging Program Directive <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701723&mode=2>
- 08-01-04 Fiscal Year (FY) 2008-2009 Financial Reporting Requirements (FRR)
- 08-01-05 Fiscal Year 2008-2009 Annual Program Reporting Requirements
- 08-01-08 FY 2008-2009 Annual Program Reporting Requirements (Memo)
- 09-01-01 Incident Reporting APD
 Incident Reporting Q&A
 Incident Report Form
- 09-01-02 Nursing Facility Clinically Eligible Clarification
- 09-01-03 Aging Contract Procurement Requirements for Area Agencies on Aging
- 09-01-05 Telecare Service Definitions and Standards [http://www.aging.state.pa.us/aging/lib/aging/APD - 09-01-05 TELECARE 100109 final.pdf](http://www.aging.state.pa.us/aging/lib/aging/APD%20-%2009-01-05%20TELECARE%20100109%20final.pdf)
- 09-01-06 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for SFY 2009-10
- 09-01-06 2009-2010 Aging Block Grant Supplement #2: Final Funding Allocations Supp #2
- 10-01-01 Nursing Home Transition Payment
- 10-01-02 Family Caregiver Support Program
- 10-01-03 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the Aging Waiver Program Agreement for FY 2009-10 Aging Program Directive
- 10-01-04 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2010-11
- 11-01-01 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the Aging Waiver Program Agreement for FY 2010-11 Aging Program Directive
- 12-01-01 2011-2016 Area Plan
- 12-01-02 2011-2012 Cooperative Agreement Supplement
- 12-01-03 2011-2012 Title XIX Agreement Supplement
- 13-01-01 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2012-13 Amendment #1
- 13-01-02 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and reporting Requirements for the Nursing Home Transition Program FY 2012-13
- 13-01-03 AGING PROGRAM DIRECTIVE: ISSUANCE OF AGING SERVICE POLICY AND PROCEDURE MANUAL CHAPTER II: HEARINGS AND APPEALS
- 13-01-04 2012-13 Aging Block Grant Amendment #1: Funding Allocations
- 13-01-05 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2012-13
- Program Area 02—Home Delivered Meals**
 See APD #06-03-01
- Program Area 03—Congregate Meals**
 06-03-01 Policies and Standards for the Department of Aging Funded Nutrition Service Programs
 Attachment V., Breakfast Meal Template, Five-Day Excel Version
 Attachment V., Breakfast Meal Template, Seven-Day Excel Version
 Attachment VI., Lunch/Dinner Meal Template, Five-Day Excel Version
 Attachment VI., Lunch/Dinner Meal Template, Seven-Day Excel Version
- 09-03-01 Leftover Food and Off-Site Consumption of Food/Private Pay Meals [http://www.aging.state.pa.us/aging/lib/aging/APD 09-03-01 Nutrition.pdf](http://www.aging.state.pa.us/aging/lib/aging/APD%2009-03-01%20Nutrition.pdf)
- Program Area 04—Socialization/Recreation/Education/Health Promotion**
 96-04-01 Senior Community Center and Satellite Center Policies and Standards Revised Language for Aging Program Directive 96-04-01, Senior Community Center and Satellite Center Policies and Standards
- 98-04-01 PrimeTime Health Program

Program Area 05—Employment Services

07-05-01 Senior Community Services Employment Program: Eligibility Determination

07-05-02 Fiscal Year 2007-2008 Title V Allocation, Slot Level, Fiscal Program and Reporting Requirements

07-05-05 FY 08-09 Title V Allocation, Slot Level, Fiscal Program and Reporting Requirements

08-05-01 Senior Community Service Employment Program (SCSEP) <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701750&mode=2> - Final Fiscal Year

08-05-02 FY 2008-2009 Amended Senior Community Service Employment Program (SCSEP) Allocations and Slot Levels

08-05-03 FY 2008-2009 Amended Senior Community Service Employment Program (SCSEP) Allocations and Slot Levels—Supplements APD# 08-05-02

09-05-01 Senior Community Service Employment Program (SCSEP: Final FY 2008-2009 Funding Allocations)

09-05-02 American Recovery and Reinvestment Act of 2009 SCSEP Funding Allocations

09-05-03 Fiscal Year (FY) 2009-10 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

Senior Community Service Employment Program State Plan

FY 2006-2007 Direct Care Worker Report

FY 2007-2008 Direct Care Worker Report

FY 2008-2009 Direct Care Worker Report

FY 2009-2010 Direct Care Worker Report

10-05-01 Senior Community Service Employment Program (SCSEP): Final FY 2009-2010 Funding Allocations

10-05-02 Fiscal Year (FY) 2010-11 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

10-05-03 Senior Community Service Employment Program (SCSEP) Individual Durational Limit Policy

11-05-02 Fiscal Year (FY) 2011-12 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

11-05-03 Senior Community Service Employment Program (SCSEP) Revised Durational Limit Policy

11-05-04 SCSEP Policies Governing Federal Holidays, Necessary Sick Leave, Leave of Absences, Terminations and Grievances

Program Area 06—Volunteer Services

85-06-01 Volunteer Services

Program Area 07—Passenger Transportation Services

85-07-01 Policies for Transportation Services

04-07-01 Payer of Last Resort Policy (additionally see ATAB 08-07-01)

08-07-01 ATAB: Aging Waiver vs. DPW MATP

Program Area 09—Legal Assistance

85-09-01 AAA Program of Legal Services to the Elderly

Program Area 10—Ombudsman

98-10-01 Long Term Care Ombudsman Program

02-10-01 Implementation of Ombuds Manager

13-10-01 Upgrade to Statewide Reporting System OmbudsManager (Replaces 02-10-01)

Program Area 11—Information and Referral

85-11-01 Policies and Procedures for the Provision of Information & Referral Services by AAAs

Program Area 12—Home Health

Attendant Care Program Rate Change

Program Area 13—Personal Care**Program Area 14—Personal Assistance Services****Program Area 18—Medical Equipment, Supplies and Adaptive Devices****Program Area 19—Home Support****Program Area 20—Adult Day Care****Program Area 22—Assessments****Program Area 23—Care Management****Program Area 24—Protective Services Intake/Investigation**

See APD #05-01-01

89-12-02 Required Standard Forms for Protective Services

93-12-01 Protective Services Investigations

93-12-02 Protective Services Investigations

93-24-02 Protective Service Investigations

97-24-01 Protective Service Report of Need and Investigation Summary and Assessment Form

00-24-01 Perpetrator Designation and Notification in Protective Services Cases

08-24-01 Passwords for Protective Services Files

10-24-01 Protective Service Reports of Abuse, Neglect, Exploitation and Abandonment for Individuals Under Age 60

Program Area 25—Domiciliary Care

85-25-02 Statewide Expansion of the Domiciliary Care Program

93-25-01 Keys Amendment Implementation as it Relates to the Domiciliary Care Program

03-25-01 Revised Domiciliary Care Agreement Forms

Attachment 1 Agency/Provider Agreement Form

Attachment 2 Consumer/Provider Agreement Form

07-25-01 2007 Domiciliary Care Supplemental Security Income State Supplement Increase and Consumer Payment Increase to Providers

09-25-01 2010 Domiciliary Care Payment to Provider

10-25-01 2011 Domiciliary Care Payment to Provider

11-25-01 2012 Domiciliary Care Payment to Provider

Program Area 29—Other

85-29-01 Changes in Planning and Service Area (PSA) Boundaries

85-29-02 Generic Policies and Procedures for the Request and Consideration of Waivers of Aging Policies

92-29-07 Advance Notice to Health Care Facilities Prior to Termination of Utility Service

96-29-01 Statement of Aging Intent Regarding the Allocation of Funds to New AAAs

97-29-01 Retention of Area Agency on Aging Records

97-29-02 Emergency Operations Plan for the Department of Aging

00-29-01 Department of Aging Energy Emergency Response Plan

06-29-01 Memorandum of Understanding (MOU) Between Pennsylvania Department of Aging, Office of Community Services & Advocacy (OCSA) and Pennsylvania Department of Public Welfare, Office of Mental Health and Substance Abuse Services (OMHSAS)

06-29-03 Minimum Performance Standards for the AP-RISE Telecenters

AGRICULTURE

POLICY STATEMENTS:

Bureau of Administrative Services

- Right-to-Know Procedures—Public Access to Information

Contact: Susan West (717) 787-5674

Bureau of Animal Health and Diagnostic Services

- Scrapie Containment and Eradication Strategy

Contact: Dr. Craig Shultz (717) 772-2852

Bureau of Food Distribution

- Allowable Uses of State Food Purchase Program Capital Asset Program (CAP) Monies

Contact: Sandy Hopple (717) 772-2693

Bureau of Market Development

- Instructions for Completion of Application for Fairs Capital Improvement Matching Funds Grant

Contact: Lela Reichart (717) 346-4202

• Guidelines: Agricultural and Rural Youth Grant Program Direct and Matching Grants

Contact: Lela Reichart (717) 346-4202

Pennsylvania State Harness Racing Commission

- Licensing Procedures and Standards for Applicants

Contact: George Crawford (717) 787-1926

Pennsylvania Horse Racing Commission

- Licensing Procedures and Standards for Applicants

Contact: Walt Remmert (717) 787-1942

Pennsylvania State Conservation Commission

- Pennsylvania's Nutrient Management Act Technical Manual

Contact: Frank Schneider (717) 705-3895

- Nutrient Management Program Administrative Manual

Contact: Frank Schneider (717) 705-3895

GUIDANCE MANUALS:

Bureau of Animal Health and Diagnostic Services

- Pennsylvania Animal Diagnostic Laboratory System User Guide

Contact: Dr. Helen Acland (717) 787-8808

Bureau of Food Distribution

- Farmers Market Nutrition Program—Farmer/Vendor Procedure Manual

- Woman, Infants, and Children (“WIC”) Clinic Procedure Manual

- Self Declaration of Need: Income Poverty Guidelines for TEFAP

Contact: Sandy Hopple (717) 772-2693

Bureau of Food Safety and Laboratory Services

- rBST Labeling Information
- Application to Install or Remodel a Milking System

- Supplement to a Farm Refrigerated Bulk Milk Storage Tank and/or a Precooler Installation Application

Contact: Lydia Johnson (717) 787-4315

- Ice Manufacturing Plants Consumer Confidence Program Guidelines

- Reduced Oxygen Packaging (ROP) Policy and Procedures for Meat, Poultry, Fish & Seafood

- Open Air Markets Requirements for Food Protection within a Retail Food Facility

- Guidance and Requirements for Home Food Processors

- Guidelines for the Preparation of Sushi Products

- Guidelines for the Sanitary Operation of Honey Extracting Facilities

- Guidelines for Deer Meats Donated to Food Banks by Hunters

- Guidance for Labeling of Foods at Retail
- Guidance Document: Permits Allowing the Sale of Raw Milk for Human Consumption

- Guidelines: Rabbit Slaughter Operations
- Ground Beef and Fresh Sausage Manufacturing and Labeling / Deli Labeling

- Emergency Recovery: Power Outage, Flood, Contaminated Water Supply

- A Guideline for the Safe Handling of Melons
- Checklist for Mobile Food Facilities in PA

- Checklist for Temporary Food Facilities Operating with Permanent Licenses in PA

- Checklist for Retail Food Facilities Operating with Temporary Licenses in PA

Contact: Sheri L. Morris (717) 787-4315

Pennsylvania Harness Racing Commission

- Guidelines for Medications in Racehorses

Contact: George Crawford (717) 787-1926

Pennsylvania Horse Racing Commission

- Guidelines for Medications in Racehorses

Contact: Walt Remmert (717) 787-1942

Bureau of Plant Industry

- Instructions for Licensing under the Pennsylvania Commercial Feed Law

- Instructions for Licensing under the Pennsylvania Fertilizer Act

- Directions for Renewing Specialty Fertilizer Registration in Pennsylvania

- Instruction for Licensing under the Pennsylvania Agricultural Liming Materials Act

- Commercial Feed Enforcement Action Matrix

Contact: David Dressler (717) 772-5216

- Instructions for Licensing under the Pennsylvania Seed Act

Contact: Johnny Zook (717) 787-4894

- Directions for Registering Pesticides in Pennsylvania

- Experimental Pesticides Use Permits

Contact: John Lake (717) 772-5211

- Grower Record Keeping Guidelines for Pesticides Applications made under an Emergency Exemption

- Instructions for Licensing under the Pennsylvania Soil and Plant Amendment Act

- Directions for Soil and Plant Amendment Registration in Pennsylvania

Contact: David Dressler (717) 772-5216

- IPM for Pennsylvania Schools: A How-To Manual

Contact: Sara Pickel (717) 772-5227

Bureau of Ride and Measurement Standards

- Amusement Ride Operators' and Attendants' Manual

Contact: John K. Dillabaugh (717) 787-6772

Pennsylvania State Conservation Commission

- Best Management Practices Manual for Pennsylvania Livestock and Poultry Operations

Contact: Karl Brown (717) 787-8821

- Resource Enhancement and Protection Program (REAP)—Program Guidelines and Application

Contact: Joel Semke (717) 705-4032

- Odor Management Guidance and Technical Manual

- Odor Best Management (BMPs) for Facility Odor Management
 - Odor Management Plan (OMP) Standard Plan Template
- Contact: Karl Dymond (570) 836-2181, ext. 3030
- Guidelines for the Agricultural Conservation Technical Assistance Program
 - Guidelines for the Agricultural Conservation Easement Conservation District Administrative Support Program
 - Special Project Guidelines—"Building for Tomorrow" Leadership Development Program
 - Special Project Guidelines—Ombudsman Program
 - Special Project Guidelines—Pennsylvania Envirothon Education Scholarship Program
- Contact: Johan Berger (717) 772-4189

INTERNAL GUIDELINES:

Bureau of Animal Health and Diagnostic Services

- Bureau of Animal Health and Diagnostic Service Policy and Field Personnel Guidance Field Personnel Involvement in Animal Cruelty Investigations
- Contact: Tony Arnold (717) 783-9550

Bureau of Farmland Preservation

- Checklist for Review of an Agricultural Conservation Easement Purchase Recommendation
 - Checklist for Evaluation of a County Agricultural Conservation Easement Purchase Program
- Contact: Douglas M. Wolfgang (717) 783-3167

Bureau of Food Safety and Laboratory Services

- Summary of Enforcement Requirements for Violations of Bacterial Count, Somatic Cell Count and Antibiotic Residue Tests for Individual Milk Producer Samples
 - Clarification of Enforcement Policy for a Producer Utilizing Two Bulk Milk Tanks
 - Producer Record Transfer Program
- Contact: James C. Dell (717) 787-4315
- Tolerances for Egg Quality, below which a Warning Letter shall be issued to a store
 - Tolerances for Egg Quality, below which Seizure of Eggs will be made at a store
 - Tolerances for Egg Quality, below which Prosecution will be initiated against a store
 - Tolerances for Egg Quality, below which Seizure of Eggs will be made at a plant
- Contact: Kim F. Miller (717) 787-3294
- Implementation Guidance for the Consumer Advisory Provision of the PA Food Code
 - Potentially Hazardous Food Determination
 - Inspection Requirement Guidelines for Farmers Markets and Stands
 - Expired Food Products at Retail Sale
- Contact: Lydia Johnson (717) 787-4315

Bureau of Market Development

- Agricultural Fair Program State Premium Guideline Book
- Contact: Lela Reichart (717) 787-6041
- Healthy Farms and Healthy Schools Program—Program Objectives
- Contact: Lela Reichart (717) 787-6041
- PATH to Organic Program
- Contact: Lela Reichart (717) 783-8462

Bureau of Plant Industry

- Plant Pest Act Enforcement Action Penalty Matrix
- Contact: Dana Rhodes (717) 772-5205
- Fertilizer Enforcement Action Penalty Matrix
- Contact: David Dressler (717) 772-5216

- Soil and Plant Amendment Enforcement Action Penalty Matrix
- Contact: David Dressler (717) 772-5216
- Pesticide Enforcement Action Penalty Matrix
- Contact: Dave Scott (717) 772-5214
- Seed Enforcement Action Penalty Matrix
- Contact: Johnny Zook (717) 787-4894

OTHER:

Bureau of Food Safety and Laboratory Services

- Industry Responsibilities with respect to Broken Seals
- Contact: James C. Dell (717) 787-4316
- Hot and Cold Holding of Foods
 - Guidelines for Maple Syrup Operations
- Contact: Sheri L. Morris (717) 787-4315
- A Retailer's Guide to Assuring Shelf Egg Safety & Quality
 - Safe Handling of Eggs
 - Safe Handling of Fresh Fruits & Vegetables
- Contact: Kim F. Miller (717) 787-3294

Bureau of Plant Industry

- Pennsylvania Pesticide Hypersensitivity Registration Information
- Contact: Dave Scott (717) 772-5214

BANKING AND SECURITIES

Nonregulatory public documents of the Department of Banking and Securities are divided into three indexed categories listed below: Letters from Secretaries of Banking and Securities to Regulated Entities; Guidance Available Regarding Compliance with Depository Institution Statutes and Regulations; and, Guidance Available Regarding Compliance with Licensee Statutes and Regulations. The contact for all Department of Banking and Securities documents is the Office of Chief Counsel at (717) 787-1471.

SECRETARIES' LETTERS

The following is a historical list of letters to regulated entities from respective Secretaries of Banking and Securities providing guidance regarding compliance with statutes and regulations applicable to Pennsylvania state-chartered banking institutions, savings associations, credit unions, and nondepository institutions licensed to make mortgage and other types of loans in Pennsylvania.

2014

- 1/16/14 Deputy Secretary's Letter announces that Pennsylvania one-page mortgage disclosure is no longer required to be issued by mortgage licensees.
- 1/8/14 Deputy Secretary's Letter announces changes to coverage of the Consumer Equity Protection Act as a result of changes in federal law.

2013

- 9/17/13 2014 Bank Holidays
- 7/11/13 Secretary's Letter to persons engaged in the mortgage loan business in Pennsylvania or with Pennsylvania residents regarding the Governor's recent signing into law of House Bill 1124, enacted as Act 38 of 2013, which amends the Mortgage Licensing Act.
- 6/24/13 Secretary's Letter addresses repeal of the Savings Association Code of 1967 by Act 23 of 2013.

- 2/1/13 Deputy Secretary's Letter to Chief Executive Officers of all Banks, Bank and Trust Companies, Savings Banks and Savings Associations to provide guidance on the Department's position concerning the calculation of the credit exposure arising from a derivative transaction or a securities financing transaction entered into by an Institution for purpose of determining an Institution's lending limit.
- 2012**
- 11/14/12 Secretary's Letter provides information regarding Acts 170-172 of 2012, House Bills 2368-2370, known as the "Banking Law Modernization Package".
- 9/14/12 2013 Bank Holidays
- 7/2/12 Joint Secretary's Letter with Federal Reserve Banks of Cleveland and Philadelphia announces Federal Reserve's Emergency Communications System and encourages all Pennsylvania state-chartered institutions to participate.
- 2011**
- 12/22/11 Secretary's Letter announces new Office of Client Financial Services.
- 10/6/11 Secretary's Letter addresses final HUD SAFE Act Regulation and indicates Department will begin interpreting the Mortgage Licensing Act consistent with the HUD Final Regulation.
- 9/15/11 2012 Bank Holidays
- 9/12/11 Secretary's Letter requests all regulated entities to work constructively with local governments, individuals and businesses which are experiencing financial difficulties due to Hurricane Irene and Tropical Storm Lee.
- 7/21/11 Joint Secretary's Letter with Pennsylvania Housing Finance Agency addresses termination of the Homeowner's Emergency Mortgage Assistance Program.
- 1/27/11 Deputy Secretary's Letter addresses issues regarding and provides guidance on the Small Business Lending Fund, established by the U.S. Department of the Treasury.
- 2010**
- 10/6/10 Deputy Secretary's Letter states that credit unions are preapproved to offer short-term, small amount loans ("STS Loans") in parity with the ability of federally chartered credit unions as authorized by the National Credit Union Administration ("NCUA") pursuant to Section 501(e)(1) and (f) of the Credit Union Code.
- 08/25/10 2011 Bank Holidays
- 2009**
- 09/18/09 2010 Bank Holidays
- 08/05/09 The letter provides information regarding Act 31 of 2009, House Bill 1654 (P.N. 2448), which amends Pennsylvania's existing mortgage industry licensing law, 7 Pa.C.S. Chapter 61, in order to implement the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (the "SAFE Act"), 12 U.S.C. § 5101 et seq.
- 05/29/09 Secretary's Letter asking banking institutions to show flexibility and understanding toward state employees whose incomes may be temporarily disrupted as the result of a potential budget impasse.
- 04/24/09 Secretary's Letter to discussing the depository institutions confidentiality provisions of the Department of Banking Code related to examination reports and enforcement proceedings.
- 01/08/09 Secretary's Letter regarding debt management services and debt settlement services in Pennsylvania under the Debt Management Services Act, effective February 6, 2009.
- 2008**
- 10/31/08 Secretary's Letter addresses questions regarding the ability of state-chartered banks, bank and trust companies and stock savings banks to participate in the United States Treasury's Capital Purchase Program in light of certain requirements contained in the Banking Code of 1965.
- 10/27/08 Secretary's Letter regarding recently announced programs by the U.S. Treasury and FDIC to enhance the strength of financial institutions, foster market liquidity and promote market stability.
- 09/09/08 2009 Bank Holidays
- 07/11/08 Secretary's Letter provides detailed explanation of three bills signed into law by Governor Edward G. Rendell on July 8, 2008: Act 56 of 2008, House Bill 2179 (P.N. 4020), the new consolidated mortgage licensing bill (the "Mortgage Act"), Act 57 of 2008, Senate Bill 483 (P.N. 2163), which amends the Loan Interest and Protection Law (the "LIPL"), and Act 58 of 2008, Senate Bill 484 (P.N. 2251), which amends the Department of Banking Code (the "DOB Code").
- 04/23/08 Secretary's Letter discusses the MOU between NY, NJ and PA Department of Banking regarding regional interstate branching.
- 02/28/08 Secretary's Letter regarding General Assembly considering legislation to create a new licensing category for individual mortgage originators in the Commonwealth.
- 2007**
- 12/10/07 Secretary's Letter asking financial institutions to work to meet the credit needs of Pennsylvania heating oil dealers during the 2007-2008 winter season.

- 12/06/07 Deputy Secretary's Letter stating that Pennsylvania state-chartered credit unions that are eligible members of Visa U.S.A. are pre-approved to receive and retain stock that will be issued by Visa Inc. as part of a corporate restructuring in parity with the ability of federally-chartered credit unions.
- 10/10/07 2008 Bank Holidays
- 09/14/07 Deputy Secretary's Letter addresses acceptable means by which the required annual audit of trust activities of trust companies, bank and trust companies, and savings banks and savings associations that exercise trust powers may be accomplished, as required by Section 1407 of the Banking Code.
- 04/13/07 Letter provides guidance on nontraditional mortgage product risks.
- 02/01/07 The Pennsylvania Department of Banking joins with the Federal Deposit Insurance Corporation in urging you to consider ways that your institution might choose to participate in the IRS' Volunteer Income Tax Assistance (VITA) program.
- 01/12/07 The Secretary's Letter announces the December 16, 2006 publication in the *Pennsylvania Bulletin* of a Statement of Policy which defines dishonest, fraudulent, illegal, unfair, unethical, negligent and incompetent conduct under Sections 313(a)(5) and (14) of the MBBCEPA.
- 01/10/07 Letter announces that Pennsylvania state banking institutions and Pennsylvania national banks are hereby permitted to observe Monday, November 12, 2007, as an optional legal holiday in recognition of Veteran's Day.
- 2006**
- 10/04/06 2007 Bank Holidays
- 06/28/06 Secretary's Memo to State-Chartered Banking and Trust Institutions, Savings Associations and Credit Unions; National Banks and Federal Thrifts regarding the Rise in Reports of Fraudulent Cashier's Checks.
- 06/01/06 Secretary's Memo to State-Chartered Banking and Trust Institutions, Savings Associations and Credit Unions regarding the Influenza Pandemic Preparedness.
- 2005**
- 10/14/05 2006 Bank Holiday Schedule
- 04/13/05 Secretary's Letter states that overdraft protection programs are permissible for state-chartered depository institutions and provides guidelines for such programs.
- 2004**
- 12/1/04 The Secretary's Letter request that State and National Banks, State and Federally Chartered Savings Banks and State and Federally Chartered Savings and Loan Associations consider the difficult winter period and the effect it will have on the cash flow of over 600 heating oil dealers operating in the Commonwealth.
- 09/30/04 Pennsylvania state-chartered trust companies, bank and trust companies, and savings banks and savings associations with trust powers may engage in fiduciary activities to the same extent as national banks without notice to the Department.
- 09/23/04 Secretary's Letter on behalf of Governor Edward G. Rendell, encourage leaders of financial institutions to act with reasonable forbearance toward local governments, individuals and businesses which are experiencing financial difficulties due to the recent floods.
- 08/03/04 The Secretary's Letter informs all lenders and brokers under the jurisdiction of the Department of the Department's concerns related to the use of improperly influenced appraisals. Letter also addresses "builder exception" under the Mortgage Bankers and Brokers and Consumer Equity Protection Act.
- 03/19/04 Secretary's Letter addresses terms and conditions of "selective first payment due date" options and "deferred first payment" options that may be offered to buyers as part of installment sale contracts under the MVSFA.
- 2003**
- 9/30/03 The Secretary's Letter states that overdraft protection programs permissible for state-chartered depository institutions and provides guidelines for such programs. OCC Interpretive Letter #914
- 9/2/03 The Secretary's Letter informs all mortgage lenders and/or mortgage brokers of the restrictions regarding the use of lock-in agreements.
- 8/22/03 The Secretary's Letter reminds all motor vehicle lenders that PA law requires motor vehicle lienholders to mail or deliver the outstanding motor vehicle certificate of title to the vehicle owner immediately upon satisfaction of the respective lienholder's security interest in the vehicle.
- 8/11/03 The Secretary's Letter, informs all mortgage lenders and/or mortgage brokers of the requirement to provide the written cautionary notice disclosure to an applicant for a "covered loan" at least three business days prior to consummation of that type of mortgage loan transaction.
- 7/25/03 The Secretary's Letter discusses the terms and conditions of deferred payment programs that may be offered to buyers as part of installment sales contracts originated by licensees.
- 6/25/03 The Secretary's Letter is intended to clarify the Department's position regarding the terms and conditions of deferred payment programs that may be offered to buyers as part of installment sales contracts originated by licensees under the MVSFA.

- 6/11/03 The Secretary's Letter that requests licensees and registrants under the Check Cashier Licensing Act to voluntarily adopt a policy of cashing all government-issued checks at the rate authorized for government assistance checks in Section 503(a)(1) of the Check Cashier Licensing Act.
- 5/8/03 The Secretary's Letter states that the Act 207 of 2002 provides Pennsylvania state-chartered credit unions parity with federally-chartered credit unions in regard to activities, field of membership requests, and investing in credit union service organizations, subject to a notice requirement.
- 5/2/03 Secretary's Letter stating that check cashers licensed by the Department of Banking must comply with the statement of policy issued May of 1998 concerning the Check Cashier Licensing Act. The statement of policy provides that check cashers should post a notice of exact fees and charges, which shall be within the maximum prescribed in the act. The notice should be in plain view and in a location readily apparent to the consumer transacting business at each check casher location.
- 5/2/03 Secretary's Letter stating that retail food stores registered with the Department of Banking must comply with the statement of policy issued May of 1998 concerning the Check Cashier Licensing Act. The statement of policy provides that check cashers should post a notice of exact fees and charges, which shall be within the maximum prescribed in the act. The notice should be in plain view and in a location readily apparent to the consumer transacting business at each check casher location.
- 4/1/03 The Secretary's Letter discusses state-charted banks engaging in payday lending activities.
- 3/26/03 The Secretary's Letter discusses the Streamlined Call Report filing requirements.
- 2002**
- 9/23/02 The Secretary's Letter discusses that the Act 55 of 2001 definition of "Covered Loan" changes effective October 1, 2002; and that "Median Family Income" statistical estimates necessary for lenders to calculate (a) repayment ability of potential obligor under Section 512(b), and (b) whether negative amortization terms may be imposed on a potential obligor under Section 511(c), are now stated in the convenient chart attached to the letter.
- 6/3/02 Secretary's Letter discusses the Pilot Program for Residential Real Estate and Small Business Loans.
- 3/15/02 Secretary's Letter announces that by virtue of publication in the March 2, 2002 *Pennsylvania Bulletin* (Vol. 32, No. 9), the Mortgage Bankers and Brokers and Consumer Equity Protection Act ("MBBCEPA") Continuing Education Regulation (the "Regulation") is now in effect for all licensees under the MBBCEPA. Therefore, all licensees must be in compliance with the requirements contained in the Regulation by June 30, 2003, in order to renew a license.
- 2001**
- 12/21/01 This letter is to set forth in writing the Pennsylvania Department of Banking (the "Department") position on issues related to the ability of a Pennsylvania state-chartered bank, bank and trust company, or savings bank ("PA Bank") under Section 322 of the Banking Code of 1965 ("Section 322"). 7 P. S. § 322.
- 10/19/01 Secretary's Letter regarding President Bush's Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit or Support Terrorism.
- 8/17/01 Letter to announce Act 55 of 2001, the Mortgage Bankers and Brokers and Consumer Equity Protection Act. A summary of Act 55 is attached to the Secretary's Letter.
- 1/4/01 Letter announces that Pennsylvania state banking institutions and Pennsylvania national banks are hereby permitted to observe Monday, November 12, 2001, as an optional legal holiday in recognition of Veteran's Day.
- 2000**
- 11/29/00 Governor Ridge signed into law as Act 89 of 2000, the Bank Parity Bill, HB 2533 of 2000 (P.N. 4073).
- 3-30-00 Pennsylvania State-chartered banks, bank and trust companies and savings banks may establish and operate messenger service branches.
- 3-23-00 Loans to Directors and Section 1414
- 1-18-00 Department's General Position on Internet Banking
- 1999**
- 8-23-99 Holidays for 2000
- 5-26-99 Letter interprets section 1414 of the Banking Code of 1965 as permitting Pennsylvania state-chartered banks, bank and trust companies, and savings banks to charge interest on loans to their executive officers to the same extent as permitted under Federal Reserve "Regulation O."

- 5-12-99 Permissible Bank Holidays for 2000.
- 5-12-99 Letter states that state-chartered banking institutions and offices of national banks located in Pennsylvania may remain open for business on January 1, 2, and 3, 2000, in order to address customers' questions and concerns regarding Year 2000 computer transaction issues.
- 1-22-99 Record Keeping Guidelines under the Mortgage Bankers and Brokers Act.
- 1-22-99 Record Keeping Guidelines under the Consumer Discount Company Act.
- 1998**
- 1-23-98 Year 2000 readiness and credit underwriting criteria for credit unions.
- 1-15-98 Year 2000 readiness and credit underwriting criteria.
- 1997**
- 8-27-97 Holidays for 1998.
- 6-9-97 Letter addresses electronic submission of Call Reports.
- 4-24-97 Letter discusses computer problems in the year 2000.
- 1-31-97 Letter regarding federal regulatory agencies having adopted a revised Uniform Financial Institutions Rating System which has been known as CAMEL.
- 1996**
- 11-25-96 Letter discusses the adjustment to the overhead assessment methodology for non-depository trust companies that it implemented in 1994.
- 4-16-96 Letter regarding authority of Pennsylvania state-chartered banking institutions to sell annuities issued by insurance companies.
- 1-26-96 Letter regarding heavy snowfall and floods having had a profound impact upon many communities in Pennsylvania and the financial hardships imposed upon your customers by this devastation.
- 1995**
- 10-10-95 Letter to Presidents of Pennsylvania State-chartered Credit Unions forwarding Investment Powers, Standards and Accounting Guidelines for Pennsylvania state-chartered credit unions as required by Section 501(b)(7) of the Credit Union Code which was amended by House Bill 2563, effective February 12, 1995.
- 7-11-95 Letter regarding Act 39 of 1995, amends the provisions of Pennsylvania's Banking Code to authorize full interstate banking and branching under Pennsylvania law and to facilitate the operations of interstate banks in Pennsylvania.
- 3-24-95 Letter regarding the Simplification and Availability of Bank Credit Act.
- 1994**
- 11-17-94 Letter to the Presidents and Chief Compliance Officers of Pennsylvania First Mortgage Companies regarding mortgage companies disbursing loan proceeds in a form prescribed by applicable law.
- 11-8-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Savings Banks regarding Assets pledged for uninsured trust deposits.
- 10-13-94 Letter to the Presidents of Pennsylvania State-Chartered Credit Unions regarding automated teller machines at locations other than credit union's principal place of business.
- 10-5-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Trust Companies, Savings Banks, Savings and Loan Associations regarding role change for outside auditors.
- 8-22-94 Letter to Chief Executive Officers of Pennsylvania Banking Institutions regarding bank holidays.
- 8-9-94 Letter to the Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions, Savings Associations and Entities Licensed by the Department of Banking regarding enforcing the regulations of the Department of Banking Code, which provides for assessments of penalties and interest against financial institutions for failing to pay assessment and examination fees in a timely manner.
- 3-29-94 Letter to the Chief Executive Officers of Pennsylvania State-Chartered Non-Depository Trust Companies regarding the Department revising its examination/assessment billing method for non-depository trust companies.
- 1993**
- 12-9-93 Letter to the Presidents and Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions regarding a new schedule for costs associated with the examination and supervision of state-chartered banks.
- 1992**
- 9-24-92 Letter to the Presidents and Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions regarding evaluating the adequacy of capital and loan loss reserves separately.
- 1991**
- 9-3-91 Letter to all Motor Vehicle Sales Finance Companies discussing the problems with late delivery of certificates of title by motor vehicle lenders upon satisfaction of the existing loan. Letter states that title must be released immediately upon satisfaction of a loan.

- 8-23-91 Letter to all CEOs of Pennsylvania Chartered Savings Associations and all Pennsylvania Department of Banking Examiners clarifying its 7-29-91 interpretation of section 510 of the Savings Association Code of 1967, 7 P.S. § 6020-70(a)(3) which states that the Department will not object to and will not cite in an examination report a savings association employer for offering and providing favorable terms and rates on loans to such association's employees.
- 7-29-91 Letter to all CEOs of Pennsylvania Chartered Savings Associations and all Pennsylvania Department of Banking Examiners interpreting section 510 of the Savings Association Code of 1967, 7 P.S. § 6020-70(a)(3).
- 5-2-91 Letter to all Pennsylvania State-Chartered Banks, Savings Associations, and Credit Unions, OCC, OTS, NCUA, FDIC, Federal Reserve Board and all State Financial Regulatory Agencies informing them that Settlers Trust Savings Bank has not been and is not currently chartered to be a Pennsylvania state-chartered or federally chartered bank, bank and trust company, savings bank, or savings association.
- 1990**
- 12-3-90 Letter to the Executive Officer of the banking institution addressed: regarding the new minimum requirements for Annual Audits performed by Certified Public Accountants.
- 7-10-90 Letter to CEOs of Pennsylvania Financial Institutions informing them of an enforcement order against Mellon Bank, N.A. by the Pennsylvania Department of Insurance—re: Collateral Protection Insurance. Letter requests a summary of any existing collateral protection insurance programs to be used by the Department to assist the Department in drafting regulations to determine reasonable fees for licensees under the MVSFA.
- 7-10-90 Letter to CEOs of all Pennsylvania financial institutions informing them of the Department's opinion on the applicability of the "Anti-takeover law", Act 36 of 1990.
- 7-10-90 Letter to CEOs of all Pennsylvania Credit Unions informing them that credit unions must take immediate action in order to retain the power to indemnify their directors and volunteer officers. Also informing them that a special meeting of the board of directors should be called immediately to discuss adoption of a bylaw opting out of new provisions of the recently enacted "Anti-takeover Law", Act 36 of 1990.
- 6-11-90 Letter to CEOs and Boards of Directors of State-Chartered Credit Unions informing them that strict compliance with section 27 of the Credit Union Act, 15 Pa. C.S.A. § 12327, is required whenever a state-chartered credit union plans to merge or consolidate with any other credit union. In the future, failure to submit a merger application to the Department prior to the consummation of a merger will be viewed as a violation of law.
- 6-6-90 Letter to CEOs of state-chartered commercial banks and state-chartered credit unions informing them of the Department's opinion on the permissibility of the Federal Home Loan Bank of Pittsburgh ("FHLB/P") offering membership to other depository institutions in PA. Specifically, the FHLB/P would like to extend offers of membership to state-chartered commercial banks and state-chartered credit unions in PA.
- 5-17-90 Letter to CEOs of all Pennsylvania banking institutions informing them that the Department has recently issued an opinion regarding the impermissible collateralization of interest rate swap agreements.
- 4-30-90 Letter to all state-chartered credit unions issuing a new fee schedule for overhead assessment.
- 3-5-90 Letter to CEOs of all federally-insured state-chartered banks and S & Ls discussing the Resolution Trust Corporation, who is soliciting potential bidders for failing S&Ls. Letter requests institutions who are considering bidding to notify this Department before the bidding process begins.
- 1-18-90 Letter discusses FIRREA and additional language added to Section 222, entitled ACTIVITIES OF SAVINGS ASSOCIATIONS, which adds a new section to the Federal Deposit Insurance Act, Section 28, which states that Disclosures by Uninsured Savings Associations which are not insured by the Corporation, shall disclose clearly and conspicuously that the savings association's deposits are not federally insured.
- 1989**
- 11-1-89 Letter to CEOs of PA Banking Institutions discusses legal holidays for 1990. The Department has been advised by the Federal Reserve Banks of Philadelphia and Cleveland that it is their intention to observe Veterans' Day on Monday, November 12. The Department exercises its authority under Section 113(b)(x) that all state-chartered institutions have the option to observe Monday, November 12, 1990, as an optional holiday.
- 9-29-89 Letter lists legal bank holidays for 1990.
- 8-11-89 Letter to PA savings associations which are insured by the PSAIC regarding Financial Institutions Reform, Recovery and Enforcement Act and Section 222, entitled "Activities of Savings Associations" which requires certain disclosures be made by non-federally insured savings associations.
- 4-13-89 Letter discusses House Bill 979, Act 173 of 1988 which makes several significant changes in the Banking Code of 1965, including provisions which provide real estate investment and development authority to commercial savings banks; permit commercial and mortgage-backed securities powers; and, permit commercial and savings banks to make investments not presently permitted under statute in amounts up to 3% of assets with no more than 1% in any one investment.

- 1988**
- 11-3-88 Letter regarding survey of institutions offering low-cost checking and savings accounts.
- 11-2-88 Letter announces survey to be conducted by the Department regarding low-cost deposit accounts availability at banks and savings and loan associations.
- 10-17-88 Letter lists legal bank holidays for 1989.
- 9-30-88 Letter mailed to state-chartered banking institutions asking for a Report of Condition and Report of Income as of the close of business 9-30-88.
- 7-15-88 Letter to lenders asking them to act with forbearance toward farmers who may have been experiencing financial difficulties due to poor weather conditions.
- 6-30-88 Letter announces increase in assessments.
- 6-27-88 Letter to CEOs of bank and trust companies discusses the review of assessment fees for trust companies and trust departments. Letter asks institutions to complete a Report of Trust Assets.
- 6-3-88 Letter announces legislative amendments to sections 112, 166 & 117 of the Banking Code of 1965.
- 5-31-88 Letter to realtors discusses Senate Bill 7 of 1988, the Mortgage Bankers and Brokers Act.
- 4-6-88 Letter discusses the liquidation of TMIC Insurance Company and the need for some financial institutions to obtain alternate coverage.
- 1987**
- 12-11-87 Letter to bank and savings and loan association CEOs—re: provisions of the Uniform Commercial Code regarding full-day hours during the holidays.
- 11-4-87 Letter lists fixed and optional bank holidays for 1988.
- 8-28-87 Letter permits closing of institutions for Constitution Day celebration in Philadelphia, September 17, 1987.
- 6-24-87 Letter discusses requirements under Section 403 of the Banking Code of 1965 relating to report of condition & report of income.
- 3-23-87 Letter addressed to CEOs of all PA state-chartered banking institutions discusses Sections 1407(a) and 1407(c) of the Banking Code of 1965, which revises the minimum requirements for Directors' audits performed by CPAs.
- 2-5-87 Letter discusses permissibility of purchase or establishment of discount brokerage office subsidiaries under sections 311(b), 502(d) and 203(d) of the Banking Code of 1965.
- 1-16-87 Letter discusses Senate Bill 1389, Act No. 205 of 1986, amending various provisions of the Banking Code of 1965 (P. L. 847 No. 346) particularly § 1610 relating to fair pricing provisions.
- 1-6-87 Letter discusses permissibility of investment on mutual funds under the provision of the Banking Code of 1965, 7 P. S. § 307.
- 1986**
- 11-6-86 Letter contains a list of fixed and optional bank holidays for 1987.
- 9-30-86 Letter requests Report of Condition and Income as of September 30, 1986.
- 8-21-86 Letter discusses ownership of stock by state chartered institutions of out-of-state bank holding companies and 7 P. S. §§ 116, 311.
- 6-26-86 Letter requests Report of Condition and Income as of the close of business June 30, 1986.
- 3-17-86 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 1985**
- 12-20-85 Letter requests report of condition and income for 4th Quarter of 1985.
- 12-16-85 Letter announces Martin Luther King, Jr.'s Birthday as a fixed holiday.
- 11-4-85 Letter lists all fixed and optional bank holidays for 1986.
- 9-25-85 Letter requests report of condition and income as of the close of business—9/30/85.
- 6-14-85 Letter announces upcoming examination of all corporations licensed under Pennsylvania's Secondary Mortgage Loan Act.
- 5-31-85 Letter discusses brokered loan fraud.
- 5-16-85 Letter announces "Day with the Secretary" program.
- 4-29-85 Letter discusses requirements for directors' audits pursuant to 7 P. S. § 1407(a) and the relevant regulations.
- 4-2-85 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 1-30-85 Letter announces substantive amendments to 7 P. S. § 408, House Bill No. 2453, Act No. 1984-217.
- 1984**
- 12-20-84 Letter announces staff changes in the banking bureau of the Department.
- 12-12-84 Letter discusses requirement of § 1407 of the Banking Code of 1965 regarding audit requirements.
- 11-28-84 Letter discusses increasing fees and charges for traditional financial services.
- 10-19-84 Letter announces banking legal holidays for 1985.
- 10-9-84 Letter discusses Section 105(B.1) of the Banking Code of 1965, establishment of additional offices in Pennsylvania by foreign banking organizations.
- 7-26-84 Letter discusses Senate Bill 1304, Act No. 128 of 1984, Senate Bill 1305, Act. No. 129 of 1984 and amendments to § 302, § 303, § 401 of the Banking Code of 1965.

- 7-26-84 Letter discusses Senate Bill No. 1304, Act No. 128 of 1984 which amended sections 203, 306, 308, 310, 311, 404, 405, 505, 805, 908, 1415, 1609, 1910, 2002 of the Banking Code of 1965.
- 7-26-84 Letter discusses Senate Bill No. 1080, Act No. 125 of 1984 which amended sections 311, 404, 514, 610, 802, 1217, 1405, 1609, 1801 and 1809 of the Banking Code of 1965.
- 7-13-84 Letter discusses amendment to Section 1910(d) of the Banking Code of 1965, which requires directors and officers to have an audit performed of the books and affairs of the institution at least once per year.
- 6-18-84 Letter announces Department's revisions to branch application forms.
- 6-14-84 Letter discusses Banking Code of 1965, § 307—Investment Securities (other than stock) and OCC revising its interpretation of ruling 7.1100, redefining capital and surplus for the purposes of investment limitations.
- 3-5-84 Letter is a reminder of importance of making and maintaining arrangements to backup data processing equipment and provide for reconstruction of records.
- 2-23-84 Letter discusses Section 319 of the Banking Code of 1965 and variable rate consumer installment loans.
- 2-17-84 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Computer Audit and Control Conference for Bankers to be held in Philadelphia, PA on April 23-26, 1984.
- 1-24-84 Letter discusses Section 307 of the Banking Code of 1965 and investments in shares of money market mutual funds.
- 1983**
- 12-5-83 Letter discusses annual audits of one-bank holding companies and multi-bank holding companies in compliance with Sections 1407 of the Banking Code of 1965.
- 12-1-83 Letter discusses impact of deregulation on industry.
- 10-13-83 Letter announces deletion of Section 14.1 and 14.2 from Title 10 of the Pa. Code.
- 10-7-83 Letter announces 1984 legal bank holidays.
- 4-14-83 Letter discusses Garn-St. Germain Depository Act of 1982 and preemption of state law re: alternative mortgage loans and override of 7 P. S. § 505.
- 4-12-83 Letter regarding electronic automation.
- 4-8-83 Letter regarding the Garn-St. Germain Depository Institutions Act of 1982 overrides state law to the extent that it permits adjustable-rate mortgages to be made or purchased by state-chartered banks, bank and trust companies, trust companies, and private banks.
- 2-28-83 Letter discusses annual audits requirement contained in Section 17.1(a), Title 10 of the Pennsylvania Code.
- 2-15-83 Letter discusses mortgage loans requiring special consideration such as those affected by temporary unemployment of borrower.
- 2-2-83 Letter discusses Garn-St. Germain Depository Institution Act of 1982 overriding substantially equal payments requirements of Section 310 of the Banking Code of 1965.
- 1-24-83 Letter discusses exercising of compassion and forbearance in dealing with unemployed customers.
- 1-17-83 Letter discusses recent amendments to Chapter 7 of the Banking Code of 1965, as amended.
- 1-3-83 Letter concerns substantial increase in the number of institutions advertising repurchase agreements.
- 1982**
- 12-8-82 Letter discusses examination of PA Bank Holding Companies by Department.
- 11-1-82 Letter lists legal bank holidays for 1983.
- 7-30-82 Letter addressed to thrift CEOs and discusses asset restatement accounting.
- 7-2-82 Letter to MVSFA licensees discusses Act No. 160 of 1982 and maximum permissible finance charges.
- 6-4-82 Letter discusses House Bill No. 1739, Act No. 79 of 1982, which amended sections 202, 308, 311, 319, 320, 407, 504, 506, 610, 702, 703, 1414, 2004 and 1609 of the Banking Code of 1965.
- 6-4-82 Letter discusses House Bill No. 1889, Act No. 44 of 1982, which amended sections 113, 114, 115, 903, 904 and 905 of the Banking Code of 1965.
- 4-5-82 Letter announces change of policy from capital-to-deposit ratio as a measurement of capital adequacy to capital-to-assets ratio.
- 4-2-82 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Bank Executives EDP/EFT Conference to be held in Philadelphia, April 27-28, 1982.
- 3-26-82 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Bank Executives EDP/EFT Conference to be held in Philadelphia, April 27-28, 1982.
- 1981**
- 11-20-81 Letter lists legal bank holidays for 1982.
- 10-13-81 Letter discusses sections 702(c) and 610(c) of the Banking Code of 1965, as amended.
- 10-9-81 Letter announces CSBS Computer Audit and Control Conference for Bankers.
- 1-21-81 Notice of authorization to close banks in Philadelphia for official celebrations.
- 1980**
- 11-7-80 Letter lists legal bank holidays for 1981.
- 10-28-80 Letter discusses proposed amendments to Department regulations pertaining to Legal Reserve Funds, 10 Pa. Code, Chapter 11.

- 7-7-80 Letter announces "Day with the Secretary" program.
- 6-17-80 Letter discusses Chapter 7 and Section 103 of the Banking Code of 1965, as amended, and Section 202 of the Banking Code of 1933, as amended, legal reserves of PA nonmember banks.
- 6-10-80 Letter discusses Section 318 of the Banking Code of 1965 and permissible interest computations.
- 5-29-80 Letter discusses Act No. 51 of 1980, amending various provisions of the Banking Code of 1965 (P. L. 847, No. 346).
- 3-13-80 Letter discusses proposed legislation requiring mandatory reserves to be maintained at the Federal Reserve.
- 2-14-80 Letter discusses Act No. 286 of 1980 and new requirements for CPAs.
- 2-4-80 Letter discusses conversions of PA National Banks to State Charters.
- 1-2-80 Letter discusses federal law preemption of first lien residential mortgage rate portion of Pennsylvania usury law.

1979

- 11-29-79 Letter discusses whether a bank or a bank and trust company may charge the Federal Reserve discount rate plus 1% on a residential mortgage loan.
- 11-16-79 Letter discusses legal bank holidays.
- 11-1-79 Letter discusses attempts to curb inflation and to maintain stability and balance in Pennsylvania.
- 10-26-79 Letter regarding a Conference on technological revolution involving electronics.
- 10-9-79 Letter discusses Outstanding Mortgage Loans
- 10-8-79 Letter discusses Outstanding Mortgage Loans
- 10-3-79 Letter discusses to what extent PA banks may invest in mortgage-backed pass-through certificates sold by banks through an underwriting syndicate.
- 7-26-79 Letter discusses Outstanding Mortgage Loans.

1975

- 3-7-75 Letter discusses instructions for filing documents with the Corporation Bureau of the Department of State.

1966

- 3-14-66 Letter discusses Saturday Banking Hours.

POLICY STATEMENTS

- 10 Pa. Code Chapter 47—Loan Modifications—Statement of Policy
- 10 Pa. Code Chapter 49—Reverse Mortgage Loans—Statement of Policy
- 10 Pa. Code §§ 13.61—13.68—Exception to Definition of "Branch"
- 10 Pa. Code § 41.3a—Calculation of Consumer Discount Company Act default charges—Statement of Policy

- 10 Pa. Code § 7.9—Disclosure Requirements—Statement of Policy
- 10 Pa. Code Chapter 81—Check Cashers—Statement of Policy
- 10 Pa. Code § 13.51—Simplification and Availability of Bank Credit—Statement of Policy
- 10 Pa. Code Chapter 48—Mortgage Loan Business Practices—Statement of Policy

**INDEX OF GUIDANCE AVAILABLE
REGARDING COMPLIANCE WITH DEPOSITORY
INSTITUTION STATUTES AND REGULATIONS**

The following is a list of applications and instructions to assist depository institutions in complying with various provisions of the statutes and regulations respectively applicable to Pennsylvania state-chartered banking institutions, thrift institutions, and credit unions.

- *Branch Applications:*

DeNovo Branch—Bank, Savings Association, Credit Union, Non-Depository Trust Company

Purchase of Assets/Assumption of Liabilities—Bank, Savings Association

Remote Service Facility—Savings Association

Branch Relocation—Bank, Savings Association

Relocation of Main Office—Savings Association

Branch Discontinuance—Bank, Savings Association

Foreign Bank Office

- *Conversions*

National Bank to State Bank

Savings Association to Savings Bank

Mutual Savings Bank to Stock Savings Bank

Mutual Savings Association to Stock Savings Association

Federal Credit Union to State Credit Union

- *Mergers*

Banks

Savings Associations

Credit Unions

- *Charters*

Bank

Interim Bank

Savings Association

Interim Savings Association

Credit Union

Non-Depository Trust Company

- *Dissolutions*

Savings Associations

Bank

- *Intrastate Acquisitions*

Bank Holding Company

Thrift Holding Company

- *Interstate Acquisitions*

Thrift Holding Company

- *Other*

Change In Bank Control—Individuals
 Mutual Holding Company Reorganizations
 Trust Department—Bank, Savings Association
 Bank Subsidiary and Parity Notice

**INDEX OF GUIDANCE AVAILABLE
 REGARDING COMPLIANCE WITH LICENSING
 STATUTES AND REGULATIONS**

Instructions for license applications and Guidelines for compliance are available regarding each of the following statutes and, to the extent that regulations have been promulgated, their respective underlying regulations:

- Consumer Discount Company Act,
- Debt Management Services Act,
- Money Transmitter Act,
- Motor Vehicle Sales Finance Act,
- Pawnbrokers License Act,
- Check Cashers Licensing Act,
- Credit Services Act, and
- Mortgage Licensing Act

In addition to the above indices, the Department of Banking and Securities maintains interpretive letters addressing the applicability of statutes and regulations administered by the Department of Banking and Securities to specific fact patterns. The Department may provide a summary of the Department's position on a particular issue or a redacted interpretive letter when appropriate in response to particular questions previously addressed by the Department, in order to assist the public and members of the lending industry in complying with laws administered by the Department. The Department of Banking and Securities will continue to issue interpretive letters on a case by case basis when appropriate regarding new issues raised by persons requesting such interpretive information.

COMMUNITY & ECONOMIC DEVELOPMENT

I. POLICY STATEMENTS:

Center for Business Financing Loans:

Machinery and Equipment Loan Fund
 Pennsylvania Industrial Development Authority
 Kevin Rowland (717-787-6245)

Center for Private Financing

Private Activity Bonds
 Gail Wagner (717-783-1109)

Operations Center

Community Revitalization Program
 Fritz Smith (717-787-7402)

II. GUIDANCE MANUALS:

Business Assistance Office

Business Financing Programs
 Customer Service: 1-800-379-7448 or 717-787-3405

Center for Entrepreneurial Assistance

Entrepreneurs Guide: Starting and Growing a Business in Pennsylvania
 Nancy Garman (1-800-280-3801)

Governor's Center for Local Government Services

2007-08 Annual Report for Governor's Center for Local Government Services
 2008-09 Annual Report for Governor's Center for

Local Government Services
 2009-10 Annual Report for Governor's Center for Local Government Services
 Administering Police Services in Small Communities Auditor's Guide
 Borough Council Handbook
 Borough Mayor's Manual
 Boundary Change Procedures
 Chart of Accounts
 Citizen's Guide to Local Government
 City Government in PA Handbook
 Councils of Governments Directory
 COG Director's Handbook
 Debt Management Handbook
 Elective Office in Local Government
 Financial Monitoring Workbook
 Fiscal Management Handbook
 Flood Plain Management Regulations
 Home Rule in Pennsylvania
 Insurance Primer for Municipal Officials
 Intergovernmental Cooperation Handbook
 Local Government Regulation of Wireless Telecommunications Facilities
 Local Taxpayers Bill of Rights and Real Property Tax Payer Programs under Act 50 of 1998
 Manual for County Chief Clerk's /Administrator
 Manual for County Commissioners
 Manual for Municipal Secretaries
 Model Hiring Manual for Pennsylvania Municipalities
 Municipal Authorities in Pennsylvania
 Municipal Pension Handbook
 Municipalities Financial Recovery Act
 Open Meetings/Open Records
 Public Works Manual
 Purchasing Handbook
 Records Management—Retention Schedules
 Referendum Handbook
 Regional Police Services in Pennsylvania
 Risk Manager's Insurance Guide
 Solicitor's Handbook
 Tax Collector's Manual
 Taxation Manual
 Township Commissioner's Handbook
 Township Supervisor's Manual

Planning Series

Municipalities Planning Code
 No. 1—Local Land Use Controls In Pennsylvania
 No. 2—The Planning Commission
 No. 3—The Comprehensive Plan
 No. 4—Zoning
 No. 5—Technical Information on Floodplain Management
 No. 6—The Zoning Hearing Board
 No. 7—Special Exceptions, Conditional Uses and Variances
 No. 8—Subdivision and Land Development
 No. 9—The Zoning Officer
 No. 10—Reducing Land Use Barriers to Affordable Housing
 Growing Smarter Toolkit: Catalog of Financial and Technical Resources Planning for Agriculture
 State Planning Board's 2006 Report
 Denny Puko (1-888-223-6837)
 2010 State Land Use and Growth Management Report

Act 32 Related Publications and Forms

Act 32 Procedure Manual
 mAct 32 EIT Best Practices Report
 Employer Registration for Local Earned Income Tax Withholding
 Employer's Quarterly Earned Income Tax Return
 Residency Certification Form
 Taxpayer's Annual Local Earned Income Tax Return
 Taxpayer's Quarterly Estimated Earned Income Tax
 W2-R Annual Reconciliation of Earned Income Tax Withheld From Wages
 Weighted Vote Calculation Guide

Municipal Code Fiscal Related Publications

Annual Audit and Financial Report
 County Annual Financial Report

Center for Community Financing

CDBG Grantee Monitoring Systems
 CDBG Grantee Performance Evaluation Report Handbook
 Civil Rights Manual
 Economic Development Handbook
 Environmental Review Guide
 Housing Rehabilitation Guide
 Labor Standards Handbook
 New Users Integrated Disbursement and Information System (IDIS) Manual
 Procedures for Closeout of Contracts
 Procurement/Contract Guide
 Sample Construction Contract Documents
 Section 3 Plan and Program Guide
 Section 108 Loan Program Guidelines
 Section 108 Loan Program Standards for Financial Underwriting Special Assessments Guide
 Donna Enrico (717-720-7343)
 Lauren Atwell (717-720-7402)

III. DECISIONS:

None.

