

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 nineteenth 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 July 22, 2015; 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.

The public is invited and encouraged to provide feedback regarding the Catalog of Nonregulatory Documents, including but not limited to feedback regarding its usefulness, the nature and extent of readers' usage of the Catalog, the frequency with which users consult or refer to the Catalog, and any other general suggestions which the public may have regarding the Catalog. Comments may be sent, preferably via email, to: Marc Farrell, Regulatory Specialist, Governor's Office of Policy and Planning (marcfarrel@pa.gov), or alternatively via regular mail (602 Main Capitol Building, Harrisburg, PA 17120).

Office of ADMINISTRATION (OA)

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*.

Department of AGING

The following is a catalog of current nonregulatory documents for the Pennsylvania Department of Aging. Documents dating prior to 2012 have been excluded but can often be found on the Department's website.

I. LEGAL DECISIONS

Contact: Neeka Jones, Chief Counsel
Office of Chief Counsel

- *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. Comm. 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.

II. INTERNAL GUIDELINES

Current Aging Program Directives
Contact: Policy Office (717) 783-1550

A. AREA AGENCY ON AGING ADMINISTRATION

- 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 Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2012-13 Amendment #1
- 13-01-02 Area Agency on Aging Program Requirements, Planning Allocations and reporting Requirements for Nursing Home Transition Program FY 2012-13
- 13-01-04 2012-13 Aging Block Grant Amendment #1: Funding Allocations
- 13-01-05 Area Agency on Aging Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2012-13
- 14-01-01 Area Agency On Aging Program Requirements, Planning Allocations And Aging Services Block Grant Format For FY 2013-2014-Revision #1
- 14-01-02 Options Services Reporting Instructions
- 14-01-05 Area Agency on Aging Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2013-14 Revision #2

- 15-01-01 FY 2014-15 Allocations
- 15-01-02 Options Spending Plan
- 15-01-03 Pennsylvania Link to Aging and Disability Resources clarifies program requirements, structure and funding for FY 2014-2015 Link program
- 15-01-04 Area Agency on Aging Program Requirements, Planning Allocations and Reporting Requirements for the Title XIX Agreement, FY 2014-15 Revision #1
- 15-01-05 Area Agency on Aging Program Requirements, Planning Allocations and Aging Services Block Grant Format, FY 2014-2015 Revision #1
- 15-01-06 Administration
- 15-01-07 Hearings and Appeals
- 15-01-08 Options
- 15-01-09 Assessment
- 15-01-10 Block Grant FY 2014-15 Allocation Revision
- 15-01-11 Title XIX Agreement FY 2014-15 Allocation Revision

B. CONGREGATE MEALS

- 15-03-01 Policies and Standards for Food Safety and Menu Compliance Monitoring
- 15-03-02 Policies and Standards for the Department of Aging Nutrition Services

C. EMPLOYMENT SERVICES

- 12-05-02 Fiscal Year (FY) 12-13 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements
- 12-05-03 Fiscal Year (FY) 12-13 Amended SCSEP Allocations and Slot Levels
- 13-05-01 Fiscal Year (FY) 13-14 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements
- 14-05-01 Fiscal Year (FY) 14-15 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

D. PASSENGER TRANSPORTATION

- 14-07-01 Transportation Payer of Last Resort

E. OMBUDSMAN

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

F. ADULT DAY SERVICES

- 13-20-01 Older Adult Daily Living Centers Dually Licensed as an Adult Training Facility

G. PROTECTIVE SERVICES INTAKE AND INVESTIGATION

- 15-24-01 RON Intake and Payment for Ages 18-59

H. DOMICILIARY CARE

- 12-25-01 2013 Domiciliary Care Payment to Provider
- 13-25-01 2014 Domiciliary Care Payment to Provider
- 15-25-01 2015 Domiciliary Care Payment to Provider

III. POLICY AND PROCEDURES MANUAL:

I. ADMINISTRATION

1. Directive—Issuance of Aging Service Policy & Procedure Manual
2. Chapter—Chapter I: Administration
3. Regulations
Appendix A. Definitions
4. Frequently Asked Questions—FAQs

II. HEARINGS AND APPEALS

1. Directive—Issuance of Aging Service Policy & Procedure Manual Chapter II: Hearings & Appeals
2. Chapter—Chapter II: Hearings and Appeals
3. Forms
Notice of Appeal Rights
Consumer—Adverse Action Notice and Appeal Instructions
Provider—Adverse Action Notice and Appeal Instructions
4. Regulations
Appendix C.1—6 PA Code Chapter 3—Hearings and Appeals
Appendix C.3—6 PA Code Chapter 21—Domiciliary Care Services for Adults
5. Documentation—Please see Hearings and Appeals Forms