IV. INTERNAL GUIDELINES:**Center for Business Financing****Grants Division:**

Commonwealth Financing Authority—Gaming, Economic Development and Tourism Fund (GEDTF)—(Gaming Funds)—Allegheny County Guaranteed Free Training Program (WEDnet)
 Partnerships for Regional Economic Performance (PREP)
 Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Luzerne County
 Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Monroe County
 Local Share Account Fund (Gaming Funds) Washington County
 Pennsylvania First Program
 Commonwealth Financing Authority—Solar Energy
 Lynne Ruby (717-787-6245)
 Discovered and Developed in Pennsylvania
 Sheri Collins (717-720-1317)

Loans Division:

Commonwealth Financing Authority—First Industries/Agriculture/MELF
 Commonwealth Financing Authority—First Industries/Tourism/MELF
 Machinery and Equipment Loan Fund
 Pennsylvania Industrial Development Authority
 Kevin Rowland (717-787-6245)

Site Development Division:

Commonwealth Financing Authority—Alternative & Clean Energy
 Commonwealth Financing Authority—Business in Our Sites
 Commonwealth Financing Authority—PennWorks
 Commonwealth Financing Authority—Building PA
 Commonwealth Financing Authority—H2O PA
 Commonwealth Financing Authority—Renewable Energy
 Infrastructure and Facilities Improvement Program
 Industrial Sites Reuse Program
 Infrastructure Development Program
 Keystone Opportunity Zone
 Keystone Special Development Zone
 Brian Eckert (717-787-6245)

Small Business Financing Division:

Commonwealth Financing Authority—First Industries/Small Business First Program
 Community and Economic Development Loan Program
 Export Financing Program
 Pollution Prevention Assistance Account
 Small Business First
 Commonwealth Financing Authority—High Performance Building
 Jared Lucas (717-783-5046)

Tax Credit Division:

Educational Improvement Tax Credits
 Job Creation Tax Credit Program
 Pre-Kindergarten Tax Credit Business Guidelines
 Jim O'Donnell (717-787-7120)

Center for Private Financing

Pennsylvania Community Development Bank
 Business Plan
 Accreditation Standards
 Capacity Building Grants
 State Accreditation Guidelines and Application Underwriting
 Business Opportunities Fund
 Pennsylvania Capital Access Program
 Steve Drizos (717-783-1109)

Commonwealth Financing Authority
 Tax Increment Financing Guarantee Program
 Brian Deamer (717-783-1109)
 First Industries Tourism Loan Guarantee Program
 First Industries Agriculture Loan Guarantee Program
 Second Stage Loan Program
 Craig Petrasic (717-783-1109)
 Pennsylvania Economic Development Financing Authority
 Conventional Bond Financing Taxable Exempt Facility & Small Issue Bonds
 Industrial Development Fund Financing
 Revenue Bond & Mortgage Program
 Gail Wagner (717-783-1109)
 Taxable and Tax-Exempt Bond Financing
 Craig Petrasic or Brian Deamer (717-783-1109)

Community Affairs and Development

Appalachian Regional Commission
 Neil Fowler (717-214-5395)

Local Government Services Center

Early Intervention Program
 Marita Kelly (1-888-223-6837)
 Floodplain Management
 Dan Fitzpatrick (1-888-223-6837)

Local Government Capital Project Loan Program
Ed Fosnaught (1-888-223-6837)
Municipalities Financial Recovery Act Program
Fred Reddig (1-888-223-6837)
Regional Police Assistance Program
Ron Stern (1-888-223-6837)
Municipal Assistance Program
Dennis Puko (1-888-223-6837)
Tax Collector Training, Examination, Qualification
and Continuing Education Program
Madra Clay (1-888-223-6837)

Center for Community Financing

Community Development Block Grant Program—
Guidelines and Application Kit
Community Development Block Grant—R Program
Emergency Shelter Grant Program—Guidelines
and Application Kit
Growing Greener II
Homeless Prevention and Rapid Re—housing Pro—
gram—County Housing Partnerships
Homeless Prevention and Rapid Re-housing Pro—
gram—Underserved Populations & Pilot Initia—
tives and Legal Services
Housing and Redevelopment Assistance
HOME Investment Partnerships Program—Guide—
lines and Application Kit
Land Use Planning and Technical Assistance Pro—
gram
Neighborhood Stabilization Program
New Communities Program (Elm Street, Main
Street, Enterprise Zone)
PA Accessible Housing Program
Section 108 (of the Housing & Community Dev.
Act) Loan Guarantee Program
Ed Geiger (717-787-5327)
Community Services Block Grant Directives
Community Services Block Grant Program
Community Services Block Grant—R Program
Community Services Block Grant Discretionary
Grants—Guidelines
Family Savings Account Program
Family Savings Account Program Directives
Neighborhood Assistance Program—Guidelines
Neighborhood Assistance Enterprise Zone Tax
Credit Program—Guidelines
Neighborhood Assistance Program Special Program
Priorities—Guidelines
Neighborhood Partnership Program Neighborhood
Partnership Program—Guidelines
Vicki Lori (717-720-7432)

Office of International Business Development

Export 2000 Block Grant
Alain Mortha (717-720-7380)
Market Access Grant
Paige Pynos (717-214-5452)
Regional Investment Marketing Grant
Amy Zecha (717-720-7339)

Technology Investment Office

Agile Manufacturing
Alternative Energy Investment Program
Ben Franklin Technology Partners
Bona Fide Request Program
Broadband Outreach and Aggregation Fund
Business Attraction and Retention Program
Commonwealth Financing Authority
New PA Venture Investment Program
New PA Venture Guarantee Program
Keystone Innovation Zone Program
Keystone Innovation Grants

Keystone Innovation Starter Kits
Life Sciences Greenhouse Program
Pennsylvania Infrastructure Technology Alliance
(PITA)
Pennsylvania Industrial Resource Center Program
Pennsylvania Technical Assistance Program
(PennTAP)
Pittsburgh SuperComputing Center
Powdered Metals Initiative
Research and Development Tax Credit Program
Technology Fund Investment
Technology Collaborative
Technology Development Grant
University Research Grant
Workforce Leadership Grants
Sheri Collins (717-720-1317)

Travel, Film, and Economic Development Market— ing Office

Film Tax Credit
Marketing to Attract Tourism
Tourism Accredited Zoos
Janice Collier (717-720-1312)

Energy Conservation & Weatherization

Weatherization Program Guidelines
Weatherization Program Directives
Lynette Praster (717-425-7643)

V. OTHER

Center for Community Financing

Consolidated Plan
Ed Geiger (717-787-5327)

Energy Conservation & Weatherization

ARRA Weatherization State Plan
Regular DOE Weatherization State Plan
Lynette Praster (717-425-7643)

CONSERVATION AND NATURAL RESOURCES

POLICY STATEMENTS:

Bureau of Forestry

State Forest Natural Areas
Contact: Ellen Shultzabarger (717-214-3813)

Acquisition Transfer or Exchange of State Forest Land
Acquisition
Contact: Craig Chapman (717-783-0387)

Bureau of State Parks

State Park User Fees
Contact: David Sariano (717-787-6640)

Transfer or Exchange of State Park Land
Contact: Bob Barth (717-787-6674)

State Park Natural Areas
Contact: Bob Barth (717-787-6674)

Bureau of Recreation and Conservation

Land Acquisition Grants
Contact: Salyn Stover (717-783-2663)

GUIDANCE MANUALS:

Bureau of Forestry

Cooperative Forest Insect Pests Suppression Program—
Procedure for Cooperator Participation Manual County/
Municipal Cooperator

Cooperative Forest Insect Pests Suppression Program—
Procedure for Cooperator Participation Manual—Other
Agency Cooperator

Cooperative Forest Insect Pests Suppression Program—
Procedure for Cooperator Participation Manual—Forest
Stewardship Cooperator

Cooperative Gypsy Moth Suppression Program Operating
Procedure and Deadlines Manual
Contact: Donald Eggen (717-948-3941)

Forest Fire Warden Manual
Contact: Randall White (717-783-7959)

Wildland/Urban Interface Guidance Document
Contact: Levi Gelnett (717-783-7956)

Forest Camp Lease Manual
Contact: Brad Wendt (717-783-4481)

Right-of-Way Administration Manual
Contact: David Mong (717-783-7947)

Snowmobile Youth Safety Instructor's Manual
Contact: Jason Hall (717-783-7941)

ATV Youth Safety Instructor's Manual
Contact: Jason Hall (717-787-3706)

Forest Products Permit
Contact: John Hecker (717-787-4009)

Silviculture Manual
Contact: Scott Miller (717-772-0272)

Camping Permit
Contact: Matt Beaver (717-783-7941)

District Forester Permit
Contact: John Hecker (717-787-4009)

Road Use Agreement
Contact: William Cook (717-346-9797)

Special & Commercial Activities Agreement
Contact: Matt Beaver (717-783-7941)

License for Right of Way
Contact: David Mong (717-783-7947)

Prospecting Permit Coal & Water
Contact: Ted Borawski (717-772-0269)

Seismic Survey Agreement
Contact: Ted Borawski (717-772-0269)

Oil and Gas Leases
Contact: Ted Borawski (717-772-0269)

Surface Use Agreements
Contact: Ted Borawski (717-772-0269)

Gas Storage Leases
Contact: Ted Borawski (717-772-0269)

Agreements of Consent to Assignments
Contact: Ted Borawski (717-772-0269)

Coal Agreements
Contact: Ted Borawski (717-772-0269)

Hard Mineral Agreement
Contact: Ted Borawski (717-772-0269)

Unitization Agreements
Contact: Ted Borawski (717-772-0269)

River Lands Gas Leases
Contact: Ted Borawski (717-772-0269)

Bureau of Recreation and Conservation
Pennsylvania Scenic Rivers Program Guidelines
Pennsylvania Scenic Rivers Program Management Guide-
lines

Pennsylvania Scenic Rivers Program Eligibility Process
and Criteria
Contact: Terry Hough (717-783-2712)

Community Conservation Partnerships (C2P2) Grant
Manual and Forms
A Guide to Funding Recreation and Conservation Projects
Contact: Greg Gove (717-783-2662)

Swimming Pool Management Manual
Contact: Greg Gove (717-783-2662)

Heritage Parks Program Manual and Forms
Contact: Alan Chace (717-783-5877)

County Greenways and Open Space Network Guidelines
Contact: Diane Kripas (717-772-1282)

Bureau of State Parks

Antenna Sites
Contact: Lori Nygard (717-783-3307)

Boating/Boat Docks

Geocaching

Marina Manuals

Search and Rescue

Swimming/Lifeguard Manuals

Rock Climbing
Contact: Ryan Dysinger (717-783-3307)

Commercial Use Licenses

Concession Leases

Conservation Volunteer Program

Leased Campsite & Houseboats

Occupancy Agreements

Road Use Agreements

Rights-of-Way

Contact: Rex Lord (717-783-3307)

Topographic and Geologic Survey

PA Internet Record Imaging System Contact: Kristen
Carter (412-442-4234)

PA Ground Water Information System
Contact: Stuart Reese (717-702-2028)

EDUCATION

POLICY STATEMENTS:

State Board of Education

- Statement of Policy—Accrediting Organizations
Contact: Karen Molchanow (717-787-3787)

Bureau of Teaching and Learning—School Services Unit

- Basic Education Circular Education for Homeless
Youth; 42 U.S.C. § 11431 et.seq.
Contact: Sheldon Winnick (717-772-2066)

- Basic Education Circular Pregnant & Parenting Teen;
24 P. S. § 13-1327
Contact: Carmen Medina (717-783-6466)

- Basic Education Circular Alternative Education for
Disruptive Youth (Available on the website.)
Contact: Tina Weaver (717-783-9298)

- Charter School Application (on PDE Website)
- Cyber Charter School Application (on PDE Website)
- Pennsylvania Charter School Annual Report (on PDE
Website)

- Competitive Charter School Federal Grant Program (on PDE Website)
 - Competitive PA Charter School Planning Grants-Guidelines and Application Forms (on PDE Website)
 - Cyber Charter Schools Review (On PDE Website)
- Contact: Marlene Kanuck (717-783-9294)

Bureau of School Leadership and Teacher Quality

- Pennsylvania Department of Education Standards, Policies and Procedures for State Approval of Certification Programs and for the Certification of Professional Educators for the Public Schools of Pennsylvania
- Contact: Christina Baumer (717-783-6720)

- Certification and Staffing Policies and Guidelines Regarding Education Certification and Staffing Requirements for Public Schools
- Contact: Karen Turner (717-783-6730)

- Policy on Evaluation Procedure for Certificate of Preliminary Education Evaluation of Credentials
- Memorandum to inform school entities of Computer Education Guideline
- Memorandum to inform school entities of Emergency Permits
- Memorandum to inform school entities of Emergency Permit Updates and Revised 338E Form
- Memorandum to inform school entities of Emergency Permit Electronic Processing for Day-to-Day Substitute Teachers
- Memorandum to inform school entities of English as a Second Language: General Policies and Competencies
- Memorandum to inform school entities of Education Resolutions for No Child Left Behind Legislation
- Memorandum to inform colleges/universities of Test Rules for 2002-2003
- Notice to inform Out-of-State Certificate Candidates of Chapter 354 Regulations Regarding GPA and Math/English Requirements
- Notice to Inform State Board Resolutions for Interstate Agreement and Replacement of PLT
- Memorandum to inform school entities of certification updates regarding ESL, Act 48 and TIPS website (March 4, 2004)
- Memorandum to inform school entities of certification updates regarding Act 48 four-year notices and American Board certification (April 23, 2004)
- Memorandum to inform school entities of change to payment method for application fees (July 30, 2004)
- Memorandum to inform school entities of Instructional Level II application requirements (September 2, 2004)
- Memorandum to inform school entities of requirement of official transcripts with certification applications (October 26, 2004)
- Memorandum to inform school entities of American Board for Certification of Teacher Excellence (January 6, 2005)
- Memorandum to inform school entities of procedures to update educator addresses with PDE (April 26, 2005)
- Memorandum to inform school entities of Act 36 procedures for requesting substitute teachers (May 9, 2005)
- Memorandum to inform school entities of revision to CSPG #61 for Special Education N-12 (May 10, 2005)
- Memorandum to inform school entities of Act 48 deadline extension (August 4, 2005)
- Memorandum to provide clarification to school entities on official transcript requirements with certification applications (September 22, 2005)
- Memorandum to inform school entities of new on-line teacher certification application system (October 14, 2005)

- Memorandum to inform school entities that Reading Specialist certification will no longer be available as an “add-on” area (November 29, 2005)
- Memorandum to inform school entities of extension of deadline to apply for Reading Specialist certification as an “add-on” (March 2, 2006)
- Memorandum to inform school entities of procedures for applying for Level II certification (March 22, 2006)
- Memorandum to inform school entities and Pennsylvania teacher preparing colleges/universities of revisions to fee structure for all Pennsylvania certification applications (May 23, 2006)
- Memorandum to inform school entities of Vocational Certification Staffing Policies and Guidelines (August 27, 2007)
- Memorandum to inform school entities of updated procedure for applying for Letter of Equivalency for Master’s Degree (October 25, 2007)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities regarding revisions to CSPG No. 21—Testing (May 30, 2008)
- Memorandum to school entities regarding revisions to CSPG No. 13—Emergency Permits (June 17, 2008)
- Praxis Composite Score (March 10, 2009)
- Speech and Language Praxis Content Test (February 24, 2009)
- Emergency Permit Reminders (June 4, 2009)
- Acceptance of Mathematics and English Requirements When No Credit is Awarded (June 9, 2009)
- Vocational Instructional Programs-78 Credit Requirement (July 2009)
- CSPG No. 45—Foreign World Languages (July 1, 2009)
- CSPG No. 5—Evaluation of Credentials for Individuals Prepared Outside of the United States (July 1, 2009)
- Revisions to CSPG No. 5 and CSPG No. 6 (August 21, 2009)
- New Teacher Certification Fees Notification (March 5, 2010)
- Level II Conversion (April 30, 2010)
- Emergency Permit Processing (May 28, 2010)
- Instructions for Emergency Uploads for 2010-2011 School Year (June 29, 2010)
- Certification and Staffing Policy Guidelines Updates (July 15, 2010)
- Certification Application Processing (August 23, 2010)
- Development of New Testing Program (December 20, 2010)
- Updates and Reminders on Submitting Certification Applications (February 10, 2010)
- New Test Development (February 10, 2010)
- Certification Testing Updates (March 23, 2010)
- Development of New Testing Program (April 15, 2011)
- Administrative Certification and the PIL Induction Requirement (May 4, 2011)
- 2012-2013 Emergency Permits (June 11, 2012)
- CSPG 33-Business, Computer and Information Technology (July 1, 2012)
- TIMS Updates (July 31, 2012)
- TIMS Profile Change and Generic Overview (October 2, 2012)
- Updated Employee Evaluation Forms for Instructional and Instruction II Teachers (October 11, 2012)
- Expedite Policy (January 17, 2013)
- Focus Periods for TIMS Application Reviews (February 6, 2013)
- CSPG Updates (February 26, 2013)
- How to Obtain Assistance (March 21, 2013)
- CSPG 3—Validity of a Pa Certificate (Aug. 1, 2013)
- CSPG 95—Principal (Aug. 1, 2013)

- CSPG 104—Limitation of Assignment of Middle and Secondary Teachers (Aug. 1, 2013)
- Certification Application Fee Increase (Aug. 6, 2013)
- CSPG 76—Elementary and Secondary School Counselor (Sept. 1, 2013)
- Teacher Information Management System (TIMS) Public Website Available (Sept. 7, 2013)
- Certification Staffing Policies and Guidelines (CSPG) Updates (Sept. 30, 2013)
- CSPG 21—Testing (Jan. 1, 2014)
- Certification Staffing Policies and Guidelines (CSPG) Updates (Jan. 27, 2014)
- CSPG 32—Biology (March 1, 2014)
- CSPG 36—Communications (March 1, 2014)
- CSPG 46—General Science (March 1, 2014)
- CSPG 47—Health and Health & Physical Education (March 1, 2014)
- CSPG 61—Special Education PreK-8 and 7-12 (March 1, 2014)
- CSPG 69—Grades PK-4 (March 1, 2014)
- CSPG 70—Grades 4-8 (March 1, 2014)
- Revision to Military Science Certification Requirements (March 3, 2014)
- Highly Qualified Dance (March 27, 2014)
- CSPG 63—Special Education Speech and Language Impaired (April 1, 2014)
- CSPG 67—Military Science Programs (April 1, 2014)
Contact: Nancy Chervis or Phil Ferrari (717-728-3224)
- Memorandum to Pennsylvania teacher preparing colleges and universities announcing six new Praxis series assessments for beginning teachers effective November 1, 1997 and the qualifying scores for these assessments.
- Memorandum to teacher preparing colleges and universities providing instruction and policies for the use of new application forms for professional educator certification.
- Memorandum to provide for new processing procedures for Emergency Certificates.
- Memorandum to Pennsylvania teacher preparation institutions announcing changes to the Pennsylvania Certification Testing program effective September 1, 2001.
- Memorandum to Pennsylvania teacher preparing institutions announcing changes to major reviews and changes to the Pennsylvania Teacher Testing Program for the 1998-99 program year.
- Memorandum: Important Notice on Tests Required (March 2000)
- Memorandum: Important Notice on Tests Required (March 2001)
- Memorandum: Important Notice on Tests Required (April 2001)
- Guidelines for Reporting Pennsylvania Institutions of Higher Education Responses to Title II, Section 207 of the Higher Education Act of 1998 & General Standards for the Institutional Preparation of Professional Educators—Chapter 354
- Memorandum: Important Notice Regarding Title II, Section 207 of the Higher Education Act of 1998.
- Professional Educator Memorandum—01 (February 2001) Guide to Interpreting Chapter 354
- Professional Educator Preparation Memorandum—02 (July 27, 2001)
- Professional Educator Preparation Memorandum—03 (September 18, 2001)
- Professional Educator Preparation Memorandum—04 (December 7, 2001)
- Professional Educator Preparation Memorandum—05 (February 20, 2002)
- Professional Educator Preparation Memorandum—06 (November 12, 2002)
- Professional Educator Preparation Memorandum—07 (May 19, 2003)
- Professional Educator Preparation Testing Memorandum—01 (January 22, 2002)
- Professional Educator Preparation Testing Memorandum—02 (April 29, 2002)
- Professional Educator Preparation Testing Memorandum—03 (May 30, 2002)
- Professional Educator Preparation Testing Memorandum—04 (January 10, 2003)
- Professional Educator Preparation Testing Memorandum—05 (August 25, 2003)
- Professional Educator Preparation Testing Memorandum—06 (November 21, 2003)
- Professional Educator Preparation Testing Memorandum—07 (July 12, 2004)
- Professional Educator Preparation Testing Memorandum—08 (April 29, 2005)
- Memorandum to Pennsylvania teacher preparing colleges/universities regarding Chapter 49 proposed changes to Early Childhood, Elementary and Special Education guidelines (September 20, 2005)
- Professional Educator Program Memorandum #10—GPA Requirements (January 24, 2006)
- Memorandum to provide Pennsylvania teacher preparing colleges/universities with information on initial program reviews (August 31, 2006)
- Memorandum to inform Pennsylvania teacher preparing colleges/universities of criminal history records amendment to 24 PS 1-111 (September 6, 2006) Memorandum to Pennsylvania teacher preparing colleges/universities regarding Title II foreign language test results reporting (October 30, 2006)
- Memorandum to Pennsylvania teacher preparing colleges/universities regarding FBI background check requirements (November 27, 2007)
- Memorandum to Pennsylvania teacher preparing colleges/universities providing notes to include on student advisement sheets in catalogs regarding State Board of Education adopted changes that affect teacher certification programs (March 31, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities regarding the release of the PIL Invitation to Qualify (April 16, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of the new guidelines for grades 4-8 (April 18, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of new Pre-k through 4th Grade guidelines (May 2, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of new Special Education and ELL guidelines (May 6, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of new Special Education Guidelines (June 13, 2008)
- Chapter 49 Conferences Summary Report (October 28, 2008)
- Background Check Information—Adding New Users (December 11, 2008)
- ELL Resource (August 13, 2009)
- ELL Terminology (August 13, 2009)
- Standard Deviation 2.8 GPA (October 7, 2009)

- Math and English Requirements AP Course—Testing (October 7, 2009)
 - Electronic Application Upgrades (January 22, 2010)
 - Testing Memo 15—Updated Tests (January 25, 2010)
 - Re-Test Program for Praxis I and II (February 9, 2010)
 - Raising GPA with 12 Graduate Credits (February 17, 2010)
 - New Certification Fees (March 11, 2010)
 - Recommendations for Level I Certification (April 27, 2010)
 - Testing Memo (July 14, 2010)
 - Testing Memo—Updated Tests (September 13, 2010)
 - Reporting on Certification Preparation Programs for Academic Year 2009-2010 (September 27, 2010)
 - Autism Guidelines (October 6, 2010)
 - Changes to PreK—4 and 4—8 Programs Due to TAOC Articulation (March 31, 2011)
 - Educator Programs Due to Expire August 2013 (December 10, 2012)
 - Reminder to Process TIMS Application Reviews (February 8, 2013)
 - Education Specialists—PAPA Tests (April 12, 2013)
 - Abbreviated Annual Review Report for 2011-2012 Academic Year (April 17, 2013)
 - Middle Level Add-On Applications for August Graduates Earning the Initial Credential (June 6, 2013)
 - Professional Educator Testing Memorandum #20 (July 1, 2013)
 - Policies of Educator Preparation Programs (July 31, 2013)
 - Application Submission and Certificate Effective Date Policy for Expiring Early Childhood N-3, Elementary K—6, Middle Level 7—9 and Special Education N-12 Certificates (Aug. 29, 2013)
 - Basic Skills Assessment Policy (Sept. 9, 2013)
 - Mathematics Coach Endorsement Guidelines (Sept. 30, 2013)
 - Elementary and Secondary School Counselor Guidelines (Nov. 22, 2013)
 - Abbreviated Annual Review Report for the 2012-13 Academic Year (Jan. 17, 2014)
 - Elementary and Secondary School Counselor PK—12 Questions & Answers (Jan. 22, 2014)
 - 2014 Praxis Certification Test Changes (Jan. 30, 2014)
 - Clarification: Candidates Who are Eligible to Earn a Special Education Certification (March 3, 2014)
- Contact: Christina Baumer (717-783-6720)
- Memorandum to inform school entities of making 2002-2003 date on highly qualified teachers in Pennsylvania available to all local school entities (October 17, 2003)
 - Memorandum to inform school entities of reporting data on the Highly Qualified Teachers—State Report Card (November 10, 2003)
 - Memorandum to inform school entities of guidelines for Bridge I and Bridge II Highly Qualified Designation (March 9, 2005)
 - Memorandum to inform school entities of NCLB requirements for elementary level special education teachers (March 10, 2005)
 - Memorandum to Pennsylvania teacher preparing colleges/universities regarding special education candidates who will be affected by the academic content requirements contained within the No Child Left Behind Act. (March 28, 2005)
 - Memorandum to inform school entities of Bridge program extension (July 1, 2005)
 - Memorandum to inform school entities of availability of Bridge I extension reporting system (November 4, 2005)
 - Memorandum to inform school entities of updates regarding highly qualified issues (June 16, 2006)
 - Memorandum to inform school entities and Pennsylvania teacher preparing colleges/universities of NBPTS Grant availability (August 18, 2006)
 - Memorandum to provide update to school entities on Pennsylvania's HQT, HOUSSE and Bridge programs (June 13, 2007)
 - Memorandum to provide charter schools with HQT requirements (June 13, 2007)
 - Memorandum to inform school entities of requirements for completion of Bridge Program (March 20, 2008)
 - Memorandum to inform school entities of Implementation of the Technical Assistance and Accountability Provisions of Section 2141 of the Elementary and Secondary Education Act, as Amended by No Child Left Behind (August 27, 2008)
 - Clarification on PA's Highly Qualified Teacher Guidelines Applicable to Departmentalized or Self-Contained Fifth and Sixth Grade Classrooms (April 24, 2009)
 - Memorandum to inform charter schools to Reiterate Highly Qualified Teacher Requirements for Charter School Teachers and to Request the Submission of Charter School Educator Record Data Form for All Non-Certified Core Academic Subject Teachers (August 17, 2009)
 - 2011 Higher Education Opportunity Act Title II Report Card Data Collection (February 17, 2011)
 - 2013 Eligible Partnerships Grant Program (May 21, 2013)
- Contact: Jamal Wakeen (717-772-3566)
- Specific Program Guidelines for State Approval of Professional Educators (January 2001)
- Contact: Christina Baumer (717-783-6720)
- Bureau of Adult Basic and Literacy Education**
Division of Adult Education
- Adult Education and Family Literacy Guidelines for services offered with the following funding: Pennsylvania Act 143 of 1986, Title 24, Chapter 31 Adult and Family Literacy Education Act and Workforce Investment Act of 1998, Title II (Federal Adult Education and Family Literacy Act)
 - Policy C.100, Adult Education and Family Literacy Performance Standards
 - Policy C.130, Verification and Reporting of Data
 - Policy C.135, Core Outcomes
 - Policy C.330, Early Childhood Assessment
 - Policy C.800, Nonimmigrant Foreign Students with F-1 Visa
 - Policy C.900, Safety and Security
 - Policy D.100, Adult Learner Assessment
 - Policy D.120, Special Needs Student Assessment
 - Policy D.130, Distance Learning
 - Policy D.150, Interactive Literacy Activities (ILA)
 - Policy D.160, Interactive Literacy Activities (ILA) Assessment
 - Policy F.100, Professional Development
 - Policy G.100, Workforce Development System
 - Policy Guidance H.100, Residency Requirements for Issuance of the Commonwealth Secondary School Diploma through GED® Testing
 - Policy Guidance, H.200, GED® Testing for Institutionalized Youth
 - Policy H.300, Verification of GED® Test Candidate Identity and Pennsylvania Residency
 - Policy Guidance H.400, Foreign Language Versions of the GED® Tests and Credentials
 - Policy H.500, The Official GED® Practice Tests as a Condition for GED Testing eData v2 Instruction Manual
- Contact: Amanda Harrison 717-772-3739

**Bureau of Postsecondary and Higher Education
Division of Higher and Career Education**

- Private Licensed Schools Memorandum—Revised Board Policy on the Use of the Term Tuition “Savings”
- Private Licensed Schools Memorandum—Revised Scholarships Policy
- Private Licensed Schools Memorandum—Applications for Approval of New Programs
- Private Licensed Schools Memorandum—Student Information Publications
- Private Licensed Schools Memorandum—Clock Hour/Lesson/Semester Credit/Quarter Credit
- Private Licensed Schools Memorandum—Statement Concerning Transfer of Credit Hours
- Private Licensed Schools Memorandum—Contract Bond Form
- Private Licensed Schools Memorandum—Allowable Administrative Fee and Refunds of \$25.00 or Less
- Private Licensed Schools Memorandum—Non-Resident Program Application
- Private Licensed Schools Memorandum—Program Applications
- Private Licensed Schools Memorandum—Leave of Absence
- Private Licensed Schools Memorandum—Enrollment in Single Courses
- Private Licensed Schools Memorandum—Non-Resident Program Application
- Private Licensed Schools Memorandum—Limit of 3 Applications
- Private Licensed Schools Memorandum—Enrollment Agreement and Alternate
- Private Licensed Schools Memorandum—Irrevocable Administrative Trust
- Private Licensed Schools Memorandum—Financial Reporting
- Private Licensed Schools Memorandum—Cure Period
- Private Licensed Schools Memorandum—Taking Attendance
- Private Licensed Schools Memorandum—Fines and Violations
- Private Licensed Schools Memorandum—Certificate of Occupancy Required
- Private Licensed Schools Memorandum—Trimester Credits
- Private Licensed Schools Memorandum—Externships
- Private Licensed Schools Memorandum—Electronic Financial Reporting
- Private Licensed Schools Memorandum—Invitation to Provide Feedback
- Private Licensed Schools Memorandum—New Director Seminar—Required
- Private Licensed Schools Memorandum—Role and Authority of Financial Review Committee
- Private Licensed Schools Memorandum—Application Quality
- Private Licensed Schools Memorandum—Job Opportunities

Contact: Patricia Landis (717-783-8228)

Bureau of Career and Technical Education

- Pennsylvania State Plan for the Administration of the Carl D. Perkins Career and Technical Education Improvement Act of 2006
- Contact: Frank DiNatale (717-783-6981)
- Administration Guidelines for the Accreditation System of Institutions for Adult Education
- Contact: Beth Marshall (717-783-6860)

Bureau of Teaching and Learning

- Pennsylvania State Board of Education AIDS Policy—Admissions/Readmissions of Students or Staff Persons with AIDS, March 1987
- Contact: Lynda Bryant (717-772-0067)
- Enhanced Driver Education Program Guide
 - Procedures for Establishing a Private Driver Training School
- Contact: Division of Curriculum (717-783-3958)
- Act 48 of 1999 Appeals Process Statement of Policy
- Contact: Bob Staver (717-783-6583)

Bureau of Special Education

MEMORANDUM TO LOCAL EDUCATION AGENCIES (PENN*LINK):

- Use of Response to Intervention (RtI) in the Diagnosis of Specific Learning Disabilities (SLD) (March 2008)
- Contact: Jean Inskip (717-772-2647)
- PIMS and Special Education PennData Submissions (May 2008)
- Contact: Jodi Rissinger (717-783-6911)
- Public Input on Cyclical Monitoring System (May 2008)
- Contact: Jill Deitrich (717-783-6876)
- Revised Special Education Forms (June 2008)
- Contact: Janet Sloand (1-800-441-3215)
- Revised Chapters 14 and 711 (June 2008)
- Contact: Patty Todd (717-783-6885)
- Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 2008)
- Contact: Patty Todd (717-783-6885)
- Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 2008)
- Contact: Patty Todd (717-783-6885)
- PA Guidelines for Identifying Students with Specific Learning Disabilities (SLD) (August 2008)
- Contact: Jean Inskip (717-772-2647)
- Individuals with Disabilities Education Act Part B State Performance Data Reporting Fiscal Program Determinations (August 2008)
- Contact: Sue Leonard (717-772-1114)
- Paraprofessional Requirements Under Revised Chapter 14 (September 2008)
- Contact: Patty Todd (717-783-6885)
- Final-Omitted Form Rulemaking Correcting Error in Section 14.143(B) Disciplinary Placements (October 2008)
- Contact: Patty Todd (717-783-6885)
- Reporting of New Caseload Requirements (October 2008)
- Contact: Patty Todd (717-783-6885)
- Gaskin Settlement Agreement Update—Individualized Education Program (IEP) Format and Supplementary Aids and Services (October 2008)
- Contact: Patty Todd (717-783-6885)
- Side-by-Side Quick Reference of the State and Federal Special Education Regulations (October 2008)
- Contact: Patty Todd (717-783-6885)
- Questions and Answers Regarding Revised Chapter 14 (November 2008)
- Contact: Patty Todd (717-783-6885)
- Change in Amount of Special Education Service (November 2008)
- Contact: Patty Todd (717-783-6885)

- Required Reporting of the Use of Restraints (November 2008)
Contact: Elizabeth Zeisloft (717- 783-6894)
- Presentation of PSSA Accommodations Guidelines for Students with Individualized Education Programs and Students with 504 Plans (December 2008)
Contact: Dr. John Machella (814-536-1956)
- Supplemental Regulations to 34 CFR Part 300 (Special Education Programs and Services) (December 2008)
Contact: Patty Todd (717-783-6885)
- Website for Chapter 16 Questions (January 2009)
Contact: Dr. Shirley Curl (717-786-6361)
- Paraprofessional Online Courses For Special Education Paraeducator Credential of Competency Standards (February 2009)
Contact: Shatarupa Podder (717-772-2646)
- Chapter 14 Questions and Answers (Volume 3) (February 2009)
Contact: Patty Todd (717-783-6885)
- Clarification of Special Education Templates in PIMS (February 2009)
Contact: Jodi Rissinger (717-783-6911)
- Pennsylvania State Performance Plan-Enhancing Parent Involvement (March 2009)
Contact: Sandy Zeleznik (412-278-0259)
- Ensuring Accuracy in Reporting on Penn Data Table 8 (March 2009)
Contact: Jodi Rissinger (717-783-6911)
- Child Find, Equitable Participation, and Evaluations (May 2009)
Contact: Patty Todd (717-783-6885)
- Local Education Agency Representation for Individualized Education Program Team Meetings or Revisions (June 2009)
Contact: Patty Todd (717-783-6885)
- Individualized Education Program Team's Responsibility for Educational Placement in Partial Hospitalization Programs (January 2010)
Contact: Patty Todd (717-783-6885)
- Impact of School-Based ACCESS Program Services on MA Services (January 2010)
Contact: Elizabeth Zeisloft (717-783-6894)
- Dual Enrollment for Special Education Students who are Parentally-Placed in a Nonpublic School (February 2010)
Contact: Patty Todd (717-783-6885)
- Guidance for School Districts and Charter Schools in Determining if a Student with a Disability is a Foster Child or Residential Child for Billing Purposes (February 2010)
Contact: Patty Todd (717-783-6885)
- Qualified Status for Special Education Instructional Paraprofessionals (March 2010)
Contact: Shatarupa Podder (717-772-2646)
- Pennsylvania Guidelines for the Provision of Accessible Instructional Materials (AIM Guidelines) (March 2010)
Contact: Frank Irzyk (800-360-7282, ext. 3334)
- The PA Leadership Program for Special Education Leaders (April 2010)
Contact: Janet Sloand (800-441-3215)
- School-Based ACCESS Program Services and Use of Electronic Signatures (April 2010)
Contact: Elizabeth Zeisloft (717-783-6894)
- Questions and Answers Regarding Reevaluation Procedures and Process (April 2010)
Contact: Patty Todd (717-783-6885)
- Revocation of Parental Consent for Special Education and Related Services (April 2010)
Contact: Patty Todd (717-783-6885)
- Additional Questions and Answers Regarding the Use of Restraints (May 2010)
Contact: Elizabeth Zeisloft (717-783-6894)
- Required Reporting of the Use of Restraints (May 2010)
Contact: Elizabeth Zeisloft (717-783-6894)
- Pennsylvania's Individuals with Disabilities Education Act Part B Determination (June 2010)
Contact: Patty Todd (717-783-6885)
- Subgrantee Restricted Indirect Cost Recoveries—Individuals with Disabilities Education Act (June 2010)
Contact: Sue Leonard (717-772-1114)
- The Right to Education Task Force (August 2010)
Contact: Jean Inskip (717-772-2647)
- Adapted Physical Education (September 2010)
Contact: Janet Sloand (800-441-3215)
- Special Education Plan Requirements—Instructional Guidelines for English Language Learners (October 2010)
Contact: Jean Inskip (717-772-2647)
- Legal Requirements Governing Resolution Meetings (November 2010)
Contact: Patty Todd (717-783-6885)
- BrainSTEPS Program (December 2010)
Contact: Brenda Eagan Brown (724-944-6542)
- Request for School Based ACCESS Program Restrict Account Monies—Retirement Contribution Calculations (January 2011)
Contact: Karen Porambo (717-705-5186)
- Restructuring Special Education for Students with Complex Support Needs (January 2011)
Contact: Dr. John Machella (814-536-1956)
- Policy to Remit Interest on Federal Funds (February 2011)
Contact: Sue Leonard (717-772-1114)
- Keystone Exams and Participation of Students with Disabilities (March 2011)
Contact: Dr. John Machella (814-536-1956)
- Voter Registration as Part of Transition to Adult Life and Voter Registration as Part of Implementation of Chapter 15 Basic Education Circulars (March 2011)
Contact: Richard Moss (717-783-6135)
- Commitment to Effective Instructional Practices and Assessment for Students with Complex Support Needs (March 2011)
Contact: Dr. John Machella (814-536-1956)
- Revision to Revocation of Consent (March 2011)
Contact: Patty Todd (717-783-6885)
- Participation of Students with Disabilities in the Keystone Exams (April 2011)
Contact: Dr. John Machella (814-536-1956)
- Growth Measure for Students with Complex Support Needs (April 2011)
Contact: Dr. John Machella (814-536-1956)
- Clarification of the Pendency/Stay Put Policy (April 2011)
Contact: Patty Todd (717-783-6885)

- Educational Services for Students Who Turn 21 Years of Age During the School Term (May 2011)
Contact: Patty Todd (717-783-6885)
 - Clarification of Responsibilities Relating to “Host” Districts, “Resident” Districts and the Use of the Request for Change in Approved Private School Assignments (June 2011)
Contact: Dr. Ronald Wells (717-783-6882)
 - Special Education Plan Requirements—Identification of Students with Specific Learning Disabilities using the Response to Instruction and Intervention Option (November 2011)
Contact: Jean Inskip (717-772-2647)
 - Rosa’s Law—Change in Disability Terminology (January 2012)
Contact: Patty Todd (717-783-6885)
 - Internet-Based Tools and Dispute Resolution Services from the Office of Dispute Resolution (January 2012)
Contact: Office for Dispute Resolution (800-222-3353)
 - Elimination of the Pennsylvania System of School Assessment Modified (May 2012)
Contact: Dr. John Machella (814-536-1956)
 - CMS Review—Impacts for the School-Based ACCESS Program (July 2012)
Contact: Elizabeth Zeisloft (717-783-6894)
 - Issuance of Prior Written Notice for Evaluations and Reevaluations (September 2012)
Contact: Patty Todd (717-783-6885)
 - Individualized Education Program (IEP) Assessment Changes (October 2012)
Contact: Dr. John Machella (814-536-1956)
 - Intensive Interagency Coordination Training (October 2012)
Contact: Elizabeth Zeisloft (717-783-6894)
 - The Requirement of State Performance Plan Indicator 8 and PaTTAN Resources to Enhance Parent Engagement (February 2013)
Contact: Sandy Zeleznik (412-278-0259)
 - Individuals with Disabilities Education Act (IDEA)—Chapter 14 and 711 Regulations that Exceed Federal Requirements (March 2013)
Contact: Patty Todd (717-783-6885)
 - Individuals with Disabilities Education Act Part B Parental Consent to Access Public Benefits or Insurance (e.g.) Medicaid (March 2013)
Contact: Jean Inskip (717-772-2647)
 - Immunization Requirements and Students with Disabilities (April 2013)
Contact: Patty Todd (717-783-6885)
 - Student Enrollment in Department Funded Slots for Services Provided by the Approved Private Schools and Chartered Schools for the Deaf and Blind Basic Education Circular (April 2013)
Contact: Dr. Ronald Wells (717-783-6882)
 - Extended School Year Eligibility (May 2013)
Contact: Patty Todd (717-783-6885)
 - School-Based ACCESS Program—Update Regarding Federal Centers for Medicare and Medicaid Audit (July 2013)
Contact: Jean Inskip (717-772-2647)
 - Pennsylvania’s Individuals with Disabilities Education Act Part B Determinations (July 2013)
Contact: Sandy Zeleznik (412-278-0259)
 - Pennsylvania Alternate System of Assessment—Important Test Administration Information (August 2013)
Contact: Dr. John Machella (814-536-1956)
 - Updates to Coordinated Early Intervening Services and Significant Disproportionality (August 2013)
Contact: Jodi Rissinger (717-783-6911)
 - Graduation Requirements for Students with Disabilities (August 2013)
Contact: Patty Todd (717-783-6885)
 - Meeting the Academic Needs of the Gifted Learner (September 2013)
Contact: Dr. Shirley Curl (717-786-6361)
 - School-Based ACCESS Program—Billing Procedures and Requirements for Reimbursements (November 2013)
Contact: Jean Inskip (717-772-2647)
 - Changes in the Pennsylvania Alternate System of Assessment and Instructional Supports for Teachers (November 2013)
Contact: Dr. John Machella (814-536-1956)
 - Pennsylvania System of Alternate Assessment and the Pennsylvania Core Standards (May 2014)
Contact: Dr. John Machella (814-536-1956)
- Bureau of Budget and Fiscal Management**
- School Construction Policies and Procedures (This booklet describes how reimbursement is calculated along with examples and formulas.)
Contact: Eileen Jacobs (717-787-5993)
- Executive Offices—Charter / Cyber Charter Schools**
- Charter School Application (PDE Website)
 - Cyber Charter School Application (PDE Website)
 - Charter School Student Enrollment Notification Form (PDE Website)
 - Budget Template Sample (PDE Website)
 - Cyber Charter Renewal Application (PDE Website)
 - Petition to Appeal Denial of Charter School Application (PDE Website)
Contact: Elizabeth Anzalone (717-787-9744)
- GUIDANCE MANUALS:**
- Office of Postsecondary and Higher Education
Division of Higher and Career Education**
- Records Accessibility Policy for Closing / Closed Degree Granting Institutions
 - Substantive Change Policy for Degree Programs
 - Memo dated May 18, 2005 with Instructions for Preparing Program Applications
 - AP 176 Instructions for Preparing the Private Licensed Schools Contract Bond
 - PDE-4627 Student Information Publication Requirements and Instructions
 - PDE-3774 Enrollment Agreement Check Sheet
Contact: Patricia Landis (717-783-8228)
- Bureau of Special Education**
- Education of Students with Hearing Loss
Contact: Shatarupa Podder (717-772-2646)
 - Special Education Complaint Investigation Manual
Contact: Maria Mardula (717-787-5770)
 - Intermediate Unit Special Education Plan Guidelines
Contact: Shatarupa Podder (717-772-2646)
 - Individuals with Disabilities Education Act-Part B Program Guidelines for Local Education Agency Applications
Contact: Patty Todd (717-783-6885)

- Special Education Contingency Fund Guidelines
Contact: Dr. Ronald Wells (717-783-6882)
 - Individuals with Disabilities Education Act-Part B (IDEA-B), IDEA-B, Section 611, Special Education State Grant
Contact: Patty Todd (717-783-6885)
Sue Leonard (717-772-1114)
 - PA Guidelines for De-escalation and the Use of Restraints in Educational Programs
Contact: Elizabeth Zeisloft (717-783-6894)
 - Chapter 14 Questions and Answers (Paraprofessional, Volume 2, and Volume 3)
Contact: Patty Todd (717-783-6885)
 - PA Guidelines for Identifying Students with Specific Learning Disabilities (SLD)
Contact: Dr. John Machella (814-536-1956)
 - Identification of Students with Specific Learning Disabilities (SLD) using Response to Intervention (RtI)
Contact: Patty Todd (717-783-6885)
 - Credential of Competency for Special Education Paraeducators
Contact: Shatarupa Podder (717-772-2646)
 - Identification of Students with Specific Learning Disabilities (SLD) using Response to Intervention (RtI)
Contact: Dr. John Machella (814-536-1946)
 - School District Special Education Plan Guidelines
Contact: Jean Inskip (717-772-2647)
 - Secondary Transition Folder CD
Contact: Maria Mardula (717-787-5770)
 - Special Education Mediation Services
Contact: Kerry Smith (800-222-3353)
 - State Plan under the Individuals with Disabilities Education Act—Part B
Contact: Patty Todd (717-783-6885)
- Office of Child Development and Early Learning Pennsylvania Pre-K Counts**
- List of Programs by County and Enrollment Contacts, June 2012
Contact: Deborah C. Wise (717-787-7489)
- Head Start Supplemental Assistance Program**
- Head Start Supplemental Assistance Program Continuation Grant Guidance
Contact: Deborah C. Wise (717-787-7489)
- Early Intervention Services**
- 2010-2011 Pennsylvania State Interagency Coordinating Council—Early Intervention in Pennsylvania—Annual Report Submitted to the Governor
Contact: Carl Beck (717-214-7130)
 - Intermediate Unit Special Education Plan Guidelines
Contact: Deb Noel (717-265-8900)
 - State Early Intervention, Federal 619 IDEA B and Component I Guidelines
Contact: Brian Bell (717-346-0038)
 - Grant Procedure Manual
Contact: Brian Bell (717-346-0038)
 - Certificate of Competency—COC EI Standards for Licensed Private Providers applications and instructions
Contact: Kathy Vradenburgh (717-346-1117)
 - Certificate of Competency—COC Directions and Requirements for Renewals Only
Contact: Kathy Vradenburgh (717-346-1117)

• ELS-EI-06 #04	Natural Environments	7/24/2006
• ELS-EI-06 #07	Clarification of Waiver of 4300 Fiscal Regulations	8/15/2006
• ELS-EI-06 #09	Childhood Lead Poisoning Prevention Program	8/24/2006
• ELS-EI-06 #10	Acceptable Signers of the Beneficiary Choice Form for Infants, Toddlers and Families Medicaid Waiver	9/05/2006
• ELS-EI-06 #12	Medicaid Waiver for Infants, Toddlers and Families Renewal	10/03/2006
• EI-07 #03	Mediation Procedures for EI, Part C	1/26/2007
• EI-07 #04	OCDEL Operating Agreement, ITF Provider Agreement And County/Provider Contract	4/03/2007
• EI-07 #12	PA Pre-K Counts and Early Intervention Working Together	10/24/2007
• EI-07 #13	Third Party Insurance Denials and Leader Services	11/20/2007
• EI-08 #02	Reportable Incidents	3/07/2008
• EI-08 #03	Extent and Duration of Early Intervention Programs for Preschoolers, Including Services During Scheduled Breaks in Their Programs	4/16/2008
• EI-08 #04	Early Intervention Management Verification Tool	7/01/2008
• EI-08 #05	Issuance of Two New Forms-the Evaluation Reports (ER) And the Individualized Family Service Plant (IFSP)/Individualized Education Program (IEP)	6/30/2008
• EI-08 #09	Early Intervention Special Education Plan Review Notice (EI SEPRN)	8/18/2008
• EI-08 #10	Eligibility for Infants Toddlers Families Medicaid Waiver	9/22/2008
• EI-09 #01	Recommendations for Children who are Deaf or Hard of Hearing (DHOH)	1/2/2009
• EI-09 #05	Provider Monitoring Tool and Service Coordination Monitoring Tool	2/16/2009
• EI-09 #06	Local Determination Process and the Performance Improvement Process	3/24/2009
• EI-09 #11	Infant/ Toddler Early Intervention Service Coordination	08/14/2009

- EI-09 #13 Childfind System Including Children who are Wards of the State, Children Living in Residential Facilities Children Who Were Abused And Children who are Homeless 09/11/2009
- EI-09 #14 Contracting With Early Intervention Service Providers and Suspending and Terminating Early Intervention Service Providers 09/16/2009
- EI-09 #17 Qualifications for Individuals to Provide Speech-Language Pathology Services in Early Intervention and the Requirements for Billing 10/05/2009
- EI-09 #18 Update on Early Learning Network and Child Outcome Reporting in 2009-2010 10/19/2009
- EI-09 #19 Transition of Preschool Children to School Age Programs 10/20/2009
- EI-2010 #01 Revised Early Intervention Audit And Fiscal Reporting Requirements 01/19/2010
- EI-2010 #02 Release of Information 01/29/2010
- EI-2010 #03 Session Notes 04/07/2010
- EI-2010 #04 Operational Guidance for Infant/Toddler Programs Regarding Children Living in Residential Facilities 04/09/2010
- EI-2010 #06 Funding Responsibilities for Early Intervention Services For Children at Kindergarten Age 05/18/2010
- EI-2010 #07 Paraprofessional Qualifications 06/15/2010
- EI-2010 #08 Amended Behavior Supports for Young Children 10/25/2010
- EI-2010 #09 State Set Rates for Infant Toddler Early Intervention Services 11/09/2010
- EI-2011 #01 IDEA Early Intervention Complaint Procedures 06/01/2011
- EI-2011 #02 ACT 24 of 2011 Implementations-PELICAN Data Moratorium
- EI-2011 #03 Annual Data Review
- EI-2011 #04 Infant/Toddler Early Intervention Cost Centers
- EI-2012 #01 Screening, Evaluation and Assessment in Early Intervention
- EI-2012 #02 Updates to Early Intervention Policy Based on Requirements in IDEA Part C Regulations
- EI-2012 #03 Confidentiality, Parent Consent and Surrogate Parents
- EI-2012 #04 Transition of Toddlers to Preschool or Other Community Services

Contact: Caroline Bingaman (717-772-2376)

Center for Data Quality and Information Technology

- Secondary Career and Technical Education Information System Instruction Manual for Student Data Submission, 2006-2007

Contact: Steve Simchock (717-787-2644)

- Adult Career and Technical Education Instruction Manual, 2006-2007

Contact: Deb Rodrigues (717-787-2644)

- Private and Nonpublic Enrollment Instruction Manual, 2006-2007

Contact: Deb Rodrigues (717-787-2644)

- Postsecondary Career and Technical Education Instruction Manual, 2005-2006

Contact: Deb Rodrigues (717-787-2644)

- Electronic Dropout/Graduate Report (EDGR): Dropout Instructions for School Year 2006-2007

Contact: Michele Hiester (717-787-2644)

Bureau of State Library

- Revised Classification Scheme for Pennsylvania State Publications—Provides Call Numbers to be Used in Classifying Pennsylvania State Publications

Contact: Mary Spila (717-783-3884)

Bureau of Library Development

- A Handbook for Public Library Trustees, Fifth Edition, 2003—Guidance for People Serving as Trustees for Pennsylvania Public Libraries

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- Continuing Education Guidelines for Public Library Staff, 2005—Guidance for Determining What Kinds of Continuing Education are Acceptable for Meeting the Continuing Education Requirements in The Library Code.
 - Library Services and Technology Act Five-Year Plan 2013-2017—A Focused Program for the Improvement of Library Services for the People of Pennsylvania through Federal LSTA Funds.
 - Pennsylvania Guidelines for School Library Information Programs, 2005—Suggestions for Implementing Quality Library Programs in Pennsylvania.
 - Measuring Up To Standards Findings: The Impact of School Library Programs and Information Literacy in Pennsylvania Schools, 2000.
 - Pennsylvania Interlibrary Loan Procedures Manual, 2011
 - Pennsylvania Interlibrary Loan Guidelines, 2011
 - Public Library Statistics, 2011
 - Directory of Pennsylvania Libraries, 2013
 - Pennsylvania Library Accounting Manual, 2010
- Contact: Rita Jones (717-783-4173)

Bureau of Teaching and Learning

- Pregnant and Parenting Teen Evaluation Packet
- Education Leading to Employment and Career Training Monthly Attendance Instructions
- Education Leading to Employment and Career Training Operational Manual

Contact: Carmen Medina (717-783-6466)

- 2011-2013 Alternative Education for Disruptive Youth Guidelines (Available on the website.)
 - Alternative Education for Disruptive Youth Private Provider Application and Guidelines (Available on the website.)
 - Alternative Education for Disruptive Youth Program Application and Guidelines (Available on the website.)
- Contact: Tina Weaver (717-783-9298)

Office for Safe Schools

- Commonwealth Student Assistance Program Training System Handbook: Guidelines, Monitoring Procedures, Standards and Core Competencies, and Related Information
- Contact: Russ Alves (717-783-6777)

Office of Elementary and Secondary Education-School Services Unit

- Basic Education Circulars (BECs)—Current collection of Pennsylvania Department of Education guidance statements on state and federal basic education laws and regulations. These guidance statements cover several areas of the School Code within Title 24 of *Purdon's Statutes*, Articles 1—25, and State Board of Education Regulations—Title 22 of the *Pennsylvania Code*, Chapters 1—23, 342 and 349, and other state and federal laws and regulations. Topics include among others: Enrollment of Students—Employee Rating Form—Home Education Programs—Special Education—Payments for Education—Graduation of Seniors—School Construction—Safe Schools—Copyright Law—Commissions—Instructional Time) (Link to BECs: http://www.education.state.pa.us/portal/server.pt/community/basic_education_circulars/7497)

Contact: Lois Novak (717-783-6610)

- Basic Education Circular (BEC): Enrollment of Students

Contact: Dan Iser (717-783-8088)

- Basic Education Circular (BEC): Foreign Student's Eligibility for Enrollment

Contact: Dan Iser (717-783-8088)

- Child Labor Laws and Employment of Minors

Contact: Dan Iser (717-783-8088)

- Suspensions/Furlough of Staff Due to Alteration/Curtailment of Programs Under 24 PS 11-1124

Contact: Stephen Fisher (717-787-6016)

- Background Checks (Act 114)

Contact: Denise Wolfgang (717-783-3750)

Bureau of School Leadership and Teacher Quality

- Pennsylvania Teacher Intern Certification Handbook and Institutional Listing (Revised, 1998)

Contact: Christina Baumer (717-783-6720)

- Education Testing Service Praxis Series Registration Bulletin

Contact: Christina Baumer (717-783-6720)

- Pennsylvania Department of Education Application and Instructions for Professional Educator (Includes background information, application forms, and directions.)

- Teacher Certification Information Sheets (Various hand-out papers used to respond to queries on professional educator certification in Pennsylvania.)

Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

- Guidelines for the Preparation of Self-Study Materials for Certification in Pennsylvania

Contact: Christina Baumer (717-783-6720)

- Certification for Charter School Professional Staff
- Application Booklets (Revised May 2001)

- Applicant Prepared Outside of Pennsylvania (Revised 1/11)
 - Emergency Permits and Act 97 Waivers (Revised 1/11)
 - Letter of Equivalency for Master's Degree (Revised 7/10)
 - Applicant Prepared In Pennsylvania (Revised 7/10)
 - Professional Educator Certificate (Revised 6/08)
 - Letter of Equivalency for Master's Degree (Issued 3/00)
 - Letter of Equivalency for Bachelor's Degree (Issued 3/00)
 - Application information and form
 - Letter of Equivalency with seal
 - Emergency Permit with seal (Issued 3/00)
 - Private School Certificate Application (Revised 6/11)
 - Requirements of Act 48 of 1999
 - Application for Voluntary Inactive Certification (Form 338R)
 - Approval notice for Voluntary Inactive Certification
 - Application for Removal of Voluntary Inactive Certification (Form 338R2)
 - Approval notice for Removal of Voluntary Inactive Certification
 - Four and five-year notices for educators and school entities
 - Informational Handout: Important Information About Your Certificate (Revised 6/02)
- Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

Bureau of Postsecondary Education

- Pennsylvania Department of Education Guidelines for the Approval of Degree Programs
 - Chart of Activities for a Group Wishing to Establish a Domestic Nonprofit/For-Profit Degree-Granting Institution in Pennsylvania or a Foreign Nonprofit/For-Profit Degree-Granting Corporation Wishing to Operate in Pennsylvania
- Contact: Albert Happ (717-772-3623)

- Technical College Programs Guidelines
- Contact: Julie Kane (717-772-3643)

- Materials Related to the Approval of Postsecondary Institutions Requesting a Certificate of Approval to Award the Associate in Specialized Business and/or the Associate in Specialized Technology Degree
- Contact: Patricia Landis (717-783-8228)

- Criteria for Approval of Community College Economic Development Stipend High Priority Occupation Programs
 - Criteria for Approval of Community College Economic Development Stipend Noncredit Workforce Development Courses
 - Calculation of Instructional Costs of High Priority and High Instructional Cost Programs for Community College Economic Development Stipend
 - Guidelines for the Establishment of Public Community Colleges in Pennsylvania
 - Act 101 Program Guidelines
- Contact: Michael Dotts (717-705-7787)

Deputy Secretary's Office of Postsecondary and Higher Education

- Clarification of State Board of Education Regulations Regarding Curriculum (§ 31.21) and Academic Calendar (§ 31.22) Curricula Credit Policy
- Contact: Albert Happ (717-772-3623)

Bureau of Career & Technical Education

- Cooperative Education Guidelines for Administration
- Contact: Mike Stanger (717-772-4870)

- Application for Approval of the Nurse Aide Training Program Submission Guidelines
Contact: Sheri Weidman (717-772-4868)
- A Guide to Student Occupational Competency Testing in Pennsylvania
- Pennsylvania Student Occupational Competency Testing
Contact: Kevin Springman (717-783-6623)
- Funding Guidelines for the Career and Technical Education Professional Personnel Development Center
Contact: Delmar Hart (717-346-9735)
- Secondary & Postsecondary Perkins Local Plan Guidelines 2008-2013
Contact: Monique Williams (717-346-3188)
- Secondary Career and Technical Education Program Approval Application Procedure
Contact: Forrest Keiser (717-783-6996)
- Self-Study Guidelines-Accreditation System of Institutions for Adult Education
- The Occupational Competency Assessment Program Brochure
Contact: Beth Marshall (717-783-6860)
- Child Development Laboratory Procedures Guidelines
- CDA-Ready Verification Form
- CDA-Ready Certificate Documentation, Preschool
- CDA-Ready Certificate Documentation, Infant/Toddler
Contact: Jean Kelleher (717-783-6962)
- Industry-Recognized Certifications for Career and Technical Education Programs: A Resource Guide for Pennsylvania Career and Technology Centers
Contact: Beth Marshall (717-783-6860)
- Career and Technical Student Organizations Brochure
Contact: Delmar Hart (717-346-9735)
- Monitoring/Self-Study Booklet of the Nurse Aide Training and Competency Evaluation Program
- Teaching the Educator Workshop for Nurse Aide Training and Competency Evaluation Program
Contact: Sheri Weidman (717-772-4868)
- Federal Carl Perkins Vocational and Technical Education Local Performance Review/Report
Contact: Monique Williams (717-346-3188)
- Guidelines for Technical Institutes
- Perkins Statewide Articulation Agreement
- Student Documentation Coversheet for Programs of Study Articulation Agreements
Contact: David Garnes (717-783-6859)
- Pennsylvania Department of Education Methods of Administration for Complying with Civil Rights Guidelines in Vocational Education
Contact: Cynthia Gross (717-772-4864)
- Federal and State Final Performance Reports
Contact: John Bonchalk (717-772-4853)
- Program Administration Manual: Policy and Procedures for Perkins Subgrants and Related State Grants
Contact: Frank DiNatale (717-783-6981)
- Establishing & Operating Effective Local Advisory Committees
- Establishing & Operating Effective Occupational Advisory Committees
Contact: Delmar Hart (717-346-9735)
- Leadership Connections: Effective Relationships
Contact: Tamalee Brassington (717-783-6972)

Bureau of Teaching and Learning

- Act 48 Professional Education Plan Guidelines, March 2007
Contact: Bob Staver (717-783-6583)
- Act 48 Approved Provider Guidelines, May 2007
Contact: Bob Staver (717-783-6583)
- Limited English Proficient System (LEP System) HELP Document
Contact: Linda Long (717-783-6595)
- Home Language Survey
Contact: Tami Shaffer (717-705-3829)
- Post Exit Monitoring Guidance & Sample Monitoring Forms
Contact: Linda Long (717-783-6595)
- Induction Plan Guidelines, May 2002
Contact: Bob Staver (717-783-6583)
- Pennsylvania Department of Education Gifted Guidelines, August 2010
Contact: Division of Curriculum (717-783-3958)
- Online Theory Drive Education Policy
Contact: Division of Curriculum (717-783-3958)
- Pennsylvania Literacy Framework
Contact: Cindy Rhodes (717-783-9167)
- No Child Left Behind Act—Supplemental Education Services—Instructions for Completing the Provider Application (on PDE Website)
Contact: Karl Streckewald (717-783-3381)
- BEC 22 Pa. Code § 04.26* Educating Students With Limited English Proficiency (LEP) and English Language Learners (ELL)
Contact: Linda Long (717-783-6595)

PENNLINKS:

- January 12, 2005, SUBJECT: Parental Consent for English Language Instruction Programs
- December 26, 2007, SUBJECT: Updated State Required Exit Criteria for Pennsylvania's English Language Instructional Programs for English Language Learners
- September 12, 2007, SUBJECT: Use of the WIDA-ACCESS Placement Test (W-APT) for ESL Screening/Placement and ACCESS Tier Assignment for English Language Learners (ELLs)
Contact: Linda Long (717-783-6595)
- PA Environmental Education Act of 1993. This Act set responsibilities for the Department of Education as it relates to environmental education for the school districts of the Commonwealth. It also sets responsibilities for formal and non-formal educational entities. This Act is incorporated into the PA School Code of 1949.
Contact: Patti Vathis (717-783-6994)

Bureau of Budget and Fiscal Management

- Planning and Construction Workbook (Forms Used to Apply for Commonwealth Reimbursement for a School Construction Project)
- Revised Self-Certification Application Forms for Non-Reimbursable Construction Projects (PDE-3074(a), PDE-3074(b) and PDE-3074(c))
- Charter School Lease Reimbursement Program
Contact: Eileen Jacobs (717-787-5993)
- Pennsylvania Community Colleges Capital Funding Framework—2012-13
- Application for State Assistance for Construction of Community College Facilities
- Space Approval Formula for Community Colleges
Contact: Naomi Rudisill (717-787-5993)

- Instructions for Reporting Child Accounting Data
- Instructions for Reporting Pupil Transportation Data
- Instructions for Charter Schools to Request Subsidy Withholding from School Districts

Contact: Benjamin Hanft (717-787-5423)

- Out-of-State Special Education Placements Approval and Reimbursement (jointly with the Bureau of Special Education [John Tommasini])

Contact: Benjamin Hanft (717-787-5423)

- Nutrition Standards for Competitive Foods In Pennsylvania Schools for the School Nutrition Incentive

Contact: Evelyn Arnold (717-787-7698)

Bureau of Assessment and Accountability

- Assessment Handbooks

Contact: Ray Young (717-783-6633)

- ESEA Flexibility Waiver for Pennsylvania

Contact: John Nau (717-214-9391)

- Accommodations Guidelines for Students with IEPs, and Students with 504 Plans

Contact: Diane Simaska (717-346-8064)

- Accommodations Guidelines for English Language Learners

Contact: Diane Simaska (717-346-8064)

- Accommodations Guidelines for English Language Learners

Contact: Kerry Helm (717-783-6538)

- Assessment Participation and Performance Attribution Map

Contact: John Nau (717-214-9391)

- PSSA Test Security Procedures

Contact: Jay Gift (717-783-1144)

DECISIONS:

State Charter School Appeal Board

- Vitalistic Therapeutic Center Charter School (Bethlehem Area SD) CAB # 1999-6
- William Bradford Academy Charter School (Keystone Oaks SD) CAB # 1999-8
- Wonderland Charter School (State College Area SD) CAB # 1999-3
- Sugar Valley Rural Charter School (Keystone Central SD) CAB # 1999-4
- Phoenix Academy Charter School (Phoenixville Area SD) CAB # 1999-10
- Hills Academy Charter School (Penn Hills SD) CAB # 1999-12
- Collegium Charter School (West Chester Area SD) CAB # 1999-9
- Vitalistic Therapeutic Center Charter School (Allentown City SD) CAB # 1999-5
- Shenango Valley Regional Charter School (Hermitage and Sharon City SD) CAB # 1999-11
- Ronald G. Brown Charter School (Harrisburg City SD) CAB # 1999-1
- Edith & Eloise Academy (Steel Valley and Pittsburgh School Districts) CAB # 1999-13
- Creative Educational Concepts Charter School (Chester Upland SD) CAB # 1999-15
- Souderton Charter School Collaborative (Souderton Area SD) CAB # 1999-2
- Bucks County Montessori Charter School (Pennsbury SD) CAB # 1999-7
- Environmental Charter School (Palisades SD) CAB # 1999-14
- W.E.B. Dubois Charter School (Philadelphia SD) CAB # 2000-10

- William Bradford Academic Charter School (Philadelphia SD) CAB # 2000-1
- Dimensions of Learning Academic Charter School (Philadelphia SD) CAB # 2000-7
- Rising Sun Academy Charter School (Philadelphia SD) CAB # 2000-4
- Leadership Learning Partners Charter School (Philadelphia SD) CAB # 2000-8
- Delaware Valley High Charter School (Philadelphia SD) CAB # 2000-5
- Lincoln-Edison Charter School (York SD) CAB # 2000-11
- Independence Charter School (Philadelphia SD) CAB # 2000-2
- Kemetec Institute charter School (Philadelphia SD) CAB # 2000-6
- Genesis Charter School (Philadelphia SD) CAB # 2000-9
- Legacy Charter School (Council Rock SD) CAB # 2000-14
- Lehigh Valley Academy Regional Charter School (Bethlehem Area SD) CAB # 2000-12
- Lehigh Valley Academy Regional Charter School (Saucon Valley SD) CAB # 2000-13
- Vitalistic Therapeutic Center Charter School (Bethlehem Area SD) CAB # 2000-15
- Dr. Lorraine K. Monroe Academy Charter School (Millcreek Township SD) CAB # 2000-16
- Learning Connection Charter School (Chester Upland SD) CAB # 2001-1
- Renaissance Academy of Pittsburgh, Alternative of Hope Edison Charter School (SD of Pittsburgh) CAB #2001-2
- Elan Charter School (Pennsbury SD) CAB # 2001-3
- Ricci J. Hausley Charter School (Philadelphia SD) CAB # 2001-4
- Thurgood Marshall Charter School (Wilkes-Barre SD) CAB # 2001-5
- Phoenix Charter School (Philadelphia SD) CAB # 2001-6
- Penn Hills Charter School (Penn Hills SD) CAB # 2001-7
- David P. Richardson Charter School (Philadelphia SD) CAB # 2001-8
- Fell Charter School (Carbondale Area SD) CAB # 2001-9
- Graystone Academy Charter School (Coatesville Area School District) CAB #2002-1
- Infinity Charter School (Central Dauphin School District) CAB #2002-4
- Einstein Academy Charter School (Morrisville Borough School District) CAB #2002-6
- Wonderland Charter School (State College Area School District) CAB #2002-7
- Lincoln-Edison Charter School (School District of the City of York) CAB #2002-03
- Montessori Regional Charter School (Millcreek Township School District) CAB #2002-05
- Einstein Academy Charter School (Morrisville Borough School District) CAB #2002-06
- Wonderland Charter School (State College Area School District) CAB #2002-07
- Propel Charter School (Steel Valley School District) CAB # 2003-01
- Bear Creek Community Charter School (Wilkes-Barre School District) CAB #2003-03
- Bucks County Montessori Charter School (Pennsbury School District) CAB #2003-04
- Propel Charter School (McKeesport Area School District) CAB #2004-01

- Bear Creek Community Charter School (Wilkes-Barre Area School District) CAB #2004-2
 - Propel Montour Charter School (Montour School District) CAB # 2004-03
 - Sugar Valley Rural Charter School (Keystone Central SD) CAB # 2004-04
 - Pocono Mountain Math Science & Technology Charter School (Pocono Mountain SD) CAB # 2004-05
 - Propel Charter School-East (Penn Hills SD) CAB #2005-01
 - Propel Charter School-East (Woodland Hills SD) CAB # 2005-02
 - Lincoln Charter School (SD of the City of York) CAB # 2005-03
 - Lehigh Valley Academy Regional C.S. (Bethlehem ASD) CAB # 2005-04
 - Arts & 3 R's Inc. (Wyoming Valley West SD) CAB #2005-05
 - Lehigh Valley Academy Regional C.S. (Saucon Valley SD) CAB # 2005-06
 - Vitalistic Therapeutic C.S. (Bethlehem SD) CAB # 2005-07
 - Ronald H. Brown Charter School (Harrisburg City School District) CAB # 2005-08
 - Voyager Charter School (Garnet Valley School District) CAB # 2005-09
 - City College Prep Charter School (Pittsburgh School District) CAB # 2006-01
 - Career Connections Charter Middle School (Pittsburgh School District) CAB # 2006-03
 - Propel Montour (Montour School District) CAB # 2006-04
 - Family Choice (Towanda, Wyalusing & Northeast Bradford) CAB # 2006-05
 - Propel Charter School Duquesne (Duquesne School District) CAB # 2006-06
 - Education Innovations Lab Charter School (Pittsburgh School District) CAB # 2007-01
 - RAPAH (Pittsburgh Public School District) CAB # 2007-03
 - Fell Charter School (Carbondale Area School District) CAB # 2007-04
 - Environmental School in Frick Park (School District of Pittsburgh) CAB # 2007-05
 - Capital Academy Charter School (Harrisburg School District) CAB # 2007-02
 - Family Choice Charter School (Towanda and Northeast Bradford School Districts) CAB # 2007-06
 - Lincoln Charter Middle School (School District of the City of York) CAB # 2008-01
 - IDEA Cyber Charter School, CAB # 2008-03
 - The Lighthouse Cyber Charter School CAB # 2008-04
 - Penn Johns Charter School (Conestoga Valley School District) CAB # 2008-05
 - Germantown Settlement Charter School (Philadelphia School District) CAB # 2008-06
 - Renaissance Charter School (Philadelphia School District) CAB # 2008-07
 - Mt. Jewett Area Charter School for Academic Excellence (Kane Area School District) CAB # 2009-01
 - Vida Charter School (Gettysburg Area and Hanover Public School Districts) CAB # 2009-02
 - Propel Charter School—Sunrise (Woodland Hills School District) CAB # 2009-03
 - Thomas Paine Charter School (Catasaugua and Northampton School Districts) CAB # 2000-04
 - Montessori Regional Charter School (Millcreek Twp. And Erie School Districts) CAB # 2009-05
 - ASPIRA Bilingual Charter School v. Department of Education CAB # 2009-06
 - Sugar Valley Rural Charter School (Keystone Central School District) CAB # 2009-07
 - Northside Urban Pathways Charter School (Pittsburgh Public School District) CAB # 2010-01
 - Community Services Leadership Development Charter School (Pittsburgh Public School District) CAB#2012-02
 - Young Scholars of Western Pennsylvania Charter School (Baldwin Area School District) CAB # 2010-03
 - Vitalistic Therapeutic Charter School (Bethlehem Area School District) CAB # 2010-04
 - Valley Academy Charter School (Hazleton Area School District) CAB # 2010-05
 - Leadership Academy for Math & Science (Pittsburgh, Woodland Hills & Penn Hills SDs) CAB 2011-01
 - Pocono Mountain Charter School Appeal 3/16/11 Decision Not to Renew (Pocono Mountain School District) CAB 2011-02
 - Baden Academy Charter School (Ambridge Area School District) CAB 2011-02
 - Howard Gardner Multiple Intelligence Charter School (Scranton & Abington Heights School Districts) CAB 2011-04
 - Community Academy of Philadelphia (Philadelphia School District) CAB 2011-05
 - Lehigh Valley Academy Regional Charter School (Bethlehem School District) CAB 2011-06
 - Chester Charter School for the Arts (Chester Upland School District) CAB 2012-02
 - Pocono Mountain Charter School (Pocono Mountain School District) CAB 2010-06
 - Graystone Academy Charter School (Coatesville Area School District) CAB 2012-01
 - Washington Classical Charter School (Trinity Area School District) CAB 2012-05
 - Roberto Clemente Elementary Charter School (Allentown School District) CAB 2012-10
 - Steam Charter School of Harrisburg (Harrisburg School District) CAB 2012-11
 - Career Connections Charter High School (School District of Pittsburgh) CAB 2012-12
 - New Hope Academy Charter School (School District of the City of York) CAB 2012-13
 - Duquesne Charter School (City of Duquesne School District) CAB 2013-01
 - Propel Charter School—Hazelwood (School District of Pittsburgh) CAB 2013-02
 - Discovery Charter School (School Reform Commission & School District of Philadelphia) CAB 2013-06
 - Lehigh Valley Dual Language Charter School (Bethlehem Area School District) CAB 2013-07
- Contact: Ernest Helling (717) 787-5500

Office of Chief Counsel Teacher Tenure Appeal Opinions

- Patricia A. Gorman v. East Allegheny School District, Teacher Tenure Appeal No. 4-96
- In Re: Petition of Stroudsburg Area School District, Teacher Tenure Appeal No. 6-96
- Bridget E. Kelly v. Stroudsburg Area School District, Teacher Tenure Appeal No. 6-96A
- Joseph G. Cesari v. North Schuylkill School District, Teacher Tenure Appeal No. 2-96
- Deborah N. Collins v. Bethlehem Area Vocational-Technical School, Teacher Tenure Appeal No. 3-96
- Renee Czubowicz-Drouse v. Mid Valley School District, Teacher Tenure Appeal No. 6-95
- Margaret M. McMackin v. Pittsburgh School District, Teacher Tenure Appeal No. 8-95
- Wayne Sousa v. Palisades School District, Teacher Tenure Appeal No. 10-95

- James D. Holt v. Muncy Area School District and Board of Directors, Teacher Tenure Appeal No. 12-94
- Roland H. Holvey v. Northumberland County Area Vocational-Technical School, Teacher Tenure Appeal No. 13-94
- Sally Bollinger v. Curwensville Area School District and Board of School Directors, Teacher Tenure Appeal No. 9-94
- William Dopko, et al. v. Riverside Board of School Directors, Teacher Tenure Appeal No. 2-94
- Callie Anderson, et al. v. Board of Education of the School District of Philadelphia, Teacher Tenure Appeal No. 16-94
- Patricia Peiffer v. Lake-Lehman School District, Teacher Tenure Appeal No. 9-93
- Mary Ellen Mela v. Morrisville School District, Teacher Tenure Appeal No. 5-95
- Angela Martino v. Philadelphia City School District, Teacher Tenure Appeal No. 7-95
- Shawn-Kimberly Kocher v. Salisbury School District, Teacher Tenure Appeal No. 5-97
- Dale Kessler v. Line Mountain School District, Teacher Tenure Appeal No. 11-94
- Thomas Katruska v. Bethlehem-Center School District, Teacher Tenure Appeal No. 4-97
- Jane L. Shaffer v. Riverview Intermediate Unit, Teacher Tenure Appeal No. 6-97
- John Reber and Thomas L. McDevitt v. Reading School District, Teacher Tenure Appeal No. 12-95
- Mark Berman, et al v. Philadelphia School District, Teacher Tenure Appeal No. 3-97
- Jay Mastro v. City of Pittsburgh School Board, Teacher Tenure Appeal No. 1-98
- Carol Ann Russo v. Easton Area School District, Teacher Tenure Appeal No. 4-98
- Mary Anne Norris v. Penns Valley Area District, Teacher Tenure Appeal No. 2-98
- Alice Hirsch v. Montour School District, Teacher Tenure Appeal No. 2-97
- Karen Korman v. Penns Valley Area School District, Teacher Tenure Appeal No. 1-99
- Kevin Santry v. Philadelphia School District, Teacher Tenure Appeal No. 2-99
- Stephen Moiles v. Marple Newtown School District, Teacher Tenure Appeal No. 1-00
- James B. Dickinson, Jr. v. Gettysburg Area School District, Teacher Tenure Appeal No. 3-98
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- Contact: Robert Tomaine (717- 787-5500)

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- Lower Kensington Environmental Center Youth Services, Child Care Food Program 1995-1
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- Contact: Ernest Helling (717-787-5500)
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 - LaShone Sanders d/b/a/ Sanders Bundles of Love
- Contact: Robert Tomaine (717-787-5500)

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- Contact: Robert Tomaine (717) 787-5500

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- Contact: Ernest Helling (717-787-5500)

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- Connors, Maureen
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- Cooperson, Leslie
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- Corso, James
- Cosgrove, Millie
- Cotton, Henry
- Couch, Brad
- Covelli, Joseph
- Cox, Jennifer
- Cramer, Harriet
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- Crisi (Hart), Kathleen
- Cummins, James
- Curry, Sandr
- Cutchall, Millicent
- Cutler, Beverly
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- Daniels, Dorothy
- Daniels, Edward
- Dankulich, Marguerite
- Darlington, Joan
- Daugerdas, Blanca
- Davenport, Margaret
- Davis, Shellie
- Day, Margaret
- Deangelo-Mallion, Dana
- Decker, Gary
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- DeGennaro, Donna
- DeVecchio, Imelda
- DeMarino, James
- Demby, Henry
- Demian, Sammy
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- DePermentier, Bonnie
- Derosa, Alex
- Diamanatopoulos, Peter
- DiChristofaro, Patricia
- Dibble-Todd, Susan
- Diehl, Michele
- Dietrich, Kelly
- DiLauro, Patricia
- Dillon, Eileen
- DiMatteo, Cynthia
- Dinger, Kimberly
- Dixon, Kim
- Dobbs, Michael
- Dorm, Alfredia
- Dormer, Maria
- Dougherty, John
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- Downs, Elizabeth
- Drumm, Jennifer
- Dryer, Jennifer
- Dudek, Melissa
- Dudley, Lionel
- Dudzik, Alex
- Duffy, Julie
- Dukes, Delphyne
- Durko, Kathryn
- Dwyer, Amy
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- Eddinger, Stephanie
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- Eggleston, Karen
- Eichler, Dorothy
- Ellis, Harriet
- Emery, Lisa
- Ermlick, Margaret
- Evanisko, Tamara
- Evans, Marcee
- Fabry, Christine
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- Fay, Todd Powell, Joan
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- Jendrey, Judith
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- Lattus, Mary
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- Long, Julianne
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- Lorusso, Dominick
- Losch, Michelina
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- Loy, Mary
- Lucas, Elizabeth
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- Lutz, Joan
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- McCracken, Faith
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- Moman, Sherry
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- Morris, Mary Beth
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- Muir, Marjorie
- Muldoon, Ann Marie
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- Neilsen, Drew
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- Nicolaus, Leeann
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- Outlaw, Veronica
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- Perry, Linda
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- Pilla, Filomena
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- Pomella, Stephen
- Pontzer, Cristina
- Pownall, Mary
- Price, P. Robin
- Prego, Donna
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- Quann, Monica
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- Rossi, Jacob
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- Schreiber, Lora
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- Schwoebel, James
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- Scott, Lakisha
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- Sharlock, Lois
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- Terrizzi-Meyers, Jacqueline
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- Torchia Thomas
- Toto, Mary
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- Voss, Charlene
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- Walker, Richard
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- Walters, Rikk
- Walzak, Gloria
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- Warren, Mary Ann
- Ward, Raymond
- Waruszewski, Mary
- Watkoski, Rhonda
- Watson, Elizabeth
- Weber, Matthew
- Weidler, Daniel
- Weiner, Daniel
- Weiser, Kate
- Weiss, Leslee
- Welch, Edward
- Wengert (Bernecker), Denise
- Wentzel III, Harvey
- Whitby, Cecelia
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- Wiener, Heather
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- Wilhide, Ty
- Wilkins, Kristen
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- Williams, Jason
- Williams, Marianne
- Williamson, Deborah
- Winkler, Paul
- Wise, Damaris
- Wise, Elizabeth
- Witherup, Thomas
- Wolf, Patricia
- Workman, Regina
- Worley, Eric
- Wright, Wilbert
- Wynkoop, Elizabeth
- Wynne, Kimberly
- Young, Deborah
- Young, Timothy
- Youssef, Neveen
- Yudt, Diane
- Yuknalis, John
- Zander, Kathy
- Zdarko, Jennifer
- Zdilla, Lawrence
- Ziga, Gertrude
- Zola, Michelle

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Miscellaneous Decisions

- Farrell Area School District v. Commonwealth of Pennsylvania, Department of Education, Office of School Services

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- Shane B. Peck v. Edward L. Rech, Office of Postsecondary/Higher Education, Division of Private Licensed Schools

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- Greater Latrobe School District v. Bureau of Elementary and Secondary Education
- Pottsgrove Taxpayers Alliance v. Department of Education
- Hazleton Area School District v. Department of Education
- Sleighton School v. Department of Education
- Lehigh Carbon Community College v. Office of Postsecondary Education, FY 00-01, 01-02
Contact: Ernest Helling (717-787-5500)
- Preeminence, Inc. v. Department of Education
Contact: Robert Tomaine (717) 787-5500
- Schuylkill Intermediate Unit v. Bureau of Special Education
Contact: Rosemary Mullaly (717) 787-5500
- West Mifflin School District v. Department of Education
Contact: Karen Feuchtenberger (717) 787-5500
- Potomac College, Application for Certificate of Authority
Contact: Paula Fleck (717-772-3623)
- Montgomery County Community College v. Department of Education
- Wyoming Valley West School District v. Department of Education, Bureau of Curriculum and Academic Services, Division of Federal Programs
- In Re: Commonwealth Connections Academy Charter School Cyber Charter School Application—2002
- In Re: Pennsylvania Leadership Charter School Cyber Charter School Application—2002
- In Re: Pennsylvania Distance & Electronic Learning Academy Charter School Cyber Charter School Application—2002
- In Re: Achievement House Charter School Cyber Charter School Application—(2002)
- In Re: Millennium Cyber Charter School Cyber Charter School Application—(2002)
- In Re: Commonwealth Connections Academy Charter School Revised Application—(2003)
- In Re: Pennsylvania Leadership Charter School Revised Application (2003)
- In Re: Achievement House Charter School Cyber Charter School Resubmission Application (2004)
- In Re: Achievement House Charter School Cyber Charter School Second Resubmission Application (2004)
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- In Re: Anchorage Cyber Charter School Cyber Charter School Application (2004)
- In Re: Pennsylvania Hinterland Mobile Cyber Charter School Cyber Charter School Application (2003)
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- Jeanette School District
- Kennett Consolidated School District
- Reading School District
Contact: Samantha Snyder (717-787-5500)
- North Hills School District v. Department of Education
Contact: Mark Zaccarelli (717-787-5500)
- Palisades School District v. The Lehigh Valley Charter High School
Contact: Karen Feuchtenberger (717-787-5500)
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Contact: Rosemary Mullaly (717-787-5500)
- Anchorage Cyber Charter School Application (2006)
Contact: Karen Feuchtenberger (717-787-5500)
- Ambridge Area School District v. Division of School Services
Contact: Karen Feuchtenberger (717-787-5500)
- Newport Area School District v. Department of Education, Office of School Services
Contact: Karen Feuchtenberger (717-787-5500)
- Penn Hills School District v. Department of Education (180 Day Appeal)
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- Penn Hills School District v. Department of Education (AYP Appeal)
Contact: Samantha Snyder (717-787-5500)
- Slippery Rock Area School District v. Pennsylvania Cyber Charter School
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- Springfield Township School District v. Department of Education (180 Day Appeal)
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- Williams Valley School District v. Department of Education, Office of School Services
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- Bucks County Technical High School v. Bureau of Career and Technical Education
Contact: Mark Zaccarelli (717-787-5500)
- Bureau of School Leadership and Teacher Qualify v. Virginia Casey (Certification Appeal)
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- Knauss, Keith v. Department of Education, Division of School Facilities (School Construction Appeal)
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- Lenape Area Vocational-Technical School v. Department of Education (2006 Average Yearly Program Appeal)
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- Muhlenberg School District v. Department of Education (Mandate Waiver Appeal)
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- Penn-Delco School District v. Pennsylvania Department of Public Welfare (DPW/PDE Interagency Dispute Appeal)
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- Philadelphia School District v. Department of Education (2006 Adequate Yearly Progress Appeal)
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- Quaker Valley School District v. PA Distance Learning Charter School
Contact: Karen Feuchtenberger (717-787-5500)
- Reading School District v. Department of Education (2005 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
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- Reed, Jennifer v. Bureau of Career and Technical Education
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- Stay on Top Tutoring, Inc. v. Division of Federal Programs
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- Upper Moreland School District v. Montgomery County Office of Mental Health/Mental Retardation (DPW/PDE Interagency Dispute Appeal)
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- Abington School District v. Department of Education (2006 Adequate Average Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Agora Cyber Charter School v. Department of Education (2007 Adequate Yearly Progress Appeal)
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- Chartiers Valley School District v. Department of Education (2007 Adequate Yearly Progress Appeal)
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- Northside Urban Pathways Charter School v. Department of Education (2007 Adequate Yearly Progress Appeal)
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- Octotara Area School District v. Department of Education (Single Audit Appeal)
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- Philadelphia School District v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
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Contact: Karen Feuchtenberger (717-787-5500)
- Budget Reform for Student Learning v. Department of Education
Contact: Robert Tomaine (717-787-5500)
- Bureau of School Leadership and Teacher Quality v. Virginia Casey
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- Bureau of School Leadership and Teacher Quality v. Sarah Sleeper
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- Bureau of School Leadership and Teacher Quality v. Charles Crissman
Contact: Mark Zaccarelli (717-787-5500)
- Center for Student Learning Charter School at Pennsbury v. Department of Education
Contact: Samantha Snyder (717-787-5500)
- In Re: Stephen L. Pellathy
Contact: Robert Tomaine (717-787-5500)
- Independent School District Action—Porter Twp. Initiative v. East Stroudsburg and Wallenpaupack Area School Districts
Contact: M. Patricia Fullerton (717-787-5500)
- Walter Palmer Leadership Charter School v. Philadelphia School District
Contact: Robert Datorre (717-787-5500)
- Abington School District v. Department of Education
Contact: Alaina Koltash (717-787-5500)
- Delaware Valley High School, Revocation of Alternative Education for Disruptive Youth
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- Bucks County Technical High School v. Morrisville Borough School District
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- Ridley School District v. Bureau of Career and Technical Education
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- Manheim Central School District v. Department of Education (2011 Adequate Yearly Progress Appeal)
- Jeannette City School District v. Department of Education (2010 Adequate Yearly Progress Appeal)
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- Bureau of School Leadership and Teacher Quality v. Jeffrey Liu
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Contact: Robert Datorre (717-787-5500)
- Commonwealth of PA, Division of Federal Programs v. The Right Prep
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Bureau of Teaching and Learning Support

- No Child Left Behind Act—Supplemental Education Services—Approved Provider List (on PDE Website)
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Executive Offices—Charter / Cyber Charter Schools

- 2013 Cyber Charter School Decisions (Decisions on 2012 applications approved/denied for 2013-14 school year)
Akoben Cyber Charter School
Insight PA Cyber Charter School
MB Resiliency Cyber Charter School
Mercury Online Cyber Charter School
PA Career Path Cyber Charter School
PHASE 4 American Cyber Charter School
Urban Cyber Charter School
V3 Cyber Charter School

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- 2012 Cyber Charter School Decisions (Decisions on 2012 applications approved/denied for 2013-14 school year)
Achieving Community Transformation Decision
Akoben Cyber Charter Decision
Education Plus Academy Cyber Charter School Decision
Esperanza Cyber Charter School Decision
Innovate-U Cyber Charter School Decision
Mercury Online Cyber Charter School Decision
Solomon World Civilization Cyber Charter School Decision

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- 2012 Cyber Charter School Renewal Decisions
Achievement House Charter School

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- 2011 Cyber Charter School Renewal Decisions
Commonwealth Connections Academy Cyber Charter School

Pennsylvania Virtual Cyber Charter School

Contact: Elizabeth Anzalone (717-787-9744)

INTERNAL GUIDELINES:**Bureau of Special Education**

- Compliance Monitoring System
- Complaint Investigation Instructions

Contact: Maria Mardula (717-787-5770)

Bureau of Teaching and Learning

- 21st Century Community Learning Centers Funding Application Guidelines

Contact: Carmen Medina (717-783-6466)

- Education for Homeless Children and Youth Request for Application Guidelines

Contact: Sheldon Winnick (717-772-2066)

- Certificate of Eligibility of Migrant Education Children to Enroll in Program
- State Parent Involvement Committee Members for Migrant Education Program

- Travel Expense Policy for Reimbursement to Parents of Migrant Education Children Participating in State Parent Involvement Committee Meeting

- Equal Educational Opportunities to Pennsylvania Children Regardless of their Legal Status

Contact: Carmen Medina (717-783-6466)

Office for Safe Schools

- Safe Schools Grant Application Guidelines

Contact: Mike Kozup (717-772-6612)

Bureau of School Leadership and Teacher Quality

- Interstate Agreement on Qualification of Educational Personnel—Policy for Certification of Educational Professionals Across State Jurisdictions
- Policy Regarding Acceptance on Educational Testing Service Facsimile Score Reports
- Program Approval for Teacher Certification Programs: Chairperson's Handbook

- Program Approval for Teacher Certification Programs: Team Member's Handbook

- General Standards Interpretation and Guidelines: Review Team Worksheets

Contact: Christina Baumer (717-783-6720)

- Eligible Partnerships Application Guidelines

Contact: Linda J. Benedetto (717-783-9252)

- Accepting State Certificates for 3 out of 7 Experience (December 29, 2008)

- Code of Conduct Block Not Checked (March 25, 2009)

- Date of Certificate Policy—Processing Procedures (April 16, 2008)

- Resubmittal of Declaration of Intent Forms (March 24, 2008)

- Certification Documentation for Non-U.S. Citizens (October 24, 2008)

- Notarization of Non-Citizen Documentation (November 25, 2008)

- Testing Memo (November 25, 2008)

Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

Bureau of Adult Basic and Literacy Education

- Program Monitoring Review Field Guide

Contact: Michael J. Sobkowski (717-787-6344)

Bureau of Career and Technical Education

- Self-Study Monitoring Booklet of the Nurse Aide Training and Competency Evaluation Program

- Teaching the Educator Workshop for Nurse Aide Training and Competency Evaluation Program

Contact: Sheri Weidman (717-772-4868)

- Federal and State Final Performance Reports

Contact: John Bonchalk (717-772-4853)

- Program Administration Manual: Policy and Procedures for Perkins Subgrants and Related State Grants

Contact: Frank DiNatale (717-783-6981)

- Establishing & Operating Effective Local Advisory Committees

- Establishing & Operating Effective Occupational Advisory Committees

Contact: Delmar Hart (717-346-9735)

- Guidelines for Technical Institutes

- Perkins Statewide Articulation Agreement

- Student Documentation Coversheet for Programs of Study Articulation Agreements

Contact: David Garnes (717-783-6859)

Bureau of Teaching and Learning

- Mandate Waiver Program Procedural Manual

Contact: Holly Sebastian (717-346-2120)

OTHER:**State Board of Education**

- Resolution regarding standards for consideration of future alternative certification program requests

Contact: Karen Molchanow (717-787-3787)

Bureau of State Library

- Disaster Response and Recovery Manual

Contact: William Fee (717-783-7014)

- State Library of Pennsylvania Collection Development Policy

Contact: Alice Lubrecht (717-783-5968)

Bureau of Teaching and Learning

- 2000 Mandate Waiver Applications Received and Action Taken (on PDE Website)

- 2001 Mandate Waiver Applications Received and Action Taken (on PDE Website)

- 2002 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2003 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2004 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2005 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2006 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2007 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2008 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2009 Mandate Waiver Applications Received and Action Taken (on PDE Website)

Contact: Holly Sebastian (717-346-2120)

- Cyber Charter School Application Decisions (On PDE Website)
- Contact: Marlene Kanuck (717-783-9294)
Karen Feuchtenberger (717-787-5500)

Bureau of School Leadership and Teacher Quality

- Certification Testing Booklets
- Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

Office of Postsecondary and Higher Education

- Professional Standards and Practices Commission—Pa. Code Title 22—Chapter 233 Bylaws—Statement of Policy, Annual Report, Professional Educator Discipline Act 24 P. S. §§ 2070.1—2070.18
- Contact: Carolyn Angelo (717-787-6576)

- Postsecondary and Higher Education Operating Institutions of Higher Education in Pennsylvania Legally Authorized to Grant Degrees
- Contact: Albert Happ (717-772-3623)

Bureau of Teaching and Learning

- Pennsylvania Literacy Framework
- Contact: Cindy Rhodes (717-783-9167)

Bureau of Budget and Fiscal Management

- Standard Contract for Food Service Management Services
- Contact: Carol Levan (717-787-7698) or (1-800-331-0129)

- Basic Education Circular 24 P. S. Section 7-707, Sale or Lease of Unused and Unnecessary Lands and Buildings
 - Basic Education Circular 24 P. S. Section 7-733, School Construction Reimbursement Criteria
 - Basic Education Circular 24 P. S. Section 7-775, Department Approval of School Buildings, Equipment and Premises Leased for Educational Purposes by School Districts Except School Districts of the First Class
 - Basic Education Circular 24 P. S. Section 25-2574, Reimbursement for School Construction Bond Issues
 - Basic Education Circular 22 PA Code Section 349.28, Subsidy Payments on Closed School Buildings
- Contact: Jim Vogel (717-787-5993)

Bureau of Teaching and Learning

- Western Michigan University Five-Year Charter School Evaluation (on PDE Website)
- Contact: Elizabeth Anzalone (717-787-9744)

State Board of Education

- Professional Advisory Newsletter, Spring 2011
- Contact: Carolyn Angelo (717-787-6576)

Charter Schools Transportation Appeals

- Norristown Area School District v. Renaissance Academy Charter School, BBFM 13-2012-02

- Penn Hills School District v. Manchester Academy Charter School, BBFM 13-2013-01
- Contact: Robert Dattore (717-787-5500)

ENVIRONMENTAL HEARING BOARD

Adjudications, Opinions and Orders of the Environmental Hearing Board are published annually and are available on the Board's website at: <http://ehb.courtapps.com>.

Also available on the Board's website are the following Guidance Materials:

Filing Instructions and Notice of Appeal Form
Electronic Filing Instructions and Guidance
Practice and Procedure Manual

The Board's Internal Operating Procedures were published in the *Pennsylvania Bulletin* on May 20, 2000 at 30 *Pa. Bulletin* 2541.

Contact: Maryanne Wesdock, Esq., Senior Assistant Counsel, (412) 565-5245, mwesdock@pa.gov

ENVIRONMENTAL PROTECTION

The following is a current list of the Department of Environmental Protection's (Department) draft and final technical guidance documents. The Department encourages the use of the Internet to view and download technical guidance documents. These documents are available on the Department's website at <http://www.dep.state.pa.us>. Persons who have questions or comments about a particular document should contact Laura Henry at (717) 783-8727 or by e-mail at lahenry@pa.gov. The Department will continue to revise its technical guidance documents, as necessary.

Title	Identification Number
Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in GRANTS Review	012-0200-002
Policy for Applications for Technical or Financial Assistance Proposals	012-0200-004
Public Access to Information and Right to Know Law Policy	012-0200-005
DEP Mediation Confidentiality	012-0501-001
Environmental Justice Public Participation Policy	012-0501-002
Policies and Procedures for Implementing the History Code	012-0700-001
Guidance for Implementation of the Agricultural Land Preservation Policy	012-0700-002
Confidential Security Information	012-0800-001
Policy for Development, Approval and Distribution of Regulations	012-0820-001
Policy to Encourage Voluntary Compliance by Means of Environmental Audits	012-0840-001
Policy for Development, Approval and Distribution of Guidance	012-0900-001
Policy on Public Participation in the Permit Review Process	012-0900-003
Public Participation in the Development of Regulations and Technical Guidance	012-1920-001
Advisory Committee Guidelines	012-1920-002

Title	Identification Number	Title	Identification Number
Policy on Meeting the Requirements of the 1996 Amendments to Engineer, Land Surveyor and Geologist Registration Law	012-2000-001	Calculation of Civil Penalties	250-4180-302
Policy for the Consideration of Community Environmental Projects in Conjunction with Assessment of Civil Penalty	012-4180-001	Risk Assessment Guidelines for Facilities Burning Hazardous Waste	251-0300-402
DEP Locational Data Policy	013-0830-003	Exclusionary Siting Criteria—Hazardous Waste Treatment & Disposal	251-2000-704
Loan of DEP Personal Computers to Local Procurement Units	013-0830-004	Revisions to Exclusionary Siting Criteria Document	251-2000-705
Suggested Formats for Required Electronic Deliverable Attachments	013-0830-005	Time Frame for Application of Hazardous Waste Exclusionary Siting Criteria	251-2000-706
Formats for Required Electronic Deliverable CAD Attachments	013-0830-006	Hazardous Sites Cleanup Act, Preapplication Meetings	251-2100-203
Formats for Required Electronic Deliverable GIS Attachments	013-0830-007	Policy and Procedure for Municipal Waste Facilities Equivalency Approvals	251-2100-727
Geospatial Digital Data Submission Guideline	013-0830-008	Review Procedure for Hazardous Waste Transfer Facilities for PBR Status	251-2149-713
Policy for PA Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation	021-0200-001	Household Hazardous Waste Collection Program	251-2200-502
Policy for Permit Coordination	021-2000-301	Guidance for the Application of Section 269a.(46)—Transportation Standards, Phase II Hazardous Waste Siting Criteria	251-2200-503
Policy for Implementing the DEP Permit Review Process and Permit Decision Guarantee	021-2100-001	Establishment of Household Hazardous Waste (HHW) Program	251-2200-515
DEP Policy on Professional Work Assignments Conducted by Licensed Professional Engineers, Geologists	150-0200-001	Performing Hazardous Waste Facility Inspections	251-3120-001
Operator Certification Program Guidelines	150-0200-002	Reimbursement to Host County for Hazardous Review	251-5500-758
Critical Elements for Certification of Laboratories for Chemistry	150-2302-001	Section 902 Recycling Grant Applications that must comply with Act 57	252-5500-100
Critical Elements for Certification of Laboratories for Microbiology	150-2302-002	Review of Residual and Hazardous Waste Source Reduction Strategies	252-6600-516
Critical Elements for Certification of Laboratories for Radionuclides	150-2302-003	Land Recycling Program Technical Manual	253-0300-100
Procedures for the Approval and Accreditation of Laboratories in PA, Utilizing the NELAC Standards	150-2302-004	Assessing the Potential for Vapor Intrusion into Buildings from Groundwater and Soil	253-0300-101
Procedures for the Approval and Accreditation of Drinking Water Laboratories in the Commonwealth of Pennsylvania	150-2302-005	Closure Requirements for Underground Storage Tank Systems	253-4500-601
Guidance on Radioactivity Monitoring at Muni. and Residual Waste Processing/Disposal Facilities	250-3100-001	ARARs—Cleanup Response and Remedial Actions	253-4500-606
Quality Assurance Program	250-3100-401	Issuance of Grants for Technical Evaluations under HSCA	253-5500-612
Execution of Release Forms by Waste Management Field Inspectors	250-3120-320	Community Relations Activities for State HSCP and Federal Superfund Program	253-5700-632
Purge Water from Groundwater Sampling	250-3130-763	Prep of Analysis of Alternatives/HSCA Proposed Response Document	253-5700-634
Citing Inspection Violations	250-4000-001	Clean Fill Policy and Procedures	254-2000-715
Enforcement Actions	250-4000-002	Local Municipality Involvement Process	254-2100-100
Violations Requiring a Long Term to Correct	250-4000-003	Environmental Assessment Process, Phase I Review	254-2100-101
Program Implementation Guidance	250-4000-004	Municipal Waste Facility Review—Traffic Analysis	254-2100-102
Notices of Violations (NOVs)	250-4110-001	Process for Evaluating Daily Volume	254-2100-103
		Areas Where Municipal Waste Landfills (MWLF) are Prohibited	254-2153-721
		Leak Detection Tests for Installed Liners	254-2153-723

Title	Identification Number	Title	Identification Number
Issue of Emergency Municipal Waste Transfer	254-2158-745	Verification of Emergency Containment Structures for Aboveground Storage Tanks	257-0900-022
Clarification of the Identification of Infectious Waste Generators	254-2167-702	Underground Storage Tank Class A and Class B Operator Training Courses	257-2300-001
Co-mingling of Infectious & Chemotherapeutic Waste in One Container	254-2167-703	Interim policy for Implementing the General Operating Permit Strategy for Aboveground Storage Tanks	257-2318-005
Procedures for Container/Vehicle Decontamination & Small Spill Cleanup	254-2167-708	Policy for Existing Field—Constructed Hazardous Substance Underground Storage Tanks at Facilities Regulated under the Safe Drinking Water Act	257-2320-001
Clarification of Requirements Related to Storage Bags	254-2167-709	Evaluation of Underground Storage Tank Liners	257-3120-001
Clarification of the Permit-by-Rule Provision for Mixed Waste/Residual Waste	254-2167-712	Storage Tank Program Internal Policy on Inspections and On-Site Visits	257-3120-002
Temp Storage & In-Transit Provisions during Transport or Transfer	254-2167-725	Guidelines for Conducting Underground Storage Tank Facility Operations Inspections.	257-3120-003
Guidelines for the Development of County Waste Management Plan Revisions	254-2212-504	Permeability of Secondary Containment & Emergency Containment	257-3300-002
Act 90 Waste Transportation Safety Program Placarded Authorizations	254-2412-002	Storage Tank Product Delivery Prohibition	257-4000-001
Performing Municipal and Residual Waste Facility Inspection	254-3120-001	Penalty Assessment Matrix	257-4180-001
BMP's for Storage, Processing, or Disposal of Land—Clearing, Grubbing, and Excavation Wastes	254-5400-001	Storage Tank Program Compliance Assistance Strategy	257-4180-002
The Food Processing Residual Management Manual	254-5400-100	Closure Requirements for Aboveground Storage Tank Systems	257-4200-001
Best Practices for Environmental Protection in the Mushroom Farm Community	254-5401-001	New Waste Streams Review	258-2000-764
Guidelines for Yard Waste Composting Facilities	254-5403-100	Chemical Analysis	258-2000-767
Guidelines for the Development and Implementation of PPG Plans for Generators/Burners of Waste Oil	254-5900-001	Management of Fill	258-2182-773
Guidelines for the Storage Tank Cleanup Program—Identifying, Tracking and Resolving Violations for Storage Tanks	255-4000-001	Applicable or Relevant and Appropriate Requirements (ARARs) for Cleanup Response and Remedial Actions in Pennsylvania	262-4500-606
Outdoor Shooting Range Guidance	255-5400-001	Stationary/Nonstationary Tanks	263-0900-006
Guidance for Commonwealth Funded Water Supply Response Actions	255-5800-001	Exemption From Registration Fees for Volunteer Fire Cos/Volunteer EMS Orgs	263-0900-009
Stationary/Nonstationary Tanks	257-0900-006	Storage Tank Modification and Maintenance Issues	263-0900-011
Exemption From Registration Fees for Volunteer Fire Cos/Volunteer EMS Orgs	257-0900-009	Storage Tank Cleaning Activities	263-0900-012
Modification and Maintenance Issues	257-0900-011	Applicability of 40 CFR, Subpart 280, Sub G to Previously Closed Tanks	263-0900-014
Storage Tank Cleaning Activities	257-0900-012	Implementation of Act 16	263-0900-015
Applicability of 40 CFR, Subpart 280, Sub G to Previously Closed Tanks	257-0900-014	Implementation of Act 34	263-0900-016
Implementation of Act 16	257-0900-015	Requirements for Registration of AST's and USTs	263-0900-017
Implementation of Act 34	257-0900-016	UST/AST System Variances	263-0900-021
Requirements for Registration of AST's and USTs	257-0900-017	Verification of Emergency Containment Structures for Aboveground Storage Tanks	263-0900-022
UST/AST System Variances	257-0900-021	Underground Storage Tank Class A and Class B Operator Training Courses	263-2300-001

Title	Identification Number	Title	Identification Number
Policy for Existing Field—Constructed Hazardous Substance Underground Storage Tanks at Facilities Regulated under the Safe Drinking Water Act	263-2320-001	DEP/EPA Asbestos Demolition/Renovation Civil Penalty Policy	273-4130-001
Evaluation of Underground Storage Tank Liners	263-3120-001	Guidance for Application of Regional Civil Assessment Procedure	273-4130-003
Storage Tank Program Internal Policy on Inspections and On-Site Visits	263-3120-002	Compliance Docket Procedure	273-4130-004
Guidelines for Conducting Underground Storage Tank Facility Operations Inspections.	263-3120-003	Stage II Penalty Assessment Guidance	273-4130-005
Permeability of Secondary Containment & Emergency Containment	263-3300-002	Stage I Penalty Assessment Guidance	273-4130-006
Storage Tank Product Delivery Prohibition	263-4000-001	Compliance Strategy for Mushroom Composting Operations	273-5401-001
Penalty Assessment Matrix	263-4180-001	Continuous Source Monitoring Manual	274-0300-001
Storage Tank Program Compliance Assistance Strategy	263-4180-002	Continuous Emissions Monitoring Manual	274-0300-003
Closure Requirements for Aboveground Storage Tank Systems	263-4200-001	Applicability Determination for Continuous Source Monitoring Manual Revision No. 8 and PA EDR Record Type Formats and Reporting Instructions Version 2.00	274-0300-005
Closure Requirements for Underground Storage Tank Systems	263-4500-601	Policy for Stage II Vapor Recovery Testing Requirements	274-3100-001
Guidance Document for the Pennsylvania Clean Vehicles Program	270-0810-005	Interim Procedures Pertaining to Continuous Source Monitoring System Quarterly Data Reports	274-3100-002
Guidance for Performing Single Stationary Source Determinations for the Oil and Gas Industries	270-0810-006	Air Quality Operating Permit—Protocol (<i>Draft—Revisions</i>)	275-2101-001
Policy on Clean Alternative Fuel Conversion Systems	270-0810-007	AQ Operating Permit—Permitting Procedures	275-2101-002
Employer Trip Reduction Policy	271-5000-001	Air Quality Permit Exemptions	275-2101-003
Interstate Ozone Reduction/Chapter 145 Regulation Overview	271-5000-002	AQ Operating Permit—Modification/Reactivation	275-2101-004
Compliance Assurance Policy for Cement Kilns with CEMS	273-4000-001	AQ Operating Permit—Delegation Conditions & Policy Performance Test Waivers	275-2101-005
Compliance Assurance Policy for Hospital Waste Incinerators	273-4000-002	AQ Operating Permit—Requirements	275-2101-006
Compliance Assurance Policy for Municipal Waste Incinerators, including Revisions	273-4000-003	AQ Operating Permit—Best Available Technology & Other Permitting Criteria	275-2101-007
Enforcement Policy for CEMS on Fluid Catalytic Cracking Units	273-4000-004	AQ Operating Permit—Hazardous Waste Incineration	275-2101-008
Enforcement Policy—CEMS and Coal Sampling/Analysis Systems	273-4000-005	AQ Operating Permit—Waste Derives Liquid Fuel Policies	275-2101-009
Interim Compliance Strategy on RACT for NOx Sources with CEMS	273-4000-007	AQ Operating Permit—Air Toxics Policies	275-2101-010
Policy for Sampling/Determination of Compliance with Low RVP Gasoline Requirements in the Pittsburgh	273-4000-008	AQ Operating Permit—Public Notification	275-2101-011
Guidelines for Identifying, Tracking and Resolving Violations for Air Quality	273-4110-001	AQ Operating Permit—Prevention of Significant Deterioration	275-2101-014
Guidance for Rounding, Determination of Significant Figures, Test Method Error Tolerances and Timeliness for Evaluation of Air Contaminant Emissions and Concentrations (<i>Draft—New</i>)	273-4110-002	AQ Operating Permit—Volatile Organic Compounds	275-2101-015
		AQ Operating Permit—Continuous Source Monitors	275-2101-016
		P & P Summary, Radiation Control Division	291-0400-001
		Compliance and Enforcement Policy	291-4100-001
		Medical X-Ray Procedures Operator Training Guide	291-4200-001

Title	Identification Number	Title	Identification Number
Nuclear Power Generating Station Incident Manual	292-0400-002	A Guide to Requirements and Procedures For Obtaining Permits Etc. for Industrial Wastewater Management Systems	362-0300-004
Conducting Radiological Performance Assessments For LLRW Disposal in PA	293-2400-001	Handbook—NPDES Permit for Industrial Wastewater Dischargers	362-0300-006
Requirements for LLRW Minimization Plan	293-2400-003	NPDES Program Implementation- MOU Concerning WQM, NPDES Program Implementation, and Related Matters	362-0400-001
Radon Certification Policy	294-2309-001	National Pollutant Discharge Elimination System Program Implementation	362-0600-001
Radon Mitigation Standards	294-2309-002	Agreement Between Oil/Gas Mgmt. and Water Quality on Pollution Discharge	362-0600-002
Schematic Radon Mitigation Installation for New Construction	294-2309-004	Locational Data Policy for the Wastewater Management Program	362-0830-001
Radon Reduction Techniques for Existing Detached Houses	294-2309-005	Permitting Policy and Procedure Manual	362-2000-001
Application of Radon Reduction Techniques	294-2309-006	Policy for Permitting Surface Water Diversions	362-2000-003
Using Engineered Structures to Provide Enhanced Containment	294-2400-002	Subsurface Disposal of Carwash Waste	362-2000-005
Interagency Agreement with the Susquehanna River Basin	310-0600-002	Conducting Technical Reviews of Minor NPDES Renewal Applications	362-2000-008
Pennsylvania Function Based Aquatic Resource Compensation Protocol (<i>Draft—New</i>)	310-2137-001	Manual for Land Application of Treated Sewage and Industrial Wastewaters	362-2000-009
Pennsylvania Wetland Condition Level 2 Rapid Assessment Protocol (<i>Draft—New</i>)	310-2137-002	Technology-Based Control Requirements for Water Treatment Plant Wastes	362-2183-003
Pennsylvania Riverine Condition Level 2 Rapid Assessment Protocol (<i>Draft—New</i>)	310-2137-003	Technical Guidance for Development of NPDES Permit Requirements Steam Electric Industry	362-2183-004
Pennsylvania Lacustrine Condition Level 2 Rapid Assessment Protocol (<i>Draft—New</i>)	310-2137-004	Guidelines for Agricultural Utilization of Sewage Sludge	362-2192-003
Land Acquisition Policies	310-2139-002	Guidelines for Identifying, Tracking and Resolving Violations for the Land Application of Biosolids	362-2192-004
Criteria and Fees for Dam Safety Limited Power Permits	310-2140-001	Review and Coordination of Chapter 94 Reports and Act 537 Planning	362-2206-001
Annual Dam Inspection Report Policy	310-3120-001	Policy Establishing New Program Direction for Act 537 Comprehensive Planning	362-2206-007
Category 3 Dam Inspection Program	310-3140-002	Impact/Subsurface Disposal on Ground Water Nitrate-Nitrogen Levels	362-2207-004
Conservation District Fund Allocation Program	361-0100-001	Administration of Fee Collection for Planning Module Reviews	362-2207-008
Chesapeake Bay Nonpoint Source Pollution Abatement Program	361-0100-002	Municipal Guidance—Reconstructive Planning	362-2208-002
Manure Management for Environmental Protection	361-0300-001	Technical Decision Making and the Use of Technology in Onlot Sewage System Repair Situations	362-2208-003
Field Application of Manure	361-0300-002	Act 537 Program Guidance; Local Agency, Municipality Evaluation and Compliance Activity	362-4000-003
Principles for Ground Water Pollution Prevention and Remediation	361-0800-001	Act 537 Program Guidance, Sewage Enforcement Officer Evaluation and Compliance Activity	362-4000-004
Administrative Manual for the Special Projects Funding Program of the Pennsylvania Chesapeake Bay Program	361-5500-001	Act 537 Program Guidance—Identifying, Tracking, and Resolving of Sewage Facilities Act Violations	362-4000-005
Chesapeake Bay Financial Assistance Funding Program Guidelines	361-5500-004	Guidelines for Identifying, Tracking and Resolving Violations for Water Quality	362-4000-006
Manual for Land Treatment of Wastewater (<i>Draft—New</i>)	362-0200-009		
Domestic Wastewater Facilities Manual	362-0300-001		
Guidelines for Design, Installation and Operation of Small Flow Treatment Facilities	362-0300-002		
Sewage Facilities Planning: Preparing Act 537 Update Revisions	362-0300-003		

Title	Identification Number	Title	Identification Number
Guidance for Civil Penalty Calculation for Effluent Violations (<i>Draft—Revisions</i>)	362-4180-001	Guidance for Reviewing Capital Grants for Construction	381-5500-001
Civil Penalty Assessment Procedures for Pollution Incidents (<i>Draft—Revisions</i>)	362-4180-002	DEP and Pennsylvania Infrastructure Investment Authority Agreement	381-5511-012
Calculation of Civil Penalties for Willfulness	362-4180-003	Guidance on the Utilization of Disadvantaged Business Enterprise Firms (DBE)	381-5511-014
Guidance for Calculating Civil Penalty Assessment Amounts under the Sewage Facilities Act	362-4180-004	Guidelines for the Uniform Environmental Review Process	381-5511-111
Act 537 Program Guidance: Civil Penalty Assessment Processing	362-4180-005	Handbook for PennVest Wastewater Projects	381-5511-113
Civil Penalty Assessment Informal Hearing Procedure	362-4180-006	Policy for Recognizing succession to Water Rights as a Result of Change of Ownership	382-2130-012
PA Sewage Facilities Act 537, Enforcement Reimbursement	362-5512-001	Disadvantaged Business Enterprise (DBE) Firm Solicitation Guidance (<i>Draft—New</i>)	382-5511-014
Act 537 Sewage Facilities Planning Grants	362-5512-002	Ground Source Heat Pump Manual	383-0300-001
Recognition of Selected Cost Items Associated with “Inflow and Infiltration Studies”	362-5512-003	Working Guide to the Lead and Copper Rule	383-0300-107
Recognition of Cost Items Associated with Concurrent Act 537 and Combined Sewer Overflow LTCP Planning	362-5512-004	Health Effects and Risk Management Staff Handbook	383-0400-104
Delegation of Authority for Chapters 105-106	363-0200-002	Safe Drinking Water Program Compliance Strategy	383-0400-110
Pennsylvania Wetland Replacement Project	363-0200-003	Pennsylvania’s Capacity Enhancement Program	383-0400-114
Design Criteria—Wetland Replacement/Monitoring	363-0300-001	Principles for Ground Water Pollution Prevention and Remediation	383-0800-001
Delegation of Chapter 105 Functions to County Conservation Districts	363-0600-001	Summary of Key Requirements for Phase 2 & Phase 5 Wellhead Protection Rule	383-0810-105
Interagency agreement with Susquehanna River Basin Commission	363-0600-002	Summary of Key Requirements for Surface Water Identification Protocol	383-0810-206
Agreement with the U.S. Army Corps of Engineers	363-0600-003	Summary of Key Requirements for Vended/Bulk Water Hauling	383-0810-303
Delegation of Chapter 105 Functions to Oil & Gas and Field Operations	363-2100-002	Quality Management Plan for the Bureau of Water Supply and Wastewater Management	383-0830-001
Erosion and Sedimentation Pollution Control Manual	363-2134-008	Comprehensive State Ground Water Protection Program (CSGWPP)	383-2000-030
Underground Utility Line Construction	363-2134-012	Guidance for Construction and Operation Permits Guidance	383-2000-108
Permit Guidelines for Phased Projects for NPDES Stormwater Discharges, with Erosion and SPC &WRP Permits	363-2134-013	Pilot Plant Filtration Studies for Filtration of Surface Sources	383-2000-208
Criteria and Fees for Waterways Management Limited Power Permits	363-2140-001	DEP Permit Guide to Public Water Systems	383-2100-108
Chapter 105 General Permits	363-2141-001	DEP Approval Guide for Noncommunity Water Systems	383-2100-208
Certification for Corps Nationwide Permits (Wetlands)	363-2316-001	Proposals to Add or Remove Fluoridation Treatment by a Community Water System	383-2125-001
Guidelines for Determining Bonds	363-2505-001	Public Water Supply Manual, Part 2—Community Water System Design Standards	383-2125-108
Standards & Guidelines for Identifying, Tracking and Resolving Violations for Operators of Small Municipal Separate Storm Sewer Systems (MS4s)	363-4000-004	Development of a Replacement Source for a Community Water System	383-2125-110
Experimental Onlot Wastewater Technology Verification Program	381-2208-001	Permitting of Vended Water Systems	383-2126-103