III. APPRISE

Work in progress

IV. DOMICILIARY CARE

Work in progress

V. CAREGIVER SUPPORT PROGRAM

Work in progress

VI. NUTRITIONAL SERVICES

Work in progress

VII. OMBUDSMAN

Work in progress

VIII. OPTIONS

1. Directive—Issuance of Aging Service Policy & Procedure Manual Chapter VIII: OPTIONS
2. Chapter—Chapter VIII: OPTIONS
3. Regulations
Appendix A OPTIONS Cost Share Countable Income List
Appendix B 2014 OPTIONS Cost Share Scale
Appendix B Enhanced Cost Share Calculation Tool (Excel File)
Calculation Tool Page 1 (PDF)
Calculation Tool Page 2 (PDF)
Calculation Tool Page 3 (PDF)
Appendix B Provider Attestation
Appendix C Home Care Regulations
Appendix C Home Health Regulations
Appendix D OPTIONS Service Order Documentation Requirements
Appendix E OPTIONS Program Service Standards
Appendix E Pennsylvania Residency
Appendix E United States Legal Resident
Appendix F Calculation of Administration and Care Management Costs

Appendix F Enrollment Steps Options to Waiver
Appendix F OPTIONS NFC

IX. ASSESSMENT

1. Directive—Issuance of Aging Service Policy & Procedure Manual Chapter IX: Assessment
2. Chapter—Chapter IX: Assessment
3. Forms
 - Level of Care Determination
 - Needs Assessment Tool
4. Regulations
 - Appendix A. LCD Instructions
 - Appendix B. Physician Certification Form
 - Appendix B. Level of Care Determination Notice
 - Appendix B. OBRA Documentation Checklist for AAA
 - Appendix B. OBRA Form Level II—MA 0376
 - Appendix B. OBRA Form Level I—MA 0376
 - Appendix B. OBRA Form—MA 408
 - Appendix C. OLTL Bulletin 01-14-13, 03-14-10, 07-14-01, 55-14-01
 - Appendix C. OLTL Bulletin 03-14-12
 - Appendix C. OLTL Bulletin 55-14-02
5. Resources
 - Disruptive Mood Dysregulation Disorder Fact Sheet
 - Intellectual Disability Fact Sheet
 - Obsessive Compulsive Disorder Fact Sheet
 - PTSD Fact Sheet
 - Schizophrenia Fact Sheet
 - Somatic Symptom Disorder Fact Sheet

X. PROTECTIVE SERVICES

Work in progress

XI. SENIOR COMMUNITY CENTERS

Work in progress

XII. SUPPORTIVE SERVICES

Work in progress

XIII. CARE MANAGEMENT

Work in progress

IV. TECHNICAL ASSISTANCE BULLETINS

- Socialization/ Recreation/ Education/ Health promotion
- 12-04-01: Older Americans Act Title IIID Funding for Evidence-Based Programs

V. COUNCIL ON AGING

Contact: Donna Reinaker, Executive Director

- Pennsylvania Council on Aging Bylaws

VI. PHARMACEUTICAL PROGRAM (PACE)

Contact: PACE Compliance Division (717) 787-7313

- PACE Provider Manual

A. PROVIDER BULLETINS

- PPB-15-001 New Edits Bulletin sent January 2015
- PPB-15-002 Medicare Part D Plan Information Bulletin sent January 2015
- PPB-15-003 FUL (Federal Upper Limits) Reimbursement Bulletin sent January 2015
- PPB-15-004 Alzheimer Disease Edits Bulletin sent February 2015
- PPB-15-005 Quantity Limits Bulletin sent March 2015