Title	Identification Number	Title	Identification Number
Permitting of Retail Water Facilities Public Water Supply Manual, Part III (Draft—Revisions)	383-2126-203 383-2126-303	Filter Rule Reporting Instructions/Public Water Systems Using Filtered Surface-Water	383-3301-106
Permitting of Bulk Water Hauling Systems	383-2127-103	Laboratory Reporting Instructions, Lead and Copper Rule	383-3301-107
Public Water Supply Manual, Part IV—Noncommunity System Design Standards	383-2128-108	Laboratory Reporting Instructions/ Radiological Contaminants/ Drinking Water Distribution	383-3301-205
Guidance for Evaluating Alternate Recycle Return Locations Proposed Under the FBRR	383-2129-002	Filter Rule Reporting Instructions for Public Water Supply Systems Using Unfiltered Surface Water	383-3301-206
Consumer Confidence Report Handbook	383-2129-003	Laboratory Reporting Instructions for Disinfectant Residuals, Disinfection Byproducts and Precursors	383-3301-306
Policy for Responding to Loss of Positive Pressure Situations in the Distribution System	383-2129-004	Pennsylvania Vulnerability Assessment Summary	383-3500-105
Policy for Issuing and Removing Water Supply Warnings	383-2129-005	Guidance for Surface Water Identification	383-3500-106
Screening Criteria on Water Quality/Quantity Impacts for Drinking Water Permits	383-2131-001	Surface Water Identification Protocol—NCWS	383-3500-112
Guidance for the Review & Approval of an Existing Well Water Source for Use at a Public Water System	383-2200-108	Guidelines for Identifying, Tracking and Resolving Violations for the Drinking Water Program	383-4000-002
Training Provider Manual for the PA Water and Wastewater System Operator Training Program	383-2300-002	Source Water Assessment and Protection Program	383-5000-001
Groundwater Monitoring Guidance Manual	383-3000-001	PENNVEST Guidance	383-5500-113
Safe Drinking Water Program Field-Related Compliance	383-3000-101	Public Water Supply Manual, Part VI	383-5900-111
Program Guidance on the Total Coliform Rule Guidance	383-3000-102	Water Quality Toxics Management	385-0100-001
Corrosion Control Treatment—Basic Feasibility Study	383-3000-307	Wastewater Treatment Requirements	385-0810-001
Public Water Supply Manual, Part 7	383-3100-111	Pennsylvania Combined Sewer Overflow Policy	385-2000-011
Public Water Supply Manual—Part 5, Sections 1 & 2	383-3110-111	Policy and Procedure for NPDES Permitting of Discharges of Total Dissolved Solids (TDS)—25 Pa. Code § 95.10	385-2100-002
Public Water Supply Manual, Part 5, App A	383-3110-211	4-Log Demonstration Guidance (Draft—New)	385-2125-001
Surveillance Strategy and Implementation Guidance	383-3120-101	Reuse of Treated Wastewater Guidance Manual	385-2188-002
Filter Plant Performance Evaluations and Response	383-3120-106	Act 537 Program Guidance; Training Provider Manual for the Pennsylvania Onlot Sewage System Training Program	385-2314-001
Giardia Sampling and Response	383-3130-106	Act 537 Guidance; Sewage Enforcement Officer Certification and Training Program (Draft—New)	385-2314-002
Pennsylvania's Ground Water Quality Monitoring Network: Ambient and Fixed Station Network	383-3200-009	Field Order Instruction Manual for the Clean Water Program	385-4000-002
Quality Assurance Work Plans for Groundwater Monitoring Stations	383-3200-016	Application Review Instructions for NPDES CAFO Permits and Water Quality Management Permits for Manure Storage Facilities	390-2100-001
Laboratory Reporting Instructions for Total and Fecal Coliform Bacteria	383-3301-102	Water Quality Antidegradation Implementation Guidance	391-0300-002
Guide to Laboratory Reporting Instructions for BVRBs	383-3301-103	Establishment of Alternate Thermal Effluent Limitations	391-2000-002
Laboratory Reporting Instructions for Chemical Contaminants	383-3301-105	Determining Water Quality Based Point Source Effluent Limits	391-2000-003

Title	Identification Number	Title	Identification Number
Implementation Guidance Design Conditions	391-2000-006	Evaluation of Phosphorus to Lakes, Ponds & Impoundments	391-3200-013
Technical Reference Guide—Wasteload Allocation Program for Dissolved Oxygen and Ammonia Nitrogen	391-2000-007	Standardized Biological Field Collection and Laboratory Methods (<i>Draft—New</i>)	391-3200-015
Implementation Guidance for the Sampling and Analysis of Osmotic Pressure	391-2000-008	Stormwater Management Guidelines and Model Ordinances	392-0300-001
Implementation Guidance for Phosphorus Discharges to Lakes, Ponds, and Impoundments	391-2000-010	Comprehensive Stormwater Management Policy	392-0300-002
TRG PENNTOXSD for Windows PA Single Discharge Wasteload Allocation Program for Toxics	391-2000-011	Guidance on MS4 Ordinance Provisions	392-0300-003
Implementation Guidance of Section 93.7 Ammonia Criteria	391-2000-013	Locational Data Policy for the Water Allocation Program and the Water Use Data System	392-0830-001
Implementation Guidance for Evaluating Wastewater Discharges to Drainage Ditches and Swales	391-2000-014	Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.	392-0900-001
Implementation Guidance for Total Residual Chlorine (TRC) Regulation	391-2000-015	General Policy and Procedures for the Review of Water Allocation Permit Applications	392-2130-001
Implementation Guidance for Temperature Criteria	391-2000-017	Subsidiary Water Allocation Permit Requirement	392-2130-002
Implementation Guidance for Section 95.9 Phosphorus Discharges to Free Flowing Streams	391-2000-018	Attorney General Opinion 361 re: 1939 Water Rights Act	392-2130-003
Implementation Guidance for Application of Section 93.5 (e)	391-2000-019	Rescission of Water Rights	392-2130-004
Protocol/Estimating First Order Pollutant Fate Coefficients/ Volatile Organic Substances	391-2000-020	Policy for Regulation of Interbasin Transfers	392-2130-005
Field Data Collection & Evaluation Protocol/Determining Stream & Point Source Discharge Hardness	391-2000-021	Metering of Withdrawals under Orders of Confirmation	392-2130-006
Ambient Water Quality in the Determination of Wasteload Allocations and NPDES Effluent Limitations	391-2000-022	Constant Gallons per Capita per Day (GPCD)	392-2130-007
Design Stream Flows	391-2000-023	Permit Life	392-2130-008
Field Data Collection and Evaluation Protocol for Deriving Daily and Hourly Discharge Coefficients	391-2000-024	Recognizing Succession to Water Rights as a Result of Changes of Ownership	392-2130-012
Drinking Water and Wastewater Systems Operator Certification Program Handbook	391-2300-001	Guidelines for Identification of Critical Water Planning Areas	392-2130-014
Operator Certification Program Board Guidelines	391-2300-002	Guidelines for Development of Critical Area Resource Plans	392-2130-015
Quality Assurance Work Plan: Cause/Effect Surveys	391-3200-003	New Source Sampling Requirements for Surface Water Sources	393-3130-108
Aquatic Life Use Attainability Studies—Flow Water & Impoundment	391-3200-004	Community and Nontransient Noncommunity Water Systems: New Source Sampling for Groundwater Sources	393-3130-208
Quality Assurance Work Plan: Toxics Surveys	391-3200-006	Transient Noncommunity Water Systems: New Source Sampling Requirements for Groundwater Sources	393-3130-308
Stream Enrichment Risk Analysis	391-3200-007	Commonwealth of Pennsylvania Coastal Zone Management Program and Final Environmental Impact Statement	394-0300-001
Quality Assurance Work Plan: Advanced Treatment Model—Calibration/ Verification Surveys	391-3200-008	PA's Continuous Planning Process (CPP) for Water Quality Management 1999 Update	394-0810-001
		Municipal Reference Document- Department Guidance for the Bluff Recession and Setback Act	394-2000-001
		PA's Nonpoint Source Mgt. Program	394-2000-002

Title	Identification Number	Title	Identification Number
Aquifer Testing Guidance for Public Water Systems	394-2125-001	Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-007
Riparian Forest Buffer Guidance	394-5600-001	Interim Policy for NPDES Permits for Stormwater Discharges Associated with Construction Activities at O&G Wells	550-2100-008
Policy for PA Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation	400-0200-001	Oil and Gas Locational Guidance	550-2100-009
Policy for Model Permit Application Process	400-2000-300	Interim Technical Guidance For Attachments to Electronic Submissions—Oil and Gas Program	550-2500-001
Policy for Permit Coordination	400-2000-301	Guidelines to be Used to Evaluate Underground Gas Storage Operators Request to Increase Underground Gas Storage Pressure (<i>Draft—New</i>)	550-2500-002
Guidelines for the Development and Implementation of Environmental Emergency Response Plans	400-2200-001	Guidelines for Submitting Oil/Gas Bonds	550-2501-101
Emergency Operations Plan	400-5900-101	Compliance Monitoring of Oil and Gas Wells and Related Facilities and Activities	550-3000-001
Policy for Authorizing Emergency Response Expenditure	400-5900-102	Enforcement Actions by DEP's Oil and Gas Management Program	550-4000-001
Policy for Emergency Response Critiques	400-5900-103	Civil Penalty Assessments in the Oil and Gas Program	550-4180-001
Policy for Authorities of DEP On-Scene Coordinators	400-5900-104	Addressing Spills and Releases from Oil & Gas Wells and Related Operations	550-5000-001
Policy for Emergency Response Contracting	400-5900-105	Interagency Agreement with the Fish and Boat Commission	560-0600-101
Policies for Authorities of DEP's Director of Emergency Response	400-5900-107	MOU Between PA Game Commission and DEP	560-0600-102
Policy for Contracting with Fire Companies or HAZMAT Teams	400-5900-108	Interagency Agreement, Historical Museum Commission	560-0600-104
Policy for Authorization of Emergency Transport/Storage of Hazardous Waste	400-5900-109	Interagency Agreement, Waste Management	560-0600-105
Policy for Field Order Authorization of Emergency Response Team	400-5900-110	Office of Surface Mining MOU	560-0600-204
Procedures for Emergency Contracting to Extinguish Mine Fire	400-5900-111	Fish and Boat Commission Coordination	560-0700-302
Policy for Gasoline Fume Emergency Criteria	400-5900-112	Game Commission Coordination	560-0700-303
Chlorine Safety Procedures	400-5900-113	Mine Drainage Treatment Trust Real Property Disposition Guidelines	560-5000-001
Hazardous Material and Hazardous Atmosphere Safety Policy	400-5900-114	SOAP and ROAP Application Processing and Preassignment Field Conference	561-2305-201
Policy for Electrofishing Personnel and Equipment Safety	400-5900-116	Small Operator and Remining Operator Assistance Programs (SOAP & ROAP) Report Review	561-2305-203
Standard Operating Procedures for the Acceptance, Collection, Transport etc. of Elemental Mercury	400-5900-117	SOAP and ROAP Applicant Liability and Reimbursement Procedure	561-2305-601
Oil and Gas Operators Manual	550-0300-001	Mine Subsidence Insurance (MSI) Coverage Issuance Procedures	561-5300-101
PA's Plan for Addressing Problem Abandoned Wells and Orphaned Wells	550-0800-001	Mine Subsidence Insurance (MSI) Damage Claim Processing Procedures	561-5300-201
Administrative Policies and Procedures Manual	550-2000-001	Projects and Activities under the Environmental Good Samaritan Act	562-2000-001
Oil and Gas Wastewater Permitting Manual	550-2100-002	Licensing, Name Changes	562-2000-703
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-003	Mining Contract Operator Approval	562-2000-705
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-004	Blasting Activity Permits and Permits by Rule	562-2100-001
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-005	Alternative Peak Particle Velocity or Airblast Level	562-2100-002
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-006		

Title	Identification Number	Title	Identification Number
Municipal Mining Licenses, Permits and Bonds	562-2100-704	Incidental Coal Extraction for Government-Financed Construction Projects or Government-Financed Reclamation Projects	563-2000-003
Aboveground Storage Tanks on Coal Mine Permit Areas	562-2112-101	Coal Exploration	563-2000-102
Prompt Closure of Abandoned Underground Mine Openings	562-2112-315	Noncoal Underground Mine Permit Applications	563-2000-203
Sealing Mine Openings, Bituminous	562-2112-316	Homeowner Notification of Right to Pre-Blast Survey (Industrial Minerals)	563-2000-204
Sealing Anthracite Underground Mine Openings	562-2112-317	Right of Entry	563-2000-208
Bituminous Coal Surface Mining/Blasting near Utilities and Pipelines	562-2112-503	Review Process, Bituminous Coal Blast Plan	563-2000-223
Blasting Complaint Protocol	562-2112-504	Use of Reclamation Fill at Active Noncoal Sites	563-2000-301
Blaster's License Suspension and Revocation Procedure (<i>Draft—Revisions</i>)	562-2402-501	Beneficial Use of Sewage Sludge at Active Mine Sites	563-2000-602
Insurance Requirements and Water Supply Replacement Assurance	562-2500-702	Technical Review, Coal Mining	563-2000-609
Surety Reclamation of Bond Forfeiture Sites	562-2504-312	Validating Abandoned Underground Mine Maps and Establishing Barrier Pillars	563-2000-610
Inspections	562-3000-102	Stream Protection—Bituminous Underground Mining Operations	563-2000-655
Field Evaluation of Pit Size Variances	562-3000-105	Permit Renewals	563-2100-216
Applicant Violator System (AVS) Inspections	562-3000-110	Noncommercial Exemption from Requirements of the Noncoal SMCRA	563-2111-101
Applicant Violator System (AVS) Compliance	562-3000-802	Building Construction Exemption from Requirements of the Noncoal SMCRA	563-2111-102
Fixing Water Samples	562-3200-203	Noncoal Operations	563-2111-111
Normal/Favorable Planting Season	562-3200-205	Highwall Stability In Long-Term Multiple Bench Quarries	563-2111-112
Citizens' Requests: Receiving, Tracking, Investigating, Appealing and Filing	562-3900-402	Borrow Pits for Oil and Gas Well Development Activities.	563-2111-115
Water Supply Replacement and Compliance	562-4000-101	Aboveground Storage Tanks on Coal Mine Permits	563-2112-101
Increased Operation and Maintenance Costs of Replacement Water Supplies	562-4000-102	Developing National Pollutant Discharge Elimination System (NPDES) Permits for Mining Activities	563-2112-115
Compliance/Enforcement Procedures	562-4100-301	Insignificant Boundary Corrections for Surface Mining Activities	563-2112-203
Enforcement, Alternative	562-4100-307	Application Review, Mining Permit	563-2112-205
Enforcement Procedures for Non-Mining Blasting Operations and Explosives Storage Sites	562-4100-311	Beneficial Use of Coal Ash at Active Coal Mine Sites	563-2112-206
Bond Forfeiture	562-4170-308	Application Review, Coal Mining Activity Completeness	563-2112-211
Noncoal Civil Penalty Assessments	562-4180-101	Evaluation and Approval of Land Use Changes for Surface Water Coal Mine Operations	563-2112-212
Noncoal Compliance/Enforcement Procedures	562-4180-102	Application Review, Coal Mining Activity Preapplication	563-2112-214
Civil Penalty Assessments	562-4180-306	Application Review, Accepted Coal Mining Activity	563-2112-215
Reclamation in Lieu of Cash Payment for Civil Penalties	562-4180-309	Alkaline Addition for Surface Coal Mines	563-2112-217
Bankrupt Surety Company Bond Replacement Requirements and Civil Penalty Calculations	562-4180-310	Permit Transfers	563-2112-218
Civil Penalty Collections	562-4180-311	Cumulative Hydrologic Impact Assessments (CHIAs)	563-2112-219
Surface Mine Accident Investigations	562-5900-001		
Engineering Manual for Coal	563-0300-101		
Government Financed Construction Contracts	563-2000-001		

Title	Identification Number	Title	Identification Number
Coal Surface Mining—Oil and Gas Barriers	563-2112-222	Section 316(h): Use of Electronic Atmospheric Detectors in lieu of Approved Flame Safety Lamps	580-2200-003
Evaluation and Approval of Innovative Mining and Reclamation Techniques	563-2112-603	Procedures for Processing Requests to Adopt New Items or Methods	580-2200-004
Auger Mining	563-2112-604	Guidelines for Use of Internal Combustion Motors in Underground Mines other than Coal	580-2200-008
Water Supply Replacement and Permitting	563-2112-605	Use of Electronic/Oxygen Detectors in Lieu of Approved Flame Safety Lamps	580-2200-009
Procedures for Establishing the Quantity of Water in Low-Yield Wells	563-2112-606	Underground Storage of Explosives	580-2200-010
Marketing of Anthracite Coal Reject Materials	563-2112-607	Safety Requirements for Construction of Shafts for Underground Mines	580-2200-011
Constructed Wetlands for Mine Drainage Treatment	563-2112-608	Section 247—Guidelines to Approve Ventilation Plans for Abandoned and Unused Mine Areas	580-2219-002
Determining Eligibility of Pre-Existing Pollutational Discharges	563-2112-610	Section 253(b)—Guidelines for Approving Roof Bolts as Primary Support	580-2219-003
Technical Review, Permitting Pre-existing Pollutational Discharges	563-2112-611	Alternate Method of Test Drilling	580-2219-004
Underground Mining near Oil and Gas Wells	563-2112-652	Submission of Mine Maps when a Mine is Abandoned	580-2219-008
Permitting Ventilation Boreholes for Underground Coal Mines	563-2112-653	Bureau of Deep Mine Safety's Compliance and Enforcement Procedures	580-3000-002
Technical Review, Mine Stability	563-2112-654	Clarification of Pertinence of DEP Statutes re: Coal Processing Facilities	580-3000-005
Liners-Impoundments and Storage Areas	563-2112-656	Underground Mine Accident and Production/ Man-hour Reporting	580-3300-001
Technical Review, Public Water Protection Zones	563-2112-657	Technology Management Process	700-0200-001
Imminent Hazards Associated with Subsidence from Active Mining	563-2112-658	Civil Penalty Assessment Informal Hearing Procedure for the Office of Oil and Gas Management (<i>Draft—New</i>)	800-4000-002
Coal Refuse Disposal—Site Selection	563-2113-660		
Noncoal Surface Mining Payment in Lieu of Bond	563-2500-401		
Conventional Bonding for Land Reclamation	563-2504-001		
Land Maintenance Financial Guarantees	563-2504-002		
Procedures for Calculating Mine Subsidence Bonds	563-2504-101		
Blanket Bonds	563-2504-201		
Anthracite Mine Operator's Emergency Bond Loan (A.E.B.L.) Program	563-2504-405		
Bonding, Direct Submittal of Bonds	563-2504-407		
Phased Deposit of Collateral Coal and Noncoal Mining	563-2504-409		
Processing Completion Reports	563-2504-411		
Evaluating Postmining Discharges	563-2504-412		
Financial Assurance and Bond Adjustments for Mine Sites With Post-mining Discharges (<i>Draft—Revisions</i>)	563-2504-450		
Bonding, Anthracite Underground Mines	563-2504-451		
Qualifying, Processing and Tracking Financial Guarantees and Bond Credits	563-2504-501		
Monitoring and Compliance and Bond Release for Subchapters F and G Permits	563-2504-612		
Accident Reporting Requirements	580-0100-001		

GENERAL SERVICES

DEPARTMENT OF GENERAL SERVICES

POLICY STATEMENTS:

- Deputy Secretary for Property Management (Contact: Daniel Schiavoni, 783-5028)
Use of the Public Areas of the Capitol Complex, 4 Pa. Code §§ 86.1—86.6
- Deputy Secretary for Public Works (Contact: Elizabeth O'Reilly, 787-7095)
Guidelines for Administering and Enforcing the Public Works Employment Verification Act, 4 Pa. Code §§ 66.1—66.9
Steel Products Procurement, 4 Pa. Code § 67a.1.
- Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 783-3119)
Small Diverse Business Opportunities within Construction Contracts, 4 Pa. Code § 68.101—68.102
Small Business Self-Certification and Small Diverse Business Verification, 4 Pa. Code §§ 58.303—58.304
- Bureau of Real Estate (Contact: Elizabeth Woods, 787-2834)
Department of General Services Downtown Location Law Guidelines Statement of Policy (Revised)

GUIDANCE MANUALS:

- Bureau of Procurement (Contact: Tom DiMartile, 787-4352)
M215.3 Procurement Handbook
- Bureau of Publications (Contact: Marcie Pesta, 787-9047)
M210.4 Forms Management (8/16/1983)
M210.5 Standard (STD) Forms Management (9/15/1998)
M210.6 Publications Management (8/01/1984)
- Bureau of Real Estate (Contact: Elizabeth Woods, 787-2834)
M260.1 Manual for Space Utilization (3/11/2004)
- Bureau of Vehicle Management (Contact: Steven Weidner, 787-3162)
M615.3 Commonwealth Fleet Procedures Manual (11/10/2011)

INTERNAL GUIDELINES:

- Bureau of Human Resources (Contact: Dianne McNeal, 772-3828)
Standards of Conduct and Behavior GSP 30-13*
Overtime/Compensatory Leave Policy GSP 30-18
Policy Statement: Equal Employment Opportunity *
Policy Statement: Harassment Free Work Environment*
Policy Statement: Disability-Related Employment*
*Permanently posted on all bulletin boards
- Bureau of Police and Safety (Contact: Joseph Jacob, 787-9013)
Capitol Police Duty Manual
- Bureau of Supplies and Surplus Operations (Contact: Mary Beth Stringent, 787-5940)
Surplus Property Distribution Report Systems User's Manual (4/28/2004)
Warehouse and Distribution Division Policies and Procedures Manual (8/15/2006)

- Commonwealth Agency Recycling Office (Contact: Mary Beth Stringent, 787-5940)
Recycling Policy Recycling Guide
Agency Waste Paper Recycling
Agency Toner Cartridge Recycling
Agency Battery Recycling

MANAGEMENT DIRECTIVES and ADMINISTRATIVE CIRCULARS:

- Bureau of Facilities Management (Contact: Jason Snyder, 214-9056)
A.C. 13-17 Holiday Trees and Decorations in Commonwealth-Owned or Leased Buildings (11/14/13)
M.D. 625.8 Contracting for Bargaining Unit Work (2/25/1994)
M.D. 720.5 Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings (7/25/2008)
- Bureau of Police and Safety (Contact: Joseph Jacob, 787-9013)
M.D. 205.38 Emergency Evacuation and Safe Assembly (01/31/14)
M.D. 205.24 Display of Flags on Commonwealth Grounds and Buildings and Grounds (10/12/2011)
M.D. 625.4 Enforcement of Fire and Panic Regulations (3/27/1991)
M.D. 625.10 Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings (06/29/2012)
M.D. 720.7 Bomb Threats and Suspicious Packages (7/29/2010)

- Bureau of Publications (Contact: Marcie Pesta, 787-9047)
M.D. 220.9 Publication Services (11/25/13)
M.D. 240.7 Submission of Changes to the Commonwealth Telephone Directory (8/18/2008)

- Bureau of Procurement (Contact: Tom DiMartile, 787-4352)
M.D. 215.8 Contractor Integrity Provisions for Commonwealth Contracts (6/17/2010)
M.D. 215.9 Contractor Responsibility Program (10/25/2010)
M.D. 215.12 Provisions Concerning the Americans with Disabilities Act (10/14/2011)
M.D. 215.13 Contract Provision for Donation of Excess Prepared Food (10/12/2011)
M.D. 310.31 Purchase Order Receiving, Invoice Processing and Invoice Reconciliation Process (5/11/2009)
M.D. 310.33 Processing Electronic Invoices in SAP (8/21/2009)
M.D. 620.1 Coal Sampling and Reporting (10/4/2005)

- Commonwealth Agency Recycling Office (Contact: Mary Beth Stringent, 787-5940)
M.D. 205.22—Recycling, Waste Reduction and Procurement of Environmentally Preferable Products (8/29/07)

- Commonwealth Media Services (Contact: Jerry Kambic, 787-9777)
M.D. 220.1 Commonwealth Media Services (01/14/2008)

- Bureau of Risk and Insurance Management (Contact: Kenneth Love 787-2492)
M.D. 630.2 Reporting of Employee Liability Claims (5/15/2013)

- Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 783-3119)
M.D. 215.16 Contract Compliance Program (9/1/2010)

- Bureau of Real Estate (Contact: Elizabeth Woods, 787-2834)
M.D. 615.15 Vehicle Parking License Agreements (10/26/2006)
M.D. 625.1 Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services (10/4/2004)
M.D. 625.2 Inventory of Commonwealth Real Property (9/16/2008)
M.D. 625.5 Reporting Surplus Real Property (5/6/1996)
M.D. 625.6 Leasehold Improvements (5/1/2009)
M.D. 625.7 Use of Form STD-291, Request for Lease Action and Budget Approval (11/6/1997)

- Bureau of Publications (Contact: Marcie Pesta, 787-9047)
A.C. 13-12 Availability—Commonwealth Telephone Directory (08/09/13)

- Bureau of Vehicle Management (Contact: Steven Weidner, 787-3162)
M.D. 615.1 Commonwealth Temporary Transportation Vehicles (2/27/2013)
M.D. 615.16 Commonwealth Fleet Policy (11/10/2011)

EXTERNAL GUIDELINES:

- Bureau of Construction (Contact: Dan Weinzierl, 787-6330)
Administrative Procedures for DGS Construction Contracts, 2010 Edition
Administrative Procedures for DGS Construction Contracts, 2012 Edition
Administrative Procedures for DGS Construction Contracts, September 2013 Edition
Administrative Procedures for Small Business, September 2013 Edition

Administrative Procedures for Small Business Construction Contracts, May 2014 Edition
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, 2010 Edition
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, 2012 Edition
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, 2013 Edition
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, September 2013 Edition
 Guidelines for Small Business Construction Contracts, May 2014 Edition
 Small Business Standard Form of Contract and Contract Bond, September 2013 Edition
 Small Business Standard Form of Contract and Contract Bond, 2014 Edition
 Additional Construction Forms, available on DGS website

Bureau of Engineering and Architecture (Contact: Gary Taylor, 787-6200)
 Professional Agreement and General Conditions to the Agreement, 2010 Edition
 Bureau of Engineering & Architecture: Project Procedure Manual, 2010 Edition
 Division 1—General Requirements, 2010 Edition
 Guidelines for Small Business Design Contracts, May 2014 Edition
 Small Business Design Contract and General Conditions, 2013 Edition
 Additional Design Forms and Small Business Forms, available on the DGS website

Bureau of Professional Selections and Administrative Services (Contact: Herb Pfuhl, 787-7856)
 Instructions to Bidders, 2010 Edition
 Instructions to Bidders, 2012 Edition
 Instructions to Bidders, 2013 Edition
 Instructions for Small Business Bidders, 2013 Edition
 Instructions for Small Business Bidders, 2014 Edition

Bureau of Facilities Management (Contact: Lori Sherlock, 783-9100)
 Application for Use of Public Areas of Capitol Complex (Updated January 2010)

Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 783-3119)
 Available on the DGS website:
 Interim Verification Process
 Procurement Small Diverse Business Program
 Construction Small Diverse Business Program
 Additional information, available on the DGS website

Bureau of Supplies and Surplus Operations (Contact: Mary Beth Stringent, 787-5940)
 Available on the DGS website:
 Surplus Property Operations (News/Media/Calendar of Events)
 State Surplus Property Program
 Fixed Price Auto Sales
 Federal Surplus (Property Program)
 1122 Law Enforcement Program
 1033 Law Enforcement (Property Program)
 Federal Surplus Application
 1033 Law Enforcement Program Application
 Bureau Informational Brochure
 Bridge Marketing
 Warehouse and Distribution Division
 Direct Allocation/Just Arrived for Federal Surplus
 Commonwealth Recycling

Bureau of Procurement (Contact: Tom DiMartile, 787-4352)

Available on the DGS website:
 Supplier Registration Guide
 Doing Business with the Commonwealth
 eMarketplace Solicitations and Bidding Guide
 Cooperative Purchasing Program (COSTARS)
 Green Procurement Information available on DGS website
 Additional Procurement Forms, available on the DGS website

Bureau of Risk and Insurance Management (Contact: Kenneth Love, 787-2492)
 Line of Duty Death and Disability Benefits for Emergency and Law Enforcement Personnel (Updated July 2010)

Deputy Secretary for Public Works (Contact: Elizabeth O'Reilly, 787-7095)
 Request for Proposal Process Guidelines, 2013 Edition
 Application for Qualification Process Guidelines

Right to Know Law (Contact: Troy Thompson, 787-3197)
 Departmental Policy GSP 4-12 Right-to-Know Policy

HEALTH

POLICY STATEMENTS

- Procedures Applicable to Right-to-Know Law Request (1/1/09). (This document is electronically available at www.health.state.pa.us)

Contact: Christie Ann Boyer (717) 547-3089

Bureau of Health Promotion and Risk Reduction

- Position Statement on Colorectal Cancer Screening (Revised 3/04)
- Position Statement on Prostate Cancer Screening (Revised 3/04)
- Position Statement on Cervical Cancer Screening (Revised 3/04)
- Position Statement on Sun Safety (Revised 5/03)
- Policy Statement on Clinical Trials (3/04)
- Policy Statement on Unsolicited Proposals Requesting Funding From the Cancer Control Program (10/03)
- Position Statement on Breast Cancer Screening (Revised 5/04)

Contact: Tomas Aguilar(717) 787-6214

GUIDANCE MANUALS

Bureau of Community Health Systems

- Public Bathing Place Manual, Part I General Purpose Recreational Swimming Pools and Specialty Pools, Including Wading and Spray Pools (February 2002)
- Public Bathing Place Manual, Part II General Purpose Recreational Bathing Beaches (February 2002)
- Public Bathing Place Manual, Part III Hot Tubs and Spas (February 2002)
- Application to Operate a Public Bathing Place (June 2009)
- Public Swimming & Bathing Places-Operational & Biological Contamination Protocol Recommendations (March 18, 2008)

Contact: Douglas Koszalka (717) 787-4366

- Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care (2010)
- Request for Reimbursement and Report of School Health Services Instruction Manual (Revised 2013)
- Procedures for the Growth Screening Program for Pennsylvania's School-Age Population (2004)
- Procedures for the Scoliosis Screening Program for Pennsylvania's School-Age Population (2001)

- Procedures for the Hearing Screening Program for Pennsylvania's School-Age Population (2001)
- Procedures for the Vision Screening Program for Pennsylvania's School-age Population (2002)
- Indoor Air Quality Guidelines for Pennsylvania Schools (2006)
- Diabetes in School Children: Recommendations & Resource Guide for School Personnel (2009)
- Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations & Resource Guide for School Personnel (2011)

Contact: Beth Ann Bahn (717) 787-2390

(All documents are only available electronically at www.health.state.pa.us)

Bureau of Epidemiology

Environmental Health Fact Sheets

1. Arsenic
2. Barium
3. Benzene
4. Bisphenol A
5. Boron
6. Bromide
7. Cadmium
8. Carbon Dioxide
9. Carbon Monoxide
10. Chloramine in Drinking Water
11. Cyanuric Acid and Stabilized Chlorine Products
12. Ethylene Glycol
13. Fungal (Mold) Contamination in Indoor Environments
14. Lead
15. Manganese
16. Mercury
17. Methane
18. Methyl tert-butyl ether (MTBE)
19. Naphthalene
20. Nitrate and Nitrites
21. Polycythemia Vera

Patient Information

JAK2 and Polycythemia Vera

Polycythemia Vera and Myeloproliferative Neoplasms

Polycythemia Vera in Northeast Pennsylvania

Resources for People With the JAK2 Mutation, PV or other MPNs

Physician Information

Polycythemia Vera

Polycythemia Vera in Northeast Pennsylvania—Activities
Polycythemia Vera in Northeast Pennsylvania—Epidemiology

Polycythemia Vera and JAK2 Testing information

Reporting Polycythemia Vera

Polycythemia Vera Binder

22. Radon
23. Selenium
24. Strontium
25. Styrene
26. Toluene
27. Xylene

Health Assessment Program Consultations and Reports

1. Imperial Landfill Letter Health Consultation
2. Suspected Former Lead Smelters—Fact Sheets and Maps
3. Guidance for Families Living Near a Former Lead Smelter
4. Bruce Mansfield Power Plant: Evaluation of Air Monitoring Data
5. Cancer Evaluation—Ambler Area, Montgomery County

6. Precision Site Letter Health Consultation
7. Pittstown Cancer Incidence Analysis, Luzerne County
8. Eastwick Cancer Incidence Analysis
9. Price Battery Public Health Assessment

Guidelines

1. Indoor Air Quality Guidelines for Pennsylvania Schools
2. Guidelines on Ice Skating Rink Resurfacing Machine and Indoor Air Quality Issues
3. Guidelines on Bloodborne Pathogens for the Public Sector

Contact: James Logue, DrPh, MPH (717) 787-1708

West Nile Virus

The following documents can be found at the following website: <http://westnile.state.pa.us/>

- 2000-2012WNV Surveillance Results
- 2013 West Nile Control Program Plan

Contact: Dr. James Rankin (717)547-3514

Influenza

- Pennsylvania Influenza Weekly Reports
- Pennsylvania Influenza Pandemic Response Plan

Contact: Atmaram Nambiar, MD MPH (717-787-3350)

The following documents can be found at the following website: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1008994&mode=2>

Pennsylvania Department of Health Healthcare Personnel Influenza Vaccination Honor Roll—2011-2012 Influenza Season.

Rabies

The following documents can be found at the following website: http://www.portal.state.pa.us/portal/server.pt/community/other_diseases_illnesses/14162/rabies_reports/557221

- 2005-2012 Annual Rabies Reports
- 2009-2013 Monthly Rabies Reports

Contact: Kirsten Waller, MD MPH (717-787-3350)

HIV/AIDS Summaries

The following documents can be found at the following website: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=557343&mode=2>

- HIV/AIDS Surveillance Annual Summary—December 2005
- HIV/AIDS Surveillance Annual Summary—December 2006
- HIV/AIDS Surveillance Annual Summary—December 2007
- HIV/AIDS Surveillance Annual Summary—December 2008
- HIV/AIDS Surveillance Annual Summary—December 2009
- HIV/AIDS Surveillance Annual Summary—December 2010
- HIV/AIDS Surveillance Annual Summary—December 2011

Contact: Godwin Obiri, MS, DrPH (717) 783-0481

Integrated Epidemiologic Profile of HIV/AIDS in Pennsylvania & HIV Epidemiology Investigation Reports

The following documents can be found at the following websites: http://www.portal.state.pa.us/portal/server.pt/community/hiv_aids/14241/epidemiology_data_for_prevention_care_services/557189

http://www.portal.state.pa.us/portal/server.pt/community/hiv_aids/14241/integrated_epidemiologic_profile_of_hiv_aids_in_pa/557190

• **Integrated Epidemiologic Profile of HIV/AIDS in Pennsylvania**
 • **Epidemiology Data/Resources for Prevention & Care Services**

Contact: Benjamin Muthambi, DrPH, MPH (717) 783-0481

Communicable Diseases Fact Sheets:

- Amebiasis
- Anaplasmosis
- Anthrax
- Arenaviruses
- Aseptic Meningitis
- Avian Influenza
- Babesiosis
- Bacterial Meningitis
- Bat Rabies
- Bed Bugs
- Body Lice
- Botulism
- Bovine Spongiform Encephalopathy (Mad Cow)
- Brucellosis
- Campylobacteriosis
- Cat Scratch Disease
- Central-line Associated Bloodstream Infections
- Chickenpox/Shingles
- Cholera
- Chronic Fatigue Syndrome
- Chronic Wasting Disease
- Clostridium difficile
- Creutzfeldt-Jakob Disease
- Crimean-Congo Hemorrhagic Fever
- Croup
- Cryptosporidiosis
- Dengue Fever
- Diphtheria
- Disease Surveillance
- Eastern Equine Encephalitis
- E. Coli 0157:H7
- Ebola Hemorrhagic Fever
- Ehrlichiosis-Human Granulocytic
- Encephalitis, Eastern Equine (EEE)
- Encephalitis, LaCrosse
- Encephalitis, St. Louis (SLE)
- Encephalitis, West Nile (WNV)
- Epstein-Barr Virus (Mononucleosis)
- Fifth Disease
- German Measles (Rubella)
- Giardiasis
- Glanders
- Group A Streptococcal
- Group B Streptococcal
- Guillain-Barre Syndrome
- Haemophilus Influenzae Type B (HiB)
- Hand, Foot and Mouth
- Hand Hygiene
- Hantavirus
- Head Lice
- Helicobacter Pylori
- Hendra/Nipah Disease
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Herpes B Virus
- Herpes Gladiatorum
- Histoplasmosis
- Hookworm
- Human Granulocytic Ehrlichiosis
- Human Papillomavirus (HPV)
- Influenza, Avian
- Influenza H1N1
- Influenza, Seasonal
- Kawasaki Syndrome
- Klebsiella
- LaCrosse Encephalitis
- Lassa Fever
- Legionellosis
- Leishmaniasis
- Leptospirosis
- Lice, Body
- Lice, Head
- Lice, Pubic
- Listeriosis
- Lyme Disease
- Lymphocytic Choriomeningitis (LCM)
- Malaria
- Marburg Hemorrhagic Fever
- Measles
- Melioidosis
- Meningitis, Aseptic (Non-Bacterial)
- Meningitis, Bacterial
- Meningococcal Disease
- Methicillin Resistant Staph Aureus (MRSA)
- Monkey Pox
- Mosquito Pesticide Spraying
- Mumps
- Norovirus
- Orf
- Pertussis
- Pinworm
- Plague
- Pneumococcal Disease
- Pneumonia
- Polio
- Powassan Virus
- Prion Diseases
- Psittacosis
- Prion Disease
- Pubic Lice
- Q Fever
- Rabies Information
- Rabies in Cats
- Raw Milk
- Reportable Diseases
- Respiratory Syncytial Virus (RSV)
- Reye Syndrome
- Ricin
- Rift Valley Fever
- Rocky Mountain Spotted Fever
- Saint Louis Encephalitis
- Salmonellosis
- Scabies
- Severe Acute Respiratory Syndrome (SARS)
- Severe Acute Respiratory Syndrome (SARS) :: Fact Sheet
- Shigellosis (English and Spanish)
- Shingles
- Smallpox
- Staphylococcal enterotoxin B (SEB)
- Sylvatic Typhus
- Terrestrial Rabies
- Tetanus
- Tickborne Diseases
- Toxocariasis (Roundworm Infection)
- Toxoplasmosis
- Traveler's Health
- Tularemia
- Typhoid Fever
- Urinary Tract Infections
- Vancomycin Intermediate/Vancomycin Resistant Staph Aureus (VISA/VRSA)

- Vancomycin Resistant Enterococci (VRE)
- *Vibrio Parahaemolyticus*
- *Vibrio Vulnificus*
- Viral Hemorrhagic Fevers
- West Nile Virus
- Yellow Fever
- Yersiniosis

Contact: Dr. James Rankin (717) 547-3514

The Bureau of Epidemiology Quarterly Newsletter is electronically available at: http://www.portal.health.state.pa.us/portal/server.pt/community/newsroom%2C_publications_and_reports/11602/epinotes/824573

EpiNotes 2011 Volume 1, Issues 1—4

EpiNotes 2012 Volume 2, Issues 1—4

EpiNotes 2013 Volume 3, Issues 1—2

The Annual Health-Care Associated Infections Reports are electronically available at: http://www.portal.state.pa.us/portal/server.pt/community/healthcare_associated_infections/14243/hai_annual-reports/140364

- 2008 Report: Health-care Associated Infections (HAIs) in Pennsylvania Hospitals
- 2009 Report: Health-care Associated Infections (HAIs) in Pennsylvania Hospitals
- 2010 Report: Health-care Associated Infections (HAIs) in Pennsylvania Hospitals
- 2011 Report: Healthcare-Associated Infections (HAIs) in Pennsylvania Hospitals
- 2012 Report: Healthcare-Associated Infections (HAIs) in Pennsylvania Hospitals

Contact: Kimberly Buffington (717) 425-5422

Bureau of Emergency Medical Services

(Some of these documents are electronically available at http://www.portal.state.pa.us/portal/server.pt/community/emergency_medical_services/14138)

- Overview of Pennsylvania Department of Health Ambulance Licensure Program Statewide Advanced and Basic Life Support Protocols
- Out-of-Hospital Do-Not-Resuscitate Questions and Answers
- Voluntary Rescue Service Recognition Program Manual
- Pennsylvania Rescue Program Administration Manual
- EMS Patient Care Reporting Standards
- EMS Practitioner Registry
- EMS Notices in *PA Bulletin*
- *EMS Information Bulletins*

Contact: Robert Cooney (717) 787-8740

Bureau of Health Planning

- PA Primary Care Loan Repayment Program, Practitioner Application and Program Guidance (Revised 2013, available on the Department's website at www.health.state.pa.us)
- J-1 Visa Waiver Program (Conrad 30) Statement of Policy (Revised 3/14, available on the Department's website at www.health.state.pa.us)
- DOH Appalachian Regional Commission J-1 Visa Waiver Program Policy (Revised 3/14, available on the Department's website at www.health.state.pa.us)
- Pennsylvania State Health Assessment 2013 (available on the Department's website at www.health.state.pa.us)

Contact: Bob Richardson (717)772-5298

Bureau of Health Statistics and Research

- Application for Access to Protected Data (Revised 8/13)
- User's Guide for Access to Protected Data (Revised 8/13)
- Application for Access to Protected Data for State, Federal & Local Government Agencies (8/12)

- User's Guide for Access to Protected Data for Government Agencies (8/13)

Contact: Marina Matthew(717) 783-2548

Bureau of Managed Care

- Technical Advisory: Sample Enrollee Consent Form (6/26/04)
- Technical Advisory: Enrollee Consent for Provider-Initiated Grievances (6/19/04)
- Technical Advisory: Gatekeeper and Point-of-Service Plans seeking to offer benefit plans with less than 8-% plan paid co-insurance for out-of-network services (10/13/04)
- Technical Advisory: Interpreting 28 Pa. Code § 9.752(f) (Relating to UR Standards) requiring a UR decision to include a contractual basis and clinical reason for denial (1/1/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.752(f) (Relating to Time Frames for UR)- Communicating the UR Decision. (1/1/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.704(c) (Relating To Appeal Of A Complaint Decision) and 28 Pa. Code § 9.707(b)(6) (Relating to External Grievance process) Regarding Content of Transmittal Letters of Enrollees' Case Files (12/03/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.761-2 Provider Credentialing and Credentialing Standards as related to "Provisional Credentialing" as Recognized by NCQA (2/11/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.761-2 Provider Credentialing and Credentialing Standards as related to Medical Director sign-off of clean credentialing files (2/11/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.684(a)(3) (Relating To Continuity of Care) Regarding Notification of Enrollees Affected by the Termination of Non-Primary Care Providers/Specialists by a Managed Care Plan (5/6/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.679 (d) (Relating to Travel Distance to Participating Providers) 5/19/2012)

Contact: William Wiegmann (717) 787-5193

Bureau of Communicable Diseases

Division of Immunizations

- PA VFC Fraud and Abuse Procedures (01/12)
- Vaccine Preventable Diseases Surveillance Follow-up Protocol (07/11)
- Vaccine Cold Chain Protocol for Immunization Providers (01/12)
- Vaccine Eligibility Criteria (02/13)
- Vaccines for Children Provider Handbook (01/12)
- Vaccines for Children Quality Assurance Manual (01/12)
- Perinatal Hepatitis B Prevention Program Case Follow-up Actions (09/12)
- Guidelines for Prevention of Perinatal Hepatitis B (02/13)
- Protocols for Perinatal Hepatitis B Prevention Program (02/13)
- Recommendations for Varicella Outbreak Prevention and Control in School or Childcare Group Settings (01/13)
- Immigration Status and Data Entry into the Statewide Immunization/Information System
- Adolescent and Adult High-Risk Immunization Program Manual (02/12)
- Standards for Adult Immunization Practices
- Mass Immunization Liability Protection Guidelines
- Pennsylvania Quick Guides for Measles, Mumps, Rubella, Varicella, Pertussis, Diphtheria (12/10)

- Procedure Manual School Immunization Regulations (05/10)

Contact: Cindy Findley (717) 787-5681

STD Program

- Participating Provider Agreement (PPA) Providers Information Manual

Contact: Beth Butler (717) 787-3981

Healthcare Associated Infection Prevention Section

- Healthcare Associated Infection and Patient Identifier Reporting (December 5, 2007)
 - NHSN Update, Re: Issue Clarification Summary (April 3, 2008)
 - Reporting a Patient Identification Number (April 2008), 38 Pa.B. 1783
 - Technical Advisory: HAI-2009-001, Multidisciplinary Infection Control Committee Membership Composition
 - Technical Advisory: HAI-2009-002, Written Notification of Health Care-Associated Infections to Responsible Parties in Healthcare Facilities
 - Technical Advisory: HAI-2009-003, Health Care-Associated Infection Confirmation in Nursing Homes
- Contact: Kimberly Buffington (717) 425-5422

Bureau of Public Health Preparedness

- Pennsylvania Emergency Preparedness Guide (revised 3/2010)
- Pennsylvania Public Health and Medical Emergency Preparedness Plan (2011-2015)
- Online Registry—SERVPA—For Volunteers During Disasters or Emergencies
- State Emergency Registry of Volunteers in Pennsylvania (SERVPA) Operations Manual (Version I—12/1/11), which may be found on the SERVPA website home page at <https://www.serv.pa.gov>
- PA Prepared Learning Management Fact Sheet (HD0483P Rev 09/08)
- Medical Surge Management Series (March 2010). This guidance can be found on the PA DOH website at: <http://www.portal.state.pa.us/portal/server.pt/community/communication/14147/pa-mems/725592>
- Pennsylvania Modular Emergency Medical Systems (PA MEMS) Version 1.0 October 2010
- Preparing for Public Health Emergencies: A Planning Aid for Public Health and Healthcare Professionals (02/2012)
- Pennsylvania Public Health Emergency Preparedness Tool and Manual
- Integrating Community Pediatricians Into Public Health and Preparedness Response Activities in Pennsylvania (06/2013)
- A Communications Toolkit for Public Health Emergencies that Impact Children: Resources for Pediatric Practices, Schools, and Childcare Programs (05/2013)
- The Pennsylvania Public Health Risk Assessment Tool (01/2013)

Contact: Jeffrey Backer (717) 346-0640

INTERNAL GUIDELINES

Bureau of Health Statistics and Research

- Policy and Procedures for Assisted Conception Birth Registrations (10/03)

Contact: Kylee Higgins (724) 698-2340

Bureau of Communicable Diseases

Division of Immunizations

- Perinatal HB Protocols
- Quality Assurance Handbook
- Cold Chain Failure Follow-up (01/01/13)
- VFC Provider suspension (05/07/11)

Contact: Cindy Findley (717) 787-5681

STD Program

- Guidelines: Use of the Internet to Perform Partner Service and Health Education Activities
- Biological Room Standard Operating Procedures (TB/STD)

Contact: Beth Butler (717) 787-3981

Division of HIV/AIDS

- HIV Counseling and Testing Operations Manual
 - Housing Opportunities For Persons With AIDS Operations Manual
 - Coalition and Fiscal Agents Operations Manual
 - Procedures and Consent Forms for HIV Antibody testing, CD4 tests, Viral Load tests, Orasure tests and Rapid tests
 - Combined Statewide Coordinated Statement of Need and Comprehensive Plan
 - Jurisdictional Community HIV Prevention Plan
- Contact: Kenneth McGarvey (717) 783-0572

Institutional Review Board

- Institutional Review Board Policies and Procedures (03/04)

Contact: Atmaram Nambiar, MD MPH (717-787-3350)

OTHER

Bureau of Health Planning

- State Health Improvement Plan
 - State Health Improvement Plan Special Report on the Health Status of Minorities in Pennsylvania
 - 2008 SHIP Partnership Satisfaction Survey Analysis Report
 - Results of the 2007 SHIP Affiliation Partnership Survey
 - Registered Nurse Workforce Report
 - Licensed Practical Nurse Workforce Report
 - Nursing Educations Programs in Pennsylvania Report
 - Physician and Physician Assistant Workforce Report
 - Dentist and Dental Hygienist Workforce Report
- Contact: Bob Richardson (717) 772-5298

Bureau of Emergency Medical Services

- Prehospital Care Response Report
- Statewide Emergency Medical Services System Development Plan
- 2008 Annual EMS Report
- Reports on EMS System Issues
- EMS Statistics
- EMS Training Information
- EMS Practitioner Registry
- List of Disciplinary Sanctions Imposed
- Tool for Locating Regional EMS Councils by County
- EMS Incident Self Reporting Process

Information Bulletins

- EMS Information Bulletin #1—EMS Personnel Called to Active Military Duty (8/5/03)
- EMS Information Bulletin #2—Epinephrine Auto Injector Administration by EMTs (8/13/03)
- EMS Information Bulletin #3—EMS Vehicle Collision Accident Form (9/30/03)
- EMS Information Bulletin #4—EMS Instructor Update Requirement (Revised 3/2/04)
- EMS Information Bulletin #5—Cyanide Compound Exposure Protocol (9/9/03)
- EMS Information Bulletin #6—Continuing Education Requirement-ALS Medical Command (11/5/03)
- EMS Information Bulletin #7—On-Line Continuing Education (11/6/03)
- EMS Information Bulletin #8—Distribution of Continuing Education Handbook (12/9/03)

- EMS Information Bulletin #10—EMS License Plates (2/11/04)
- EMS Information Bulletin #11—Public Access AED (2/13/04)
- EMS Information Bulletin #13—EMS Vehicle Collision and Personal Injury Form (Revised) 4/1/04)
- EMS Information Bulletin #14—Epinephrine Auto-Injector Administration (Revised 3/10/04)
- EMS Information Bulletin #15—Emergency Response Employees (ERES) (4/30/04)
- EMS Information Bulletin #16—Electronic Ambulance Licensure Application Amendment Procedure (4/30/04)
- EMS Information Bulletin #17—Statewide BLS Medical Treatment Protocols and Guidelines (5/6/04)
- EMS Information Bulletin #19—CD and Web-Based ACLS Programs (6/18/04)
- EMS Information Bulletin #20—Certificates, Wallet Cards and Patches (6/8/04)
- EMS Information Bulletin #21—System Status Management (6/18/04)
- EMS Information Bulletin #22—EMTs Assisting With ALS Procedures (7/28/04)
- EMS Information Bulletin #23—Ambulance Licensing Overview (10/19/04)
- EMS Information Bulletin #25—Surge Response Services Update (12/13/04)
- EMS Information Bulletin #26 AED Mode Use on ALS Monitor/Defibrillator Devices (4/11/2006)
- EMS Information Bulletin #27 Interfacility Transport Guidelines (7/8/2005)
- EMS Information Bulletin #28 Grand Rounds (7/25/2005)
- EMS Information Bulletin #29 EMS Office Organization Chart (8/3/2005)
- EMS Information Bulletin #30 Ambulance Vehicle Standards (10/19/2005)
- EMS Information Bulletin #31 Draft ALS Protocols (10/25/2005)
- EMS Information Bulletin #32 Patients Exposed to Tasers (11/10/2005)
- EMS Information Bulletin #33 New Electronic Applications (11/17/2005)
- EMS Information Bulletin #34 Ambulance Vehicle Markings (12/20/2005)
- EMS Information Bulletin #35 Updated AHA Standards (12/23/2005)
- EMS Information Bulletin #36 New BLS Protocols (4/7/2006)
- EMS Information Bulletin #37 Epinephrine Auto-Injector Approval Update (4/11/2006)
- EMS Information Bulletin #38 Implementation of New AHA Standards (5/23/2006)
- EMS Information Bulletin #39A Statewide BLS Protocols and AED Utilization (10/31/06)
- EMS Information Bulletin #40 Update to Statewide BLS Protocol Course (11/14/06)
- EMS Information Bulletin #41 Revised Ambulance Licensure Equipment (11/17/06)
- EMS Information Bulletin #42 Changes to Scope of Practice and Equipment (11/17/06)
- EMS Information Bulletin #43 Continuing Education Requirements for ALS Medical Command Authorization (12/01/06)
- EMS Information Bulletin #44 Centralized Registration for the Learning Management System (12/31/06)
- EMS Information Bulletin #45 State Recognized CPR Programs (03/05/007)
- EMS Information Bulletin #46 Comprehensive Laboratory Improvement Amendments (03/19/07)
- EMS Information Bulletin #47 Replacement of Promethazine with Ondansetron (03/19/07)
- EMS Information Bulletin #48 Capnography Frequently Asked Questions (08/14/07)
- EMS Information Bulletin #50 First Responder Equivalences (11/05/07)
- EMS Information Bulletin #51 State Recognized CPR Programs (11/05/07)
- EMS Information Bulletin #52 Recognized Emergency Vehicle Operators Courses (11/05/07)
- EMS Information Bulletin #53 Medical Command Authorization 2007 (12/01/07)
- EMS Information Bulletin #54 Implementation of National EMS Information System (NEMIS) (12/20/07)
- EMS Information Bulletin #55 National Ski Patrol (02/28/08)
- EMS Information Bulletin #56 Paramedic—PHRN Certification Process (03/05/08)
- EMS Information Bulletin #57 Air Ambulance Guidelines (06/23/08)
- EMS Information Bulletin #58 Emergency Contraception Guidelines (10/07/08)
- EMS Information Bulletin #59 Emergency Vehicle Operator Courses (10/20/08)
- EMS Information Bulletin #60 Amended Continuous Positive Airway Pressure for Basic Life Support (10/27/08)
- EMS Information Bulletin #61 Suspension of Ambulance Driving Privilege (11/13/08)
- EMS Information Bulletin #62 Implementation of Updated Protocols (11/21/08)
- EMS Information Bulletin #63 Basic Life Support Skill Sheets (12/31/08)
- EMS Information Bulletin #64 Operation of Ambulance and Other Emergency Vehicles While at Hospital Emergency Department (01/22/09)
- EMS Information Bulletin #65 State Recognized CPR Programs (01/28/09)
- EMS Information Bulletin #66 Guidelines for CPAP Devices (01/30/09)
- EMS Information Bulletin #67 Trauma Patient Destination/Statewide Air Ambulance Transport Protocol (05/06/09)
- EMS Information Bulletin #68 State Recognized CPR Programs (06/30/09)
- EMS Information Bulletin #69 Approved Emergency Vehicle Operator Courses (07/01/09)
- EMS Information Bulletin #70 Guidelines for Reflective Chevrons (09/08/09)
- EMS Information Bulletin #71 Picture Identification Cards (09/08/09)
- EMS Information Bulletin #72 Statewide BLS (605) and ALS (6005) Blast Protocols (09/15/09)
- EMS Information Bulletin #73 (Amended) Paramedic Liability Protection (10/28/09)
- EMS Information Bulletin #74 Stretcher and Wheelchair Vehicle (02/08/10)
- EMS Information Bulletin #75 EMS Provider Examination Policy (04/10/10)
- EMS Information Bulletin 2013-007 Patient Care Report Submissions
- EMS Information Bulletin 2013-005 State Recognized CPR Programs
- EMS Information Bulletin 2011-012 Wind Effects on Ambulance Vehicles
- EMS Information Bulletin 2011-008 Verification of EMS Practitioner Status for Endorsement
- EMS Information Bulletin 2011-007 Re-Entry of EMS Personnel with Expired Certifications prior to NSC of 1995

- EMS Information Bulletin 2011-006 Bed Bug Information
 - EMS Information Bulletin 2011-005 Drowning Data Collection
 - EMS Information Bulletin 2011-004 ALS and BLS Statewide Protocols Implementation
 - EMS Information Bulletin 2011-003 Pediatric Transport Guidelines
 - EMS Information Bulletin 2011-002 Implementation of Updated ALS-BLS Statewide Protocols
 - EMS Information Bulletin 2011-001 Continuing Education Hour Calculation
 - EMS Information Bulletin 2012-015 Yellow DOT
 - EMS Information Bulletin 2012-014 Approved Emergency Vehicle Operator Course
 - EMS Information Bulletin 2012-013-C State Recognized CPR Programs
 - EMS Information Bulletin 2012-011 Picture Identification
 - EMS Information Bulletin 2012-010 Drug Shortage
 - EMS Information Bulletin 2012-009 EMS Transfer of Care Form
 - EMS Information Bulletin 2012-008 Stretcher Vans
 - EMS Information Bulletin 2012-007 Defibrillation Doses
 - EMS Information Bulletin 2012-004 PA NJ ConEd Document
 - EMS Information Bulletin 2013-010 Lapse of Registration
 - EMS Information Bulletin 2013-009 Cognitive Exam Acknowledgement Form
 - EMS Information Bulletin 2013-008 Expired Medications
 - EMS Information Bulletin 2013-007 Patient Care Report Submissions
 - EMS Information Bulletin 2013-005 State Recognized CPR Programs
 - EMS Information Bulletin 2013-004 ALS/BLS Protocol
 - EMS Information Bulletin 2013-003 Mechanical CPR
 - EMS Information Bulletin 2013-002 Emergency Medical Responder
 - EMS Information Bulletin 2013-001 Out of Service Decal
 - EMS Information Bulletin 2014-002 Transfer of Care
 - EMS Information Bulletin 2014-001 State Recognized CPR Programs
- Contact: Robert Cooney (717) 787-8740

Bureau of Facility Licensure and Certification

- QA Annual Report
- Contact: Christine Filipovich (717) 787-8015

Division of Nursing Care Facilities (Long Term Care Provider Bulletins)

- Abuse, Neglect, Misappropriation of Property by Nurse Aides or Others—LTC PB No. 22 (Reviewed 5/28/2013)
- Nurse Aide Registry Update—LTC PB No. 29 (Reviewed 5/28/2013)
- Training of Companions/Sitters in T18 or 19 Facilities—LTC PB No. 31 (Reviewed 5/28/2013)
- Disposition of Patient Medications—LTC PB No. 35 (Reviewed 5/28/2013)
- Exception/Waiver Requests—LTC PB No. 37 (Reviewed 5/28/2013)
- Taping of Exit Conference—LTC PB No. 42 (Reviewed 5/28/2013)
- Informal Dispute Resolution—LTC PB No. 44 (Reviewed 5/28/2013)
- Surety Bond Requirements—Clarification of “Obligee”—LTC PB No. 48 (Reviewed 5/28/2013)

- Department Access to Records at Nursing Homes Pursuant to 35 P. S. § 448.813—LTC PB No. 49 (Reviewed 5/28/2013)
- Advance Directives Requirements—LTC PB No. 58 (Reviewed 5/28/2013)
- Independent Informal Dispute Resolution (Section 6111 of the Patient Protection and Affordable Care Act of 2010/ Sections 1819(h) and 1919(h) of the Social Security Act, 42 U.S.C. §§ 1395i-3(h) and 1396r(h), and 42 C.F.R. § 488.431)—LTC PB No. 2011-12 (Issued December 8, 2011) (Reviewed 5/28/2013)
- Department of State Referrals of Licensed Professionals when allegations have been unsubstantiated—LTC PB No. 2012-2-1 (Issued February 14, 2012) (Reviewed 5/28/2013)
- Long-Term Care Nursing Facility Independent Informal Dispute Resolution Act, Act 128 of 2011—LTC PB No. 2012-05-1 (Issued May 24, 2012) (Reviewed 5/28/2013)
- Provider Bulletin 2012-11-13 Required Reportable Events/Actions by Facility (Issued 11/13/2012) (Reviewed 5/28/2013)
- Provider Bulletin 2012-11-29 National Partnership to Improve Dementia Care and Reduce Antipsychotic Drug Use in Nursing Homes (Issued 11/29/2012) (Reviewed 5/28/2013)
- Interim recommendations for Long Term Care Facilities during Tubersol shortages
Contact: Susan Williamson (717) 787-1816

Division of Acute and Ambulatory Care

- Abortion Control Act (footnoted)
 - Ambulatory Gynecological Surgery in Hospitals and Clinics Regulations (footnoted)
 - Abortion: Making a Decision
 - Services for Pregnant and Parenting Women
 - Application of Abortion Control Act to Abortions Induced by Drugs
 - Template (use is optional) for Patient Safety Plan
- Contact: Ann Chronister (717) 787-8015
- PA Department of Health Message Board <http://app2.health.state.pa.us/commonpoc/content/FacilityWeb/FacMsgBoard.asp?Distribution=F&Selection=All>
 - Stroke Center Listing
 - Exception Process
 - Expedited Exception Process and Request Form for Hospitals and Ambulatory Surgery Facilities
 - Exception Committee Procedure: Elective Percutaneous Coronary Interventions (PCI)
 - Telemedicine Survey Guidelines and Department of Health Survey Policy—General Statement
- Contact: Joanne Salsgiver (717) 783-8980

Bureau of Family Health

- Lead Case Management Guidelines for Community Health Nurses (2014)
 - Screening Young Child For Lead Poisoning: Guidance for State and Local Public Health Officials, Statement by the Centers for Disease Control—11/97 (Federal guidelines adopted by Department)
 - Application for Chronic Renal Disease Transportation Services
 - Application for Head Injury Program Services (Division of Program Support and Coordination-Form #HD1072F)
 - Traumatic Brain Injury Needs Assessment (2003)
 - Traumatic Brain Injury State Action Plan (2003)
- Contact: Carolyn Cass (717) 772-2762
- Application for Special Needs Services (Division of Program Support and Coordination- Form #HD1072F)
- Contact: Roxann Arbogast-Boes (717) 346-2619

Division of Newborn Screening and Genetics

- Universal Newborn Hearing Screening Program Guidelines for Infant Hearing Screening
- Early Hearing Detection and Intervention Program: Pennsylvania Department of Health Early Hearing Detection and Intervention (EHDI) Program Report on Screening and Follow-up for 2004-2006 Births
- Newborn Screening Provider Manual for the Commonwealth of Pennsylvania-Division of Newborn Screening and Genetics Bureau of Family Health
- Brochure to Parents: Pennsylvania Screening Services for Newborn Babies-Protecting Babies, Preventing Problems, Screening Right After Birth, Starting Treatment Early
- Application for Newborn Screening and Follow-up Program-Metabolic Formula Order Form
- Application for Services Metabolic Formula Program Pharmacy Selection Form
- Application for Services Metabolic Formula Program (Form No. HD1072F)
- Application for Services HEALTH INSURANCE BENEFITS INFORMATION SHEET
- Application for Services Certification and Authorization Statements

Contact: Roxann Arbegast-Boes (717) 772-2762

Bureau of Women, Infants and Children (WIC)

- WIC State Plan of Operations

Contact: Will Cramer: (717) 783-1289

Bureau of Communicable Diseases**TB Program**

- TB Control Manual
- TB Outbreak Response Plan

Contact: Kimberly Fitzpatrick (717)787-6267

STD Program

- STD Outbreak Response Plan
- STD Electronic Resource Guide, 2007 (CD-ROM)
- PA NEDSS STD Program Reference Guide (available on line)
- Program Operation Guidelines for STD Prevention (published by Centers for Disease Control and (Prevention (CDC))

Contact: Beth Butler (717) 787-3981

Bureau of Health Statistics and Research

- Application for Certified Copy of Birth or Death Record, Form H105.102.
- Form Utilized for Birth Corrections, Form H105.133.
- Death Correction Statement, Form H105.135.
- Application for Multi-Year Search of Birth Record, Form HD1124F.
- Application for Multi-Year Search of Death Record, Form HD 1125F.
- Biological Parent Registration Identification Form, Form H105.700.
- Withdrawal of Biological Parent Consent Form, Form H105.702.
- Statement from Requestors Not Possessing an Acceptable Government Issued Photo-ID, Form HD123F.
- Change in Civil Status Form, Form H105.132.

The following forms are electronically available at www.health.state.pa.us/vitalrecords:

- Application for Certified Copy of Birth Record-Mail Requests, Form HD1105F
- Application for Certified Copy of Death Record-Mail Requests, Form HD1107F
- Form Utilized for Birth Corrections, Form HD1104F
- Death Correction Statement, Form HD1109F
- Application for Multi-Year Search of Birth Record,

Form HD1131FW

- Application for Multi-Year Search of Death Record, Form HD1132FW
 - Statement from Requestors Not Possessing an Acceptable Government Issued Photo-ID, Form HD123F
 - Change in Civil Status Form, Form H105.132Delayed Birth Certificate, Form H105.019 Certificate of Adoption, Form H105.091
- Contact: Kylee Higgins (724) 698-2340

Bureau of Laboratories

(Some of these documents are electronically available at <http://www.portal.state.pa.us/portal/server.pt/community/laboratories/14158>)

- Submission of Rabies Specimens
- General Specimen Submission Form
- CDC Specimen Submission Form
- Compliance with Shipping of Diagnostic Specimen/Etiologic Agent
- Laboratory Submission Form for Viral Encephalitis/Meningitis
- Lyme Disease Testing Form
- Bioterrorism Agents (various) Information
- Sputum Collection for Tuberculosis
- Nasal or Throat Swab Procedure for Virus Isolation
- CDC MERS-CoV Clinical Specimen Guidelines
- Food collection guidelines
- Neisseria gonorrhoea collection guidelines
- Water Collection guidelines for Legionella testing
- Stool collection guideline for patient
- Stool collection guideline for public health site
- Bordetella pertussis collection guidelines
- Measles collection guidelines
- Material transfer agreement
- Division of Chemistry and Toxicology contact list
- Division of Laboratory Improvement contact list
- Division of Microbiology contact list
- Division of Chemistry and Toxicology Directory of Services
- Division of Microbiology Directory of Services
- Postmortem Blood Testing on Motor Vehicle Accident Victims—Specimen Submittal Requirements
- Blood Lead Analysis—Specimen Submittal Requirements
- Environmental Lead Analysis—Specimen Submittal Requirements
- Neonatal Testing for Genetic Disorders—Specimen Submittal Requirements
- Blood Alcohol Proficiency Testing Program Requirements
- Blood Lead Proficiency Testing Program Requirements
- Erythrocyte Protoporphyrin Proficiency Testing Program Requirements
- Abused Drugs in Blood Proficiency Testing Program Requirements
- Abused Drugs in Urine Proficiency Testing Program Requirements
- Requirements for Approval of Laboratories that Perform Analyses of Urine for Drugs Subject to Abuse: Limited Service Facilities
- In-State Clinical Laboratory License Application
- Multiphasic Screening Procedure
- Out-of-State Laboratory Licensure Application
- Pennsylvania Clinical Laboratory Permit Application—Mobile Labs
- Pennsylvania Clinical Laboratory Permit Application—Screening Sites
- Instructions for Completing the Out-of-State Clinical Laboratory License Application
- Change of Status Form
- Laboratory Personnel Form

• May 18, 2012 Letter regarding Policy Changes
Contact: Dr. Julia Kiehlbauch (610) 280-3464

Bureau of Health Promotion and Risk Reduction

- Why We Recommend Community Water Fluoridation
- Policy for Determining Eligibility and Compliance of Service Providers Currently
- Receiving Funding From a Tobacco Company, a Tobacco Company Subsidiary, or Their Agent (6/04)

Contact: Tomas Aguilar(717) 787-6214

Bureau of Public Health Preparedness

- State Emergency Registry of Volunteers in Pennsylvania Criminal History Policy and Code of Conduct (2011-01) July 1, 2011

Jeffrey Backer (717) 346-0640

Pennsylvania Center for Practice Transformation and Innovation

State Innovation Model Grant

- State Innovation Model Plan

Contact: Dr. Marcela Diaz-Myers (717) 346-9712

Office of Chronic Care

- List of Participating Practices

- List of Participating Payers
- Participation Agreement
- Aggregated Data by Region
- CMS Agreement
- Practice Performance Assessment Framework Tool
- Steering Committee Composition
- Physician Advisory Group Composition
- NCQA Certification Data
- Learning Sessions Materials

Contact: Dr. Marcela Diaz-Myers (717) 346-9712

Many of these documents are also available on the Department of Health's website: <http://www.health.state.pa.us>

Office of Health Equity

- 2012 Health Disparities Report:
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=1373877&mode=2>
- PA-Health Equity Tactical Plan 2014-2016:
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=1399233&mode=2>
- Strategic Imperatives CCT 2014 Background

INSURANCE

I. NOTICES:

Executive Office

Insurance Department Notices

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2014-09	06/14/14	Certification as an Independent Review Organization Long-term Care Benefit Trigger Determinations
2014-08	06/14/14	Repeal of Outdated PA Bulletin Notices.
2014-07	06/14/14	Per Diem Charges for Market Conduct Examinations of Insurance Companies
2014-06	06/14/14	Per Diem Charges for Financial Examinations Conducted by the Pennsylvania Insurance Department
2014-05	05/17/14	General Guidance for Disclosure of Prescribed Differences from NAIC Statutory Accounting Principles
2014-04	03/22/04	Affordable Care Act; Guidance for Compliance Submissions
2014-03	02/22/14	Workers' Compensation Security Fund Assessment
2014-02	03/08/14	Autism Spectrum Disorders Coverage-Maximum Benefit Adjustment; Notice 2014-02 (Corrected)
2014-01	01/04/14	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,550.
2013-07	06/15/13	Certification as an Independent Review Organization Long-term Care Benefit Trigger Determinations
2013-06	06/15/13	Per Diem Charges for Financial Examinations Conducted by the Pennsylvania Insurance Department
2013-05	06/15/13	Per Diem Charges for Market Conduct Examinations of Insurance Companies
2013-03	04/20/13	Affordable Care Act; Guidance for Compliance Submissions
2013-02	03/16/13	Workers' Compensation Security Fund Assessment
2013-01	02/23/13	Autism Spectrum Disorders Coverage—Maximum Benefit Adjustment
2012-07	10/27/12	Mcare: Notice of and Amount of Assessment Action
2012-04	02/18/12	Effective Dates for Small Group Health Insurance Rate Filings
2012-03	02/18/12	Autism Spectrum Disorders Coverage—Maximum Benefit Adjustment
2011-10	10/29/11	Guidelines for Retention of Records by Insurers and Other Entities Subject to Examinations Conducted by the Insurance Department
2011-09	10/29/11	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2011-08	09/03/11	Children's Health Insurance Program; Benefit Changes and State Plan Amendment

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2011-07	07/30/11	Philadelphia Regional Office Closing
2011-06	07/30/11	Advisory Notice—Rate Review Process Determination
2011-03	05/14/11	Use of Misleading Professional Designations by Insurance Producers Selling Life Insurance or Annuities to Seniors
2011-01	01/01/11	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,450
2010-12	10/30/10	Certification as an Independent Review Organization; Long-Term Care Benefit Trigger Determinations
2010-11	10/30/10	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2010-10	10/02/10	Provisions of Act 51 of 2010
2010-09	08/14/10	Mini-COBRA Coverage
2010-08	07/17/10	Application for Written Consent
2010-07	07/03/10	Patient Protection and Affordable Care Act—Guidance for Compliance Filings
2010-06	07/03/10	Repeal of Outdated Notices
2010-02	01/02/10	Review Procedure Hearings; Cancellation or Refusal of Insurance
2009-11	11/28/09	General Guidance for Disclosure of Prescribed Differences from NAIC Statutory Accounting Principles
2009-08	10/27/09	Medical Care Availability and Reduction of Error Fund; Notice and Amount of Assessment Action
2009-07	07/31/09	Updated Guidelines for Record Retention
2009-06	06/27/09	Autism Review Process
2009-03	04/11/09	Autism Coverage
2009-02	02/14/09	Property and Casualty Insurance Companies and Producers Issuing Certificates of Insurance in Pennsylvania
2009-01	02/14/09	Community Health Reinvestment Activities
2008-05	04/19/08	Long-Term Care Partnership Program Effective Date and Revised Guidance Announcement
2008-01	01/12/08	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,350
2007-06	12/01/07	Arson and Insurance Fraud Reporting
2007-04	09/30/07	List of Approved Guide Source Method Vendors
2006-12	11/18/06	Flood Insurance Training Requirements
2006-08	07/08/06	Repeal of Outdated Bulletins and Notices
2006-07	06/24/06	Professional Corporations, Professional Associations and Partnerships
2006-06	06/24/06	Notice of Agent Education and Training Requirement Changes
2005-07	07/23/05	Agreement on Community Health Reinvestment
2005-04	03/26/05	Viatical Settlement Broker License Testing Requirements for Licensed Life Insurance Producers
2005-02	02/05/05	Reporting and Disclosure of Criminal Convictions
2005-01	01/22/05	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,150
2003-11	11/29/03	Coverage for Chiropractic Care
2003-07	09/20/03	Notice to Companies Writing Private Passenger Auto Insurance in Pennsylvania
2003-06	08/09/03	Drug and Alcohol Use and Dependency Coverage
2002-10	10/19/02	Proper Reporting of Uncovered Medical Liabilities and Expenses (Uncovered Claims)
2001-07	06/30/01	Deregulation of Life Insurance Forms
2001-04	04/21/01	Book Transfers
2000-04	02/26/00	The Violent Crime Control and Law Enforcement Act of 1994, 18 U.S.C., Sections 1033 and 1034

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2000-03	02/19/00	Federally Mandated Health Care Fraud and Abuse Reporting
	06/28/97	Deregulation of Accident and Health Forms
	04/12/97	Deregulation of Accident and Health Forms
	03/30/96	Deregulation of Accident and Health Forms
1995-09	08/23/95	Deregulation of Commercial Lines Property and Casualty Forms
1995-07	07/19/95	Modification of Contract for Use When an Annuity Premium Tax is Not Applicable
1994-14	10/03/94	Separate Account Modified Guaranteed Life Insurance
1994-13	10/03/94	General Account Modified Guaranteed Life Insurance
1994-12	10/03/94	Separate Account Modified Guaranteed Annuity
1994-11	10/03/94	General Account Modified Guaranteed Annuity
1994-09	07/07/94	Approval and Solicitation of Long Term Care Policies for Continuing Care Retirement Communities

Statements of Policy

- 31 Pa. Code, Chapter 67, Sections 67.41-67.45 and Appendix A, Motor Vehicle Financial Responsibility Law, Subchapter D. Adopted 05/19/1989.
- 31 Pa. Code, Chapter 89, Sections 89.451-89.474, Approval of Life, Accident and Health Insurance. Subchapter H. Statements of Policy. Adopted 02/05/1982.
- 31 Pa. Code, Chapter 90c, Sections 90c.1-90c.25, Individual Applications. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90d, Sections 90d.1-90d.9, Individual Accidental Death Benefits; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90e, Sections 90e.1-90e.13, Individual IRA Endorsements for Life Insurance and Annuities. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90f, Sections 90f.1-90f.16, Individual Imminent Death/Lifetime Health Care Facility Confinement Benefits Provided as Accelerated Death Benefit or Settlements of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90g, Sections 90g.1-90g.16, Individual Health Care Facility Benefits Provided as Accelerated Death Benefit or Settlement of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90h, Sections 90h.1-90h.11, Individual Waiver of Surrender Charges for Life and Annuity Contracts Resulting From Health Care Facility Usage; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90i, Sections 90i.1-90i.3, Certificates of Assumption. Adopted 03/05/1993.
- 31 Pa. Code, Chapter 119, Sections 119.1-119.26, Anti-Fraud. Adopted 08/27/1993.
- 31 Pa. Code, Chapter 120, Sections 120.1-120.5, Loss Cost Adjustment Filing. Adopted 08/27/1993.
- 31 Pa. Code, Chapter 150, Sections 150.1-150.5, Uniform Health Insurance Claim Form. Adopted 07/02/1993.
- 31 Pa. Code, Chapter 152, Sections 152.101-152.105, Preferred Provider Organizations, Primary Care Gatekeeper PPO Products. Adopted 09/27/1991.

31 Pa. Code, Chapter 153, Section 153.2, Permission to file accident and health, life and annuity insert pages. Adopted 10/19/1990.

31 Pa. Code, Chapter 153, Section 153.3, Simplified review of company merger, assumption or name change form and rate filing. Adopted 06/28/1991.

31 Pa. Code, Chapter 301, Sections 301.201-301.204, Health Maintenance Organization, Subchapter H. Point-of-Service Products Group Specific Community Rating. Adopted 09/27/1991.

31 Pa. Code, Chapter 301, Sections 301.301-301.321, Health Maintenance Organization, Subchapter I. Contractual Arrangements Between HMOs and IDSs. Adopted 04/05/1996.

31 Pa. Code, Chapter 303, Section 303.1, Out-of-State Health Maintenance Organization Investments. Adopted 03/25/1988.

Contact: Peter Salvatore, Bureau of Administration, 717-787-4429; fax 717-705-3873

II. OTHER:

Administrative Hearings Office

Digest of Automobile Policy Terminations (Act 68 and 78)
Insurance Commissioner Decisions on Automobile Insurance Administrative Hearings

Digest of CAT Fund Adjudications

Insurance Commissioner Decisions on Automobile CAT Fund Administrative Hearings

Digest of Homeowners Policy Terminations (Act 205)

Insurance Commissioner Decisions on Homeowners Insurance Administrative Hearings

Digest of Agency Terminations (Act 143)

Administrative Hearing Officer Decisions on Insurance Agency Administrative Hearings

Practice and Procedure Digest

Describes the Administrative Hearing Process

Contact: Dolores Martin, Administrative Hearings Office, 717-783-2126; fax 717-787-8781

Office of Insurance Product Regulation and Administration

Public Documents Room Procedures

Procedures to review public documents at the Insurance Department

Regulatory Procedures Manual

Internal procedures regarding drafting of regulations

Contact: Peter Salvatore, Bureau of Administration, 717-787-4429; fax 717-705-3873

LABOR AND INDUSTRY

POLICY STATEMENTS:

Labor & Industry Secretary

- Equal Employment Opportunity Policy Statement
- Labor and Industry Contract Compliance Policy Statement
- Weapons Policy Statement
- Disability—Related Employment Policy Statement
- Policy on Sexual Harassment
- Health Policy Statement
- Security Policy Statement
- Free Posters Announcement
- Workplace Violence Statement
- Workforce Investment Act Policy Statement
- Availability of First Aid, CPR, and other Emergency Treatments
- Designation of Agency Officials (pursuant to Management Directive 410.10)

Office of Equal Opportunity

- Contract Compliance Annual Plan
- Equal Opportunity Plan
- Methods of Administration Contact: Rhonda Ross (717-772-9197)

Bureau of Workers' Compensation

- Occupational Disease under the Workers' Compensation Act—Guidelines for Employment Screening Programs under Act 115 of 2001 BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Health Care Under the Workers' Compensation Act BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Uninsured Employers Guaranty Fund BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- General Provisions of Act 57 of 1996 BWC Website: www.dli.state.pa.us ("Workers' Compensation")

GUIDANCE MANUALS:**Office of Vocational Rehabilitation**

- OVR Numbered Memoranda
- 01-300.02 Serving BBVS Customers Including ILOB and Specialized Services Program
- 02-200.03 Determining Which OVR Bureau should serve the customer who is blind or visually impaired
- 02-200.04 Establishment of Business Enterprise (small businesses) by OVR customers
- 03-200.05 Performance Based Job Coaching *June 2014 2*
- 04-200.06 Replacement System for General Hospital Per Diems
- 04-300.02 Rehabilitation Teaching and Orientation & Mobility Performance Standards
- 04-300.06 Procedures for Provision of CCTV's
- 04-300.07 Coding of SAP Travel Reports for Orientation & Mobility Instructors/Rehabilitation teachers
- 05-200.06 Physical Restoration
- 07-100.01 District Office Itineraries and Daily Activities Report
- 07-200.02 Audiological Services & Assistive Technology Procedures for Customers who are Deaf, Hard of Hearing, Late Deafened and DeafBlind
- 09-200.01 Ticket to Work Program
- 10-100.01 Records Retention
- 10-100.02 Driver Services for OVR Employees
- 10-100.03 OVR Case Sharing
- 10-100.04 OVR Case Filing System
- 10-100.05 Provision of Services to OVR Employees, Relatives of OVR Employees, Individuals With Whom the Employee Has a Close Personal Relationship or other Cases Designated as Confidential Per Customer Request
- 10-100.07 Vehicle Modifications Guidelines, Handbook and Competitive Bid Forms
- 10-100.08 Ad Hoc Reporting
- 10-200.01 Psychological Services—Qualifications, Approval, and Use of Psychological Providers and Services
- 10-200.02 Psychological Services—Guideline: Psychodiagnostic and Vocational Assessment
- 11-100.02 Competitive Bids-Procedures and Documentation
- 11-100.03 OVR Fiscal Procedures and Documentation
- 11-100.04 Alternate Format Policy
- 11-200.01 VR Eligibility
- 11-200.03 Subrogation/Agreement to Repay Policy
- 11-200.04 Reporting manual for the Case Service Report System RSA-911
- 11-300.01 Instructional Services (Rehabilitation Teaching and Orientation Mobility) Handbook
- 12-200.06 1998 Amendments to the Rehabilitation Act
- 12-300.01 Referring, Training and Placing VR Customers in the Business Enterprise Program
- 12-100.01 Release of Information: Forms and Instructions
- 12-100.06 Provider Agreement Policy and Procedures
- 12-200.01 OVR Due Process Procedures for Customers Receiving VR Services
- 12.200.02 College and Other Post Secondary Training
- 12-200.04 Receipt, Tagging and Inventorying of Equipment Purchased for OVR Customers
- 12-200.05 Financial Needs Test
- 12-300.02 Homemaker as a Vocational Goal
- 12-100.02 Responding to Subpoenas and Other Legal Requests
- 13-200.01 Order of Selection
- 13-200.02 Voter Registration *June 2014 3*
- 13-200.03 Work and Home Site Modifications
- 78-700.1 Post-Employment Services Procedures
- 78-800.3 Civil Service Handicapped Job Bank
- 79-800.4 Job Analysis and Form BVR-108
- 80-800.5 Non-Civil Service Handicapped Job Bank
- 88-500.3 Vocational Evaluation and Personal Work Adjustment Training and forms
- 88-600.2 Guidelines—Individuals with Mental Retardation
- 89-300.5 Direct Payment for Maintenance & Transportation
- 89-400.1 Qualifications and Use of Orthotists and Prosthetists
- 96-300.23 Specialty Examination and Physical Restoration
- 95-400.11 Drug and Alcohol Fee Schedule
- 95-600.6 OVR Transition Guidelines
- 96-300.22 Durable Medical Equipment—Wheelchairs and Motorized Scooters
- 96-800.6 On the Job Training
- 97-600.8 Revised Guidelines—Specific Learning Disabilities
- Updated IL/SS Handbook
- 10-300.01 Independent Living/Specialized Services Program Handbook Contact: Denise Verchimak (717-772-3511) Office of Vocational Rehabilitation
- Bureau of Blindness and Visual Services Independent Living/Specialized Services Program Handbook Contact: David DeNotaris (717-783-3784) Director, BBVS

Bureau of Workers' Compensation

- Calculating 21-Day Compliance BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Return-to-Work Model BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- PA Workers' Compensation Employer Information Pamphlet, LIBC-200 (Workers' Compensation Guidelines for Employers.) BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Workers' Compensation and the Injured Worker Pamphlet, LIBC-100 (Workers' Compensation Guidelines for Injured Workers.) BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Workers' Compensation and the Injured Worker Pamphlet-Spanish Edition, LIBC -100-(ESP) (Workers' Compensation Guidelines for Spanish-speaking Injured Workers.) BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Procedures for Completing an Application for Fee Review, LIBC-600 BWC website: www.dli.state.pa.us ("Workers' Compensation")
- 2014 Statewide Average Weekly Wage Schedule. Revised effective January 1, 2014. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Statement of Purpose of Adoption of Usual and Customary Charge. Effective November 1, 2010. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Medical Report, LIBC-9, Tutorial BWC website: www.dli.state.pa.us ("Workers' Compensation") *June 2014 4*
- EDI (Electronic Data Interchange). Claims Implementation Guide. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Employee/Dependent Statement Form. WCOA website: www.dli.state.pa.us ("Workers' Compensation")
- Bureau Code Listings. Updated Monthly. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- IRE Physician Listing. Updated Monthly. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Safety Committee Box Score. Updated Monthly. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Employer's Guide to Self-Insuring Workers' Compensation, LIBC-300 BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Accident and Illness Prevention Service Provider Qualifications Guide
Contact: Bill Keefer, Health and Safety Division, BWC (717-772-1636)
- HandS System, BWC website: www.dli.state.pa.us ("Workers' Compensation") Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- State-Certified Workplace Safety Committee Brochure (LIBC-733) Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- PATHS: Pennsylvania Training for Health and Safety. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Workplace Safety Committee Technical Assistance/Certification Assistance Manual (LIBC-55), BWC website: www.dli.state.pa.us ("Workers' Compensation")
Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- Technology Utilization Guidelines, BWC website: www.dli.state.pa.us ("Workers' Compensation")
Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- Workers' Compensation Automation and Integration System (WCAIS) BWC website: www.dli.state.pa.us ("Workers' Compensation")
- WCAIS, Forms BWC website: www.dli.state.pa.us ("Workers' Compensation")

- EDI Claims Implementation Guide BWC website: www.dli.state.pa.us ("Workers' Compensation")
- WCAIS, Training Resources BWC website: www.dli.state.pa.us ("Workers' Compensation")
- WCAIS, Frequently Asked Questions BWC website: www.dli.state.pa.us ("Workers' Compensation")

OTHER:**Center for Workforce Information and Analysis**

- Contact: Sue Mukherjee (717-787-6507)
- New Hire Program forms for businesses to use to report new hires—found at www.pacareerlink.state.pa.us
 - High Priority Occupations policy and petition information available at www.paworkforce.state.pa.us *June 2014 5*

Bureau of Workforce Development Partnership

- Workforce Investment Information Notice 12-03 dated June 22, 2004 regarding Rapid Response/ Trade Adjustment (TA) Program Policy—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 12-03 Change 1 dated January 31, 2008 regarding Trade Act petitions—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 7-03 dated July 7, 2004 regarding Trade Act and NAFTA-TAA job search—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 6-03 dated December 12, 2003 regarding Trade Act and TAA Reform Act waiver policy and procedure—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 5-03 dated December 12, 2003 to furnish local staff with State's Trade Act certification and petition processes found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 4-03 dated July 29, 2004 regarding Trade Act reemployment benefit—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-03 dated September 12, 2003 regarding Distance learning under TAA—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 14-02 dated June 10, 2003 regarding Seamless integration and coordination of services under Trade Act programs with Workforce Investment Act—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 7-01 dated December 11, 2001 regarding Reasonable Cost of Training and Transportation Payments for the TAA/NAFTA-TAA programs—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 6-99 Change 2 dated November 1, 2007 regarding Rapid Response funds—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-07 dated June 27, 2008 regarding Rapid Response process and services—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-06 dated July 6, 2007 regarding Dislocated Worker Transition Teams—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-07 Change 1 dated June 24, 2011 regarding program/provider information, guidance, and requirements—found on the PA workforce website: www.paworkforce.state.pa.us

- Workforce Investment Information Notice 1-05 Change 2 dated May 3, 2007 regarding information for Local Workforce Investment Areas' (LWIAs) training providers related to certification process—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 12-02 dated April 10, 2003 regarding Workforce Investment Act certification of training and course/programs and developing *June 2014* 6 ITA policies and procedures—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 3-02 dated January 8, 2003 regarding Guidelines to moving Pa CareerLink and Partners—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 2-02 dated January 8, 2003 regarding Guidelines to moving Pa CareerLink and Partners—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 3-05 dated June 20, 2006 regarding Competitive procurement of Youth Services for LWIA Program Operators, LWIBS and their Local Youth Councils—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 2-04 dated April 27, 2005 regarding policies and procedures for grants awarded to Local Workforce Investment Areas, non-profit organizations, private-for-profit businesses and Local Education Agencies—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 8-02 Change 2 dated June 7, 2004 regarding development and operation of Self-Assistance Program and Project Gate—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 4-99 Change 1 dated November 4, 2002 regarding core intensive training, optional and youth services by program charts—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 3-99 Change 2 dated November 4, 2002 regarding guidance information on Title I WIA eligibility criteria for registration and WIA acceptable eligibility verification.—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 1-98 Change 2 dated January 30, 2004 regarding WIA participant questions and answers.—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 9-02 dated January 8, 2003 regarding WIA performance measures.—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 11-02 dated January 22, 2003 regarding Labor Exchange and Veterans Employment Training Service Performance Measures—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 10-02 dated January 22, 2003 regarding performance measure training—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 3-01, Change 2 dated May 23, 2003 regarding Revised Team Pa CareerLink Employment Services Policies and Procedures.—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 1-01 dated August 9, 2001 regarding definitions of levels of Pa CareerLink registration Services Policies and Procedures.—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 2-01 Change 1 dated July 21 2003 regarding revisions of WIIN 2-01 for Staff-Assisted Registration for Employment Services—found *June 2014* 7 on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 6-01 dated May 15, 2002 regarding combined business plan/agreement process—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 3-00 Change 2 dated June 6, 2008 regarding guidance to local Workforce Investment Boards and their Youth Councils on the Workforce Investment Act of 1998, federal regulations and state policies found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 2-00 Change 2 dated March 2, 2004 regarding—Financial Management Technical Assistance Guide—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 3-03 Change 2 dated August 15, 2009 regarding guidance to Local Workforce investment Boards on membership, certification and compliance with the Workforce Investment Act and state policies—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 2-03 Change 1 dated October 8, 2003 regarding Commonwealth's revised Local Workforce investment Board staffing policy found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 4-00 dated July 27, 2001 regarding LWIA designations in prescribed formats—found on the PA workforce website: www.paworkforce.state.pa.us
 - Workforce Investment Information Notice 1-11 dated July 15, 2011 regarding guidance to Local Workforce investment Boards on sanctions policy—found on the PA workforce website: www.paworkforce.state.pa.us
- Minimum Wage Advisory Board**
- Analysis of the Pennsylvania Minimum Wage in 2012.
- Office of Vocational Rehabilitation**
- The OVR Annual Report—Ralph Roach (717-787-3940).
 - OVR Combined Agency State Plan Update—Ralph Roach (717-787-3940)
 - Employment Services for Persons with Disabilities—Cindy Mundis (717-787-5518)
 - The OVR Rehabilitation Services Handbook—Ralph Roach (717-787-3940)
 - OVR Transition From School To Work—Dana Baccanti (717-772-1656)
 - OVR—Transition From Substance Abuse to Recovery and Work (A Guide for Vocational Rehabilitation) Dana Baccanti (717-772-1656)
 - Your Road to Independence—David DeNotaris (717-783-3784)
 - Employer Services—Cindy Mundis (717-787-5518)
 - On-the-Job Training—Cindy Mundis (717-787-5518)
- State Workers' Insurance Fund**
- Injury Hotline Reporting Sticker
 - Employee Information for reporting of Work Related Injuries
 - Workers' Compensation Employee Notice
 - SWIF District Office Map and Directory *June 2014* 8
 - Notice of Employer W/C coverage with SWIF (English

& Spanish)

- SWIF Information Pamphlet
- “You as a Witness” in a Workers’ Comp. Proceeding
- Benefits of Early Reporting of Injuries
- State Workers’ Insurance Fund “Checklist”
- SWIF’s Early Return to Work Program
- Telephonic Reporting Questionnaire
- “21 day rule” Reporting guideline letter
- SWIF Safety Policy and Program Outline
- Certified Safety Committee Addendum
- Governor’s Initiative on Workplace Safety, Pennsafe
- Drug Free Pennsylvania Packet
- Claimant Authorization for Direct Deposit of SWIF Benefits Notice of subrogation lien against a third-party recovery under Section 319 of the Workers’ Compensation Act
- Preferred Provider Organization (PPO) Notice
- Free Access to Statewide Preferred Provider Organization (PPO) Notice
- Return-to-Work Program Notice (It is not the same as the SWIF Early Return to Work Program previously listed. Both are still in use.)
- Memo Concerning Section 305.2 of the Workers’ Compensation Act.
- Notice to SWIF Policyholders Concerning their Obligation to Comply with Bureau Regulation 121.3b

Bureau of Workers’ Compensation

- Workers’ Compensation Rate Schedules BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Independent Review Examination Physician’s Listing. BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- 2010 Medical Access Study Executive overview. Updated July 2011. BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Employer’s Guide to Workers’ Compensation Insurance in Pennsylvania (A folder which includes: An Employer’s Overview, A Guide to Loss Cost Multipliers, A Guide to Classification Codes and other workers’ compensation information of interest to employers). Updated January 2011. Contact: Information Services Helpline (717-772-3702)
- Workers’ Compensation and Workplace Safety Annual Report BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Frequently Asked Questions Workers’ Compensation BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Frequently Asked Questions Health Care Services Review BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Frequently Asked Questions Workplace Safety Committee Certification Program BWC Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Office of Adjudication Petition Count WCOA Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Obtaining WC Hearing Transcripts WCOA Website: www.dli.state.pa.us (“Workers’ Compensation”) *June 2014* 9
- Medicare Policy: Evaluation and Approval of WC Lump Sum Settlements WCOA Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Accommodation Requests WCOA Website: www.dli.state.pa.us (“Workers’ Compensation”)
- Lawyer Referral Service Information (Web guideline) WCOA Website: www.dli.state.pa.us (“Workers’ Compensation”)

Workers’ Compensation Appeals Board

(Contact: William Trusky 717-783-7838)

- LICB-25/26, Appeal From Judge’s Findings of Fact and Conclusions of Law
- Workers’ Compensation Appeal Board—Overview of Program
- Instructions for Completing the Appeal Form
- 2012/2013 Hearing Dates
- FAQs
- Members of the Board http://www.portal.state.pa.us/portal/server.pt/community/workers%27_compensation_appeal_board/10314

Interpreter Law, Act 172 of 2006

(Contact: Richard Lengler 717-705-0464)

- Model Voir Dire for Qualifying a Non-Certified Sign Language Interpreter or Transliterator
- Model Voir Dire for Qualifying a Non-Certified Foreign Language Interpreter
- Suggested Oath
- Pennsylvania Code of Ethics and Professional Conduct for Interpreters
- Presiding Officer Checklist
- Interpreter Checklist
- Frequently Asked Questions
- Interpreter’s Law Guide <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=614764&mode=2>

Office of Unemployment Compensation Benefits Policy

(Contact: Lara Hege 717-772-8830) www.uc.pa.gov

- BUR-843 Request for Confidential Information
- DUA-5 Disaster Unemployment Assistance
- UC-23 Pennsylvania Unemployment Compensation Filing Materials Checklist
- UC-23 (ESP) Pennsylvania Unemployment Compensation Filing Materials Checklist (Spanish)
- UC-24 UC REA Notice
- UC-27 UC Business Card
- UC-44F(Insert) Claimant Certification of Wages
- UC-50 Benefit Exhaustion Letter
- UC-55F(Insert2) Information Regarding Financial Eligibility
- UC-199 Document Retention Notice *June 2014* 10
- UC-200 Poster Protect Your Business From Higher Taxes
- UC-301 Work Search Warning Letter
- UC-304 Record of Job Applications and Work Search Activities
- UC-304 (ESP) Record of Job Applications and Work Search Activities (Spanish)
- UC-307 Work Search Review Form
- UC-309 Advertise Direct Deposit Option
- UC-310 Authorization for Direct Deposit
- UC-311 Important Information about Your UC Benefits
- UC-360 Claim Confirmation Letter
- UC-363 Employer Letter
- UC-365C New PIN Notice
- UC-361 Notary Public Signature (identity verification)
- UC-483 Request for Subsequent Benefit Year Information
- UC-494, UC-494(A) Credit Week Information Request
- UC-503A, UC-503V Cover Letter and Notice of Court Ordered Withholdings
- UC-528 Notice of Exhaustion of UC Benefits
- UC-529 Notice of Expiration of UC Benefits
- UC-600 Poster: Report UC Fraud
- UC-601 Poster: UC Fraud is a Crime
- UC-602 Cheating the System
- UC-700 UC Claims Poster (Private Employers)
- UC-700(ESP) UC Claims Poster (Spanish)

- UC-700A UC Claims Poster (State Employers)
 - UC-701 UC Reduction of Benefits poster
 - UC-701 (ESP) UC Reduction of Benefits poster (Spanish)
 - UC-723 Important Information about your Eligibility for UC (law changes)
 - UC-1084 Application Shared-Work Plan (Employer)
 - UC-1084(A) Application Instructions
 - UC-1088 Application Shared-Work Plan (Claimant)
 - UC-1088(A) Application Instructions
 - UC-1089 Bi-weekly claim form (Employer)
 - UC-1091 Application to modify approved Shared-Work Plan
 - UC-1097 Shared-Work pamphlet
 - UC-1099G Statement for Recipients of PA Unemployment Compensation Payments
 - UC-1201 Important Registration Requirement
 - UC-1205 Fax Cover Sheet
 - UC-1208 Pennsylvania UC Benefits Address Confirmation and Power of Attorney
 - UC-1290 Notice of Certification Under the Trade Act of 2002
 - UC-1290A Notice of Certification Under the Trade Act of 2009
 - UC-1290B Notice of Certification Under the Trade Act of 2011
 - UC-1290R Notice of Certification Under Reversion 2014
 - UC-1295 Trade Act Claim Confirmation
 - UC-1298 Instructions for Filing Biweekly TRA Claims
 - UC-1300R ATAA
 - UC-1600 Recent UC Legislative Changes—Employers Charge
 - UC-1609 How to Apply for UC benefits (State Employers) *June 2014* 11
 - UC-1609 (INS) Instructions for Commonwealth Agencies When Completing Form
 - UC-1609 How to Apply for Unemployment Compensation (UC) Benefits
 - UC-1609P How to Apply for UC benefits (Private Employers)
 - UC-1609P (INS) Instructions for Employers When Completing Form UC-1609P How to Apply for Unemployment Compensation (UC) Benefits
 - UC-1611 Notice of Monetary Eligibility—Combined Wage Claim
 - UC-1804 Benefit Reduction to zero
 - UCP-1 PA UC Handbook
 - UCP-1 (ESP) PA UC Handbook (Spanish)
 - UCP-8 State Unemployment Compensation and Supplemental Unemployment Benefit Plans
 - UCP-9 Unemployment Compensation Extended Benefits (EB) Period Beginning February 2009
 - UCP-9 (ESP) Unemployment Compensation Extended Benefits (EB) Period Beginning February 2009 (Spanish)
 - UCP-11A Trade Act of 2002 & Reversion 2014
 - UCP-11A (ESP) Trade Act of 2002 (Spanish)
 - UCP-11B Trade and Globalization Adjustment Assistance Act of 2009
 - UCP-11B (ESP) Trade and Globalization Adjustment Assistance Act of 2009
 - UCP-11C Trade Adjustment Assistance Extension Act of 2011
 - UCP-16 UC for Reimbursable Employers
 - UCP-18 UC Appeals Information
 - UCP-18 (ESP)-UC Appeals Information (Spanish)
 - UCP-22 RFC for Contributory Employers
 - UCP-24 Support Withholding from UC
 - UCP-25 Employee Unemployment Compensation Withholdings
 - UCP-26 Emergency Unemployment Compensation (EUC) Program
 - UCP-26 (ESP) Emergency Unemployment Compensation (EUC) Program (Spanish)
 - UCP-32 Employee or Independent Contractor?
 - UCP-36 Employers' Reference Guide to Unemployment Compensation
 - UCP-39 UC Services for Employers
 - UCP-41 UC Eligibility Issues *UCP-41 (ESP) UC Eligibility Issues (Spanish)
 - UCP-42 (ES-2762) UC Employer Rights
- Office of Unemployment Compensation Benefits—Discontinued Non-Regulatory Documents**
- UCP-28 Services Provided by Pennsylvania Teleclaims
 - UCP-11 Assistance for Workers under Trade Act of 1974.
 - UCP-11(ESP) Assistance for Workers under Trade Act of 1974
 - UCP-37 Your Unemployment Benefit Guide
 - UCP-37 Your Unemployment Benefit Guide (Spanish)
 - UC-1300 Federal Health coverage Tax Credit/ATAA
 - UC-1300A Federal Health Coverage Tax Credit/RTAA
 - UC-1300B Federal Health Coverage Tax Credit/RTAA *June 2014* 12
- Office of Unemployment Compensation Tax Services**
- PA- 100 Pennsylvania Enterprise Registration Form and Instructions
 - UC-746, Records to Be Kept by Employers
 - UC-2010, UCMS File Layouts and Formats for Electronic Reporting of PA Quarterly UC Wage and Tax Data
 - UCMS - <https://www.paucemployers.state.pa.us>
 - UCP-7: The Problem of “Localized” and “Nonlocalized” Employment
 - UCP-16: UC for Reimbursable Employers
 - UCP-18: UC Appeals Information
 - UCP-18 (ESP): Compensación por Desempleo
 - UCP-22: Relief From Charges for Contributory Employers Questions and Answers
 - UCP-25: PA Employee UC Withholdings
 - UCP-30: PA UC—Preparing for your UC Audit
 - UCP-32: Employee or Independent Contractor?
 - UCP-34: PA UC Tax Clearance Program
 - UCP-35: Family Employment
 - UCP-36: Employer's Reference Guide to UC
 - UCP-36 (Insert): PA UC Solvency Tax Information
 - UCP-38: Internet Filing of Quarterly Reports for UC (Forms UC-2/2A) & Electronic Payment of Contributions via Electronic Funds Transfer
 - UCP-39: Pennsylvania Unemployment Compensation Services for Employers
 - UCP-40: Controlling UC Costs for Contributory Employers
 - UCP-41: Unemployment Compensation Eligibility Issues
 - UCP-41 (ESP): Compensación de Desempleo Puntos de Derecho
 - UC Issues Update Newsletter
- Unemployment Compensation Board of Review**
- UC-58 List of Issues
 - UC-58 TRA List of Issues
 - BD-54 Telephone Hearing Regs
 - UC-53P Assistance card
 - UC-46A Board appeal form
 - UC-1627 Translation notice is owned by the service center but not listed for OUCB Website is located at: <http://www.uc.pa.gov/portal/server.pt/community/appeals/20596>

Bureau of Labor Law Compliance

Contact: Peter Von Getzie, Acting Director (717-787-3681)

- Apprenticeship and Training Act
- Apprenticeship and Training Program Overview—forms application
- Child Labor Act—LLC-17, Schedule of Work Hours
- Child Labor Complaint Form—LLC-21
- Application for Minors in Performances—LLC-12
- Abstract of Child Labor Act—LLC-5/LLC-5(ESP) *June 2014* 13
- Special waiver Request for entertainment in Performances—LLC-76
- Prohibited Occupations under the Child Labor Act
- Equal Pay Law
- Industrial Homework Law—Industrial Homework Application/Application Renewal
- Industrial Homework Certification
- Medical Fee Act
- Minimum Wage Act—Minimum wage complaint form
- Overtime Rules in Pennsylvania
- Wage Payment and Collection Law
- Personnel File Inspection Act
- Prevailing Wage Act
- Wage Rate Submittal Form
- Seasonal Farm Labor Act—Contractor/Agent LLC—6 Applications for Farm Labor
- Underground Utility Line Protection Act
- Prevailing Wage Statistics and Collections
- Labor Standards Statistics and Collections
- Prevailing Wage Rate Determination Search
- Prevailing Wage Determination Request
- Prevailing Wage Act
- Prevailing Wage Regulations
- Current Labor & Industry debarment list [updated]
- Certified Payroll Certificate
- Apprenticeship and Training Regulations
- Prevailing Wage Complaint Form
- Electronic Online Version (PW)
- Printer Friendly (PDF Download)
- Spanish Version (PDF Download)
- Labor & Industry Road Construction Interpretation
- Check form list
- HITS Incident Report Form
- Employment of Minors as Ambulance Attendants
- Definitions for 29 County Building Common Journey-person Construction Laborers
- Definitions for 29 County Heavy, Highway Construction Laborers [revised]
- Definitions for 7 County Building Construction Operators
- Definitions for 22 County Building Construction Operators *June 2014* 14
- Definitions for 29 County Heavy Equipment Operators
- Definitions for 29 County Highway Construction Operators
- Definitions for 33 County Building Common Journey-person Laborers
- Definitions for 33 County Heavy & Highway Laborers [revised]
- Definitions for 33 County Building Operators
- Definitions for 33 County Heavy & Highway Operators
- Definitions for 5 County Building Common Journey-person Laborers
- Definitions for 5 County Heavy & Highway Laborers [revised]
- Definitions for 5 County Building, Heavy, Highway Operators
- Asbestos Removal—Asbestos Worker/Laborer
- Truck Driver (Building, Heavy, Highway)
- Painters (Building, Heavy, Highway)

- Mandatory Workplace Postings for Minimum Wage and Prevailing Wage.
- Act 102 Prohibition of Excessive Overtime in Health Care Act Frequently Asked Questions
- Act 102 Prohibition of Excessive Overtime in Health Care Act PowerPoint
- Act 102 Prohibition of Excessive Overtime in Health Care Act Complaint Form
- Act 102 Prohibition of Excessive Overtime in Health Care Act General Overview
- Regulations Governing the Employment of Minors in Performances
- Act 72 Construction Workplace Misclassification Act Workplace Poster in English and Spanish
- Act 72 Construction Workplace Misclassification Act Complaint Form in English and Spanish
- Act 72 Construction Workplace Misclassification Act Summary in English and Spanish
- Act 72 Construction Workplace Misclassification Act Copy of Law
- Solar Panel Classification Information
- Personnel File Complaint Form
- Monthly Report
- Prohibition of Excessive Overtime in Health Care Act (PowerPoint)
- Bureau of Labor Law Compliance (Prevailing Wage Act PowerPoint)

Bureau of Mediation

Contact: William D. Gross, Director (717-787-2803)

- Grievance Mediation pamphlet
- Pennsylvania Bureau of Mediation pamphlet
- Steward & Supervisor Training pamphlet
- Timed Mediation pamphlet
- Dispute Notice LIMS-102
- Pennsylvania Public Employee Relations Act (195) Notice to Bureau of Mediation LIMS-103
- Act 88 Amendment to the Public School Code of 1949 Notice to Bureau of Mediation LIMS-104
- Request for Grievance Arbitration Panel LIMS-115
- Request for Grievance Mediation LIMS-15 *June 2014* 15

Bureau of Occupational and Industrial Safety

Technical International Building Code 2003 Advisories
Contact: Kim D. Peck, Director, BOIS (717-783-6304)

- Advisory on Sections 302.1.1 and 302.2—Incidental use areas and accessory use areas. Issued March 3, 2005
- Advisory on Sections 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005.
- Advisory on Section 404.8—Travel distance. Issued October 29, 2004.
- Advisory on Section 707.2—Shaft enclosure required (Exception 7). Issued March 3, 2005.
- Advisory on Section 1014.1—Exit or exit access doorways required. Issued October 29, 2004.
- Advisory on Section 1016.5—Corridor Continuity. Issued October 29, 2004.
- Advisory on Section 1019.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005.
- Advisory on Sections 3409.3 and 3409.6 (and IEBC sections 812.5 and 506.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised and re-issued January 8, 2007.
- Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
- Technical International Building Code 2006 Advisories
Contact: Kim D. Peck, Director, BOIS (717-783-6304)
- Advisory on Section 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005. Revised January 26, 2007.

- Advisory on Section 404.8—Travel Distance. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 707.2—Shaft enclosure required (Exception 7)—Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1007.1—Accessible Means of Egress Required—Issued July 16, 2008.
- Advisory on Section 1007.6—Areas of Refuge—Issued July 16, 2008.
- Advisory on Section 1008.1.3.4—Access-controlled Egress Doors—Issued January 30, 2008.
- Advisory on Section 1015.1—Exit and exit access doorways required. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 1017.5—Corridor continuity. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 1020.1—Enclosures required. Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1020.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1020.1.5—Discharge identification barrier. Issued January 30, 2008.
- Advisory on Sections 3409.4 and 3409.7 (and IEBC sections 912.8 and 605.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised January 26, 2007. *June 2014 16*
- Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
- Uniform Construction Code Advisories
Contact: Joseph P. Marchioni, Chief, UCC Division (717-346-2729)
- Accessibility-Only Plan Reviews and Inspections.
- Building Code Official (BCO) Certification. Revised November 14, 2007.
- Certain Electrical Requirements with an Effective Date of 1/1/08.
- Ground Snow Loads. Revised June 28, 2007.
- Health Care Facilities Act
- Manufactured Housing
- One- and Two-Family Dwelling Fire Protection of Floors. Issued August 1, 2011.
- One- and Two-Family Dwelling Sprinkler Installation. Issued August 1, 2011.
- Recreational Cabin Exclusion
- Residential Care Facilities. Revised on July 12, 2010.
- Sprinkler System Shop Drawings
- “State-Owned Buildings”
- Temporary Structures. Revised on January 19, 2011.
- Townhouse Sprinkler Installation. Revised on August 1, 2011.
- Utility Service Connections
- Accessibility Directives
Contact: Kim D. Peck, Director, BOIS (717-783-6304)
- Accessibility Requirements in Certain Townhouses
- Accessibility Requirements When Adding Non-Grade Level Floors
- Additions and Accessible Exits
- Measuring Kitchen Base Cabinets for an “Obstructed High Side Reach Range”
- Public Pools and Accessible
- Temporary Certificates of Occupancy & Accessibility
- Vending and Lottery Machine Reach Ranges
- Advisories on Elevators & Other Lifting Devices
Contact: Michael J. Mellon, Jr., Chief, Elevator Division (717-214-4320)
- Building Approval Information
- Common Application Deficiencies
- Controller Change Alterations
- Emergency Permits
- Excessive Car Top Clearance
- Governors in Hoistway
- Hoistway Certifications
- Jack Replacement
- Major Repair—Equipment Number
- New Construction vs. Alterations
- Pit Ladders
- Proof of Contract
- Temporary Construction Elevators
- Variances
- VRCs
- Wheelchair and Stairchair Lifts *June 2014 17*
- Work/Equipment in Machine Rooms
- Worker & Community Right to Know Publications
- Contact: Carol Freeman, Pennsafe Division (717-783-2071)
- PSF-4 Employee Workplace Notice
- PSF-4S Employee Workplace Notice (Spanish version)
- PSF-8 Compliance Materials for Public Sector Employers Hazardous Substance Survey Form (booklet)
- PSF-22 Environmental Hazardous Survey Form
- PSF-23 Compliance Checklist for Public Sector Employers
- PSF-29 RTK Request for Information/Complaint Form
- PSF-38 Pennsylvania Tier II Emergency & Hazardous Chemical Inventory
- Guidance Manual Pennsafe website: www.dli.state.pa.us (Keywords: PATTS, HSSF)

INDUSTRIAL BOARD

Contact: Traci Willman, Administrative Officer (717-787-6114)

- Board description.
- Appeal/Variance/Extension of Time Procedures.
- Meeting Dates.
- FAQs
- LIIB 115 Fire and Panic Act form.
- LIIB 117 Uniform Construction Code form
- LIIB 118 Elevators and Other Lifting Devices form
- LIIB 119 Request for Industrial Board Plans form
- LIIB 121 Flammable and Combustible Liquids form
- LIIB 122 Liquefied Petroleum Gas form
- LIIB 303 Boiler form
- LIIB 305 Unfired Pressure Vessel form
- LIIB 306 Bedding & Upholstery Industrial Board Petition

MILITARY & VETERANS AFFAIRS

POLICY STATEMENTS:

- ADA Policy Statement
- HIV/AIDS Policy
- Sexual Harassment Policy
- Substance Abuse in the Workplace Policy
- Workplace Violence Policy
 - Contact: Office of Administration (717) 861-8850
- Equal Opportunity Statement
 - Contact: DMVA/HR (717) 861-8796
- Operation of Clubs within National Guard Facilities
- Privately Owned Weapons on National Guard Facilities
 - Contact: Office of Chief Counsel (717) 861-8503
- Smoking Policy
 - Contact: Office of Administration (717) 861-8849
- Public Affairs Airlift Policy
 - Public Affairs (717) 861-8468
- Military Aircraft Flyovers
 - Public Affairs (717) 861-8468

- Use of Military Equipment for Civilian Organizations
 - Contact: Military Support (717) 861-8938
- Recreational Access to Fort Indiantown Gap
 - Contact: FTIG Training Site (717) 861-8155
- Resident Abuse Policy and Procedures
- Staff/Resident Fraternization Policy, Veterans' Homes
- Handbook of Accounting Manual for State Veterans' Homes
- HIPAA Policies and Forms for State Veterans' Homes
 - Contact: Bureau of State Veterans' Homes (717) 861-8903
- Standard Operating Procedure for Armory Rentals
- Policy for State-Owned Family Housing
 - Contact: Bureau of Facilities and Engineering (717)861-8580
- Policy on Maintenance and Use of Veterans' Trust Fund

INTERNAL GUIDELINES:

- Adherence to Work Hours/Wear of Military Uniform
- Bomb Threat Plan—DMVA contains classified information
- Curtailment of Activities at FTIG Due to Inclement Weather
- Discipline Manual
- Photo ID Cards for State Civilian Employees at FTIG
- Political Activity
- Reporting Procedures for Workplace Violence
- Retired Guardsmen Involvement
- Notification of VIP Visits for FTIG and DMVA Organizations
- Overtime/Compensatory Leave Policy
- Work Schedule
- Pennsylvania National Guard Military Regulations and Directives (PMR/PaANGR)
- Manual for Courts-Martial under PCMJ
- Discrimination Complaint Process
 - Contact: DMVA/HR (717) 861-8796
- Employee Orientation Checklist
- Review of Procedures for Responding to PHRC/EEOC Complaints
- Sexual Harassment: Your rights and responsibilities
- DMVA Work Rules/Standards of Conduct
 - Contact: Office of Administration (717) 861-8550
- IT Policies and Procedures
 - Contact: OA/IT (717) 861-8639
- Policy Information Memos (PIMs)

OTHER/GUIDANCE/INSTRUCTIONAL MANUALS:

- Military Family Relief Assistance Program Guidelines
 - Contact: MFRAP (717)861-8268
- Personnel Manual
- DMVA Guide to Classification
- Employee Handbook
- Guide to Managing the Official Personnel Folder
- Leave Manual for the DMVA
- Employee Safety Handbook
- DMVA Guide for Controlling Sick Leave Abuse and Time and Attendance Problems
- PA Worker and Community Right to Know Training Booklet
- Partial and Full-Day Closings for State Employees at Ft. Indiantown Gap
- Training Guidelines Manual
- Work-Related Disability Leave and Modified Light Duty Manual
 - Contact: Office of Administration (717) 861-8550
- Equal Opportunity Plan
- Contract Compliance Plan for DMVA
- DMVA Workforce Profile
- Training Plan and Report
 - Contact: DMVA/HR (717) 861-8796

- Organizational and Functional Statement for the DMVA
- Index of Administrative Publications (contains classified information) Pamphlet 310
- Military Publications Index of Blank Forms (contains classified information) Pamphlet 25-32
 - Contact: Office of Administration (717) 861-8550
- Patient Care Policy Manual, Veterans' Homes
- State Home Construction Grant Program
- Veterans Administration Guidelines for State Veterans' Homes
 - Contact: Bureau of State Veterans' Home (717) 861-8903
- Directory of Agencies Providing Information to Veterans
- PA Veterans' Memorial
- Telephone Directory for Veterans Organizations

PENNSYLVANIA BOARD OF PROBATION AND PAROLE

Publications available through the Pennsylvania Board of Probation and Parole

- Parolee Handbook (June 2014)
- Parolee Handbook (Spanish Version February 2013)
- Pennsylvania's Reentry System: Toward Safer Communities (April 2013)
- Fact Sheet: Understanding the Parole Process (January 2013)
- Fact Sheet: Effective Parole Systems Don't Just Happen (November 2009)
- Fact Sheet: Law Enforcement Collaboration (September 2010)
- Fact Sheet: Victims' Voice Law (October 2013)
- Fact Sheet: State Performance Improvements—Fiscal Year 2012/2013 (September 2013)
- Preparing For Your Return to the Community: What Offenders and Their Families Need to Know (June 2012)
- Reentry Program (September 2013)
- Parole Violator Center Program (January 2013)
- Parole Violator Center Program (Spanish Version February 2013)
- Rebuilding Your Life as a Veteran While on Parole (April 2014)
- Employer Benefits of Hiring Individuals on Community Supervision (August 2013)
- Understanding and Living Under Parole Supervision (May 2014)
- Contact: Leo Dunn 717.787.6208

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Office of Criminal Justice System Improvements

- U.S. Department of Justice, Bureau of Justice Assistance, "Byrne Formula Grant Program Guidance"
- U.S. Department of Justice, Bureau of Justice Assistance, Fact Sheets
- Minimum Standards for Criminal Justice Advisory Boards (CJABs)
- 2011 Byrne Justice Assistance Grant—Local
- 2011 Coverdell PA POLLS—End Point Support
- 2011 Coverdell PA POLLS—Infrastructure Support
- 2011 PA DOC Culinary Arts Program
- 2012/13 Paul Coverdell Forensic Science Grants
- 2013/2014 Paul Coverdell Forensic Science Grants
- 2013 Chiefs' Council Training/Technical Assistance
- ARRA Better Automation and Sharing by Law Enforce
- ARRA Child Advocacy Centers
- ARRA County Technology Initiatives 2009
- ARRA—Criminal History Records Improvement (2011)

- ARRA DOC Reentry
- ARRA Juvenile Prosecution/Defense Capacity BLDG
- ARRA—Megan’s Law Registration Support (2012)
- ARRA PSP Megan’s Law Modernization System
- ARRA PSP PICS Phase II
- ARRA/Justice Practitioner Job Creation & Retention
- ARRA—Criminal Justice Improvement Programs
- ARRA—Protection From Abuse Database Transition
- Better Automation and Sharing by Law Enforcement
- Capital Case Litigation Initiative 2011
- Center of Excellence
- CJAB Technical Assistance (2012)
- County Intermediate Punishment (Re-release)
- County Intermediate Punishment Programs 2013-2014
- County Intermediate Punishment Programs 2014-2015
- County Offender Re-entry Planning Grants
- Criminal Justice Advisory Board Initiatives 2010
- Criminal Justice Advisory Board Initiatives 2011
- Criminal Justice Advisory Board . . . Phila CJAB
- Drug & Alcohol Restrictive Intermediate Punishment
- Law Enforcement Accreditation Program (2011)
- Megan’s Law Registration Support (2012)
- Mental Health and Justice Housing Initiative
- PA SAVIN I Maintenance (2012)
- PA SAVIN I Maintenance (2013)
- Problem Solving Courts Performance Measurement
- PSN Middle District/Basic-gang 2010
- PSN-Western Dist/Anti-Gang 2011/12
- Regional Policing
- Regional Policing 2012
- RSAT 2010
- RSAT 2011—Wernersville Continuation
- Sentencing Risk Assessment (2012)
- Sentencing Technical Assistance (2012)
- State Intermediate Punishment to HOPE
- Statewide Defender Training (2010)
- Statewide Defender Training-2012
- Substance Abuse Education (SAEDRF) Category 1
- Substance Abuse Education (SAEDRF) Category 1&2
- Substance Abuse Education (SAEDRF) Category 2 & 3
- Substance Abuse Education (SAEDRF) Category 3
- Training Initiatives-PDAI (2011/12) (2011 JAG)
- Training Initiatives-PDAI (2012/13)

Constables Education and Training Board

- Constables’ Training Bulletins and Annual Reports, August 1994 to present..
- Constables’ Education and Training Board (CETB) instructor information produced solely for contractor schools.—Updated (NOV 07) and adopted by the CETB as an official policy.
- CETB / PCCD policy on Act 233 payments
- PA Constables’ Classroom Code of Conduct—Adopted August 2008
- Constable Record Form
- Criteria for instructors as listed on constables’ certification application. Form updated October 2009.
- Constable Background Check Form
- Act 49 Constable Training Grievance Form
- Basic, Continuing Education, Firearms, Optional and Transfer Enrollment Forms
- Request for Basic and Continuing Education Waiver Forms

Deputy Sheriffs

- Deputy Sheriffs’ Training Bulletins and Annual Reports, April 1990 to present.
- Deputy Sheriffs’ Education & Training Board (DSETB) Policy, updated March 2009.