- PPB-15-006 Part D Plan Transition Period Bulletin sent March 2015
- PPB-15-007 System Upgrade Window Bulletin sent May 2015
- PPB-15-008 \$4,000 Prescription Procedure Revision Bulletin sent June 2015
- PPB-14-005 ProDUR Editing of Part D claims Bulletin sent September 2014
- PPB-14-006 ProDUR Edit Additions Bulletin sent September 2014
- PPB-14-007 FUL (Federal Upper Limit) Reprocessing Bulletin sent September 2014
- PPB-14-009 Non-participating Manufacturers Bulletin sent October 2014
- PPB-13-002 FUL Reimbursement Bulletin sent May 2013
- PPB-13-003 New DUR Edits Bulletin sent March 2013
- PPB-13-004 Rejected Reversals Bulletin sent April 2013
- PPB-13-005 NCPDP 7C Edit Bulletin sent March 2013
- PPB-13-006 Compound Enhancement Bulletin sent May 2013
- PPB-13-007 Non-Participating Manufacturers Bulletin sent May 2013
- PPB-12-001 Part D Plans with Agreements Bulletin sent January 2012
- PPB-12-002 D.Ø Postponement Bulletin sent March 2012
- PPB-12-003 PACE Implementation Bulletin sent April 2012
- PPB-12-004 Correct BIN number on secondary claims sent March 2012
- PPB-12-006 PACE Implementation reminder Bulletin sent April 2012
- PPB-12-007 PACE Portal Announcement Bulletin sent April 2012
- PPB-12-008 NCPD v5.1Denial Date Bulletin sent May 2012
- PPB-12-009 Prescriber NPI edit Bulletin sent May 2012
- PPB-12-010 4Rx Identifier Edit Bulletin sent June 2012
- PPB-12-013 Non-Participating Manufacturers Bulletin sent September 2012
- PPB-12-014 FUL (Federal Upper Limits) Bulletin sent October 2012
- PPB-12-015 Short Cycle Dispensing Bulletin sent October 2012
- PPB-12-016 Part D Plans for 2013 sent November 2012
- PPB-12-018 Pro DUR Bulletin sent November 2012

B. PHYSICIAN EDUCATIONAL TRAINING

- Evaluation and management of Alzheimer's Disease and related disorders
- Aggregating the evidence on antiplatelet drugs: A review of recent clinical trials

- Helping patients with COPD breathe easier: Integrating the latest evidence on chronic lung disease into primary care practice
- Preventing falls in the elderly: What primary care clinicians can do to reduce injury and death
- Acid Suppression Therapy: Neutralizing the Hype
- Managing pain in the elderly
- Managing pain without overusing opioids: Implementing safe, effective, and less risky analgesic strategies
- Weighing the evidence on obesity and its management
- Just a spoonful of medicine helps the sugar go down: Improving the management of type 2 diabetes
- Preventing overuse of antipsychotic drugs in nursing home care
- Evaluating and managing urinary incontinence

Department of AGRICULTURE

I. POLICY STATEMENTS

A. Bureau of Administrative Services

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

Contact: Susan West (717) 787-5674

B. Bureau of Animal Health and Diagnostic Services

- Scrapie Containment and Eradication Strategy

Contact: Dr. Craig Shultz (717) 783-2200

C. Bureau of Food Distribution

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

Contact: Sandy Hopple (717) 772-2693

D. Bureau of Market Development

- Instructions for Completion of Application for Fairs Capital Improvement Matching Funds Grant
- Guidelines: Agricultural and Rural Youth Grant Program Direct and Matching Grants

Contact: Lela Reichart (717) 346-4202

E. Pennsylvania State Harness Racing Commission

- Licensing Procedures and Standards for Applicants

Contact: George Crawford (717) 787-1926

F. Pennsylvania Horse Racing Commission

- Licensing Procedures and Standards for Applicants

Contact: Walt Remmert (717) 787-1942

G. Pennsylvania State Conservation Commission

- Pennsylvania's Nutrient Management Act Technical Manual
- Nutrient Management Program Administrative Manual

Contact: Frank Schneider (717) 705-3895

II. GUIDANCE MANUALS

A. Bureau of Animal Health and Diagnostic Services

- Pennsylvania Animal Diagnostic Laboratory System User Guide

Contact: Dr. Craig Shultz (717) 783-2200

B. Bureau of Dog Law Enforcement

- Standard Operating Procedures Manual

Contact: Kristen Donmoyer (717) 787-3062

C. Bureau of Food Distribution

- Farmers Market Nutrition Program—Farmer/Vendor Procedure Manual
- Woman, Infants, and Children ("WIC") FMNP Procedure Manual

- Self Declaration of Need: Income Poverty Guidelines for TEFAP

Contact: Sandy Hopple (717) 772-2693

D. 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: Dr. 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

E. Pennsylvania Harness Racing Commission

- Guidelines for Medications in Racehorses

Contact: George Crawford (717) 787-1926

F. Pennsylvania Horse Racing Commission

- Guidelines for Medications in Racehorses

Contact: Walt Remmert (717) 787-1942

G. 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

H. Bureau of Ride and Measurement Standards

- Amusement Ride Operators' and Attendants' Manual
Contact: John K. Dillabaugh (717) 787-6772

I. 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

III. INTERNAL GUIDELINES

A. 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

B. 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

C. 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
- 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
- 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: Dr. Lydia Johnson (717) 787-4315