- Code of Conduct for deputy sheriffs training, distributed by training contractor to trainees in each basic training and waiver class.
- Employment Form
- Basic Training Physical Form
- DSETB Instructor Application
- DSETB Time & Training Waiver Applications
- DSETB Physical Training Standards

Office of Financial Management and Administration

- PCCD Applicant’s Manual and related documents on PCCD website,
- U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide.
- Commonwealth of Pennsylvania, Governor’s Office, Management Directive 305.20, Grant Administration.
- Funding guidelines disseminated as needed by various offices.
- External Quick Start Guides for Egrants.
- PCCD Egrants Help Center Documents.
- PCCD Policy for Addressing Complaints Regarding Inherently Religious Activities.
- Memo from the Federal Office of Management and Budget regarding ACORN..
- Certification of Compliance with Statutory Eligibility Requirements of VAWA.
- Revised Standard Subgrant Conditions.
- Federal Funding Accountability and Transparency Act guidance.
- Responding to Discrimination complaints for Recipients of Federal Funds.
- Time and Effort Reporting Standards.
- Fiscal Accountability Guidelines
- Reporting Requirements under Section 1512(c) of the Recovery Act—Additional Information.
- PCCD Civil Rights Compliance Procedures.
- PCCD Discrimination Complaint Form.
- Grants Management Training Powerpoint
- Grants Information Frequently Asked Questions
- Time and Effort Reports Frequently Asked Questions

Office of Juvenile Justice and Delinquency Prevention

Funding announcements that provide guidelines and requirements for applicants:

- 2013 Academic and Career /Technical Training (VPP Funds) August 2013
- 2013 Academic and Career /Technical Training—2 (VPP Funds) November 2013
- Juvenile Accountability Block Grant (Federal JABG Funds), November 2013.
- Juvenile Justice System Improvement Project—2 (State VPP Funds) November 2013
- 2014 Chiefs Council Training/Technical Assistance (Federal JJDP funds) October 2013
- CCAP Data Collection Database for PACTT (State VPP Funds) October 2013
- Secure Detention Monitoring 2014 (Federal JJDP Funds) October 2013
- VPP Directed Funding for Philadelphia / Allegheny (State VPP Funds November 2013
- Evidence-Based Violence Prevention Programs-2014 (State VPP Funds), February 2014.
- OJJDP Substance Abuse Education and Demand Reduction Category 1 Research-based Approaches (State SAEDR Funds), December 2013.

Office of Victims’ Services

Victims Compensation

- Victims Compensation Claim Form. (Standard) (Updated 6/10)

- Victims Compensation Claim Form. (One Page) (Updated 4/13)
- Spanish Signature Page (11/06)
- Financial Assistance for Victims of Crime pamphlet (English 6/10, Spanish 02/11 and Braille)
- Compensation Resource Guide for Victim Service and Allied Professionals brochure (English and Spanish). (Updated 3/12)
- Victim Advocate Manual—rewritten 2010 and merged with Standard Operating Guidelines
- Victims Compensation Assistance Program Standard Operating Guidelines. (merged with Victim Advocate Manual)
- DAVE Brochure for online access of compensation claims, updated 04/08
- Brochure of victim resources/materials request form, current 2007
- Restitution/Compensation Brochure (new 5/08)
- Stolen Benefit Cash Claim form (updated 4/09)
- Vehicular Claim Addendum Form (updated 3/07)
- Large Print VCAP Short form (updated 4/06)
- VCAP Victim Response Surveys (Updated 10/11)
- Emergency Compensation Award Application (updated 8/10)
- Forensic Rape Examination Claim Form (updated 10/11)
- Protocols and Billing Procedures for Forensic Rape Examinations (updated 6/11)
- Handout Pads (English and Spanish) and Braille (updated 12/07)
- Law Enforcement Poster (updated 7/05)
- Public Awareness Posters (5/08)
- Law Enforcement Fact Sheet (4/08)
- Relocation Expenses (4/07)
- Compensation Benefits for Child Victims and their Families (9/08)
- Law Enforcement Victims Right Guide (11/13)
 - ENGLISH Guide, Black and White (11/13)
 - ENGLISH Extra Sheet, Black and White (11/13)
 - ENGLISH Guide, Color (11/13)
 - ENGLISH Extra Sheet, Color (11/13)
 - SPANISH Guide, Black and White (11/13)
 - SPANISH Extra Sheet, Black and White (11/13)
 - SPANISH Guide, Color (11/13)
 - SPANISH Extra Sheet, Color (11/13)
- SAVIN Poster (English/Spanish)
- SAVIN Brochure (English) (10/10)
- SAVIN Brochure (Spanish) (10/10)
- SAVIN Brochure (Bosnian) (10/10)
- SAVIN Brochure (Mandarian) (10/10)
- SAVIN Brochure (Vietnamese) (10/10)
- SAVIN Brochure (Russian) (10/10)
- SAVIN Tear-Off Pad (English/Spanish)

Victims Services

- VOCA Funding Committee Requirements, revised May 2014
- Consolidated Victim Service Program Standards, Revised 2014
- STOP Violence Against Women Funding Announcement, 2013-2015
- Rights and Services Act (RASA) Funding Announcement 2013-2014
- VOCA Funding Announcement, 2013-2015
- Victims of Juvenile Offender Funding Announcement 2014
- VOCA Funding Guideline Amendment: Mass Violence, 2000
- PDAI Training and Technical Assistance Funding Announcement 2013

- STOP PCAR/PCADV Training and Technical Assistance Initiative Funding Announcement 2014
- PA Chiefs of Police Association VCAP Funding Announcement 2014
- Substance Abuse Demand Reduction and Education Funding Announcement 2014
- Statewide Crisis Response Initiative Funding Announcement 2014

Office of Research Evaluation and Strategic Planning

- Criminal Justice Population Projections Protocol.
- Research, Evaluation, Data collection, and Analysis Advisory Committee Protocol.
- Procedures for Offices to Review Performance Indicators

PENNSYLVANIA HOUSING FINANCE AGENCY

POLICY STATEMENTS

Rental Housing Program

12 Pa. Code, Sections 31.11—31.25

Contact: Holly Glauser (717.780.3876)

Owner-Occupied Residential Housing Program

12 Pa. Code, Sections 31.101—31.105

Contact: Kate Newton (717.780.3891)

Mortgage Loan Program

12 Pa. Code, Sections 31.111—31.117

Contact: Kate Newton (717.780.3891)

Policy Statement on Homeowners' Emergency Mortgage Assistance Program (including Program Guidelines, Act 91 Notice)

12 Pa. Code, Section 31.201 et seq.

Contact: Daryl Rotz (717.780.3940)

HEMAP Consumer Credit Counseling Agencies on PHFA website at www.phfa.org Privacy Policy

Contact: Tom Brzana (717.780.3996)

GUIDANCE MANUALS

Development Division

PHFA Multifamily Housing Application and Guidelines (contains PennHOMES, Taxable and Tax-Exempt Financing and Low Income Housing Tax Credit Guidelines)

PHFA Preprocessing Manual for Projects with Agency Federal HOME Funds

PHFA Preprocessing Manual for Projects with Agency Reserve Funds

Contact: Lisa Lutz (717.780.3876)

Technical Services Division

Architectural Submission Guide

Submission Guide for Small Projects

PHFA Preconstruction Meeting Guide

General Payout Procedures for Mortgagees & Contractors

Contact: Kristy Provost (717.780.1846)

Housing Management Division

PHFA Property Operations Manual

PHFA Section 8 Non-Performance Based Property Operations Manual

PHFA Low-Income Housing Tax Credit Compliance Manual

Contact: Barbara Huntsinger (717.780.3818)

PHFA Financial Reporting Manual for Agency Financed Properties and Tax Credit Only Properties (No Agency Financing)

Contact: Kathy Hughes (717.780.3819)

Housing Services Department

Senior Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements
Supportive Services Program Manual with Section 8 Requirements

Family Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements
Family Supportive Services Program Manual with Philadelphia Family Resource Center Initiative Requirements

Family Supportive Services Program Manual with Philadelphia Escrow/Waiver Requirements

Quick Connections (supportive services newsletter)

Contact: Crystal Baker (717.780.1808)

Single Family Housing Division

PHFA Seller's Guide

Contact: Kate Newton (717.780.3891)

Renovate & Repair Program Guidelines

Contact: Roberta Schwalm (717.780.3838)

INTERNAL GUIDELINES

PHFA Board Agenda, Minutes and Resolutions

Bylaws of the Pennsylvania Housing Finance Agency

PHFA Right to Know Act Policy

PHFA Investment Policy

PHFA Interest Rate Swap Guidelines

Contact: Carrie Barnes (717.780.3911)

PHFA Employee Manual

PHFA Procurement Guide

Contact: Susan Heilig (717.780.4335)

OTHER

Anti-Predatory Lending

Anti-Predatory Lending and Foreclosure Prevention Presentation—CD-Rom

Anti-Predatory Lending and Foreclosure Prevention—Trainer's Guide

Contact: Christina Brown (717.780.3832)

PHFA Annual Report

Pennsylvania Housing Studies (available only on website at www.phfa.org)

PHFA Homebuyer Workbook

Do-Able Renewable Home (Accessibility Workbook)

Contact: Chris Anderson (717.780.3815)

PHFA Brochures

Programs for Homebuyers

Comprehensive Homeownership Counseling Initiative

Don't Get Hooked by Predatory Lending

Homeowners' Emergency Mortgage Assistance Program

PAHousingSearch.com

Renovate & Repair Loan Program (R&R) (available only in the website at www.phfa.org) Contact: Chris Anderson (717.780.3815)

PHFA Program Notices

PHARE Plan & RFP

Contact: Melissa Raffensperger (717.780.3947)

Manufactured Home Community Rights Act Notice

Contact: Legal Department (717.780.3846)

Additional information is available on PHFA's website (www.phfa.org) from time to time (including funding notices, Requests for Proposals, and news and public notices)

PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY—PENNVEST

Guidelines:

- PENNVEST: Financing Clean Water for Pennsylvania, 2008.

- On-Lot Sewage Disposal System for the Individual Homeowner Funding Program, 2012.
- PENNVEST Annual Report, 2010-2011.
- Brownfield Redevelopment Guidelines & Forms
- Handbook for PENNVEST Waste Water Projects
- Handbook for PENNVEST Drinking Water Projects
- PENNVEST Nutrient Credit Clearinghouse Rulebook
- PENNVEST Informational Videos, www.youtube.com
 - PENNVEST Online Funding Request
 - E-Signature
 - PENNVEST Settlement Process
 - PENNVEST Funds Disbursement
- PENNVEST ONLINE 2014
 - About Us
 - o Calendar
 - o Right-to-Know
 - o Right-to-Know
 - o Publications
 - o Webcasts & Training
 - Buy America Webcasts—Substantially Made in America
 - Reserve Webinar
 - How to: Funds Disbursement
 - PENNVEST New Application
 - How to Implement: DBE Requirement
 - How to Implement: Davis Bacon Requirement
 - Funds Disbursement Manual
 - o Regulations
 - State Regulations for PENNVEST Guidelines
 - State Regulations for PENNVEST Funded Projects
 - Financial Assistance
 - Available Funding
 - o Drinking Water, Wastewater and Storm water Loans and Non-Point Source Financing
 - o On-Lot Sewage Disposal Loans
 - o Brownfield Redevelopment Loans
 - o Growing Greener Grants
 - o ARRA
 - Subsidy Calculator
 - Financial Assistance Simulator (FAS)
 - County Cap Rate
 - Regional Assistance Apply On-Line
 - Letter of No Prejudice
 - Other Funding Sources
 - Links to Other Resources
 - FAQs
 - Documents and Forms (in a level)
 - o Process Guidelines and Flowcharts
 - o Application Planning Documents
 - o Legal Conditions and Guidance
 - o Brownfield Development Loans
 - o ARRA Requirements
 - Funding Programs
 - Approved Projects
 - Drinking Water State Revolving Fund
 - Clean Water State Revolving Fund
 - Commonwealth Funding
 - American Recovery and Reinvestment Act (ARRA) 2009 Funding
 - Green Initiatives
 - Non-Point Source
 - Performance Measures
 - Nutrient Credit Trading (out a level)
 - Loan Servicing
 - Funds Disbursement
 - Payment Tracking
 - Continuing Education
 - Annual Financial Reporting
 - ACH Implementation/Change Form

- Contract Changes
- Signature Authorization and/or Change Form

Contact: Lou Ann Buffington (717) 787-8138.

Public Procedure:

- PENNVEST Right to Know Policy

Contact:

Internet Policy:

- Commonwealth Privacy Policy
- Commonwealth Site Security

Contact: Laura A. Lewis (717) 783-4491.

**PUBLIC SCHOOL EMPLOYEES' RETIREMENT
SYSTEM & PENNSYLVANIA MUNICIPAL
RETIREMENT SYSTEM**

Public School Employees' Retirement System

GUIDANCE MANUALS:

- PSERS Active Member Handbook (Current Ed. 09/2012)
- PSERS Retired Member Handbook (Current Ed. 3/2014)
- PSERS Update—Annually (January)
- PSERS Pamphlets:
 - Let's Talk About: Taxes on Your Retirement Benefits (02/2013)
 - Let's Talk About: Disability Retirement Benefits (04/2012)
 - Let's Talk About: Death Benefits During Employment (11/2003)
 - Let's Talk About: Death Benefits During Retirement (4/2001)
 - Let's Talk About: Returning To Service After Retirement (07/2011)
- Information for New School Employees (08/23/2013)
- PSERS Your Benefits & Leaving Employment (09/2012)
- PSERS Return to Service Guidelines and Clarifications (01/2013)
- PSERS Divorce Guidelines (09/2012)
- PSERS Active Member Newsletter (Spring, Summer, Fall)
- PSERS Retired Member Newsletter (Spring, Summer, Fall)
- The Employer Bulletin (Bimonthly)
- PSERS Employer Reference Manual (2014)
- Online Estimate Calculator Retirement Planning at your Fingertips (07/2012)

Contact: Evelyn Tatkovski (717) 720-4734

DECISIONS:

- PSERS Board of Trustees Adjudications Topics:
 - Beneficiary Change
 - Change Employment Status
 - Change of Option
 - Change Retirement Date
 - Class TD and TF Election
 - Cost of Living Increase
 - Credited Years of Service
 - Death Benefit
 - Disability
 - Divorce
 - Effective Date of Retirement
 - Emergency Return To Service
 - Final Average Salary
 - Frozen Present Value
 - Forced Maternity Leave
 - Full-Year Service
 - Health Care Premium Assistance
 - Mandatory Membership
 - Membership Eligibility

Military Service (purchase of)
Multiple Service Credit
Non Qualifying Part-Time Service
Overpayment
Payment of Interest
Pension Forfeiture
Purchase of Service
Recalculation of Benefit
Reinstatement
Retirement-Covered Compensation
Return To Public School Service
Service Adjustment
Tax Collector
Miscellaneous

Contact: Evelyn Tatkovski (717) 720-4734

INTERNAL POLICY STATEMENTS and GUIDELINES:

- PSERS Board Automation Policy
- PSERS Bylaws
- PSERS Election Procedures and Guidelines
- PSERS Board Ethics Policy
- PSERS Public Market Emerging Investment Manager Program Policy
- PSERS External Board Appointment and Attendance Policy
- PSERS Domestic Proxy Voting Guidelines
- PSERS International Proxy Voting Guidelines
- PSERS Investment Policy Statement, Objectives & Guidelines
- PSERS Public Information Policy
- PSERS Securities Litigation Policy
- PSERS Education Policy

Contact: Evelyn Tatkovski (717) 720-4734

OTHER:

- PSERS Website: www.psers.state.pa.us
- PSERS Comprehensive Annual Financial Report (Includes Mission Statement)
- PSERS Board Minutes and Resolutions
- PSERS Asset Allocation Plan
- Annual Actuarial Valuation Report
- Actuarial Experience Study Report (5 year intervals)
- Quarterly Financial Statements
- PSERS Budget Hearing materials
- PSERS SEC Form 13F filing
- Actuarial Tables and Computational Procedures, Pa. Bulletin, Vol. 43, No. 18, pp. 2415-2548, May 4, 2013
- Pennsylvania School Retiree Health Care Coverage Website: www.hopbenefits.com
- Health Options Program
- Premium Assistance Program

Contact: Evelyn Tatkovski (717) 720-4734

**PENNSYLVANIA MUNICIPAL RETIREMENT
SYSTEM**

Pennsylvania Municipal Retirement System

POLICY STATEMENTS (Contact: James B. Allen) (717) 787-2065:

- Actuarial Tables
- Allocation of Excess Interest to Municipal Account, Member's Accounts, and Retired
- Business and Educational Travel Policy
- Calculation of Withdrawing Plan's Portion of Retired Member's Reserve
- Contractor Insurance
- Contract & Purchasing Procedures
- Date of Birth Proof
- Designating Signatories

- Disability Reserve Funding
- DROP—Deferred Retirement Option Program
- Excess Interest Process
- Indemnification Policy
- Investment Guidelines
- Member Contribution Receipts
- Overpayment Policy
- Permanent Employee
- Plan Withdrawal Procedures
- Portability: Individual Member
- Portability: Plan Spin-offs
- Proxy Voting Guidelines
- Refund—Plan Withdrawal
- Return to Work Policy Statement
- Right To Know Policy

GUIDANCE MANUALS (Contact: James B. Allen) (717) 787-2065:

- PMRS Notes & News
- PMRS Pamphlets:
 - Plan Benefit Summary (individualized for each municipality)
 - Evaluating Your Pension Plan
 - Pennsylvania Municipal Retirement System
- Individual Municipality Plan Benefit Agreements
- PMRS WebSite: www.pmrs.state.pa.us

DECISIONS (Contact: James B. Allen) (717) 787-2065:

- PMRS Board of Trustees Adjudications
 - Topics:
 - Death
 - Disability
 - Membership Eligibility
 - Miscellaneous
 - Payment of Interest
 - Pension Benefit
 - Pension Forfeiture
 - Purchase of Service

INTERNAL GUIDELINES (Contact: James B. Allen) (717) 787-2065:

- Actuarial Reports (Annual Evaluation and 5 year Experience Study Report)
- Actuarial Tables
- Comprehensive Annual Financial Report
- Investment Consultant Quarterly Reports
- PMRS Board Minutes and Resolutions
- Sample Domestic Relations Order and Instruction Memo
- Template Pension Plan Contract for Police, Municipal and Firefighter

PUBLIC WELFARE

(Editor's Note: Statements of Policy are in upper and lower case. Notices of Rule Change are in all capitals. Notices of Rule Change adopted more than 180 days before deposit are starred ().*

Office of Income Maintenance—Contact: Matthew J. McLees (717) 787-4081

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1983	Ch. 166	Computation of CWEP Hrs.	10/25/83	166-83-57
	Ch. 275	Postmark Date as the ReceiptIndicator for Appeals and for Requests for Reconsideration	03/15/84	275-84-10
1993	*CH. 166	PROVIDING SUPPORTIVE SERVICES TO PARTICIPANTS IN THE COMMUNITY WORK EXPERIENCE PROGRAM	08/21/93	166-93-01
1995	*CH. 257	MA ESTATE RECOVERY—CHAPTER 178—MEDICAL ASSISTANCE RESOURCES; CHAPTER 257—REIMBURSEMENT	06/01/95	257-95-01
1996	CH. 125	ACT 1995-20 PROVISIONS RELATING TO PERSONS SENTENCED OR CHARGED FOR A FELONY OR MISDEMEANOR	04/05/96	125-96-01

GUIDANCE MANUALS:

- Cash Assistance Handbook
- Supplemental Nutrition Assistance Program (SNAP) Handbook
- Medical Assistance Eligibility Handbook
- Long Term Care Handbook
- Supplemental Handbook
- Medicaid in Pennsylvania
- Low-Income Home Energy Assistance Program Final State Plan
- Actions for Support
- TANF State Plan
- Homeless Assistance Program—Instructions and Requirements
- Summary of Pennsylvania's State Food Stamp Employment and Training Program
- TANF Work Verification Plan
- LIHEAP Handbook
- Pennsylvania Child Support Handbook
- Employment, Advancement and Retention Network (EARN) Program and Policy Procedures Manual
- WORK READY Program and Policy Procedures Manual
- Keystone Education Yields Success (KEYS) Program Policy and Procedures Manual
- Maximizing Participation Project (MPP) Program Policy and Procedures Manual
- Human Services Development Fund Instructions and Requirements

- Early Intervention Annual Expenditure Report Instructions
- Human Services Block Grant Annual Expenditure Report Instructions
- Human Services Non-Block Grant Annual Expenditure Report Instructions

Office of Medical Assistance—Contact: Dan De Lellis (717) 772-6341

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1981	Ch. 1251	Clarification of M.A. Bulletin # 22-80-01	08/19/81	22-81-01
	Ch. 1121	Info. Concerning Claims Submitted as Compounded Prescriptions	06/30/82	19-82-02
1984	Ch. 1251	Revisions to MA Chapter 1251 (Funeral Directors' Services)	05/11/84	22-84-01
1984	Ch. 1101	Third Party Resource and Copay	11/01/84	99-84-15
1985	Ch. 1141	Physician Assistant Use	04/22/85	01-85-05
	Ch. 1245, 1163	Ambulance Transportation	04/22/85	11-85-08
	Ch. 1163	Psych. Inpatient Adm of Patients with D/A and Psychiatric Diagnoses	05/31/85	13-85-04
	Ch. 1149	Clarification of Treatment Plan Requirements for Orthodontists	02/11/86	03-86-1
	Ch. 1163 Ch. 1151	Offset of Investment Income	02/21/86	11-86-04 12-86-02 13-86-01
1986	Ch. 1101.75 (a)(5)	Policy Clarification	07/23/86	19-86-06
	Ch. 1101	Policy Clarification Re: Provider's Signature	09/19/86	99-86-06
	Ch. 1101	Professional License No.	10/13/86	11-86-12 12-86-05
	Ch. 1101	Preclusion of Convicted Persons, Not Providers, from Participation or Involvement in the MA Program	10/24/86	99-86-09
	Ch. 1123	Durable Medical Equipment Warranties	10/28/86	05-86-02 19-86-07
	Ch. 1101	Records Maintenance and Avail. Requirements	11/05/86	23-86-02
1987	Ch. 1101	Physicians' Response. Home Health Services	01/12/87	01-87-01
	Ch. 1223	Single County Authorities		12-87-01 13-87-01
	Ch. 1149	Palliative Emerg. Treat.	04/24/87	03-87-02 27-87-01
	Ch. 1223	Nonrecompensable Services Drug Screens	07/29/87	11-87-05 12-87-04 16-87-01 28-87-02
	Ch. 1101/ Ch. 1123	Coverage for Motorized Wheelchairs	07/30/87	05-87-02 01-87-08 19-87-06
	Ch. 1123	Policy Relating to Apnea Monitors	09/02/87	01-87-15 05-87-04 19-87-09
	Ch. 1150	Spec. Enroll. Req. to Bill Tech. Comp. of Ped. Pneumograms	10/07/87	05-87-05 19-87-10
1988	Ch. 1101	Policy Clarification Regarding Physician License	07/01/88	1101-88-01
1989	Ch. 1101	Policy Reminder Regarding Practitioner License Requirements	09/09/89	1101-89-02
1990	Ch. 1150	Payment Policy for Consultations	04/27/90	1150-90-01
1991	*CH. 1101 CH. 1121 CH. 1123 CH. 1241	EPSDT—OBRA '89	08/02/91	1101-91-01 1121-91-02 1123-91-01 1241-91-01

NOTICES

6405

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1992	*CH. 1141	CLOZAPINE SUPPORT SERVICES	01/31/92	1141-92-01
	*CH. 1153			1153-92-01
	Ch. 1241	Revised EPSDT Immunization Guidelines	12/11/92	1241-92-01
	*CH. 1121	CHANGES IN THE MEDICAL ASSISTANCE PHARMACEUTICAL BENEFITS	07/09/93	1121-93-01
	*CH. 1149	DENTAL SERVICES FOR ADULTS	07/09/93	1149-93-01
	*CH. 1101	BASIC HEALTH CARE FOR ADULT GENERAL ASSISTANCE RECIPIENTS (FELIX ET. AL. V. CASEY ET. AL.) STIPULATION OF SETTLEMENT	07/21/93	1101-93-03
	*CH. 1101	UPDATE TO EXCEPTIONS PROCESS AND CRITERIA UNDER THE GENERAL ASSISTANCE BASIC HEALTH CARE PACKAGE	07/21/93	1101-93-04
	Ch. 1241	Centers for Disease Control Blood Lead Testing	09/03/93	1241-93-01
	Ch. 1101	Business Arrangements Between Nursing Facilities and Pharmacy Providers	10/08/93	1101-93-05
	1994	Ch. 1241	Update to Blood Lead Testing Guidelines	04/08/94
*CH. 1239		M.A. CASE MANAGEMENT SERVICES FOR RECIPIENTS UNDER THE AGE OF 21	05/17/94	1239-94-01
*CH. 1121		PHARMACEUTICAL SERVICES DRUG COVERAGE FOR MEDICALLY NEEDY IN NURSING FACILITIES	06/24/94	1121-94-01
*CH. 1121		PHARMACEUTICAL SERVICES PRIOR AUTHORIZATION REQUIREMENT MULTISOURCE BRAND NAME DRUGS	08/26/94	1121-94-02
*CH. 1121		TREATMENT OF INFERTILITY— DISCONTINUED	08/30/94	1121-94-03
CH. 1141		COVERAGE FOR DRUGS AND RELATED SERVICES		1126-94-01
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	*CH. 1101	GENERAL ASSISTANCE RESTRUCTURE AS A RESULT OF ACT 49	09/02/94	1101-94-01
1995	*CH. 1153	PRIOR AUTHORIZATION OF PARTIAL HOSPITALIZATION	12/30/94	1153-94-01
	CH. 1163	PAYMENT POLICY FOR ABORTION SERVICES	12/15/95	1163-95-02
1997	Ch. 1141	Revision to Physician Assistant and Nurse Midwife Supervision Requirement	07/30/97	1141-97-01
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	Ch. 1141	“Emergency Medical Condition”		1141-98-01
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	Ch. 1141	Clozapine Support Services	12/29/98	33-98-08
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2002	Ch. 1241	Revision to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program	01/22/02	01-02-01 10-02-01 11-02-01 17-02-01 26-02-01 49-02-01
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	Ch. 1241	Addition of Procedure Code 90732 to Medical Assistance Fee Schedule for Administration of Pneumococcal Vaccine	11/18/02	01-02-13 10-02-04 11-02-06 17-02-07 26-02-04 49-02-06
2003	Ch. 1241	2003 Recommended Childhood Immunization Schedule	03/31/03	01-03-04 10-03-01 11-03-01 17-03-01 26-03-01 49-03-02
	Ch. 1241	Coverage of Pediarix and Addition of Procedure Code 90723 to Medical Assistance Fee Schedule for Administration of Pediarix Vaccine	05/15/03	01-03-06 10-03-02 11-03-02 17-03-03 26-03-02 49-03-03
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	Ch. 1101	Liability for Cost Sharing for Recipients Enrolled in Medical Assistance through Fee for Service or Managed Care and a Private Third Party Insurer	09/01/03	99-03-12
	—	Continuity of Care for Recipients Transferring Between and Among Fee for Service and Managed Care Organizations	09/01/03	99-03-13
2005	Ch. 1121	Pen and Ink Change-Medical Assistance Handbook, Prior Authorization of Pharmaceutical Services, Preferred Drug List	12/30/05	02-05-06
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	Ch. 1121	Scope of Coverage of Pharmacy Services for Dual Eligibles in the Medical Assistance (MA) Program	11/17/05	99-05-21
	Ch. 1121	Preferred Drug List-Phase 2	11/08/05	02-05-03
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		2005 Recommended Childhood & Adolescents Immunization Schedule	05/26/05	33-05-01
		2006 Implementation of the CMS-1500 Health Insurance Claim Form (Version 08/05)	12/18/06	99-06-16
	Ch. 1101	Change to copayment requirements for recipients eligible under the Breast and Cervical Cancer Prevention and Treatment coverage group and Titles IV-B & IV-E Foster Care and Adoption Assistance	12/10/06	99-06-12
	Ch. 1101	Clarification of Exclusions from Copayment Requirements	12/10/06	99-06-13
	Ch. 1153	Clarification of Payment Policy for Abortion Services	11/28/06	99-06-15
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	Ch. 1101	Revised HealthCare Benefits Packages Provider Reference Chart (MA 446)	10/06/06	99-06-10
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	Ch. 1121	Preferred Drug List-Phase 4	01/25/06	02-06-02
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	Ch. 1121	Tamper Resistant Prescription Pads	09/28/07	99-07-16
	Ch. 1123	2007 Power Mobility Device HCPCS Updates; Prior Authorization Requirements	09/19/07	99-07-15
	Ch. 1163	Medicare Inpatient Pricing Logic Modification	08/17/07	01-07-08
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	Ch. 11221	Preferred Drug List—May 2007 Technical Correction	07/31/07	02-07-04 11-07-05 30-07-04 03-07-07 14-07-04 31-07-11 08-07-12 24-07-08 32-07-05 09-07-09 27-07-06
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	Ch. 1123	Special Pharmaceutical Benefits Program (SPBP) Income Ceiling Increase for HIV Applicants	07/01/07	09-07-05 21-07-02 24-07-04 31-07-07
	Ch. 1101	The Elimination of Paper Vouchers	06/14/07	99-07-10
	Ch. 1123	Requirements for Coverage of Enteral Nutritional Supplements and Issuance of Enteral Nutritional Supplements MA Program Outpatient Fee Schedule	06/01/07	08-07-10 09-07-07 24-07-06 25-07-03 31-07-09
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	Ch. 1101	Clarification Regarding the Definition of Medically Necessary—Statement of Policy	04/21/07	99-07-04
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	Ch. 1123	Provider Specialty 220 (Hearing Aid Dispenser) Requirement	03/01/07	01-07-03
	Ch. 1123	Behavioral Health Fee For Service (BH-FFS) Transfer from Office of Medical Assistance Programs (OMAP) To Office of Mental Health and Substance Abuse Services (OMHSAS)	01/31/07	OMHSAS-06-07
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	Ch. 1149	Implementation of ADA Claim Form—Version 2006 and Elimination of Dental Prior Authorization Forms	01/11/08	17-08-01
	Ch. 1163	Preventable Serious Adverse Events	01/14/08	01-07-11
	Ch. 1101	Implementation of SelectPlan for Women	02/01/08	01-08-02
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	Ch. 1241	The Addition of Selzentry (maraviroc) and Intelence (etavirine) to the Special Pharmaceutical Benefits Program	02/29/08	09-08-03 24-08-04 21-08-01 31-08-04
	Ch. 1121	Medical Necessity Guidelines for Lyrica for Fibromyalgia	03/05/08	02-08-01 03-08-01 08-08-01 09-08-01 11-08-01 14-08-01 24-08-02 27-08-02 30-08-01 31-08-02 32-08-01
	Ch. 1121	Tamper Resistant Prescription Pads	03/21/08	99-08-03
	Ch. 1101	SelectPlan for Women Program—Addition of Covered Services	04/23/08	01-08-05
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	Ch. 1150	Medical Assistance Program Fee Increases for Select Office Visits and Consultations	07/22/08	09-08-09 31-08-11 33-08-05
	Ch. 1150 Ch. 1243	Medical Assistance Program Fee Schedule Changes for Select Laboratory Procedure Codes	07/22/08	08-08-09 09-08-10 28-08-04 31-08-13 33-08-06
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	Ch. 1150	Prior Authorization of Advanced Radiologic Imaging Services	08/05/08	99-08-08
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	Ch. 1101 Ch. 1150 Ch. 1221	SelectPlan for Women Updated Covered Services Chart	09/05/08	01-08-09 08-08-17 09-08-17 24-08-12 28-08-06 31-08-21 33-08-09
	Ch. 1163	Payment Policy for Hospital Readmissions	09/12/08	01-08-10
	Ch. 1241	Updates for Early Periodic Screening, Diagnosis and Treatment Program	09/18/08	99-08-13
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	Ch. 1101 Ch. 1150	Implementation of Claim Check	10/02/08	99-08-17
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2009	Ch. 1150 Ch. 1123 Ch. 1147	Removal of Prior Authorization Requirement for Eyeglass Lenses	02/09/09	18-09-02 24-09-01 25-09-01 31-09-01
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	Ch. 1150	Medical Assistance Program Fee Schedule Procedure Code End-dating of Keratomileusis	03/27/09	99-09-04
	Ch. 1149	Implementation of the Pediatric Dental Periodicity Schedule	04/24/09	27-09-02
	Ch. 1121	Spring 2009 Preferred Drug List (PDL) Pharmacy Update	06/05/09	01-09-06 09-09-07 27-09-04 02-09-03 11-09-03 30-09-03 03-09-03 14-09-08 31-09-08 08-09-07 24-09-06 32-09-03
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	Ch. 1150	2008 HCPCS Updates and Other Procedure Code and Procedure Code/ Modifier Combination Changes	07/06/09	99-09-06
	Ch. 1105 Ch. 1150	Revised Medical Assessment Form (PA 635)	8/10/09	31-09-38 19-09-01 09-09-34
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	Ch. 1150	Billing for the Administration of the Influenza A (H1N1) 2009 Monovalent Vaccine	10-9-09	99-09-10
	Ch. 1101 Ch. 1141 Ch. 1142 Ch. 1143 Ch. 1144 Ch. 1145 Ch. 1147 Ch. 1149	Revision of the PROMISE(r) Individual Practitioner Enrollment Application and Implementation of Credentialing for Certain Providers Types	10/16/09	99-09-08

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	Ch. 1225	Changes to the Provision of Hemoglobin Laboratory Services by Family Planning Clinics	07/30/10	08-10-23
	Ch. 1101 1150 1241	Updates to the Medical Assistance Program Fee Schedule for the Administration of the Vaccines Pevnar 13®, Cervarix®, Twinrix®, 31-10-30 Recombivax HB®, and Menveo®	08/30/10	01-10-27 08-10-28 09-10-29 33-10-05
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	Ch. 1150	Revisions to the Medical Assistance Program Fee Schedule Rates for Select Services	08/30/10	99-10-09
	Ch. 1145	Recipient Access to Chiropractic Services	10/08/10	99-10-12
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	Ch. 1129	Dental Encounter payment for Dental Services Rendered by Rural Health Clinics and Federally Qualified Health Centers	11/15/10	08-10-50
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	Ch. 1101	Implementation of the CMS-1500 Health Insurance Claim Form (version 02-12)	1/10/14	99-14-03
	Ch. 1121	Prior Authorization of Antipsychotics—Pharmacy Services	1/20/14	01-14-05 09-14-03 27-14-02 33-14-03 02-14-02 11-14-02 30-14-02 03-14-02 14-14-02 31-14-04 08-14-04 24-14-02 32-14-02
	Ch. 1121	Prior Authorization of Antipsoriatics Oral—Pharmacy Services	1/20/14	01-14-04 08-14-03 14-14-01 30-14-01 33-14-02 02-14-01 09-14-02 24-14-01 31-14-03 03-14-01 11-14-01 27-14-01 32-14-01
	Ch. 1121	Prior Authorization of Anxiolytics—Pharmacy Services	2/3/14	01-14-06 02-14-03 03-14-03 08-14-05 09-14-04 11-14-03 14-14-03 24-14-03 27-14-03 30-14-03 31-14-05 32-14-03 33-14-04
	Ch. 1121	Prior Authorization of Histamine II Receptor Blockers—Pharmacy Services	2/3/14	01-14-08 09-14-06 27-14-05 33-14-06 02-14-05 11-14-05 30-14-05 03-14-05 14-14-05 31-14-07 08-14-07 24-14-05 32-14-05

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1121	Prior Authorization of Oncology Agents Oral—Pharmacy Services	2/3/14	01-14-11 09-14-09 27-14-08 33-14-09 02-14-08 11-14-08 30-14-08 03-14-08 14-14-08 31-14-10 08-14-10 24-14-08 32-14-08
	Ch. 1121	Prior Authorization of Epinephrine Self-Injected—Pharmacy Services	2/3/14	01-14-07 09-14-05 27-14-04 33-14-05 02-14-04 11-14-04 30-14-04 03-14-04 14-14-04 31-14-06 08-14-06 24-14-04 32-14-04
	Ch. 1121	Prior Authorization of Immunomodulators Topical—Pharmacy Services	2/3/14	01-14-09 09-14-07 27-14-06 33-14-07 02-14-06 11-14-06 30-14-06 03-14-06 14-14-06 31-14-08 08-14-08 24-14-06 32-14-06
	Ch. 1121	Prior Authorization of Iron Oral—Pharmacy Services	2/3/14	01-14-10 09-14-08 27-14-07 33-14-08 02-14-07 11-14-07 30-14-07 03-14-07 14-14-07 31-14-09 08-14-09 24-14-07 32-14-07
	Ch. 1121	Prior Authorization of Progestational Agents—Pharmacy Services	2/3/14	01-14-12 09-14-10 27-14-09 33-14-10 02-14-09 11-14-09 30-14-09 03-14-09 14-14-09 31-14-11 08-14-11 24-14-09 32-14-09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1150	Sample Review of Physicians Receiving Increased Fees for Select Primary Care Services	2/18/14	31-14-12
	Ch. 1121	Specialty Pharmacy Drug Program—Updated List of Covered Drugs—Pharmacy Services	2/18/14	99-14-05
	Ch. 1101	Provider Credentialing by the Pennsylvania Medical Assistance Program	2/27/14	99-14-02
	Ch. 1101	Re-enrollment/Revalidation of Medical Assistance (MA) Providers	3/7/14	99-14-06
	Ch. 1149	2014 Recommended Childhood and Adolescent Immunization Schedules	4/1/14	99-14-07
	Ch. 1121	Prior Authorization of Prescriptions That Exceed Established Quantity Limits/Daily Dose Limits—Pharmacy Services	4/25/14	01-14-18 09-14-13 27-14-11 33-14-12 02-14-11 11-14-11 30-14-11 03-14-14 14-14-11 31-14-16 08-14-14 24-14-11 32-14-11
	Ch. 1121	Prior Authorization of Kalydeco (ivacaftor)—Pharmacy Services.	4/25/14	01-14-17 02-14-10 03-14-13 08-14-13 09-14-12 11-14-10 14-14-10 24-14-10 27-14-10 30-14-10 31-14-15 32-14-10 33-14-11
	Ch. 1243	Addition to the Medical Assistance Program Fee Schedule—Oncotype DX	5/6/14	01-14-16 08-14-12 09-14-11 28-14-01 31-14-14

GUIDANCE MANUALS:

- Provider Handbook 01—Physician
- Provider Handbook 03—Dentist
- Provider Handbook 04—Podiatrist
- Provider Handbook 05—Medical Supplier
- Provider Handbook 06/08—Short Procedure Unit/Ambulatory Surgical Center
- Provider Handbook 07—Chiropractor
- Provider Handbook 09—Birth Centers
- Provider Handbook 10-I—Independent Medical/Surgical Clinic
- Provider Handbook 11-I—Inpatient Hospital (Encompasses provider types General Hospital, Rehabilitation Hospital, Private Mental Hospital, State Mental Hospital and Extended Acute Psychiatric Care)
- Provider Handbook 11-O—Outpatient Hospital (Encompasses provider types General Hospital, and Rehabilitation Hospital)
- Provider Handbook 15—Optometrist
- Provider Handbook 16—Independent Laboratory
- Provider Handbook 18—Ambulance Company
- Provider Handbook 19—Pharmacy
- Provider Handbook 20—Portable X-Ray Provider
- Provider Handbook 21—Renal Dialysis Center
- Provider Handbook 22—Funeral Director
- Provider Handbook 23—Home Health Agency
- Provider Handbook 26—Rural Health Clinic
- Provider Handbook 28—Drug and Alcohol Clinic
- Provider Handbook 29—Outpatient Psychiatric Clinic
- Provider Handbook 30—Family Planning Clinic
- Provider Handbook 31—Midwives
- Provider Handbook 33—Psychiatric Partial Hospitalization Facility
- Provider Handbook 37—Hospice
- Provider Handbook 41—Psychologist
- Provider Handbook 42—Comprehensive Outpatient Rehabilitation Facility
- Provider Handbook 43—Physical Therapist
- Provider Handbook 44—Certified RN Anesthetist
- Provider Handbook 49—Certified RN Practitioner

- Provider Handbook 50—Early Periodic Screening, Diagnosis and Treatment (EPSDT) Provider (update effective 12/24/08)
- Provider Handbook 54—Nutritionist
- Provider Handbook 55—PA Department of Aging (PDA) Waiver
- Provider Handbook 59—COMMCARE Waiver (update effective 09/22/08)
- Medical Assistance Transportation Program—Instructions and Requirements (Note: Revised/Reissued Annually)

Office of Long Term Living—Contact: Elaine Smith (717) 346-9168

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1999	Ch. 1187	Capital Component Payments for Post-Moratorium Beds	04/17/99	1187-99-01 35-99-05 36-99-05
2007		Nursing Facility Documentation Requirements For Movable Equipment that is Rented or Leased	12/07/07	03-07-10
2008		Nursing Facility Documentation Requirements For Movable Equipment That Is Rented or Leased	07/07/08	03-08-04
2009		Statewide Waiting List Protocols for Office Of Long Term Living Medicaid Waivers And the Act 150 Attendant Care Program	11/25/09	05-09-01 51-09-01 52-09-01 55-09-01 59-09-01
		Provider Rates for Services Funded Through The OBRA, Independence and COMMCARE Waivers	06/25/09	05-09-02 17-09-02 36-09-02 41-09-02 43-09-02 55-09-02 59-09-02
2010		Financial Management Services Rate	12/23/10	05-10-09 51-10-09 52-10-09 55-10-09 59-10-09
		Office of Long Term Living Home and Community Based Program Policy Clarification Update (Omnibus Bulletin)	12/23/10	05-10-08 51-10-08 55-10-08 59-10-08
		Dual Enrollment for Services funded through OLTL Home and Community-Based Programs and Services funded through the Office of Developmental Programs	10/25/10	05-10-07 51-10-07 52-10-07 55-10-07 59-10-07
		Individual Service Plan Development, Review and Implementation Procedures For OLTL Home and Community Based Services	10/20/10	05-10-06 51-10-06 52-10-06 55-10-06 59-10-06
		Nursing Home Transition Outreach Form	10/08/10	05-10-05 51-10-05 52-10-05 55-10-05 59-10-05
		Department of Aging/Office of Long Term Living Home and Community Based Services program Policy Clarifications	07/06/10	05-10-04 51-10-04 55-10-04 59-10-04
		Fiscal/Employer Agency Standards	06/01/10	54-10-03
		Standards and Reimbursement Rates for the Enhanced Older Adult Daily Living Center Program for Medicaid Aging Waiver Participants	04/20/10	03-10-02 41-10-02 55-10-02

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Incident Management Policy for Office of Long Term Living (OLTL) Home and Community Based Services Programs	04/09/10	05-10-01 51-10-01 52-10-01 55-10-01 59-10-01
		Electronic Submission of the Cost Report (MA-11) Form for Reporting Periods Ending 12/31/09 and Thereafter	12/22/10	03-10-01
2011		Critical Incident Management Policy for Office of Long Term Living Home and Community Based Services Programs	10-14-11	05-11-06 51-11-06 52-11-06 54-11-06 55-11-06 59-11-06
		Accessibility Adaptations and Assistive Technology	10/11/11	05-11-07 51-11-07 52-11-07 54-11-07 55-11-07 59-11-07
		Community Integration Changes provided in the MA Home and Community-Based Waiver Program	09/29/11	05-11-05 51-11-05 52-11-05 55-11-05 59-11-05
		Program Fraud & Financial Abuse in Office Of Long Term Living MA Home and Community Based Services (HCBS) Programs	08/08/11	05-11-04 51-11-04 52-11-04 54-11-04 55-11-04 59-11-04
		Recession of OLTL Bulletin 05-10-07, 51-10-07, 52-10-07, 5-10-075, 59-10-07	06/30/11	05-11-03 51-11-03 52-11-03 55-11-03 59-11-03
		Billing Procedure Codes for Fiscal/Employer Agents (F/EAs)	01/21/11	54-11-01 51-11-01 59-11-01 55-11-01 05-11-01
2012	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (This bulletin supersedes and replaces 55-12-02)	12/31/12	55-12-03
	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (Superseded by 55-12-03)	11/21/12	55-12-02
	CH.1187	Nursing Facility Participation Review Process and Guidelines—statement of policy	06/30/12	42 Pa.B. 3748
	CH 52	Billing Instructions-Home and Community Based Waiver Provider's Billing of Procedure Codes 5 Based on Authorized Service Plans through PROMISE™	06/05/12	05-12-01 51-12-01 55-12-01 59-12-01
	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (Superseded by 55-12-03)	11/21/2012	55-12-02
	CH 52	OLTL Service Coordination Rate in Effect	07/14/12	
	CH 52	OLTL Rate for Enrollment	06/30/12	

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	CH 52	OLTL Fee Schedule Rates established	06/09/12	
2013	CH.52	Hearings and Appeals	12/23/13	51-13-12 55-13-12 59-13-12
	CH.52	Rescission of Office of Long-Term Living HCBS Directives, Bulletins 51-13-11 and Other Policy Documents	12/04/13	05-13-11 55-13-11 59-13-11
	CH.52	Addition to the Office of Long-Term Living Standardized Home and Community-Based Services Waiver Participant Informational Materials—Your Appeal and Fair Hearing Rights	11/14/13	05-13-10 51-13-10 55-13-10 59-13-10
		Rescission of Office of Long-Term Living HCBS Directives, Bulletins, and Other Policy Documents (subsequently repealed and reissued)	11/14/13	05-13-09 51-13-09 55-13-09 59-13-09
	CH.52	Statewide Waiting List Guidelines for Office of Long-Term Living Medicaid Waivers and the Act 150 Program	11/05/13	05-13-08 51-13-08 55-13-08 59-13-08
		OLTL Home and Community-Based Services Service Authorization Form (subsequently repealed and reissued)	7/12/13	51-13-07 55-13-07 59-13-07
	CH.52	Additions to Office of Long-Term Living Standardized HCBS Waiver Participant Informational Materials—Abuse, Neglect and Exploitation and Self-Directed Models of Service	07/12/13	51-13-06 55-13-06 59-13-06
	CH.52	OLTL Standardized Home and Community-Based Services Waiver Participant Informational Materials	05/20/13	51-13-04 55-13-04 59-13-04
	CH. 52	Clarification of type, scope, amount, duration and frequency of services	05/16/13	05-13-05 08-13-05 11-13-05 17-13-05 19-13-05 25-13-05 26-13-05 41-13-05 51-13-05 54-13-05 55-13-05 59-13-05
	CH 52	Providing for Absence Policies in the Enhanced Adult Daily Living Centers	03/22/13	03-13-03 41-13-03 55-13-03
	CH 52	Billing Instructions-Home and Community Based Waiver Provider's Billing of Procedure Codes Based on Authorized Service Plans through PROMISE™	02/07/13	05-13-02 51-13-02 54-13-02 55-13-02 59-13-02
	CH 52	OLTL Enrollment Fee Increase	01/26/13	
	CH 52	OLTL Service Coordination Rate Increase	01-26-13	
	CH 52	Maintaining Waiver Eligibility While in an Institution	01/24/13	05-13-01 51-13-01 52-13-01 55-13-01 59-13-01
2014		Revised Pennsylvania Preadmission Screening Resident Review Identification (Level I) Form (MA 376)	02/12/14	01-14-13 03-14-10 07-14-01 55-14-01

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		Revised Pennsylvania Preadmission Screening Resident Review Evaluation (Level II) Form (MA 376.2)	02/12/14	55-14-02
		Revised Target Resident (MI, ID, ORC) Reporting Form (MA 408)	02/12/14	03-14-12
	CH 52	Release of OLTL Home and Community- Based Services Provider Handbook	01/30/14	03-14-02 05-14-02 08-14-02 11-14-02 17-14-02 19-14-02 23-14-02 25-14-02 26-14-02 41-14-02 51-14-02 54-14-02 55-14-02 59-14-02

GUIDANCE MANUALS:**Bureau of Home and Community Based Services**

- AIDS Medicaid Waiver #192
- Aging Medicaid Waiver #279
- Attendant Care Waiver #277
- COMMCARE Waiver #0386
- OBRA Medicaid Waiver #0235
- Independence Medicaid Waiver #0319

Nursing Facility

- Interpretive Guidelines—interpretations of the 1187 Nursing Facility regulations used during audits of the MA-11 Cost Reports
- Instructions for Financial and Statistical Report-Form MA-11
- MA-11 Cost Report Submission System—End User Manual V5.0
- Nursing Facility Assessment End User Manual
- Resident Data Reporting Manual
- Provider Handbook 36-L—Nursing Facility Services only applies to County Nursing Facilities and Private Nursing Facilities. Nursing facility case mix regulations implemented in 1996 (Pa. Code Chapter 1187) do not encompass provider types State Mental Retardation Center, Private ICF/MR, or State Restoration Center (update effective 04/09)
- Data Book (Participation Review Workbook)

Office of Children, Youth & Families—Contact: Cathy Utz (717) 705-2912

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980	Ch. 3140	Funding of Basic Ed. Components of Private Day Treatment Center Programs	10/29/80	99-80-22
1982	Ch. 3130	Notice of Right to Appeal for Spanish-Speaking Clients	12/30/82	3130-82-01
1983	Ch. 3130	Clarification of the Definition of “Accept for Service”	02/04/83	3130-83-03
	Ch. 3700	Waiver for Foster Family Homes by Foster Family Care Agencies	02/04/83	3700-83-01
	Ch. 3130	Clarification of County C & Y Agency Requirements with Respect to Fee Setting	02/04/83	3130-83-04
	Ch. 3130	Clarif. on Caseworker-to- Family Case Load Ratio & Case Management Functions	02/04/83	3130-83-07
	Ch. 3140	Clarif. of Adoption Asst. to Relatives in Adoption Cases	05/02/83	3140-83-07
	Ch. 3140	Reimbursement to Parents for the Cost of Child Visits	08/15/83	3130-83-11
	3130.64(b)(2), 3130.67(9), 3140.131(7), 3700.35(b)(1)			3140-83-13 3700-83-03
1984	Ch. 3001	Transmittal of Interdpt. Memo. on Nonimmunized Students Excluded from Attending School	07/08/84	99-84-13

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3490	Release of Child Abuse Info. to the Media	08/15/84	99-84-20
	Ch. 3130	Interstate Compact on Juveniles	09/30/85	99-85-27
	Ch. 3490	Providing Copies of Child Abuse Reports to Subjects	11/20/85	99-85-28
1986	Ch. 3490	Law Enforcement Officials as Perpetrators of Suspected Child Abuse	07/15/86	3490-86-04
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33	04/01/86	3490-86-02
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part II	06/16/86	3490-86-05
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part III	11/01/86	3490-86-08
1987	Ch. 3490	Implementation of Child Protective Service Policies Relating to Alleged Medical Neglect of Disabled Infants	05/01/87	3490-87-01
	Ch. 3490	Sharing Child Abuse Info Among DPW Offices	09/01/87	3490-87-03
	Ch. 3490	Policy Clarification of the Child Protective Services Law and Regulations	06/01/87	3490-87-02
	Ch. 3140	Personal Incident Costs	10/01/87	3140-87-05
	Ch. 3140	OCYF Financial Participation in Costs of County Human Service Departments	08/31/87	3140-87-02
1988	Ch. 3490	Screening Student Interns	05/88	3490-88-01
1989	Ch. 3350	Adoption Record Disclosure	07/01/89	3350-89-01
1991	Ch. 3130	Regulatory Interpretation Guidelines for Revisions to Chapter 3130	09/20/91	3130-91-03
1994		Supervised Independent Living Guidelines	07/94	00-94-07
		Site Visits and Access to Records by PA Protection and Advocacy, Inc.	08/22/94	00-94-19
1995	Ch. 3490	Amendments to the Child Protective Services Law that Become Effective July 1, 1995	09/05	3490-95-02
1996	Ch. 3490	Certification and Training for Children and Youth Workers	06/20/96	3490-96-03
	00	Surveying and Evaluating Child Welfare Agencies Implementation and Compliance with MEPA	08/15/96	00-96-06
1997	Ch. 3140	Availability of Federal Financial Participation For Profit Residential Child Care Facilities	01/17/97	3140-97-02
		Access to Pennsylvania State Police Records	10/01/97	00-97-09
		Priority Placement Request Procedures for the Interstate Compact on the Placement of Children	12/01/97	00-97-12
1998	Ch. 3140	MEPA 1994—Small Business	02/07/98	3140-98-03
1997		Association of Juvenile Compact Administrators Rules and Regulations Amended Travel Permit	06/01/98	00-98-06
1999	Ch. 3140	Adoption Assistance Questions and Answers	03/17/99	3140-99-01
	Ch. 3490	Drug Convictions Prohibiting Hiring and Approving Foster/Adoptive Parent Applications	02/03/99	3490-99-01
	Ch. 3490	Implementation of Revisions to the Child Protective Services Law as Amended by Act 127 of 1998	10/01/99	3490-99-02
2000	Ch. 3140	AFCARS Planning, Budgeting and Invoicing Procedures	08/15/00	3140-00-02
	Ch. 3490	Child Death Review and Report Protocols	10/10/00	3490-00-01
2001	Ch. 3130	The Second Revised Interim Guidelines for the Adoption and and Safe Families Act of 1997	01/02/01	3130-01-01

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3140	Revised Policies and Procedures: Title IV-E Placement Maintenance Eligibility and Reimbursability, Title IV-E Adoption Assistance Eligibility and Title XX Medicaid Eligibility	04/09/01	3140-01-01
	Ch. 3490	Revised Certification and Training Requirements for Children and Youth Supervisors	09/25/01	3490-01-02
2003		Kinship Care Policy	06/30/03	00-03-03
		Megan's Law	04/13/03	00-03-02
	Ch. 3140	Interstate Compact on Adoption and Medical Assistance	01/01/04	3140-03-02
	Ch. 3350	Statewide Adoption Network Policies and Procedures	01/01/03	3350-03-01
	Ch. 3490	A.Y. v. DPW/Allegheny County	03/10/03	3490-03-01
	Ch. 3490	Federal Criminal History Clearances for PA Residents	04/25/03	3490-03-02
2004		MH/MR Services for Children Placed Out-of-County In Pre-Adoptive or Foster Homes	07/19/04	00-04-02
	Ch. 3140	Child Welfare TANF Services Policies and Procedures	05/17/04	3140-04-06
	Ch. 3140	Approval/Licensing of Foster Family Homes	04/01/04	3140-04-02
	Ch. 3140	Child Placements with Emergency Caregivers	07/01/04	3140-04-05/ 3490-04-01
	Ch. 3490			
	Ch. 3700	Medical Foster Care Services for Children Served by County Children and Youth Agencies	7/01/04	Special Transmittal
2005	Ch. 3490	Implementation of Act 160 of 2004 Amending the Child Protective Services Law	09/01/05	3490-05-01
2006		Federal Financial Participation Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	10/18/06	00-06-05
	Ch. 3140	Random Moment Time Study Policy and Procedures-Juvenile Probation Offices	07/28/06	3140-06-03
	Ch. 3140	Federal Title IV-E and Medicaid Administrative Invoicing Procedures	09/12/06	3140-06-05
	Ch. 3140	Random Moment Time Study Requirements Family Service Plan Documentation	10/11/06	Special Transmittal
	Ch. 3800	Strategies and Practices to Eliminate Unnecessary Use of Restraint	01/30/06	Special Transmittal
	Ch. 3490	Safety Assessment and Planning Process	03/15/06	3490-06-01
2007		FFP Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	04/16/07	00-07-01
	Ch. 3490	Protocol to Address Domestic Violence in Families with Child Welfare Involvement	08/03/07	Special Transmittal
2008	Ch. 3350	Expanded Ground for Involuntary Termination of Parental Rights	04/03/08	Special Transmittal
	Ch. 3490	Frequency and Tracking of Caseworker Visits to Children in Federally Defined Foster Care	05/01/08	3490-08-05
	Ch. 3140	Title IV-E Foster Case Maintenance and Adoption Assistance Program Costs Allowable for Federal Financial Participation (FFP)	05/12/08	3140-08-01
	Ch. 3350 Ch. 3490 Ch. 3700	Implementation of Safe and Timely Placement of Foster Children Act (P. L. 109-239)	05/12/08	99-08-01
	Ch. 3490	Implementation of Act 126 of 2006 Amending the Child Protective Services Law	03/24/08	3490-08-02
	Ch. 3490	Implementation of Act 179 of 2008 And Act 72 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
	Ch. 3490	Implementation of New Reporting Requirements As Required by Act 146 of 2006 and Act 179 of 2006	10/01/08	3490-08-04

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3700	Implementation of Act 68 of 2005 (The Resource Family and Adoption Process Act), Act 73 of 2005 (The Resource Family Care Act), and Act 78 of 2007	10/01/08	3700-08-01
	Ch. 3130 Ch. 3350 Ch. 3700	Impact of Act 109 on Agency Operations	12/29/08	Special Transmittal
2009		Act 76 of 2007	01/07/09	Special Transmittal
	Ch. 3130 Ch. 3140 Ch. 3700	Fostering Connections to Success and Increasing Adoptions Act of 2008	02/24/09	Special Transmittal
	Ch. 3130	Implementation of the Indian Child Welfare Act of 1978	03/09/09	3130-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	04/07/09	3170-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	08/25/09	3170-09-02
	Ch. 3700 Ch. 3800	Disaster Planning	10/09/09	Letter from Deputy Secretary
	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 3800	Prone Restraints in Children's Facilities	12/19/09	3800-09-02
	Ch. 3140	Implementation of Child Care Funding Policy Beginning State Fiscal Year (SFY) 2010-2011	07/01/09	3140-09-03
	Ch. 3130 Ch. 3140	Fostering Connections to Success and Increasing Adoptions Act of 2008—Adoption Program Requirements	12/30/09	Special Transmittal
2010	Ch. 3130	Shared Case Responsibility and Procedures Permanent Legal Custodian	05/03/10	3130/10/01 3130/10/02 3140/10/03
		Educational Portions of "Non- Educational" Residential Treatment	01/04/10	OMHSAS-10 02
	Ch. 3130	Termination of Parental Rights and Compelling Reasons	01/05/10	Special Transmittal
	Ch. 3140	Needs-Based Plan/Budget Amendment	04/20/10	3140-10-01
	Ch. 3130	Shared Case Responsibility Policy and Procedures	05/03/10	3130-10-01
		YDC/YFC Interim Per Diem Rates Effective July 1, 2010	07/01/10	00-10-01
	Ch. 3130	Permanent Legal Custodian Policy	07/30/10	3130-10-02 3140-10-03
	Ch. 3130	Change in Process for Verifying Paternity	08/04/10	Special Transmittal
	Ch. 3800	Act 45 of 2010 Regarding Restraint Use and Reporting Requirements of Pregnant Females	08/04/10	3800-10-01
	Ch. 3130	Implementation of 45 CFR Part 1356 Chafee Nation Youth in Transition Database Part 1	08/09/10	3130-10-03
	Ch. 3130	Educational Stability & Continuity of Children Receiving Services from the County Children & Youth Agency (CCYA) Including the Use of an Education Screen	09/17/10	3130-10-04
	Ch. 3130	Clean Indoor Air Act Compliance Guidance	09/17/10	3130-10-05
	Ch. 3170	Out of Home Placement Services—Contract Documentation	12/23/10	3170-10-02
		Complex Case Planning	12/28/10	00-10-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>	
2011	Ch. 3130	Basic Health Information Form (CY980)	04/01/11	3130-11-01	
	Ch. 3350	Implementation of Act 101 of 2010	04/25/10	3350-11-01	
	Ch. 3490	Developmental Evaluation and Early Intervention Referral Policy	Issued 06/07/10; Revised 06/01/11	3490-10-01	
	Ch.3140	Fiscal Year 2012-13 Children, Youth and Families Needs-Based Plan and Fiscal Year 2011-12 Implementation Plan Instructions	Issued 05/27/11; Revised 06/17/11	3140-11-01	
	Ch. 3140	Act 148 Invoicing Procedures for County Child Welfare Services	07/06/11	3140-11-02	
		YDC/YFC Interim Per Diem Rates Effective 7/1/11	09/15/11	00-11-02	
	Ch. 3130	Youth Independent Living Services Guidelines (and Appendix)	07/08/11	3130-11-04	
	Ch. 3490	Implementation of Act 201 of 2002 (Safe Haven)	07/15/11	3490-11-01	
	2012		Master Client Index (MCI) Service Expansion	02/15/12	00-12-01
		Ch. 3490	Statewide General Protective Services (GPS) Response Times	04/13/12	3490-12-01
Ch. 3130, 3680 3800		Children in Foster Care Act (Act 119 of 2010)	02/10/12	3130-12-02 3680-12-01 3800-12-02	
Ch. 3140		Random Moment Time Study Policies and Procedures County Children and Youth Agencies	05/07/12	3140-12-02	
2013		YDC/YFC Interim Per Diem Rates Effective July 1, 2013	10/07/13	00-13-01	
	Ch. 3140	Fiscal Year 2012/13 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	05/15/13	3104-13-01	
	Ch. 3140	County Children and Youth Program Title XX and Title IV-B Procedures	06/28/13	3140-13-04	
	Ch. 3140	Fiscal Year 2014-15 Children, Youth And Families Needs-Based Plan and Fiscal Year 2013-14 Implementation Plan Instructions	07/03/13	3140-13-03	
	Ch. 3140	Fiscal Year 2013/14 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	09/11/13	3104-13-05	
	Ch. 3140	Federal Title IV-E Invoicing Procedures Manual	10/15/13	3140-13-06	
	2014	Ch. 3800	Search and Seizure in Programs that Serve Children and Youth	02/28/14	3800-14-01

GUIDANCE MANUALS:

- Planning Permanent Families for Children Residing in Mental Retardation Residential Facilities
- Audit Clause Language for Use in All County Child Welfare Service Provider Contracts
- Indirect Costs Under the County Cost Allocation Plan Guidelines
- Reporting of Indirect Costs—County Children and Youth Services
- Local Management Agency Policy and Procedures Manual
- PA Standards for Child Welfare Practice
- Model Petitions and Court Orders
- Foster Care Visitation Manual
- Safety Assessment and Management Process Reference Manual (last updated 06/09)
- Special Transmittal on Safe Sleep Environment Recommendations for Infants One Year of Age and Under (10/28/08)
- Pennsylvania's Child Welfare Practice Model
- Model Set of Standards for Pennsylvania's Multidisciplinary Investigative Teams

INTERNAL GUIDELINES:

- Youth Development Center/Youth Forestry Camp Policy Manual
- Report on Recommended Best Practices for IV-E & TANF Programs

Office of Mental Health and Substance Abuse Services/Mental Retardation—Contact: Ginny Mastrine (717) 772-7926

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1982	Ch. 4000	Respon. for Collection of Tuition Exp. Under Act 199 of 1980 for Out-of-State Residents	03/17/82	199-82-01
	Ch. 4000	Notice of Assessments (Joint MH/MR Bulletin)	04/16/82	99-82-15
1983	Ch. 5001	Expiration of 4th Provisional Cert. of Compliance	12/15/83	99-83-49
1984	Ch. 5250	Guidelines for Delivery of MH Forensic Svs. To Persons in Co. Jails & Persons on Prob. Or Parole	08/27/84	99-84-38
1985	Ch. 4000	County Indirect Cost Allocation Plan Guideline Update—Maintenance In Lieu of Rent as a Direct Cost (Joint MH/MR Bulletin)	08/22/85	99-85-17
	Ch. 1153	Requirements for Treatment Plans & Doc. of Treatment	10/31/85	29-85-02 33-85-02
	Ch. 4210	Readmission from Community Placement Within 30 Days of Discharge	05/03/85	99-85-21
	Ch. 5001	Administration of Psychotropic Medication to Protesting Patients	03/11/85	99-85-10
1986	Ch. 6000	Procedures for Review of Service Eligibility and Termination Decisions	01/17/86	99-86-01
	Ch. 5001	Implementation of Act 33 of 1985	03/19/86	99-86-11
	Ch. 5100	Involuntary Outpatient Commitment	05/08/86	99-86-14
1987	Ch. 4305	Community MH/MR Liability	05/21/87	4305-87-2
	Ch. 4210	Dis. Plan Response For SMH Child/Adolescent Program & County MH/MR Program	01/16/87	99-87-10
	Ch. 5100	Guidelines for Assessing & Documenting the Dangerousness Of Mentally Ill Adults	01/16/87	99-87-07
	Ch. 5100	Notice of Grievance & Appeal Proc. Involuntary Outpatient Commitment	09/08/87	99-87-23
1988	Ch. 4305	Quarterly Liability Summaries	01/29/88	4305-88-01
1993	*CH. 1165	PAYMENT FOR MENTAL HEALTH SERVICES PROVIDED IN A RESIDENTIAL TREATMENT FACILITY FOR ELIGIBLE INDIVIDUALS UNDER 21 YEARS OF AGE	01/01/93	1165-93-07
	Ch. 5221	Intensive Case Management Record Requirement	09/21/93	5221-93-01
1995	CH. 1153	ACCESSING OUTPATIENT WRAPAROUND MENTAL HEALTH SERVICES	09/08/95	1153-95-01
	CH. 1157	MENTAL HEALTH SERVICES PROVIDED IN NON-JCAHO	09/08/95	1157-95-01
	Ch. 1165	UPDATE-JCAHO-ACCREDITED RTF SERVICES	09/08/95	1165-95-01
1998		Reporting Requirements for Services Funded Through County Base and CHIPP Funds	02/17/98	OMH-98-01
	Ch. 1163	Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services Under the Medical Assistance Program	05/18/98	1163-98-01
	Ch. 5310	Licensing Compliance Prediction Instrument Application in the Licensing of Community Residential Rehabilitation Services	08/01/98	OMH-98-02
1999	Ch. 4300	Revised Procedure for Waiver of Office of mental Health and Substance Abuse Services (OMHSAS) Program Regulations	10/01/99	OMHSAS-99-08
		Emerich v. Philadelphia Center for Human Development 720 A.2d 1032 (Pa. 1998) (Duty to Ward Third Parties—Tarasoff in Pennsylvania)	09/15/99	OMHSAS-99-09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2000		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	05/15/00	00-00-04
	Ch. 4300	The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/04/00	OMHSAS-00-04
2001		Nursing Home Reform Implementation	02/01/01	OMHSAS-01-01
	Ch. 5100	Age of Consent for Voluntary Outpatient Mental Health Treatment	06/18/01	OMHSAS-01/04
		Accessibility of Community Mental Health and Substance Abuse Services For Persons Who are Deaf, Hard of Hearing, Late Deafened, or Deaf-Blind	10/01/01	OMHSAS-01-06
	Ch. 5100	Procedures for Client Rights Grievances and Appeals	08/10/01	SMH-01-03
		Accessibility of State Mental Health Facilities for Persons who are Deaf, Hard of Hearing, or Deaf-Blind	06/18/01	SMH-01/01
2002		Coordination of treatment and support for people with a diagnosis of serious mental illness who also have a diagnosis of mental retardation		0-02-16
	Ch. 1223	Drug and Alcohol Clinics with Provisional Licenses	10/26/02	28-02-02
	Ch. 5100	Interpretation of Pennsylvania Law Related to 402(b) Commitment	09/12/02	OMHSAS 02-04
		The Use of Seclusion and Restraint in Mental Health Facilities and Programs	04/08/02	OMHSAS 02-01
		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	06/06/02	OMHSAS-02-02
		Generic Drugs	04/01/02	SMH-02-01
2003	Ch. 1223	Elimination of the Requirement for the Outpatient Drug and Alcohol Clinic's Supervisory Physician to Perform a Comprehensive Medical Examination Within 15 days following the Intake and Before the Provision of Treatment	10/01/03	28-03-02
2004	Ch. 1223	Methadone Take-Home Services	02/01/04	28-04-01
2005	Ch. 1153	Psychological/Psychiatric/Clinical Re-Evaluations and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services for Children and Adolescents with Behavioral Health Needs Compounded by Developmental Disorders	06/24/05	07-05-01
	Ch. 5100	Unscheduled Use of Medication in the State Hospital System PRN & STAT Medication Orders	02/28/05	SMH-05-1
	Ch. 5100	Transporting Patients	02/28/05	SMH-05-02
	Ch. 5100	Administrative Transfers between State Mental Hospitals Civil Sections	04/29/05	SMH-05-04
	Ch. 4300	Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	08/15/05	OMHSAS-05-01
		Integrated Children's Services Initiative	06/09/05	00-05-05
		Quality at the End of Life for Consumers and Residents	09/16/05	SMH-05-05
2006		Memorandum of Understanding Between the Office of Mental Health and Substance Abuse Services and the Pennsylvania Department of Aging	02/01/06	OMHSAS-06-01
		Service Priority For: Older Adult Population	02/01/06	OMHSAS-06-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Co-Occurring Disorder Competency Approval Criteria for All Facilities Licensed by the Department of Health Division of Drug and Alcohol Program, License or the Department of Public Welfare, Office of Mental Health and Substance Abuse Services	02/10/06	OMHSAS-06-03
		Writing of Orders by Administrators	02/13/06	SMH-06-01
	Ch. 5200	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 5100	Community Incident Management & Reporting System	07/18/06	OHMSAS-06-04
	Ch. 1153	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 1151	BH-FFS Transfer from OMAP to OMHSAS	08/15/06	OMHSAS-06-07
	Ch. 1153	Revision to Minimum Staff Qualifications of Therapeutic Staff Support (TSS) Workers	08/24/06	08-06-15
2007	Ch. 5100	Clarification on the Authorization of Restraints and Seclusion in the Forensic Units	07/13/07	SMH-07-01
	Ch. 5100	Clarification of Act 169, also known as the Older Adult Protective Services Act (OAPSA), in regards to hiring practices for inpatient and residential facilities.	08/02/07	OMHSAS-07-01
2008	Ch. 5310 Ch. 5320	Guidelines for Interagency Planning for Children in Need of Behavioral Health Rehabilitation Services or Partial Hospitalization on Services during the School Day	01/04/08	OMHSAS-08-01
		Special Pharmaceutical Benefits Program Mental Health component will transition from Office of Medical Assistance Program to Office of Mental Health and Substance Abuse Services	04/22/08	OMHSAS-08-02
		Assertive Community Treatment (ACT)	09/02/08	OMHSAS-08-03
	Ch. 63	Implementation of Act 179 of 2006 & Act 73 of 2007 Amending The Child Protective Services Law	06/27/08	3490-08-03
2009		Guidance for Conducting Functional Behavioral Assessment in the Development of Treatment Plans for Services Delivered to Children with Behavioral Health Needs Compounded by Developmental Disorders	01/09/09	OMHSAS-09-01
	Ch. 1223	Requirements for Clinics Supervisory Physician Reviews and Reevaluations of Diagnoses, Treatment Plans and Updates	04/18/09	OMHSAS-09-03
	Ch. 31	Best Practice for Family Involvement with Youth who are in Residential Treatment Facilities (RTFs)	06/15/09	OMHSAS-09-04
	Ch. 5100	Use of Restraints, Seclusion and Exclusion in State Mental Hospitals and Restoration Center	11/30/09	OMHSAS-09-06
	Ch. 1101 Ch. 1150 Ch. 1153	Peer Support Services (Revised)	01/01/10	OMHSAS-09-07
2010	Ch. 1153 Ch. 2380 Ch. 5200 Ch. 5210 Ch. 6400 Ch. 5600	Medication Prescribing Practices of CRNP's in Mental Health Programs and Mental Retardation Programs	03/27/10	OMHSAS-10-01
		Educational Portions of "Non-Educational" Residential Placement	01/04/10	OMHASA-10-02
		Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 5221	Blended Case Management (BCM) (Revised)	06/14/10	OMHSAS-10-03

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Psychological/Psychiatric/Clinical Re-Evaluation and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services	07/09/10	OMHSAS-10-04
2011		Non-Discrimination Toward Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex People	01/07/11	OMHSAS-11-01
		Guidelines to Ensure Affirmative Environments and Clinically Appropriate Services for Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex Consumers and Their Family Members	01/07/11	OMHSAS-11-02
	Ch. 41	Clarification of Permissible Arrangements for Psychologists Who are Associated with the Provision Of Behavioral Health Rehabilitation Services (BHRS)	03/08/11	OMHSAS-11-05
	Ch. 15	Administrative Investigations	10/20/11	OMHSAS-11-08
		OMHSAS Guidelines for the Approval of Telepsychiatry	12/20/11	OMHSAS-11-09
2012		Summer Therapeutic Activities Program (STAP)	03/01/12	OMHSAS-12-01
		Cost Centers for County Based Mental Health Services	03/26/12	OMHSAS-12-02
	Ch. 5100	Unsupervised Leave of Patients Found Not Guilty by Reason of Insanity	04/04/12	SMH-P-12-01
	Ch. 5100	Security Guidelines For Regional Forensic Psychiatric Centers	04/04/12	SMH-P-12-02
	Ch. 5100	Proper Implementation of Discharge or Transfer Procedures For Certain Person in the Category "Acquitted Because of Lack of Criminal Responsibility." (Not Guilty by Reason of Insanity)	04/04/12	SMH-P-12-03
		Information Sharing Between Regional Forensic Psychiatric Centers and State or County Correctional Facilities Upon Admission and Discharge	04/04/12	SMH-P-12-04
		Admission, Transfers, Level of Care and Service Area Designation For the Regional Forensic Psychiatric Centers	04/11/12	SMH-P-12/05
		Mental Health Targeted Case Management (TCM) Documentation Requirements	06-14-2012	OMHSAS-12-03
2013		Targeted Case Management (TCM) Travel and Transportation Guidelines	01-18-2013	OMHSAS-13-01
		Policy Clarification Regarding Written Prescriptions Orders and Requests-Statement of Policy	06-27-2013	OMHSAS-13-02
2013		HCPCS Updates Related to Behavioral Health Services	10-18-2013	OMHSAS-13-03
2014		OMHSAS Guidelines for the Approval of Telepsych Services in HealthChoices	03-18-2014	OMHSAS-14-01

GUIDANCE MANUALS:

- Community Hospital Integration Projects Program (CHIPP) Guidelines
 - Updated Olmstead Plan for Pennsylvania's Mental Health System
- Office of Developmental Programs—Contact: Jeanine Zlockie (570) 443-4312**

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980		PCIS Instructions for Discharged Patients	10/6/80	99-80-13
1981		Procedures for Charging and Collecting of Tuition Expenses for School-Age Residents in Mental Retardation and Mental Health Residential Facilities	9/2/81	199-81-01
		Maintenance of Resident Abuse Files	1/2/81	99-81-02
		Redefining "Transfer"—PCIS	2/27/81	99-81-14

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Search of Visitors and Residents at State Centers and Mental Retardation Units	9/19/81	99-81-40
		Policies and Procedures Governing Admissions, Commitment, Transfers, and Discharges at State-Operated Mental Retardation Facilities	12/01/81	99-81-51
1982		Guidelines for State Center Boards of Trustees	2/17/82	99-82-02
		Responsibility for Collection of Tuition Expenses Under Act 199 for Out-of-State Residents	3/17/82	199-82-01
		Notice of Assessments	4/16/82	99-82-15
		New Vecchione Petition Forms	8/20/82	99-82-39
		Monitoring the Guardianship Petitioning Process at State Centers and State Mental Hospitals	9/24/82	99-82-47
		Memorandum #44—Personnel Action Plan	10/4/82	99-82-52
		Patient Services Accountability System County MH/MR Memorandum No. 9	10/18/82	99-82-55
		State Supplemental Security Income Supplement for Licensed Personal Care Boarding Home Residents		297-82-73
		Personal Care Boarding Home Resident Assessment Summary	12/31/82	II-30-82-02
1983		Creation of Base Service Units and catchment Areas	1/26/83	99-83-03
		Guardianship Petitioning Process at State Centers	2/11/83	99-83-05
		Payment of Residential Placement Costs for Mentally Retarded or Severely Emotionally Disturbed Children in Residential Facilities	3/8/83	99-83-10
		Guidelines for State Center Board of Trustees—Revision	8/18/83	99-83-21
		DPW Policy on Support Service for Persons with Mental Retardation and Their Families	10/14/83	99-83-24
1984		Therapeutic Leave Guidelines for 2176 Waiver Facilities and State and Non-State Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	8/1/84	99-84-08
		Licensing Inspection Instrument—Vocational Rehabilitation Facilities	8/1/84	00-84-09
		Community Residential Program Slot and Funding Adjustments	12/27/84	99-84-20
		Supplement & Amendment to the DPW Policy on Support Services for Persons with Mental Retardation & Their Families	12/27/84	99-84-21
		County Indirect Cost Allocation Plan Guidelines	6/13/84	99-84-22
		Reporting of Early Intervention Services	9/3/84	99-84-40
		Elimination of the PA 162-D Form and Replacing it with the PA/FS 162 Form	6/27/84	297-84-42
		Personal Care Boarding Home Supplement	6/27/84	297-84-43
1985		Fair Hearing Procedure Related to Services under 2176 Waiver Program	5/1/85	00-85-05
		Investigative Manual for Use in Client Abuse Investigations at State Centers and MR Units	5/17/85	99-85-09
		County Indirect Cost Allocation Plan Guideline Update—Maintenance in Lieu of rent as a Direct Cost	8/22/85	99-85-17
		Tobacco Products Purchase (with State Funds) for Client use in MR Facilities	10/15/85	99-85-19
		Classification and Reimbursement Policy for Administrative/Fiscal Positions in Program Funded Agencies	12/5/85	99-85-43

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1986		Revised Definition of Developmentally Disabled Persons who Receive Services in Intermediate Care Facilities for the Mentally Retarded (ICRs/MR)	12/31/86	42-435-86-01
		Choking Prevention and Management	12/4/86	00-86-14
1987		Clarification of Definition of Developmentally Disabled Persons Receiving Services in Intermediate Care Facilities for the Mentally Retarded	12/9/87	4398-87-01
	CH. 4305	Client Liability—Community Mental Health and Mental Retardation Services	5/21/87	4305-87-02
		Changes in the Reimbursement Method for Hospital Reserved Bed Days	7/21/87	00-87-10
		Documentation Requirements—Waiver Requests for Increases for Workers' Compensation Costs	9/25/87	99-87-15
		Submission of Cost Reports (MA-11s) to the Office of Mental Retardation	10/9/87	99-87-16
		Conversion of Comm. Res. MR Facilities to ICF/MR	10/23/87	99-87-17
		Case Management Services	11/19/87	99-87-18
		State Employees Acting in Voluntary Capacity to Control Client Funds	11/19/87	00-87-18
1988		Work Incentives for SSI and 2176 Waiver Recipients	6/15/88	00-88-02
		Prevocational and Supported Employment Component Under the Community Based Services Waiver Program	6/15/88	99-88-4
	Ch. 6000	Change in Zoning Requirements for Licensing Intermediate Care Facilities for the Mentally Retarded	10/3/88	6000-88-07
		Obtaining Criminal Clearances On Prospective Employees	6/24/88	00-88-07
	Ch. 1181	OBRA-87—Nursing Home Reform	12/28/88	1181-88-08
	Ch. 6000	Administration and Management of Client Funds	10/05/88	6000-88-08
		Applicability of Appropriate Life Safety Codes	8/9/88	00-88-09
		P. L. 99-457, Part H, State Interagency Coordinating Council Mission Statement	11/10/88	00-88-14
1989	Ch. 6000	Guidelines for Enhancing and Conducting Direct and Independent Assessment	10/16/89	6000-89-01
	Ch. 1101	Copayment Exemption for Targeted Case Management Services	11/4/88	1101-89-01
		Cardiopulmonary Resuscitation and Relief of Upper Airway Obstruction	3/1/89	SC-89-01
		Care and Services Policy for State Centers and MR Units	8/25/89	SC-89-02
		New Federal ICF/MR Regulations	2/7/89	00-89-03
		Account Code Structure—Offices of Mental Health and Mental Retardation Cost Center Definitions	7/28/89	00-89-05
		Abatement of Liability for Psychological Evaluations	09/14/89	00-89-17
		LEKOTEK	11/1/89	00-89-18
1990	Ch. 4300	Account Structure Manual for County Mental Health and Mental Retardation	7/1/90	4300-90-01
	Ch. 6000	Family-Driven Family Support Services	12/12/90	6000-90-01
		Children's Cardiac Program	1/31/90	00-90-03
		Adult Day Service Performance Guidelines for Counties	2/27/90	00-90-05
		Childhood Lead Poisoning Prevention Program	4/9/90	00-90-12
		Department of Health Programs for Young Children	4/9/90	00-90-14

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Supplemental Security Income (SSI) Disability Benefits for Children	9/27/90	00-90-24
		Residential Data System Instruction Manual	7/1/90	00-90-25
		Correction to Residential Data System Instruction Manual	11/14/90	00-90-36
1991		Positive Approaches	2/8/91	00-91-05
		Resources for Children with Sensory Impairments	1/31/91	00-91-06
		Licensing Policies and Procedures for Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	4/22/91	00-91-12
		Mental Health/Mental Retardation Annual Income and Expenditure Reports	10/21/91	OMH-91-13
		Licensing Policies and Procedures for Intermediate Care Facilities for the Mentally Retarded	5/13/91	00-91-14
		Approved 2176 Waiver Amendment	6/18/91	00-91-15
		Opportunities and Supports for Older Persons with Mental Retardation	11/1/91	00-91-17
		Joint Statement by the Department of Public Welfare and The Department of Aging	7/31/91	00-91-18
		Applicability of OMB Circular A-133 for Non-State Operated Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	10/31/91	00-91-26
1992		Special Innovative Services Expenditures Under Family Support Services	1/16/92	00-92-03
		Information on Public Law 102-119: Reauthorization of the Individuals with Disabilities Education Act	4/20/92	00-92-10
		Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded	8/31/92	00-92-22
		County Responsibilities for Waiver Case Management	11/23/92	00-92-23
1993		Supporting People in the Community	2/24/93	00-93-02
		Tuberculosis Surveillance and Management	9/21/93	SMH-93-03
		Immunization of Patients/Residents and Employees	7/9/93	SMH-93-04
		Announcement—Medications Administration Training—Selinsgrove Center	2/17/93	00-93-05
		Announcement—Medications Administration Training—Polk Center	2/17/93	00-93-06
		Announcement—Medications Administration Training—White Haven Center	2/17/93	00-93-07
		At-Risk Definition for Infants and Toddlers	6/23/93	00-93-12
		Individualized Family Service Plan	6/25/93	00-93-14
		Screening, Evaluation, and Eligibility for Infants and Toddlers	6/25/93	00-93-15
		Conflict Resolution and Mediation for Infants, Toddlers and Their Families	6/25/93	00-93-17
		Announcement—Medications Administration Training—Polk Center	8/25/93	00-93-19
		Announcement—Medications Administration Training—Embreeville Center	8/25/93	00-93-20
		Announcement—Medications Administration Training—White Haven Center	8/25/93	00-93-21
		Announcement—Medications Administration Training—Western Center	8/25/93	00-93-22
		Medical Assistance for Children	9/15/93	00-93-23
		1994 FTA Section 16 Capital Assistance Program	8/26/93	00-93-24

NOTICES

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Family Support Services Subcommittee Observations and Recommendations	8/31/93	00-93-25
		Licensing Report	9/13/93	00-93-26
		Amendments to Licensing Policy and Procedure Manual	10/27/93	00-93-27
		Western Center Settlement Agreement	11/1/93	00-93-28
		Providing Services to Persons with Autism/ Pervasive Developmental Disorder	11/9/93	00-93-29
		OBRA Procedures for Individuals with Mental Retardation	12/30/93	00-93-30
1994		Closure of Admissions of Children to State-Operated Intermediate Care Facilities for the Mentally Retarded	12/14/94	SC-94-01
		Federal Regulations on Occupational Exposure to Bloodborne Pathogens	2/1/94	00-94-02
		Early Intervention Program Issues for Children Who Are Deaf or Hard of Hearing	2/22/94	00-94-04
		Account Structure Manual—Revised Cost Centers for County Mental Health and Mental Retardation Programs	6/24/10	OMH-94-10
		Facilitated Communication	3/1/94	00-94-11
		Community Resource Development in Family Support Services Projects	3/10/94	00-94-12
		Targeted Service Management and Third Party Liability	4/20/94	00-94-14
		Targeted Service Management Assistance Packet	4/20/94	00-94-15
		Movement of funds in Intermediate Care Facilities for the Mentally Retarded	5/16/94	00-94-16
		Additional Interpretive Guidelines for Intermediate Care Facilities for the Mentally Retarded	6/7/94	00-94-17
		Definition and Procedures for Infants and Toddlers with Developmental Delays	6/27/94	00-94-18
		Early Intervention Services for Infants and Toddlers	8/2/94	00-94-21
		Early Intervention Medical Assistance Eligible Service Coordination	8/12/94	00-94-22
		Targeted Service Management and 180-Day Invoice Exceptions	8/15/94	00-94-23
		Early Intervention Reporting System Roles and Responsibilities	10/5/94	00-94-29
		Assessments: Lifetime Medical History	12/6/94	00-94-32
		Targeted Service Management Handbook	12/12/94	00-94-33
		Facilitated Communication—Best Practices and Guidelines	12/30/94	00-94-34
1995		Educational and Vocational Training in Intermediate Care Facilities for the Mentally Retarded	3/28/95	00-95-04
		Early Intervention Principles	6/15/95	00-95-08
		Medicaid 2176 Waiver Services Amendment	5/25/95	00-95-09
		Part H/PA Act 212—1990 Non-Compliance Resolution Process	6/15/95	00-95-10
		Conflict Resolution and Mediation Options for Infants, Toddlers and Their Families	6/15/95	00-95-11
		State Match Verification and Targeted Service Management	6/20/95	00-95-12
		Individualized Family Service Plan	6/15/95	00-95-14
		Medical Assistance Funded Services for Children	9/20/95	00-95-19

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		Approved 2176 Waiver Renewal	12/1/95	00-95-21
		Coordination of Vocational Training and Supporting Employment Under the 2176 Waiver	11/28/95	00-95-23
		Act 28 of 1995		00-95-25
1996	Ch. 6000	Criteria for Approval of New Intermediate Care Facilities for People with Mental Retardation	04/06/96	6000-96-01
		Tuberculosis Infection Control Program	8/9/96	SMH-96-01
		Screening, Evaluation and Assessment of Infants and Toddlers	1/5/96	00-96-03
		Social Security Administration Alternate Vocational Rehabilitation Provider Initiative	3/19/96	00-96-05
		Resources for Children with Sensory Impairment	1/31/96	00-96-06
		Revised Intermediate Care Facility for the Mentally Retarded (ICF/MR) Guidelines	4/12/96	00-96-07
		2176 Waiver Supplement Grant agreement for 1996-2000	7/12/96	00-96-08
		Announcement—Medications Administration Training	7/8/96	00-96-10
		Office of Vocational Rehabilitation Memorandum of Understanding with the Offices of Mental Health and Mental Retardation	7/31/96	00-96-11
		State Match Verification Signatures	8/21/96	00-96-12
		Claiming Federal Reimbursement for Targeted Service Management Administration Costs	9/18/96	00-96-13
		Signature Requirements for Medical Assistance Case Management Services	10/16/96	00-96-15
		Consolidated Community Reporting System (CCRS)	10/9/96	00-96-17
		Additions To TSM Handbook and Technical Assistance Packet	10/30/96	00-96-18
		Regulation Interpretation Unobstruction Egress	11/8/96	00-96-19
		Survey Guidelines and Procedures Intermediate Care Facilities for the Mental Retarded (ICFs/MR)	11/18/96	00-96-20
		Regulation Interpretation—Family Living Medication Administration Training	11/19/96	00-96-21
		Revised Listing of Participation Targeted Service Management Providers	12/31/96	00-96-22
		Guidelines Concerning Sexuality	12/31/96	00-96-23
1997		1995-96 Annual Report	4/7/97	00-97-03
		OMR Statewide Peer Review Committee	3/17/97	00-97-04
		Announcement—Medications Administration Training	7/1/97	00-97-05
		Act 26 of 1997 (Amending Act 28 of 1995)	8/29/97	00-97-06
		Annual Report from Family Living Subcommittee Fiscal Year 1996/97	10/14/97	00-97-09
1998		Guidelines To Supporting People Moving From State Centers Into The Community	03/27/98	00-98-03
		Waiver Funding for Prevocational, Supported Employment and Educational Services	4/7/98	00-98-04
		Supplemental Grant Agreement Medicaid Waiver for Infants, Toddlers and Families	5/7/98	00-98-05
		Eligibility and Freedom of Choice in Medicaid Waiver for Infants, Toddlers and Families	7/1/98	00-98-07
1999		Maximum Rates of State Participation for the County Mental Health Programs/Mental Retardation Programs	6/18/99	OMHSAS-99-05
		Individualized Family Service Plan	8/2/99	00-99-06

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Definition and County Responsibility for Surrogates for Infants and Toddlers	8/2/99	00-99-07
		Natural Environment	8/2/99	00-99-08
		Early Intervention Due Process System	8/2/99	00-99-09
		Sanctions Policy for Noncompliance with Mental Health & Mental Retardation Income & Expenditure, Consolidated Waiver, and Cost Settlement Reporting Requirements	11/2/99	OMHSAS-99-10
		Person/Family Directed Support Waiver	7/30/99	00-99-11
		Acceptable Signers of the Beneficiary Choice Form for the Infant/ Toddler/ Family Waiver	9/15/99	00-99-13
2000		Listing of Current Mental Retardation Bulletins	3/13/00	00-00-01
		Medicaid Waiver for Infants, Toddlers and Families	1/14/00	00-00-02
		Person Family Directed Supported Waiver Supplemental Grant Agreement for 1999-2002	4/6/00	00-00-03
		The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/4/00	OMHSAS-00-04
		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	5/15/00	00-00-04
		Domiciliary Care for Persons with Mental Retardation	5/23/00	00-00-05
		2001 FTA Section 5310 Capital Assistance Program	10/2/00	00-00-08
		Reorganization of the Office of Mental Retardation	8/11/00	00-00-10
2001		Person/Family Directed Support Waiver Renewal	8/21/01	00-01-04
		Announcement: Step-By-Step Guide to Ready Providers for the Reporting of Incidents through HCSIS	12/17/01	00-01-07
2002		Medicaid Waiver for Infants, Toddlers and Families Renewal	1/29/02	00-02-01
		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	6/6/02	OMHSAS-02-02
		Office of Mental Retardation's Monitoring of Counties	3/5/02	00-02-03
	Ch. 4210	Clarifying Eligibility for Mental Retardation Services and Supports	05/31/02	4210-02-05
		Revision of Definition of Conflict Free Providers for Targeted Service Management	4/12/02	00-02-06
		Accessing Public Transportation for Individuals Enrolled in the Consolidated or Person/Family Directed Support Waivers	4/15/02	00-02-07
		Pro Re Nata Medication Usage For Psychiatric Treatment—Clarification Of Interpretation	7/11/02	00-02-09
		Foster Care Tax Reform as it relates to the Lifesharing/Family Living program	5/20/02	00-02-10
		Need for ICF/MR Level of Care	08/07/02	00-02-13
		Coordination of Treatment and Support for People with a Diagnosis of Serious Mental Illness who also have a Diagnosis of Mental Retardation	12/17/02	00-02-16
2003		Passage of Act 171 relating to the Older Adults Protective Services Act (OAPSA)	2/11/03	00-03-01
		Clarifying Waiver Funding and Domiciliary Care Payments	3/4/03	00-03-03
		OBRA Time-Limited Determinations	5/13/03	00-03-04

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		Principles for the Mental Retardation System	6/13/03	00-03-05
		FY 2001/2002 Utilization, Statistical and Financial Report	7/28/03	00-03-06
		Medication Administration Training Program	8/12/03	00-03-07
		Payments for Psychological Testing to Diagnose Mental Retardation in Children and Adults	10/21/03	00-03-10
		Medical Assistance for Workers with Disabilities In the Community Mental Retardation Program	11/25/03	00-03-11
2004	Ch. 6000	Incident Management	02/18/04	6000-04-01
		MH/MR Services for Children Placed Out-of-County in Pre-Adoptive or Foster Homes	7/19/04	00-04-02
		Positive Approaches	1/9/04	00-04-05
		Home and Community Based Waiver Provider's Billing of HIPAA Compliant National Codes Based on Authorized Plans of Care Through the Home and Community Services Information System and PROMISE	3/10/04	99-04-06
		Determining Medical Assistance Eligibility for Individuals Age Three and Older Who Apply for Supports and Services Authorized by a County Mental Health/Mental Retardation Program	5/10/04	00-04-08
		Certified Investigations	9/16/04	00-04-11
		Limited English Proficiency (LEP)	1/20/05	00-04-13
		Determining Medical Assistance Eligibility for Families of Infants and Toddlers Who Apply for Supports and Services Authorized by a County Mental Health/Mental Retardation Program	1/28/05	00-04-14
		Alternative Sanction Guidelines for ICF/MR Medical Assistance Certification	1/28/05	00-04-15
2005		Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	8/15/05	OMHSAS-05-01
		Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded	11/30/04	00-05-01
		P/FDS Waiver Amendment to Allow for the Provision of Respite Services in Contiguous States	5/31/05	00-05-02
		Services Requiring Third Party Insurance Review Prior To Consideration For Waiver Payment	7/5/05	00-05-03
		Lifesharing through Family Living	8/8/05	00-05-04
		Office of Mental Retardation Policy on Employment	12/20/05	00-05-07
2006		Home & Community Based Service Eligibility/Ineligibility/Change Form	1/3/06	00-06-01
		County to County Relocations	2/24/06	00-06-05
		Interim Rate Setting Procedures For FY 2006/2007	3/8/06	00-06-06
		Provider Qualification Pilot Program	4/5/06	00-06-07
		Employment for Individuals in ICFs/MR	4/5/06	00-06-08
		Elimination of Restraints through Positive Practices	5/1/06	00-06-09
		Payment for Sign Language Interpreters and/or Transliterators	5/10/06	00-06-10
		Provider and County Incident Management Analysis Report	6/23/06	00-06-11
		Service Review Protocol for Individuals in the Consolidated and Person Family Directed Support Waivers	9/7/06	00-06-13
		Prioritization of Urgency of Need for Services (PUNS) Manual	12/22/06	00-06-15

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007		Provider Billing Documentation Requirements for Waiver Services	4/26/07	00-07-01
		Overview of Supports Intensity Scale® (SIS®) and the PA Plus (Attachment)	4/26/07	00-07-02
		Microboards®	7/2/07	00-07-04
	Ch. 4300	Administrative Entity and Provider Contracts (Statement of Policy)	8/17/07	4300-07-05
2008		Process for Qualification and Disqualification of Waiver Providers	12/27/07	00-08-01
		Provider Profiles for Mental Retardation Providers	12/26/07	00-08-02
		Implementation of Act 179 of 2006 and Act 73 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
		Procedures for Service Delivery Preference	1/30/08	00-08-03
		Individual Eligibility for Medicaid Waiver Services	3/5/08	00-08-04
		Due Process and Fair Hearing Procedures for Individuals with Mental Retardation	4/10/08	00-08-05
		Agency with Choice Financial Management Services (AWC FMS)	4/28/08	00-08-08
		Licensing Protocols and Procedures	6/17/08	00-08-10
		Supports Intensity Scale (SIS) and PA Plus Manual	7/28/08	00-08-11
		Vendor Fiscal/Employer Agent Financial Management Services	8/13/08	00-08-14
		Disability Rights Network Access to Records and Joint Investigations	2/13/09	00-08-15
		Clarification of Payment Source for Representative Payee Function	1/20/09	00-08-16
		Communication Supports and Services	1/20/09	00-08-18
2009	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
		Consolidated and Person/Family Directed Support Waivers Provider Appeals Process	4/30/09	00-09-01
	Ch. 3800	Prone Restraints in Children's Facilities	12/19/09	3800-09-02
	Ch. 6200	Social Security Economic Recovery One-Time Payment	07/10/09	6200-09-05
		Vendor Fiscal/Employer Agent Financial Management Services Wage Ranges	11/20/09	00-09-09
2010		Medication Prescribing Practices of CRNPs in Mental Health Programs and Mental Retardation Programs	3/27/10	OMHSAS-10-01
		Educational Portions of "Non-Educational" Residential Placement	1/4/10	OMHSAS-10-02
		Complex Case Planning	12/28/10	00-10-02
		Quality Management Strategy of the Office Of Developmental Programs	3/22/10	00-10-02
		Planning and Managing Unanticipated Emergencies	7/1/10	00-10-03
		Recording Information on the Target of an Individual to Individual Abuse Incident Report In HCSIS	07/01/10	00-10-04
		Approved Program Capacity in Residential Service Locations Licensed Under 55 Pa. Code Chapter 6400	6/22/05	00-10-05
		Supports Coordination Services	05/26/10	00-10-06
		Referral to the Early Intervention Program for Children Under Three Years of Age Placed in ICFs/MR	05/26/10	00-10-08
		Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing	05/26/10	00-10-09

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		Waiver Capacity Commitment for the Consolidated and Person/Family Directed Supports Waivers	06/16/10	00-10-10
		Obsolete Licensing Indicator System, Licensing Inspection Instruments and Licensing Weighting Systems Applicable To 55 Pa. Code Chapters 2380, 2390, 6400 and 6500	08/16/10	00-10-11
		Supports Coordinator Training Waiver Requirements	12/30/10	00-10-13
		Provider Monitoring	12/30/10	00-10-14
2011	Ch. 6000	Procedures for Surrogate Health Care Decision Making	01/27/11	6000-11-01
		Cost Centers for County Mental Retardation Programs Effective July 1, 2010	04/01/11	00-11-03
		Consolidated Waiver Amendment Effective July 1, 2009	5/9/11	00-11-04
		Person/Family Directed Support (P/FDS) Waiver Amendment Effective July 1, 2009	5/9/11	00-11-05
2012		Adult Autism Waiver Services and Procedure Code Changes and Rates	9/7/12	00-12-01
		Rate-Setting Methodology and Rates for Department-Established Fees for Ineligible Residential Habilitation Services	9/7/12	00-12-02
		Medical Assistance Program Fee Schedule for Consolidated and Person/Family Directed Support Waiver-funded Select Services, Targeted Service Management and Community Mental Retardation Base-Funded Program	10/16/12	00-12-03
		Rate-Setting Methodology for Consolidated and Person/Family Directed Support Waiver-and Base-funded Services for Individuals Participating in the Office of Developmental Programs Service System	10/16/12	00-12-04
		Individual Support Plans (ISPs)	10/19/12	00-12-05
2013	Ch. 6400	Clarifying the Applicability of Chapter 6400 to Private Homes—Statement of Policy	1/14/13	6400-13-01
	Ch. 6400	Participant Rights—Statement of Policy	2/11/13	6400-13-02
	Ch. 6000	Rescission of Class 3 Intellectual Disability Bulletins	4/5/13	6000-13-03

GUIDANCE MANUALS:

- Pennsylvania's Guide to Participant-Directed Services
- Individual Support Plan (ISP) Manual
- The Electronic Resource Guide for Supports Coordinators and SC Supervisors
- The Office of Developmental Programs' ID Provider Handbook
- Provider Manual—Bureau of Autism Services
- Practice Guidelines—Bureau of Autism Services
- Supports Coordinator Manual—Bureau of Autism Services
- Behavioral Specialist Manual—Bureau of Autism Services
- Participant Handbook—Bureau of Autism Services

INFORMATIONAL PACKETS:

- Provision of Vendor Services Informational Packet (#003-09)
- Waiver Service Requests Informational Packet (#004-09)
- SISTM and PA Plus Assessment Informational Packet (#006-09)
- Accessing and Printing ISP for Providers Informational Packet (#013-09)

- PROMISE Billing Quick Reference Error Status Codes Informational Packet (#014-09)
- PROMISE Billing Quick Reference for Residential Services Information Packet (#015-09)
- PROMISE Billing Quick Reference for FMS ESC Listing Informational Packet (#016-09)
- Summary of Procedure Codes and Service Descriptions Included and Excluded from Revenue Reconciliation (Info Packet 007-10)
- Annual AE Quality Mgmt. Plan Implementation and Evaluation Process Documents Now Available in AE Information Center (Info Packet 009-10)
- Billing Unanticipated Emergencies Using the ET Modifier (Info Packet 026-10)
- Impact of Provider Qualification in HCSIS on Fiscal year Renewal ISPs
- Supplemental Habilitation and Additional Individualized Staffing Services During the Fiscal Year 2010-2011 Renewal Period (Info Packet 063-10)
- Referral to the Early Intervention Program for Children Under Three of Age Placed in ICFs/MR (Info Packet 069-10)
- Regional ISP Review Process and Form Informational Packet (#074-10)

- Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing Serves 2010-2011 (Info Packet 077-10)
- Waiver Provider Monitoring—Interim Process for FY 2010-2011 (Info Packet #093-10)
- Agency with Choice Financial Management Service Provider Listing for FY 2010-2011 (#099-10)
- Protocol for Gross Adjustments for Providers of Waiver Services with Cash Flow Concerns Informational Packet (#102-10)
- Annual Provider Qualification Process Informational Packet(#152-10)
- Two HIPAA Upgrades: Version 5010 and ICD-10 Informational Packet (#170-10)
- Monitoring Frequency Deviation Request Informational Packet (#048-11)
- Fiscal Year 2011-2012 ISP Renewal Guidance and Prior Authorization Process Enhancement for Supplemental Habilitation (SH) and Additional Individualized Staffing (AIS) Service (Info Packet #050-11)
- Preparations for the FY 2011-2012 ISP Renewal Period: Action Required (Info Packet #055-11)
- Vendor Administrative Fee Services Informational Packet (#060-11)
- Prudent Pay of Claims Policy Enforcement Informational Packet (#075-11)
- Commonwealth of PA Shared Living RFI (Info Packet 093-11)
- Medication Administration Brochures (Info packet 098-11)
- Compliance to ISP Regulations and Individuals who Reside in Non-State ICF/MR Informational Packet (#136-11)
- Remaining Final Fiscal Year (FY) 2011-2012 Rate Load Date and Impact Areas (Info Packet 151-11)
- Billing with the Diagnosis Code Informational Packet (#154-11)
- Clarification for the v5010 CMS Mandate (Info Packet 159-11)
- 2012 PA Community on Transition Conference (Info packet 165-11)
- Peer Review Process and Training (Info Packet 176-11)
- ODP PROMISe Provider Enrollment Integrity Process Informational Packet (#009-12)
- Use of SNAP for Individuals Residing in GLAs Informational Packet (#015-12)
- Certified Investigation Summary Informational Packet (#020-12)
- Reprocessing Schedule for SC & TSM Waiver Claims That Were Denied Due to CIS Interface Issues (Info packet 021-12)
- Preparations for FY2012-2013 ISP Renewal Informational Packet (#025-12)
- FY 2012-2013 ISP Renewal Guidelines for SH and AIS Informational Packet (#039-12)
- Right to be Free from Abuse Notification Form Informational Packet (#053-12)
- Approval of Residential Services Locations and Program Capacity Informational Packet (#055-12)
- Request for Exception to Service Limits or Units Informational Packet (#067-12)
- Emergency Respite Procedure Informational Packet (#066-12)
- Residential Vacancy Management Procedure Informational Packet (#098-12)
- ISP Manual Replacement Page Informational Packet (#099-12)
- Clarification and Changes to Provider Qualification Requirements Informational Packet (#104-12)
- Request for Waiver of Provision of Chapter 51 Informational Packet (#002-13)
- ISP Review Checklist Informational Packet (#020-13)
- HCSIS Verification Form Informational Packet (#022-13)
- Provider Qualification and Noncompliance Process Informational Packet (#025-13)
- Unlicensed Residential Habilitation Homes Survey Informational Packet (#035-13)
- Preparations for FY 2013-2014 ISP Renewal Period Informational Packet (#041-13)
- Agency With Choice (AWC) Financial Management Services (FMS) Wage and Benefit Ranges and Corresponding Rates for Specific Participant Directed Services (PDS) Effective July 1, 2013
- Vendor Fiscal/Employer Agent Financial Management Services Wage and Benefit Ranges for Specific Participant Directed Services Effective July 1, 2013

INFORMATIONAL MEMOS:

- Is a “New” Team Meeting Necessary to Prepare FY 2009-2010 Renewal ISP Informational Memo (#003-09)
- Viewing Service Utilization in HCSIS for AEs Informational Memo (#005-09)
- Electronic Funds Transfer Option Informational Memo (#006-09)
- ODP Provider Resources (Billing Guides) Now Available Informational Memo (#010-09)
- Incident Management Clarification of Roles for SCOs Informational Memo (#012-10)
- Place of Service Matrix Informational Memo (#013-09)
- Remittance Advice Quicktip #7 Informational Memo (#015-09)
- Respite Camp Will Remain Vendor Service After June 30, 2010 Informational Memo (#017-09)
- Base Funded Respite Services Informational Memo (#038-10)
- FMS Administrative Fee Services on ISP Informational Memo (#043-10)
- Individual Purchases and Item Storage Informational Memo (#049-10)
- Interim Process for Timely Filing Edits ESC 545 Informational Memo (#064-10)
- IRS Correspondence Regarding Difficulty of Care Payments Informational Memo (#095-10)
- ODP Travel Policy Change Informational Memo (#121-10)
- Requests to Re-open On-line ODP Required SC Curriculum Training Informational Memo (#009-11)
- ISP Signature Page (DP1032) Informational Memo (#022-11)
- Annual Review Update Date for the ISP Informational Memo (#051-11)
- Voter Registration Responsibilities Informational Memo (#063-11)
- FY 2011-2012 Updates to Consolidated and Person Family/Directed Support (P/FDS) Waiver and Base Services (#074-11)
- Changes to the Emergency Management Protocols (#087-11)
- Rate Load Information for the FY 2011-2012 Revised Interim Rates (#088-11)
- Urgent Reminder Certify Now For the V5010, PES Users Upgrade to Version 3.57 (#096-11)
- Responses to Questions and Minor Change to the Checklist for ISP Review and Approval of ISPs (#105-11)
- Incident Management Reporting Informational Memo (#115-11)

- How to Request a Reissue or Copy of Cashed Check Informational Memo (#138-11)
- Revised PROMISE Provider Enrollment Application Informational Memo (#149-11)
- Billing Bed Reservation Days Informational Memo (#153-11)
- ODP 5 Year Waiver Renewal (#156-11)
- Requirement for Supplemental Habilitation and Additional Individualized Staffing Appeal Requests (#164-11)
- Claims Processing Issue for SC Waiver Claims Informational Memo (#171-11)
- Billing Adjustments, Voids and Resubmissions Informational Memo (#177-11)
- Uniform Construction Code Clarification for Licensed Providers Informational Memo (#180-11)
- Provider Readiness Activities Checklist to Ensure Transition to Certification and Licensing System (CLS) (011-12)
- Certification and Licensing System Readiness Checklist Informational Memo (#011-12)
- Reprocessing Scheduled for SC Waiver Claims. AE and SCO Action Requested (#016-12)
- DRN Review Informational Memo (#019-12)
- Provider Handbook Updated Informational Memo (#023-12)
- Enhancements to HCSIS Incident Report Screens Informational Memo (#028-12)
- Billing Changes FY 2012-2013 Informational Memo (#034-12)
- FY 2012-2013 Budget Update Informational Memo (#040-12)
- FY 2012-2013 Fee Schedule Services Informational Memo (#041-12)
- FY 2012-2013 Cost-based Services Informational Memo (#042-12)
- Admissions to State Operated ICFs/ID Informational Memo (#045-12)
- Fiscal Year 2012-2013 Updates Informational Memo (#048-12)
- 6.16 HCSIS Enhancements—Incident Management Informational Memo (#050-12)
- Appeal Rights, Rates, and Rate Methodology Informational Memo (#051-12)
- ISP Development Process Informational Memo (#056-12)
- Provider Qualification Revisions Informational Memo (#068-12)
- Geographical Area Development Methodology Informational Memo (#075-12)
- Reporting Unauthorized Restrictive Interventions Informational Memo (#080-12)
- Clarification to ODP Communication #098-12 Residential Vacancy Management Informational Memo (#103-12)
- Qualifications of Vendors Informational Memo (#106-12)
- Implementation Instructions on QM Plans Informational Memo (#107-12)
- Incident Investigation Determination Informational Memo (#110-12)
- VF/EA SSW Qualifications Informational Memo (#111-12)
- NPI Number Required on All Claim Types Informational Memo (#001-13)
- Vacancy Factor and Vacancy Exception Process Informational Memo (#003-13)
- ISP Manual Replacement Page Informational Memo (#005-13)
- Clarifying Applicability of Chapter 6400 to Private Homes Informational Memo (#007-13)
- HCSIS Incident Report Deletion Requests Informational Memo (#024-13)
- FY 2013-2014 Waiver Cost-based Services Informational Memo (#027-13)
- FY 2013-2014 Waiver Established Fees Informational Memo (#028-13)
- Background Check Requirements Informational Memo (#030-13)
- ISP Meeting Attendance Informational Memo (#037-13)
- Lifesharing Directory Added to Website Informational Memo (#038-13)
- FY 2013-2014 Established Fees Informational Memo #043-13

OTHER:

- Providing Services to Persons with Autism/Pervasive Developmental Disorder
- Therapeutic Services & the AAW—7/8/12
- Annual Review Plan Process Timelines—8/20/12
- AAW Service Delivery Documentation—9/27/2012
- Additional info about Monthly Progress Notes for SCs—10/03/2012
- Adult Autism Waiver Provider Information Table—10/25/2012
- Timelines for Completing ISP Revisions—12/17/2012
- Quarterly Summary Reports: Which months to include—1/18/2013
- New PROMISE Applications—2/20/2013
- Service Utilization Calculator for SCs—4/19/2013
- Provider Reporting: Encounter Forms, Monthly Progress Notes & Quarterly Summary Report—4/23/13
- Excluded Parties List System database migrated to System for Award Management—4/23/2013
- General Updates and BSP/CIP Changes—4/30/2013
- Fiscal Year End Activities—5/30/2013
- Cost Report Instructions for the Consolidated and P/FDS Waiver Programs

Office of Administration—Contact: Carole Procope (717) 772-6604

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1998	Ch. 259.1	Statement of Claim, Managed Care Organization—statement of policy	07/11/98 (effective 2/1/97)	
2007 Amended 2008	Ch. 259.2	Claims against moneys for which third parties are liable as a result of a tort claim allocation of tort proceeds in actions filed before September 2, 2008—statement of policy	09/07/07 (eff. 09/08/07) Amended 10/31/08 (eff. 11/01/08)	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2008	Ch. 259.3	Claims against moneys for which third-parties are liable as a result of a tort claim allocation of tort proceeds in actions filed on or after September 2, 2008—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.4	Settlements without litigation—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.5	Cooperation in obtaining payment from third parties—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.6	Civil money penalties—statement of policy	10/31/08 (eff. 11/01/08)	
2010	Ch. 2600	Evacuation of Hospice Residents During Fire Drills—statement of policy	03/13/10	40 Pa.B. 1411

GUIDANCE MANUALS:

- Regulatory Compliance Guide for 55 Pa. Code Chapter 2600 (relating to personal care homes) Revised April 2013
- Licensing Indicator System for Personal Care Homes
- Policy for Administrative Fines in Personal Care Homes
- Sale or change of legal entity process for Personal Care Homes
- DPW Single Audit Supplement
- HealthChoices Audit Guide—Physical Health
- HealthChoices Audit Guide—Behavioral Health
- ICF/MR Audit Guide
- CCIS Audit Guide
- Licensing Reference Manual for Personal Care Homes, Assisted Living, Child Residential, Intellectual Disabilities, and Mental health Service Providers

Office of Child Development and Early Learning—Contact: Lynne Ackerman (717) 346-4673

Bureau of Certification Services**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007	Ch. 3270—3280	Certification of Part Day Program for School-Age Children	09/15/07	3001-07-01
2009	Ch. 3270 Ch. 3280 Ch. 3290	Reporting Lost Child	02/21/09	3001-08-02
	Ch. 3270 Ch. 3280 Ch. 3290	Playground Protective Surface Covering	02/21/09	3001-09-01
2011	Ch. 3270-3280	Waiver of Child Care Facility Regulations	03/1/11	00-11-01
2012	Ch. 3270 Ch. 3280 Ch. 3290	Tuberculosis Blood Test	02/4/12	3001-12-01

Announcements:

2008	C-08 #01—Capacity on Certificate of Compliance	04/08/08
	C-08 #02—Proof of Liability Insurance	04/08/08
	C-08 #05—Impact of Change in Equivalencies of CDA and CCP Credentials	08/13/08
	C-08 #06—Approved Child Service Report Form	09/02/08
	C-08 #07—Compliance with Regulations Relating to Recalled Toys and Equipment	09/15/08
2009	C-09 #04—Use of Hand Sanitizers in Early Childhood Programs	09/25/09
2010	C-10 #01—PEMA Update to Emergency Plan Toolkit for Child Care Facilities	03/23/10
2011	C-11 #01—Emergency Temporary Relocation of a Child Care Facility	05/12/11
	C-11 #02—Revised Child Care Staff Health Assessment	07/20/11
	C-11 #04—Announcements Deemed Obsolete	9/21/11