D. Bureau of Market Development

- Agricultural Fair Program State Premium Guideline Book

- Healthy Farms and Healthy Schools Program—Program Objectives
- PATH to Organic Program
Contact: Lela Reichart (717) 783-8462

E. Bureau of Plant Industry

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

IV. OTHER

A. Bureau of Food Safety and Laboratory Services

- Industry Responsibilities with respect to Broken Seals
Contact: Dr. Lydia Johnson (717) 787-4315
- 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: Dr. Lydia Johnson (717) 787-4315

B. Bureau of Plant Industry

- Pennsylvania Pesticide Hypersensitivity Registration Information
Contact: Dave Scott (717) 772-5214
- Manufacture and Distribution of Raw Milk or Raw Milk Products for an Agronomic Purpose other than for Human Consumption
Contact: Erin K. Bubb (717) 772-5215

Department of BANKING AND SECURITIES (DOBS)

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 ("Secretaries' Letters"); 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.

I. 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 non-depository institutions licensed to make mortgage and other types of loans in Pennsylvania.

2015

- 03/20/15 Acting Secretary's Letter to all Licensees under the Debt Management Services Act regarding the Department's regulation addressing continuing education requirements.

- 02/19/15 Deputy Secretary's Letter to Chief Executive Officers of all Pennsylvania State-Chartered Banks, Bank and Trust Companies, and Savings Banks regarding the AOCI opt-out election on the institution's March 31, 2015 Call Report.
- 2014**
- 10/18/14 Acting Deputy Secretary's Letter to mortgage loan correspondents providing guidance if assignment of loans to a warehouse table funder does not occur simultaneously with funding as required by Section 6102 of the Mortgage Licensing Act, 7 Pa.C.S. § 6102
- 10/01/14 Secretary's Letter to all entities engaged in the Debt Settlement Services Business with Pennsylvania residents announces enactment of Debt Settlement Services Act
- 09/05/14 2015 Bank Holidays
- 08/22/14 Secretary's Letter to all Licensees under the Motor Vehicle Sales Finance Act informing them of the December 1, 2014, effective date of the new, consolidated Consumer Credit Code, Chapter 62 of which repeals and replaces the MVSFA.
- 07/30/14 Secretary's Letter to all Pennsylvania State-Chartered Banks, Bank and Trust Companies and Savings Banks announcing New Assessment Regulation
- 07/30/14 Secretary's Letter to all Pennsylvania State-Chartered Credit Unions announcing New Assessment Regulation
- 07/30/14 Secretary's Letter to all Pennsylvania State-Chartered Trust Companies announcing New Assessment Regulation
- 06/26/14 Secretary's Letter to all Pennsylvania State-Chartered Credit Unions announces that on June 18, 2014, Governor Corbett signed into law House Bill 2009 as Act 62 of 2014, which updates and modernizes the Credit Union Code.
- 06/25/14 Secretary's Letter to all Broker-Dealers, Investment Advisers and Registrants of Securities Subject to the Pennsylvania Securities Act of 1972 announces that on June 10, 2014, Governor Corbett signed into law Senate Bill 1045 as Act 52 of 2014, which amends the Pennsylvania Securities Act of 1972 to reflect changes necessitated by the 2012 merger of the Pennsylvania Securities Commission into the Department of Banking and developments in federal and state securities laws over the past decade.
- 01/16/14 Deputy Secretary's Letter announces that Pennsylvania one-page mortgage disclosure is no longer required to be issued by mortgage licensees.
- 01/08/14 Deputy Secretary's Letter announces changes to coverage of the Consumer Equity Protection Act as a result of changes in federal law.
- 2013**
- 09/17/13 2014 Bank Holidays
- 07/11/13 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.
- 06/24/13 Secretary's Letter addresses repeal of the Savings Association Code of 1967 by Act 23 of 2013.
- 02/01/13 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."
- 09/14/12 2013 Bank Holidays
- 07/02/12 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.
- 10/06/11 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.
- 09/15/11 2012 Bank Holidays
- 09/12/11 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.
- 07/21/11 Joint Secretary's Letter with Pennsylvania Housing Finance Agency addresses termination of the Homeowner's Emergency Mortgage Assistance Program.
- 01/27/11 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**
- 10/06/10 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	2007	
2009		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.
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.	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.
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.	10/10/07	2008 Bank Holidays
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.	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.
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.	04/13/07	Letter provides guidance on nontraditional mortgage product risks.
2008		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.
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.	01/12/07	The Secretary's Letter announces the December 16, 2006 publication in the <i>Pennsylvania Bulletin</i> 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.
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.	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.
09/09/08	2009 Bank Holidays	2006	
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").	10/04/06	2007 Bank Holidays
04/23/08	Secretary's Letter discusses the MOU between NY, NJ and PA Department of Banking regarding regional interstate branching.	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.
02/28/08	Secretary's Letter regarding General Assembly considering legislation to create a new licensing category for individual mortgage originators in the Commonwealth.	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