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2012		Proof of Identification Required for Child Care Center Director and Group Child Care Home Primary Staff Person	9/18/12	
2013		C-13 #01—Announced Renewal Inspections Within 30 Day Range	11/15/13	
2014		C-14 #01—Water Safety Training for Child Care Providers & Lifeguard Requirements	2/28/14	
		C-14 #02—Healthy and Green Initiative—Child Care Siting	3/10/14	
		C-14 #03—Degrees From Business Technical & Trade Schools	4/22/14	
Bureau of Early Intervention Services				
2006		ELS-EI-06 #04 Natural Environments	07/24/06	
		ELS-EI-06 #07 Clarification of Waiver of 4300 Fiscal Regulations	08/15/06	
		ELS-EI-06 #10 Acceptable Signers of the Beneficiary Choice Form for the Infants, Toddlers And Families Medicaid Waiver	09/05/06	
2007		EI-07 #04 OCDEL Operating Agreement, ITF Provider Agreement, Provider/County Agreement	04/03/07	
		EI-07 #12 PA Pre-K Counts and Early Intervention working Together	10/24/07	
2008		EI-08 #02 Reportable Incidents	03/07/08	
		EI-08 #10 Eligibility for Infants Toddlers Families Medicaid Waiver	09/22/08	
2009		EI-09 #11 Infant/Toddler Early Intervention Service Coordination	08/14/09	
		EI-09 #13 Childfind System Including Children Who Are Wards of the State, Children Living in Residential Facilities, Children who were Abused and Children who are Homeless.	09/11/09	
		EI-09 #14 Contracting with Early Intervention Service Providers and Suspending and Terminating Early Intervention Service Providers	09/16/09	
		EI-09 #17 Qualifications for Individuals to Provide Speech-Language Pathology Services in Early Intervention and the Requirements for Billing	10/05/09	
2010		EI-2010 #01 Revised Early Intervention Audit and Fiscal Reporting Requirements	01/19/10	
		EI-2010 #02 Release of Information	01/29/10	
		EI-2010 #04 Operational Guidance for Infant/Toddler Programs Regarding Children Living in Residential Facilities	04/09/10	
		EI-2010 #08 Amended Behavior Supports for Young Children	10/25/10	
		EI-2010 #09 State Set Rates for Infant Toddler Early Intervention Services	11/09/10	
2011		EI-2010 #01 IDEA Early Intervention Complaint Procedures	06/01/11	
		EI-11 #02 ACT 24 of 2011 Implementation PELICAN Data Moratorium	8/1/11	
		EI-11 #03 Early Intervention Annual Data Review	10/27/11	
		EI-11 #04 Infant/Toddler Early Intervention Cost Centers	11/16/11	
2012		EI-12 #01 Screening, Evaluation and Assessment in Early Intervention	4/11/12	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		EI-12 #02 Updates to Early Intervention Policy Based on requirements in IDEA Part C	4/11/12	
		EI-12 #03 Confidentiality, Parent Consent and Surrogate Parents	4/11/12	
		EI-12 #05 Mediation, Due Process, and IFSP Facilitation Procedures for Infant/Toddler Early Intervention	7/1/12	
		EI-12 #06 Positive Behavior Supports	9/1/12	
		EI-12 #07 Collecting and Reporting Child Outcome Data in Infant/Toddler and Preschool Early Intervention Programs	10/26/12	
		EI-12 #08 Local Determination Process	10/26/12	
		EI-12 #09 Public Participation Requirements under The Individuals with Disabilities Education Act	10/26/12	
2013		EI-13 #01 Transition of Toddlers to Preschool or Other Community Services	1/30/13	
		EI-13 #02 PA System of Payment	3/19/13	
		EI-13 #03 Session Notes	4/26/13	
		EI-13 #04 Infants and Toddlers Referred to Pennsylvania's Early Intervention Program from Out of State	4/30/13	
		EI-13 #05 Third Party Insurance Denials and Public Consulting Group	4/30/13	
		OCDEL-13 #01 Children Experiencing Homelessness	5/9/13	
		EI-13 #06 Children who Have a Hearing Loss	08/01/13	
		EI-13 #07 Positive Behavior Support	08/29/13	
		EI-13 #08 Eligibility for Infant/Toddlers and Preschool Early Intervention	12/13/13	
Bureau of Early Learning Services				
2005		ELS-05 #19—Keystone STARS Logo Usage Guidelines	10/24/05	
2006		ELS-06 #06—Emergency Management Preparedness Training—Distribution of Training Materials	01/20/06	
2007		ELS-07 #15—2007-08 STAR Designation Guidelines	08/17/07	
		ELS-07 #19—Keystone STARS funding for STARS facilities participating in PA Pre-K Counts	11/21/07	
2008		ELS/KS-08 #20 Revised Keystone STARS Exit Survey	08/18/08	
		ELS/KS-08 #28 Verification of Communication	09/12/08	
		FAP-08 #1 Out-of-state Travel and Lodging Prohibition Due to Current Economic Situation	12/16/08	
		FAP-08 #2 Update on Preschool Child Outcome Reporting for OCDEL Programs	12/17/08	
2009		ELS/KS-09 #10 Keys to Quality Security Roles	03/30/09	
		ELS/KS-09 #11 Star Level of Facilities Operated by Regional Key, Technical Assistance and Professional Development Contractors/Subcontractors	04/14/09	
		ELS/KS-09 #16 Professional Development Fee Procedures for Keys in Quality	06/11/09	
		ELS/KS-09 #20 Access to the Early Learning Network Secure Web-Based System—PELICAN	07/10/09	
		ELS-KS-09 #24 Joint Office of Children, Youth and Families & Office of Child Development and Early Learning Bulletin: Implementation of Child Care Funding Policy Beginning State Fiscal Year 2010-2011	07/14/09	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS-KS-09 #25 Keystone STARS TA Manual and Forms	07/17/09	
		ELS-KS-09 #37 Accessing Early Learning Network and Work Sampling and Ounce Online	09/18/09	
		ELS-KS-09 #38 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
		ELS-KS-09 #39 Use of Hand Sanitizers in Early Childhood Programs	09/25/09	
		ELS-KS-0 #40 STARS Designation Renewal Process	09/30/09	
		ELS-KS-09 #43 STARS Status Review, Suspension & Removal Process	10/19/09	
		ELS-KS-09 #46 Reporting Child Care Center Closings Due to Influenza	10/23/09	
		ELS-KS-09 #47 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/10	
2010		ELS-KS-10 #03 Pennsylvania Quality Assurance System (PAQS) Requirements	03/08/10	
		ELS-KS-10 #05 Keystone STARS Staff Qualification Waiver with Action Plan	04/16/10	
		ELS-KS-10 #11 Revised Record Required by Providers for FY 04-05 or FY 05-06	06/18/10	
		ELS/KS-10 #16 Certification Referral to the Regional Key	07/30/10	
		ELS/KS-10 #21 STARS Designation Forms And Tools	08/24/10	
		ELS/KS-10 #27 Financial Guidelines for Regional Keys	10/01/10	
		ELS/KS-10 #29 Funds Management of Keystone STARS Provider Grant Awards	10/28/10	
2011		ELS/KS-11 #10 Keystone STARS Tiered Reimbursement	05/27/11	
		ELS/KS-11 #09 Collaboration between Child Care Information Services Agencies, the PA Keys and Local Education and Resource networks (LEARN)	05/06/11	
		ELS/KS-11 #10 Keystone STARS Tiered Reimbursement	05/27/11	
		ELS/KS-11 #15 Keystone STARS Optional Tools	7/7/2011	
2012		ELS-KS-12 #03 STARS Enrollment Calculation Tool: Full-Time Equivalency (FTE) Revision	2/28/2012	
		ELS-KS-12 #05 Keystone STARS Qualifications Action Plans Revised	3/13/2012	
		ELS-KS-12 #06 Career Lattice Level for College Students Pursuing a Bachelor's Degree	3/20/2012	
		ELS/KS-12 #07 Organizational PQAS Requirements	6/22/2012	
		ELS/KS-12 #12 Use of SMART Database by Designators Specialists and Managers	6/25/2012	
		ELS/KS-12 #13 Pennsylvania Director Credential for Keystone STARS	6/26/2012	
		ELS/KS-12 #14 Environment Rating Scale (ERS) Process	6/27/2012	
		ELS/KS-12 #18 Pennsylvania Early Learning Keys to Quality Career Lattice, Early Childhood Education Teacher Quality: Recognizing High Quality in Pennsylvania and Alternative Pathways	6/27/2012	
		ELS/KS-12 #19 Online Facility Professional Development Plan Survey Collection	6/27/2012	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS/KS-12 #25 Good Better Best—Pennsylvania’s CQI Guide to Best Practices Version 2.1 for Centers-Groups and version 1.1 for Family	7/25/2012	
2013		ELS/KS-12 #26 Keystone STARS Exit Survey	8/06/2012	
		ELS/KS-13 #03 2013-2014 Keystone STARS Performance Standards and Worksheets	08/30/13	
		ELS/KS-13 #04 2013-2014 Keystone STARS Grant Agreement	7/18/2013	
		ELS/KS-13 #05 Keystone STARS Logo Usage Guidelines	7/18/2013	
		ELS/KS-13 #06 Keystone STARS Media Materials	7/18/2013	
		ELS/KS-13 #07 2013-2014 MERIT AND EDUCATION & RETENTION AWARD (MERA) REQUESTS	8/26/2013	
		ELS-KS-13 #08 Receipts Collection Guidelines	8/27/2013	
		ELS-KS-13 #09 Canceling or Refusing ERS Windows and Visits	8/27/2013	
		ELS-KS-13 #10 ERS Achievement—Non-Achievement Protocol	8/28/2013	
		ELS/KS-13 #11 Pennsylvania Program Assessment Communication Tool	8/28/2013	
		ELS/KS-13 #12 Regional Keys Records Management, Conversions and Transmissions	8/28/2013	
		ELS/KS-13 #13 STARS Designation Certificates	9/03/2013	
		ELS/KS-13 #14 STARS TA Accountability Plan and Data Collection	9/03/2013	
		ELS/KS-13 #15 ERS Triggers Protocol	12/03/2013	
		ELS/KS-13 #16 2013-2014 Keystone STARS Worksheets for Head Start	12/13/2013	
		ELS/KS-13 #17 STAR 3—Accreditation Update	12/23/2013	
2014		ELS/KS-14 #01 Regional Keys Program Review Instrument (PRI) and Monitoring Documents	3/18/2014	
		ELS/KS-14 #02 Degrees Earned from Business, Technical and Trade Schools	4/22/2014	
Maternal Infant Early Childhood Home Visitation (MIECHV)				
2013		ELS/MIECHV-13#01 OCDEL Announcements	9/09/2013	
		ELS/MIECHV-13#02; ELS/NFP-13#02 OCDEL Fiscal & Program Communication and Reporting Strategy	9/09/2013	
		ELS/MIECHV-13#02; ELS/NFP-13#02 Maternal, Infant and Early Childhood Home Visiting Grantees (Chief Authorized Office, Fiscal Contact and Program Contact); Pennsylvania Nurse-Family Partnership Grantees (Chief Authorized Office, Fiscal Contact and Program Contact)	9/09/2013	
2014		ELS/MIECHV-14#01; ELS/NFP-14#01 Enrollment Policy	1/10/2014	
		ELS/MIECHV-14#02; ELS/NFP-14#02 Program Review Instrument	1/10/2014	
		ELS/MIECHV-14#03; ELS/NFP-14#023 On-Site Fiscal Monitoring	1/10/2014	
		On-Site Fiscal Monitoring Supplement	01/2014	
Nurse Family Partnership				
2008		ELS/NFP #01 OCDEL Announcements	01/08/08	
		ELS/NFP #02 County Needs—Based Budget Funding for Nurse-Family Partnership Services	1/08/08	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS/NFP #03 Documentation for Unserved Clients Requesting Service	01/08/08	
2009		ELS/NFP #06 NFP Enrollment Policies and Reporting Procedures	07/20/09	
		ELS/NFP #07 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
		ELS/NFP #08 Use of Hand Sanitizers in Early Childhood Programs	09/25/09	
		ELS/NFP #09 Reporting Child Care Center Closing Due to Influenza	10/23/09	
		ELS/NFP #10 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/09	
		ELS-NFP #12 Management of State Funds	11/06/09	
2013		ELS/NFP-13#01 OCDEL Announcements	9/09/2013	
		ELS/MIECHV-13#02; ELS/NFP-13#02 OCDEL Fiscal & Program Communication and Reporting Strategy	9/09/2013	
2014		ELS/MIECHV-14#01; ELS/NFP-14#01 Enrollment Policy	1/10/2014	
		ELS/MIECHV-14#02; ELS/NFP-14#02 Program Review Instrument	1/10/2014	
		ELS/MIECHV-14#03; ELS/NFP-14#023 On-Site Fiscal Monitoring	1/10/2014	
Bureau of Subsidized Child Care Services				
2005		S-05 #04—Unemployment Compensation Claims Filed By Relative/Neighbor Providers Announcement	06/28/05	
2007		S-07 #08—PA Pre-K Counts and Child Care Works: Enrollment and Release of Information Procedures	09/18/07	
		S-07 #09—Pelican Announcement	11/07/07	
2009		S-09 #05 Care Level for Kindergarten Children Changing from Preschool (PSE) to Young School Age (YSA)	06/17/09	
		S-09 #13 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
		S-09 #14 Use of Hand Sanitizers in the Early Childhood Programs	09/25/09	
		S-09 #16 Reporting Child Care Center Closings Due to Influenza	10/23/09	
		S-09 #17 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/09	
		S-09 #18 Linking Pennsylvania Pre-K Counts and Child Care Works Subsidized Child Care	10/28/09	
2010		S-10 #04 ELS Keys to Quality Regional Key Grantees Announced		
2011		S-11 #03 Local Education and Resource Networks (LEARN)	07/01/11	
2012		S-12 #02 Child Care Information Services Grant for Fiscal Year 2012-13	03/21/12	
		S-12 #05 2012-13 Relative/Neighbor Provider Agreement	6/26/12	
		S-12 #06 2012-13 In-Home Care Parent/Caretaker Provider Agreement	6/26/12	
		S-12 #07 2012-13 Regulated Provider Agreement	6/27/12	
		S-12 #08 Fiscal Year 2011-2012 Recap Submission Deadline	7/13/12	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		S-12 #09 Child Care Information Services Grant Amendment for Fiscal Year (FY) 2012-13	10/11/12	
		S-12 #10 Decrease in Regulated Provider Maximum Child Care Allowance & Increase in Keystone STARS Tiered Reimbursement	11/20/12	
2013		S-13 #02 Fiscal Year 2013-14 Child Care Information Services Grantees	5/13/13	
		S-13 #03 Increase in Keystone STARS Tiered Reimbursement	7/15/13	
2014		S-14 #01 2014 Market Rate Survey and Completion of Provider Agreement Appendix B, Provider's Closed Days	03/31/14	
		S-14 #02 2014 Grant Announcement	04/03/14	
		S-14 #03 2014 Income Limits and Co-payment Guidelines	04/08/14	

GUIDANCE MANUALS:

- Licensing Indicator System for Child Day Care Centers
- Licensing Indicator System for Group Day Care Homes

INTERNAL GUIDELINES:

- 00-94-10, Application of Child Day Care Service Regulations 10/21/94
- 00-95-03, Procedures for the Regulation of Child Day Care Facilities 02/13/95
- 00-11-01, Waiver of Child Care Facility Regulations 03/01/11
- 07-01-12, Protocol #1, Initial Certificate of Compliance
- 12-10-12, Protocol #3, Complaints-Regulated Facilities

REVENUE

BUREAU OF ADMINISTRATIVE SERVICES, TAX FORMS SERVICE UNIT, 711 GIBSON BLVD., HARRISBURG, PA 17104-3218 OR TELEPHONE: 1-800-362-2050 (Toll-free number), or FAX requests to (717) 985-3234

- DAS-28 Vehicle Rental Tax Annual Reconciliation
- PA-100 PA Enterprise Registration Forms and Instructions Booklet
- PA-40 IN Personal Income Tax Instruction Book—Resident/Nonresident/Part-Year Resident (order by year needed)
- PA-40 IN Personal Income Tax Instruction Book—Resident/
- PA-40 Personal Income Tax Inst. Book—Resident/Nonresident/Part-year Res. (order by year needed) (only 2012 and prior books include forms)
- PA-40 Personal Income Tax Return
 - PA-40 Schedule A/B Interest Income/Dividend Income
 - PA-40 Schedule C Profit or Loss from Business or Profession (Sole Proprietorship)
 - PA-40 Schedule C-EZ Short Form Profit from Business or Profession
 - PA-40 Schedule D Sale, Exchange or Disposition of Property
 - PA-40 Schedule E Rents and Royalty Income (Loss)
 - PA-40 Schedule J/T Income from Estates or Trusts/Gambling and Lottery Winnings
 - PA-40 Schedule O Other Deductions
 - PA-40 Schedule SP Special Tax Forgiveness
 - PA-40 Schedule UE Allowable Employee Business Expenses
 - PA-40 Schedule W-2S Wage Statement Summary
- PA-40 Schedule F Farm Income and Expenses

- PA-40 Schedule G-L Calculation of Credit for Taxes Paid to Other States or Countries (Long Form)
- PA-40 Schedule G-R Reconciliation of Taxes Paid to Other States or Countries
- PA-40 Schedule G-S Calculation of Credit for Taxes Paid to Other States or Countries (Short Form)
- PA-40 Schedule NRH Instructions for Apportioning Income by Nonresident Individuals
- PA-40 Schedule OC Other Credits
- PA-40 Schedule W Employment Incentive Payments Credit
- Schedule PA-40X Amended
- Schedule 19 Sale of a Principal Residence
- PA-40EZ Personal Income Tax Instruction Book (order by year needed—prior to 1998)
- PA-40NR Personal Income Tax Instruction Book/Nonresidents (1995 & prior—order by year needed)
- PA-40T Personal Income Tax TeleFile Book (1998-2000—order by year needed—includes EZ single)
- PA-40 PA-V—Payment Voucher (available via internet only)
- PA-41 PA Fiduciary Income Tax Return
- PA-41 Instructions (detailed instructions available via internet only after 2003)
- PA-41 Schedule OI Other Information
- PA-41 Schedule A Interest Income and Gambling and Lottery Winnings
- PA-41 Schedule B Dividend and Capital Gains Distributions Income
- PA-41 Schedule D Sale, Exchange or Disposition of Property
- PA-41 Schedule DD Distribution Deductions
- PA-41 Schedule J Income from Estates or Trusts
- PA-41 Schedule N PA Source Income and Nonresident Tax Withheld
- PA-41 Schedule RK-1 Resident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 Schedule NRK-1 Nonresident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 PA-V Payment Voucher (available via internet only)
- Schedule PA-41X Amended
- PA-20S/PA-65 Partnership/PA S Corporation Information Return—(Available only through internet after 2008)
- PA-5R Vehicle Rental Tax Return

- PA-65I Partnership/S Corp Information Book (order by year needed) (Available only through internet after 2008)
- PA971 Innocent Spouse Relief
- PA-1000 Property Tax/Rent Rebate Instruction Book (order by year needed)
- PA8379 Injured Spouse Claim & Allocation
- PA8857 Request for Innocent Spouse Relief
- PA-8453 Pennsylvania Individual Income Tax Declaration for Electronic Filing
- PA-8879 Pennsylvania *e-file* Signature Authorization
- PA12507 Innocent Spouse Statement
- PA12508 Non-requesting Spouse Information
- PA12510 Innocent Spouse Information Request
- PA20S-I S Corporation Tax Instruction Book (order by year needed—prior to 1997—was part of REV1200 book—beginning year 2002 will be part of PA65I book) (Available only through internet after 2008)
- PA-4R Public Transportation Assistance Fund Taxes/Fees Replacement Coupon/Inst.
- PA-40ESR(I) Declaration of Estimated or Estimated Withholding Income
- PA-40ESR(F/C) Declaration of Estimated or Estimated Withholding Income Tax for Fiduciary & Partnerships
- PA-1 Use Tax Return
- RCT-101D Declaration of de minimis PA Activity
- REV-23 Board of Appeals Practices and Procedures Brochure
- REV-39 Sales and Use Tax Appeal Schedule
- REV-65 Board of Appeals Petition Form
- REV-181 Application for Tax Clearance
- REV-183 Affidavit of Value Realty Transfer Tax
- REV-221 Sales & Use Tax Rate Chart
- REV-238 Out of Existence/Withdrawal Affidavit/Corp Tax
- REV-251 Tax Bulletin 53B and 53F Instructions Foreign Corp Clearance Cert./Withdrawal
- REV-252 Tax Bulletin 53C and 53E Security Clearance Cert./Domestic Out of Existence
- REV-253 Tax Bulletin 53D Instructions for Filing Corp Tax Reports
- REV-260 Petition for Refund Bd. of Finance and Revenue
- REV-276 Application for Extension of Time to File (PIT)
- REV-330 Electronic Funds Transfer (EFT) Program
- REV-331A Authorization for Electronic Funds Transfer Agreement
- REV-346 Estate Information Sheet
- REV-413I Instructions for Estimated Tax/PIT (Individuals)
- REV-413F Instructions for Estimated Tax/PIT (Fiduciaries)
- REV-413P/S Instructions for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-414I Worksheet for Estimated Tax/PIT (Individuals)
- REV-414F Worksheet for Estimated Tax/PIT (Fiduciaries)
- REV-414P/S Worksheet for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-419 Employee's Nonwithholding Application Certificate
- REV-443 IFTA Compliance Manual (available via internet only)
- REV-459 Individuals, Estates, Trusts, Partnerships, Limited Liability Companies, Associations, S Corporations—Address and SSN or EIN Change or Correction Form
- REV-459B Consent to Transfer, Adjust or Correct PA Estimated Personal Income Tax Account
- REV-467 Authorization for Release of Tax Records
- REV-489 Article XI Safe Deposit Box
- REV-527 Taxpayer Rights Advocate
- REV-554 Disclosure Statement/Taxpayer Rights Advocate
- REV-556 Taxpayer Request for Assistance
- REV-573 Property Tax/Rent Rebate Brochure
- REV-588 Starting a Business in PA (A Beginner's Guide)
- REV-670 Instructions for Completing Liquid Fuels & Fuel Tax Bond
- REV-717 Retailers' Information Guide
- REV-791 Consumer Cigarette Use/Excise Tax Return for Cigarettes purchased after January 7, 2004 through October 31, 2009
- REV-793 Consumer Cigarette Use/Excise Tax Return for Cigarettes and/or Little Cigars purchased on or after November 1, 2009
- REV-819 Sales Tax Due Date Reminder Card
- REV-853R Corp Tax Annual Payment/Extension Replacement Coupon
- REV-854R Corp Tax Filing Period/EIN/Address Change Form Replacement Coupon
- REV-857R Corp Tax Estimated Payment Replacement Coupon
- REV-860 Schedule L, M, N, C-5 and OA
- REV-861 Schedule DA Disposition of Assets
- REV-915 PA Small Games of Chance/Game Approval Form
- REV-934 Schedule of Non-Business Income
- REV-956 Institution of Purely Public Charity Renewal Affidavit
- REV-976 Election by a Federal Sub-Chapter S Corporation to be a PA C Corporation
- REV-1026 Information on Motor Carriers Road Tax and IFTA
- REV-1026A Information on Motor Carriers Road Tax—PA Only
- REV-1076 Tax Bulletin 53A Instructions for Securing Bulk Sales Certificate
- REV-1176 e-TIDES Administrative Access Change Request
- REV-1200 CT-1 Corporation Tax Instruction Book (order by year needed)
- REV-1220 Certificate of Exemption for Sales & Use Tax
- REV-1501 Instruction Book Inheritance Tax Resident
- REV-1601 Tax Credit Certification Request Form (Pennsylvania Employment Incentive Payment Program)
- REV-1611 Notice of Interest Rate and Calculation Changes
- REV-1630 Underpayment of Estimated Tax by Individuals
- REV-1630A Underpayment of Estimated Tax by Individual Farmers
- REV-1630F Underpayment of Estimated Tax by Fiduciaries
- REV-1643 Listing of Tax Exempt PIT Obligations
- REV-1689 Computation of Installment Sale Income
- REV-1705 Tax Account Information Change/Correction Form
- REV-1706 Business/Account Cancellation Form
- REV-1716 Employer Withholding Period Ending Due Dates
- REV-1729 Tax Information for Farmers Booklet
- REV-1730 PA Realty Transfer Tax General Information
- REV-1736 Instruction Book/Inheritance Tax Nonresident

- REV-1737A Nonresident Inheritance Tax Returns/Schedules
- REV-1742 PIT Pamphlet No. 3, Gain or Loss on Property Acquired prior to June 1, 1971/Sch. D-71
- REV-1799A Time Limitations on the Filing of Appeal

REGULATIONS/PRONOUNCEMENTS

All regulations and revenue pronouncements issued by the Department of Revenue are published in Title 61 of the *Pennsylvania Code*. The Department does not print these documents. If you need to review a regulation or revenue pronouncement, please consult Title 61 of the *Pennsylvania Code* (www.pacode.com).

BUREAU OF CRIMINAL TAX INVESTIGATIONS, 5TH FL., STRAWBERRY SQ., HARRISBURG, PA 17128, TELEPHONE (717) 783-9685

- DCI-2 Cigarette Tax for Law Enforcement Pamphlet

BUREAU OF RESEARCH, PO BOX 281100, HARRISBURG, PA 17128-1100, TELEPHONE (717) 787-6300

- DOP3 Tax Compendium
- DOP4 Personal Income Tax Statistics
- DOP7 Statistical Supplemental to Tax Compendium
- DOP9 Statistical Report—Capital Stock/Franchise Tax/CNI Tax
- DOP12 Estimate Documentation

BUREAU OF INDIVIDUAL TAXES, PO BOX 280600, HARRISBURG, PA 17128-0600, TELEPHONE (717) 787-8346

- PA1436 Electronic Filing Test Package

THE PA LOTTERY, 1200 FULLING MILL ROAD, SUITE ONE, MIDDLETOWN, PA 17057, TELEPHONE (717) 702-8008 (*Or from Lottery Retailer Outlets)

- *All-Game Guide Brochure
- Compulsive Gambling Brochure
- Benefits and Rights for Older Pennsylvanians Booklet
- *RSL-3 Lottery Retailer License Application
- *RSL-209 Standard Claim Form
- *RSL-355 Beneficiary Statement
- *RSL-400 Lottery Fund Benefits Programs Brochure Comparative Statement of Income and Expenditures

STATE

POLICY STATEMENTS:

Secretary of the Commonwealth

- Use of Public Areas Outside the Capitol Complex, 49 Pa. Code §§ 61.1—61.3
 - Returned Check Fee, 49 Pa. Code § 63.1
- Contact: Kim Mattis (717) 772-5193

State Athletic Commission

- Athlete Agents, 58 Pa. Code §§ 41.1—41.3
- Contact: Gregory Sirb (717) 787-5720

Bureau of Commissions, Elections and Legislation

- Lesser Offenses Incompatible with the Duties of a Notary Public, 4 Pa. Code § 165.1
- Contact: Martha Brown (717) 783-0736

Bureau of Professional and Occupational Affairs

Commissioner of Professional and Occupational Affairs

- Schedule of Civil Penalties—Certified Real Estate Appraisers, 49 Pa. Code § 43.b.15
- Schedule of Civil Penalties—Nursing Home Administrators, 49 Pa. Code § 43b.17
- Schedule of Civil Penalties—Occupational Therapists and Occupational Therapy Assistants, 49 Pa. Code § 43b.19

- Schedule of Civil Penalties—Physicians and Other Board Regulated Practitioners, 49 Pa. Code § 43b.20
- Schedule of Civil Penalties—Massage Therapists, 49 Pa. Code § 43b.23

Contact: Cynthia Montgomery (717) 783-7200

State Board of Chiropractic

- Patient Records, 49 Pa. Code § 5.51a
- Contact: Stephen Snyder (717) 787-7155

State Board of Dentistry

- Replacement of Dental Amalgams, 49 Pa. Code § 33.213
 - Disclosure of Financial or Ownership Interest, 49 Pa. Code § 33.214
 - Use of Lasers in the Dental Office, 49 Pa. Code § 33.215
 - Requirement of Anesthesia Permit for Nonparenteral Premedication of Dental Patients, 49 Pa. Code § 33.344
- Contact: Lisa Burns (717) 783-7162

State Board of Funeral Directors

- Funeral Supervisors and Funeral Directors on Active Duty, 49 Pa. Code § 13.251
 - Profession of Funeral Directing, 49 Pa. Code § 13.252
 - Inspections, 49 Pa. Code § 13.253
- Contact: Heidi Weirich (717) 783-3397

State Board of Medicine

- Expert Witnesses, 49 Pa. Code § 16.52a
 - Disciplinary Guidelines for Use of Anabolic Steroids, 49 Pa. Code § 16.97
- Contact: Tammy Dougherty (717) 783-1400

State Board of Nursing

- Scope of Practice Interpretations, 49 Pa. Code § 21.401
 - General Functions of Registered Nurses, 49 Pa. Code § 21.411
 - Venipuncture, Intravenous Fluids, Resuscitation and Respiration, 49 Pa. Code § 21.412
 - Administration of Drugs, 49 Pa. Code § 21.413
 - Functions of Licensed Practical Nurses, 49 Pa. Code § 21.414
- Contact: Cindy Miller (717) 783-7142

State Board of Examiners of Nursing Home Administrators

- Temporary Permits, 49 Pa. Code § 39.17
 - Subordinate Supervision, 49 Pa. Code § 39.18
- Contact: Chris Stuckey (717) 783-7155

State Board of Optometry

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 23.101
- Contact: Stephen Snyder (717) 783-7155

State Board of Osteopathic Medicine

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 25.291
- Contact: Suzanne Smith (717) 783-4858

State Board of Pharmacy

- Radiopharmaceutical Prescriptions, 49 Pa. Code § 27.101
 - Return to Stock of Undelivered Medication, 49 Pa. Code § 27.102
 - Matters of Conscience, 49 Pa. Code § 27.103
- Contact: Melanie Zimmerman (717) 783-7156

State Board of Physical Therapy

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 40.54
- Contact: Michelle Roberts (717) 783-7134

State Board of Psychology

- Qualified Members of Other Recognized Professions, 49 Pa. Code § 41.7
- Department of Health Licensing of Substance Abuse Services Provided by Psychology Practices, 49 Pa. Code § 41.8

Contact: Chris Stuckey (717) 783-7155

State Board of Social Workers, Marriage and Family Therapists and Professional Counselors

- Department of Health Licensing of Substance Abuse Services Provided by Professional Counseling Practices, 49 Pa. Code § 49.17

Contact: Sandra Matter (717) 783-1389

State Board of Examiners in Speech-Language and Hearing

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 45.3

Contact: Sandra Matter (717) 783-1389

GUIDANCE MATERIALS:**Department of State**

- Right to Know Policy

Contact: Heidi Barry (717) 783-3585

Bureau of Corporations and Charitable Organizations

- Registration Packets for Charitable Organizations, Professional Solicitors and Professional Fundraising Councils

Contact: Erin Donley (717) 783-1720

- A Guide to Business Registration in Pennsylvania

Contact: Barbara Kennedy (717) 783-9210

Bureau of Professional and Occupational Affairs

- Policy Statement Interpreting the term "Infectious, Communicable or Contagious Disease"

Contact: Cynthia Montgomery (717) 783-7200

State Board of Accountancy

- Special Notice Regarding CPE Changes
- Special Notice—CPE Certification and the 150 Semester Credit Education Requirement
- Peer Review General Information
- Summary of Amendments to the CPA Law—Act 73 of 2008
- FAQs for CPAs

Contact: Sara Fox (717) 783-1404

State Board of Certified Real Estate Appraisers

- Special Notice—New College Degree Requirement
- Special Notice—Segmented Approach Extended to January 1, 2013
- Special Notice to Assistants Regarding Licensed Appraiser Trainee Regulation
- Special Notice to Certified Appraisers Regarding Licensed Appraiser Trainee Regulation
- Special Notice Regarding Mortgage Fraud

Contact: Heidi Weirich (717) 783-4866

State Board of Chiropractic

- List of Approved Continuing Education Programs
- Frequently Asked Questions

Contact: Stephen Snyder (717) 787-7155

State Board of Cosmetology

- Special Notice—Student Hours Required for Examination
- Special Notice—Letter Regarding Physician Certificate
- Frequently Asked Questions—Examination-related Questions and Responses
- Policy on Student Absenteeism
- Cosmetology Training Information

Contact: Kelly Diller (717) 783-7130

State Board of Crane Operators

- Special Notice—Physical Examination Requirement
- List of Board-approved Certifying Organizations

Contact: Penny Walker (717) 783-1404

State Board of Landscape Architects

- Special Notice—Continuing Education Update

Contact: Terrie Kocher (717) 772-8528

State Board of Massage Therapy

- Frequently Asked Questions of the State Board of Massage Therapy
- Acceptable CPR for Massage Therapy License
- Continuing Education for 2014 Graduates
- Letter to VA Hospitals for License Verifications

Contact: Judy Harner (717) 783-7155

State Board of Medicine

- Foreign Specialty Certification Boards That Have Been Deemed Comparable to American Boards
- Special Notice—Pennsylvania Health Alert Network
- Special Notice—Mcare Information and Reporting
- Medical Board Credentials Verification Fact Sheet
- Special Notice—Physician Assistant Temporary Authority to Practice and Substitute Supervisor Reporting Requirement Update
- Special Notice—Board Adopts USMLE Policy Regarding Maximum Limit of Six Attempts at the USMLE Step or Its Components
- Special Notice—Board Recognition of International Society for Clinical Densitometry (ISCD)
- Special Notice—PennDOT'S Medically Impaired Reporting Program
- Continuing Medical Education Fact Sheets

Contact: Tammy Dougherty (717) 783-1400

Navigation Commission for the Delaware River and Its Navigable Tributaries

- A Guide to the Pennsylvania Navigation Commission

Contact: Barbara Dupler (717) 783-1618

State Board of Nursing

- Guidelines for the Development and Submission of Feasibility and Curriculum Proposals (2009)
- Guidelines for Approved Nursing Education Programs for Establishing a Satellite/Branch Campus (2010)
- Nursing Practice Guide RN/LPN (1999)
- Alternative/Complementary Therapies (1997)
- Criteria for a Pennsylvania Board Approved Intravenous Therapy Education Program for the Student/Graduate/Licensed Practical Nurse (1995)
- Special Notice to Student Nurses
- Frequently Asked Questions (FAQs) for Graduate/Student Nurses
- Special Notice Regarding RN Continuing Education
- FAQs on Continuing Education for Registered Nurses
- Information for CRNP Program Directors
- FAQs on CRNP Prescriptive Authority
- Special Notice—CRNP and CNS Clarification on Professional Liability Insurance
- Special Notice to Employers—Online Verification of Licensure
- Special Notice—RN Accepting Orders from Other Practitioners
- Special Notice—RNs Educated in Canada and Seeking Licensure in Pennsylvania
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
- Special Notice—LPNs Accepting Oral Orders
- FAQs related to LPN IV Therapy Regulations
- Special Notice—Vital Statistics Law amended to include CRNPs

- Special Notice to Licensed Dietitian—Nutritionists on Continuing Education
- Special Notice on Temporary Practice Permits
- List of Approved Programs for LPN, RN, CRNP and CNS Education (updated as needed)
- List of Approved LPN Intravenous Therapy Education Programs (updated as needed)

Contact: Cindy Miller (717) 783-7142

State Board of Occupational Therapy Education and Licensure

- Special Notice: Professional Liability Insurance
- Special Notice: Changes to the Occupational Therapy Practice Act
- Letter to VA Hospitals—License Verifications
- Occupational Therapy Board FAQs
- Updated Information for Occupational Therapists

Contact: Judy Harner (717) 783-1389

State Board of Optometry

- Position Paper—American Board of Optometry (ABO) Board Certification
- List of Drugs Approved for use by Optometrists
- Special Notice—Criminal Background Checks
- Special Notice—Federal “Fairness to Contact Lens Consumers Act”
- Special Notice—Explanation of L, P, T or G in License Numbers

Contact: Stephen Snyder (717) 783-7155

State Board of Osteopathic Medicine

- Special Notice—Pennsylvania Health Alert Network
- Special Notice—Mcare Information and Reporting
- Osteopathic Board Credentials Verification Fact Sheet
- Special Notice—Continuing Education Requirements
- Special Notice—Osteopathic Manipulative Treatment (OMT) Examination

Contact: Suzanne Smith (717) 783-4858

State Board of Pharmacy

- List of Approved CPR Providers for the Authorization to Administer Injectables, Biologicals and Immunizations
- Address Change Notice
- NPLEx-National Precursor Log Exchange
- Cancer Drug Repository Program—Income Limits for Eligibility
- Patient Safety Continuing Education Required
- Information for Graduates of Foreign Pharmacy Schools
- Notice that Online Applications are Available

Contact: Melanie Zimmerman (717) 783-7156

State Board of Physical Therapy

- Special Notice—Physical Therapists Assistants to Practice with Indirect Supervision
- Special Notice—New Regulatory Requirements
- Webinar—The New Rules and Regulations (2013)

Contact: Michelle Roberts (717) 783-7134

State Board of Podiatry

- Special Notice—Pennsylvania Health Alert Network
- Podiatry Board Credentials Verification Fact Sheet
- Notice—Continuing Medical Education Requirements
- List of Approved CE Programs

Contact: Suzanne Smith (717) 783-4858

State Registration Board for Professional Engineers, Land Surveyors and Geologists

- Continuing Education Guidelines and Activity Log

Contact: Robin Shearer (717) 783-4865

State Board of Psychology

- Guideline: Persons Licensed in Other States
- Guideline: Requirements for Provision of Psychological Services Regardless of Delivery Method

- Special Notice—Parameters for Discussing the Patient’s/Client’s Need for Medication with a Patient/Client
- Special Notice—Changes in Education, Examination and Experience Requirements
- Special Notice—Supervision Course Requirement for Primary Supervisors of Psychology Residents
- Special Notice—Graduate Training in Psychology
- Psychology Board FAQs
- Continuing Education: Is a webinar considered home study?
- Board Approved Continuing Education Sponsors/Providers
- Continuing Education Information

Contact: Chris Stuckey (717) 783-7155

State Real Estate Commission

- Continuing Education Policy Concerning Courses Taken Outside of Pennsylvania
- Information Regarding “Team” Advertising
- Information Regarding BPOs vs. CMAs
- List of Currently Approved Real Estate Education Providers
- List of Providers Approved to Offer Modules
- Notice Regarding Renewal Fee for 2014

Contact: Brandi Barrick (717) 783-3658

State Board of Examiners in Speech-Language and Hearing

- A Consumer Guide to Understanding Audiologists
- A Consumer Guide to Understanding Speech-Language Pathologists
- Special Notice—New Continuing Education (CE) Requirements for Dual Licensees
- List of Approved CE Programs Contact: Sandra Matter (717) 783-1389

State Board of Social Workers, Marriage and Family Therapists and Professional Counselors

- FAQ—Application Process to Apply for Initial Licensure
- Notice Under the Americans with Disabilities Act
- List of Approved Continuing Education Programs

Contact: Sandra Matter (717) 783-1389

State Board of Vehicle Manufacturers, Dealers and Salespersons

- Special Notices:
 - Out-of-state Recreational Vehicle Dealers
 - Online Initial Licensure
 - Current Vehicle Board Policies
 - Criminal Background Check/Criteria
 - Hand delivery of Application

Contact: Janice Cline (717) 783-1697

State Board of Veterinary Medicine

- Special Notice—Aphis Approved Supplemental Training
- Special Notice—Veterinary Medical Recordkeeping
- Special Notice—Dog Law Changes—Boarding Kennel License Required
- List of Approved CE Programs

Contact: Michelle Roberts (717) 783-7134

Bureau of Commissions, Elections and Legislation

- Secretary’s Advisories and Directives to County Election and Voter Registration Officials
- Election Calendars
- Instructions for Filing as a Candidate of a Minor Political Party
- Instructions for Filing as an Independent Candidate
- Instructions for Circulating Nomination Petitions
- Nomination Petitions
- Nomination Papers

- General Information About Running for Public Office
 - Notice on What Constitutes a Vote
 - Voting System Certification Reports
- Contact: Jessica Mathis (717) 787-5280
- Becoming a Notary Public in Pennsylvania
- Contact: Julio Peña (717) 787-5280
- Non-Bid Reporting Forms
 - Lobbying Disclosure Registration and Reporting Forms
 - Lobbying Disclosure Directory
 - Lobbying Statute, Regulations, Frequently Asked Questions (FAQs) and *Manual for Accounting and Reporting*
 - 2013 Annual Report—Lobbying Disclosure
 - Campaign Finance Registration and Reporting Forms
 - Campaign Finance Calendar of Filing Deadlines
 - Campaign Finance Reporting Law Pamphlet
 - Campaign Finance Reporting Law Frequently Asked Questions
 - Campaign Finance Independent Expenditure Reporting Forms
 - Statement of Organization—Independent Expenditure Committee
 - Statement Regarding the Effect of the U.S. Supreme Court's Decision in *Citizens United v. FEC* on Pennsylvania Law
 - Statement Regarding the Effect of the Preliminary Injunction Order in *General Majority PAC v. Carol Aichele, et al.*, on Pennsylvania Law
- Contact: Trisha Malehorn (717) 787-5280
- Voter Registration Mail Application (English and Spanish)
 - 2013 Report to the General Assembly—The Administration of Voter Registration in Pennsylvania
 - Absentee Ballot Forms
 - Voting Rights of Convicted Felons, Convicted Misdemeanants and Pretrial Detainees
 - Voter Hall of Fame Inductees
 - *Pennsylvania's Guide to Agency-Based Voter Registration Programs*
 - The Commonwealth of Pennsylvania State Plan (as required by the Help America Vote Act of 2002)
 - Elections News Poster (English and Spanish)
 - Election Officials Training Video for Voters with Disabilities (English)
 - Election Officials Training Program Video (English and Spanish)
 - Help America Vote Act (HAVA) Remedial Action Procedures for Reporting Non-Compliance
 - HAVA Program Advisories
 - HAVA Quarterly Working Capital Request and Performance Report Form with Instructions
 - HAVA Quarterly Reimbursement Request and Performance Report Form with Instructions
 - Maintenance of Effort Certification Form and Instructions
 - HAVA Fiscal Requirements Document
 - County Manual for HAVA Reporting
- Contact: Elissa Dauberman (717) 787-5280

INTERNAL GUIDELINES:

Bureau of Professional and Occupational Affairs

- Recusal Guidelines for Board Members
- Contact: Cynthia Montgomery (717) 783-7200

State Architects Licensure Board

- Architect/Engineer Joint Advisory Committee
- Contact: Penny Walker (717) 783-3397

State Board of Chiropractic

- Probable Cause Screening Committee Guidelines
- Contact: Stephen Snyder (717) 787-7155

State Board of Dentistry

- Probable Cause Screening Committee Guidelines
- Contact: Lisa Burns (717) 783-7162

State Board of Medicine

- Probable Cause Screening Committee Guidelines
 - Mcare Triage Guidelines
- Contact: Tammy Dougherty (717) 783-1400

Navigation Commission for the Delaware River and Its Navigable Tributaries

- Internal Operating Procedures Involving Inactive Status of Pilots
- Contact: Barbara Dupler (717) 783-1618

State Board of Examiners of Nursing Home Administrators

- Guidelines for Continuing Education Audit
- Contact: Chris Stuckey (717) 783-7155

State Board of Optometry

- Probable Cause Screening Committee Guidelines
- Contact: Stephen Snyder (717) 783-7155

State Board of Osteopathic Medicine

- Probable Cause Screening Committee Guidelines
 - Mcare Triage Guidelines
- Contact: Suzanne Smith (717) 783-4858

State Board of Physical Therapy

- Probable Cause Screening Committee Guidelines
- Contact: Michelle Roberts (717) 783-7134

State Registration Board for Professional Engineers, Land Surveyors and Geologists

- Architect/Engineer Joint Advisory Committee
- Contact: Robin Shearer (717) 783-7049

State Board of Psychology

- Probable Cause Screening Committee Guidelines
- Contact: Chris Stuckey (717) 783-7155

State Real Estate Commission

- Internal Operating Guidelines
 - Probable Cause Screening Committee Guidelines
- Contact: Brandi Barrick (717) 783-3658

State Board of Social Workers, Marriage and Family Therapists and Professional Counselors

- Probable Cause Screening Committee Guidelines
- Contact: Sandra Matter (717) 783-1389

State Board of Veterinary Medicine

- Probable Cause Screening Committee Guidelines
 - Inspection Checklist
- Contact: Michelle Roberts (717) 783-7134

STATE EMPLOYEES' RETIREMENT SYSTEM

SERS Board Adjudications by Topic:

- o Change of Benefit Option
- o Cost of Living Increase
- o Credit for Contract Service
- o Credited Years of Service
- o Death Benefit
- o Disability
- o Effective Date of Retirement
- o Final Average Salary
- o Fraternal Order of Police
- o Frozen Present Value
- o Judicial Forfeiture/Purchase of Military Service Credit
- o Membership Eligibility
- o Military Service
- o Miscellaneous
- o Multiple Service Credit
- o Overpayment

- o Payment of Interest
- o Pension Forfeiture
- o Purchase of Service
- o Reinstatement
- o Retirement—Covered Compensation
- o Transfer to Alternate Retirement Plan
- Annual Guide to Your SERS-Issued 1099-R Tax Form
- SERS Member’s Guide to Disability Retirement
- SERS Member Handbook
- SERS Guide for Retiring Members
- Annual Member (Personalized) Account Statements:
 - o Statement of Account (for active members)
 - o Personal Statement of Retirement Benefits (for annuitants)
- SERS pamphlets:
 - o Classes of Service (SERS-150)
 - o Domestic Relations and Support Orders (SERS-157)
 - o Frozen Present Value: Its Impact on State Pensions (SERS-158)
 - o How to Apply for a Disability Retirement (SERS-152)
 - o Provisions for the Purchase of Service (SERS-155)
 - o Refund Procedures for those Leaving State Service (SERS-159)
 - o Retirement Benefits available to Pennsylvania State Police (SERS-153)
 - o Retirement Options for SERS Members (SERS-154)
 - o Social Security Integration Coverage for SERS Members (SERS-151)
 - o Vesting in the State Employees’ Retirement System (SERS 162)
 - o Important Information Regarding Appeals to the State Employees’ Retirement Board (SERS-412)
- SERS Mission Statement
- SERS Statement of Investment Policy
- SERS Alternative Investments Statement of Investment Policy
- SERS Real Estate Statement of Investment Policy
- SERS Proxy Voting Policy
- SERS Public Markets Investment Advisor Retention Guidelines
- SERS Strategic Investment Plan
- SERS Portfolio Rebalancing Policy
- SERS Security Lending Policy
- SERS Right-to-Know-Law Policy
- The FOP Decision: The resolution of the SERS Board of Trustees dated September 26, 1990, implementing the arbitration award issued February 17, 1988, in *Commonwealth of Pennsylvania v. Commonwealth of Pennsylvania State Police Lodges*, American Arbitration Association Case No. 14 390 1611 87 J (Thomas J. DiLauro, Chair)
- “SERS News” member newsletter (2 editions per year)
- SERS *Comprehensive Annual Financial Report* (published each June)
- DCP Annual Financial Statements
- Sample Domestic Relations Order and Instruction Letter
- Power of Attorney form
- SERS Board Minutes and Resolutions
- Actuarial Reports (annual and “5-Year Experience Study”)
- Actuarial Tables
- SERS Appeals Committee Guidelines for Informal Appeals
- SERS Securities Litigation Policy
- SERS Bylaws
- Ethical Conduct Policy
- Claim Settlement Policy
- Statement of Governance Principles
- Policy for Indemnification of Board Members, Designees, Officers and Employees
- SERS Mediation Policy
- Annual Supplemental Budget Information
- Management Directives issued by SERS:
 - o 570.1—Mandatory Membership in the State Employees’ Retirement System
 - o 570.5—Employer Contributions Required on the Purchase of Previously Uncredited State Service
 - o 570.6—Optional Membership in the State Employees’ Retirement System
 - o 570.8—Reinstatement of Terminated Employees Into the State Employees’ Retirement System
 - o 570.9—Reinstatement of Furloughed or Otherwise Terminated and Reemployed Employees in the State Employees’ Retirement System
 - o 570.11—Amending Data in Retirement and Personnel/Payroll Systems and Collecting Arrears Balances
 - o 570.12—Furloughed State Employees’ Retirement System Members’ Right to Earn Interest on Member Contributions
 - o 570.13—State Employees’ Retirement System, Regional Counseling Centers
 - o 570.14—Deferred Compensation Program
 - o 570.15—Reporting Potential Public Employee Pension Forfeiture Crimes to the State Employees’ Retirement System
 - o 570.16—State Employees’ Retirement System, Duties of Departments and Agencies

STATE POLICE

GUIDANCE MANUALS, BROCHURES, FORMS AND OTHER MATERIALS

Bureau of Criminal Investigation

Terrorism Tip Line Card
Storage Facility Terrorism Indicator Card

Bureau of Human Resources

Liquor Enforcement Employment Information
General Information Brochure (SP5-348)

Bureau of Liquor Control Enforcement

Bureau of Liquor Control Enforcement Brochure

Bureau of Patrol

Emergency Vehicle Designation (SP6-115)
Child Safety Seat Identification Decal (SP6-153)

Bureau of Professional Responsibility

Complaint Verification Form (SP1-108)

Bureau of Records and Identification

Information for Pennsylvania Firearms Purchasers and Basic Firearm Safety (SP4-135)
Application/Record of Sale (SP4-113)
Request for Criminal Record Check (SP4-164)
Right to Know Form (SP3-226)
Notice of Crash Investigation and Application to Obtain Copy of Police Crash Reporting Form (SP7-0015)
Pennsylvania Instant Check System Challenge Form (SP4-197)

Bureau of Research and Development

Pennsylvania Annual Police Pursuit Report (1998-2013)
<http://www.paucrs.pa.gov/ucr/reporting/pursuit/annual/annualpursuitui.asp>
Pennsylvania State Police Annual Report (1998-2006)
<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=461618&level=2&css=L2&mode=2>

Crime in Pennsylvania: Uniform Crime Executive Summary (2000-2012)

<http://www.paucrs.pa.gov/UCR/Reporting/Annual/AnnualSumArrestUI.asp>

Bureau of Training and Education

Youngster Protect Yourself from Attacks and Accidents (SP5-330)

Stop Burglary Brochure (SP5-331)

Crimes of Fraud: "The Con-Artist" (SP5-332)

Lady Beware (SP5-333)

Understanding Crime Prevention (SP5-334)

Accessing Your Pennsylvania State Police (SP5-335)

Protect Your Child (SP5-336)

Preventing Child Abduction and Child Runaway (SP5-337)

Drugs Aren't Part of Anyone's Future (SP5-342)

Child Identification Kit (SP5-342)

Pennsylvania State Police: A Challenging Career That Makes a Difference (SP 5-359)

Pennsylvania State Police General Information (SP3-313)

Equal Employment Opportunity Office

Pennsylvania State Police Equal Employment Opportunity Policy Statement

Sexual Harassment, Sexual Misconduct Policy and Complaint Procedures Pamphlet (SP5-355)

Sexual Harassment, Sexual Misconduct Policy and Complaint Procedures Pamphlet—Spanish version (SP 5-355S)

Municipal Police Officers Education and Training Commission

Lethal Weapons

Application for Agent Certification—LWTA (SP8-200)

Physical Examination—LWTA (SP8-200A)

Police Officer Exemption Application—LWTA (SP8-200C)

Active Municipal Office LWTA Verification Procedure for Training Waiver (SP8204)

MPOETC

Application for Certification under MPOETC Program or Training (SP8-300)

Application for Police Officer Certification Examination Scheduling Under Act 120 (SP 8-300A)

Change of Status Notice (SP8-502)

Physical Examination (SP8-300C)

Police Authority Registration Request

Psychological Examination (SP8-300D)

Instructor Application (SP8-301)

School Authorities Form

MPOETC Policy 2012-05, Consideration for Reinstatement of Certification Application for Consideration of Reinstatement of Certification

All of the non-regulatory compliance-related documents listed above are available from the Pennsylvania State Police by contacting the Department at the following address or phone number:

Pennsylvania State Police
Bureau of Research & Development
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5536

Documents are also available from the State Library, Government Publication Section at 219 Forum Building, Harrisburg, PA 17120 and may be obtained through inter-library loan.

TRANSPORTATION

Bureau Responsible: BUREAU OF DRIVER LICENSING

Category: GUIDANCE MANUALS

Publication / Document Name: A Guide to Obtaining a Pennsylvania Junior Learner's Permit and Junior Driver's License

Pub/Doc#: Pub 178

Publication last Updated: April 2014

Bureau Responsible: BUREAU OF DRIVER LICENSING

Category: GUIDANCE MANUALS

Publication / Document Name: Commercial Driver's Manual (English)

Pub/Doc#: Pub 223

Publication last Updated: August 2013

Bureau Responsible: BUREAU OF DRIVER LICENSING

Category: GUIDANCE MANUALS

Publication / Document Name: Commercial Driver's Manual (Spanish)

Pub/Doc#: Pub 265

Publication last Updated: August 2013

Bureau Responsible: BUREAU OF DRIVER LICENSING

Category: GUIDANCE MANUALS

Publication / Document Name: Motorcycle Operator Manual

Pub/Doc#: Pub 147

Publication last Updated: April 2014

Bureau Responsible: BUREAU OF MOTOR VEHICLES

Category: GUIDANCE MANUALS

Publication / Document Name: Apportioned Manual

Pub/Doc#: Pub 181

Publication last Updated: January 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: INTERNAL GUIDELINES

Publication / Document Name: Project Office Manual (POM)

ftp://ftp.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/PUBLICATIONS/POM/POMcover.pdf

Pub/Doc#: Pub 2

Publication last Updated: Electronic April 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: INTERNAL GUIDELINES

Publication / Document Name: Pennsylvania Test Methods (PTM) (Nov-03 Edition)

Oct-13 Edition

Pub/Doc#: Pub 19

Publication last Updated: March 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: OTHER

Publication / Document Name: Aggregate Producers (Bulletin 14)

<http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/frmBulletin14?OpenFrameset>

Pub/Doc#: Pub 34

Publication last Updated: Electronic-Updated Weekly Paper—Jan 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: OTHER

Publication / Document Name: Producers of Bituminous Mixtures (Bulletin 41)
<http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/fmBulletin41?openframeset>
 Pub/Doc#: Pub 41
 Publication last Updated: Electronic-Updated Weekly Paper—Jan 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: OTHER
 Publication / Document Name: Producers of Ready Mix Concrete (Bulletin 42)
<http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/fmBulletin42?openframeset>
 Pub/Doc#: Pub 42
 Publication last Updated: Electronic-Updated Weekly Paper—Jan 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Roadway Specifications
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub%20408-2011.pdf>
ftp://ftp.dot.state.pa.us/public/bureaus/design/Pub408/pdf%20for%20printing%202011%207/Pub_408_2011_7.pdf

NOTE: Pub 7 and Pub 287 are part of this document they are no longer part of this document
 Pub/Doc#: Pub 408
 Publication last Updated: April 14

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Construction Items Catalog
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub408-2011.pdf>
<ftp://ftp.dot.state.pa.us/public/Bureaus/design/Pub7/Pub7.pdf>
 Pub/Doc#: Pub 7
 Publication last Updated: April 14

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Roadway Specifications Construction Cost Catalog
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub%20408-2011.pdf>
<ftp://ftp.dot.state.pa.us/public/Bureaus/design/Pub287/Pub%20287.pdf>

NOTE: Pub 7 and Pub 287 are part of this document no longer part of Pub 408
 Pub/Doc#: Pub 408 Pub 287
 Publication last Updated: April 14

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Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: INTERNAL GUIDELINES
 Publication / Document Name: Finals Unit Manual (Pub. 11) (Guidance for Highway Construction Project Closings)
 Pub/Doc#: Pub 11
 Publication last Updated: May-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Design Manual, Part 2 August 2009 Edition
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub13m/insidecover.pdf>
 Pub/Doc#: Pub 13M
 Publication last Updated: Feb-13

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Specifications for Consultant Agreements for Project Development Services
 Pub/Doc#: Pub 442
 Publication last Updated: November 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Policy and Procedures for the Administration of Consultant Agreements
 Pub/Doc#: Pub 93
 Publication last Updated: November 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE
 Publication / Document Name: Right-of-Way Encroachment & Outdoor Advertising Sign Control
 Pub/Doc#: Pub 266
 Publication last Updated: Sept. 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: MANUAL
 Publication / Document Name: Highway Beautification Manual
 Pub/Doc#: Pub 581
 Publication last Updated: December 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: INTERNAL MANUAL
 Publication / Document Name: The Right-of-Way Manual
 Pub/Doc#: Pub 378
 Publication last Updated: February 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Design Manual, Part 3 April 2007 Edition
<ftp://ftp.dot.state.pa.us/public/bureaus/design/PUB14M/incover.pdf>
 Pub/Doc#: Pub 14M
 Publication last Updated: Oct-13

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Standards for Roadway Construction, June 2010 Edition
<ftp://ftp.dot.state.pa.us/public/Bureaus/design/PUB72M/PUB72COV.pdf>
 Pub/Doc#: Pub 72M
 Publication last Updated: Jun-13

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Local Project Delivery Manual, November 2013 Edition (CD version)
 ftp://ftp.dot.state.pa.us/public/PubsForms/Publications/PUB%20740.pdf
 Pub/Doc#: Pub 740
 Publication last Updated: Nov-13

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE MANUAL
 Publication / Document Name: Active Bridge Design & Construction Standards, BLC-560M Series
 Pub/Doc#: Pub 6M
 Publication last Updated: May 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE MANUAL
 Publication / Document Name: Bridge Design Standards—BD-600M Series
 Pub/Doc#: Pub 218M
 Publication last Updated: November 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE MANUAL
 Publication / Document Name: Bridge Construction Standards—BC-700M Series
 Pub/Doc#: Pub 219M
 Publication last Updated: November 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE MANUAL
 Publication / Document Name: Invasive Species Best Management Practices
 Pub/Doc#: Pub 756
 Publication last Updated: April 2014

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE MANUAL
 Publication / Document Name: Project Level Environmental Justice Guidance
 Pub/Doc#: Pub 746
 Publication last Updated: June 2013

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: GUIDANCE MANUAL
 Publication / Document Name: Threatened and Endangered Desk Reference
 Pub/Doc#: Pub 546
 Publication last Updated: December 2013

Bureau Responsible: EQUAL OPPORTUNITY

Category: GUIDANCE MANUALS
 Publication / Document Name: 2014 External Equal Opportunity Plan (Contract Compliance)
 Pub/Doc#: Pub 73
 Publication last Updated: Mar-14

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: Disability-Related Employment Policy for Applicants/Employees with Disabilities
 Pub/Doc#: Pub 740
 Publication last Updated: Feb-14

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: EEO Policy Statement
 Pub/Doc#: Pub 740
 Publication last Updated: Feb-14

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: Harassment/Hostile Work Environment Policy
 Pub/Doc#: Pub 740
 Publication last Updated: Feb-14

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: Sexual Harassment Policy Statement
 Pub/Doc#: Pub 740
 Publication last Updated: Feb-14

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: 2014 Internal Equal Employment Opportunity Plan State
 Pub/Doc#: Pub 740
 Publication last Updated: Mar-14

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Automated Pavement Condition Surveying Field Manual
 Pub/Doc#: Pub 336
 Publication last Updated: Apr. 14

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Continuously Reinforced Concrete and Unpaved Roads Condition Survey Field Manual
 Pub/Doc#: Pub 343
 Publication last Updated: Apr. 14

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Shoulder and Guide Rail Condition Survey Field Manual
 Pub/Doc#: Pub 33
 Publication last Updated: Apr-14

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Storm Water Facility Condition Survey Field Manual
 Pub/Doc#: Pub 73
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