- 12/01/04 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 MVSA.
- 2003**
- 09/30/03 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
- 09/02/03 The Secretary's Letter informs all mortgage lenders and/or mortgage brokers of the restrictions regarding the use of lock-in agreements.
- 08/22/03 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.
- 08/11/03 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.
- 07/25/03 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.
- 06/25/03 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 MVSA.
- 06/11/03 The Secretary's Letter that requests licensees and registrants under the Check Casher 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 Casher Licensing Act.
- 05/08/03 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.
- 05/02/03 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 Casher 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.
- 05/02/03 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 Casher 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.
- 04/01/03 The Secretary's Letter discusses state-charted banks engaging in payday lending activities.
- 03/26/03 The Secretary's Letter discusses the Streamlined Call Report filing requirements.
- 2002**
- 09/23/02 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.
- 06/03/02 Secretary's Letter discusses the Pilot Program for Residential Real Estate and Small Business Loans.

- 03/15/02 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.
- 08/17/01 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.
- 01/04/01 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).
- 03-30-00 Pennsylvania State-chartered banks, bank and trust companies and savings banks may establish and operate messenger service branches.
- 03-23-00 Loans to Directors and Section 1414
- 01-18-00 Department's General Position on Internet Banking
- 1999**
- 08-23-99 Holidays for 2000
- 05-26-99 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."
- 05-12-99 Permissible Bank Holidays for 2000.
- 05-12-99 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.
- 01-22-99 Record Keeping Guidelines under the Mortgage Bankers and Brokers Act.
- 01-22-99 Record Keeping Guidelines under the Consumer Discount Company Act.
- 1998**
- 01-23-98 Year 2000 readiness and credit underwriting criteria for credit unions.
- 01-15-98 Year 2000 readiness and credit underwriting criteria.
- 1997**
- 08-27-97 Holidays for 1998.
- 06-09-97 Letter addresses electronic submission of Call Reports.
- 04-24-97 Letter discusses computer problems in the year 2000.
- 01-31-97 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.
- 04-16-96 Letter regarding authority of Pennsylvania state-chartered banking institutions to sell annuities issued by insurance companies.
- 01-26-96 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.
- 07-11-95 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.
- 03-24-95 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.
- 11-08-94 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.
- 10-05-94 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.
- 08-22-94 Letter to Chief Executive Officers of Pennsylvania Banking Institutions regarding bank holidays.
- 08-09-94 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.
- 03-29-94 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**
- 12-09-93 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**
- 09-24-92 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**
- 09-03-91 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.
- 08-23-91 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.
- 07-29-91 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).
- 05-02-91 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**
- 12-03-90 Letter to the Executive Officer of the banking institution addressed: regarding the new minimum requirements for Annual Audits performed by Certified Public Accountants.
- 07-10-90 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 MVSEA.
- 07-10-90 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.
- 07-10-90 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.

- 06-11-90 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.
- 06-06-90 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.
- 05-17-90 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.
- 04-30-90 Letter to all state-chartered credit unions issuing a new fee schedule for overhead assessment.
- 03-05-90 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.
- 01-18-90 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**
- 11-01-89 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.
- 09-29-89 Letter lists legal bank holidays for 1990.
- 08-11-89 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.
- 04-13-89 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**
- 11-03-88 Letter regarding survey of institutions offering low-cost checking and savings accounts.
- 11-02-88 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.
- 09-30-88 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.
- 07-15-88 Letter to lenders asking them to act with forbearance toward farmers who may have been experiencing financial difficulties due to poor weather conditions.
- 06-30-88 Letter announces increase in assessments.
- 06-27-88 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.
- 06-03-88 Letter announces legislative amendments to sections 112, 166 & 117 of the Banking Code of 1965.
- 05-31-88 Letter to realtors discusses Senate Bill 7 of 1988, the Mortgage Bankers and Brokers Act.
- 04-06-88 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.
- 11-04-87 Letter lists fixed and optional bank holidays for 1988.
- 08-28-87 Letter permits closing of institutions for Constitution Day celebration in Philadelphia, September 17, 1987.
- 06-24-87 Letter discusses requirements under Section 403 of the Banking Code of 1965 relating to report of condition & report of income.
- 03-23-87 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.

- 02-05-87 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.
- 01-16-87 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.
- 01-06-87 Letter discusses permissibility of investment on mutual funds under the provision of the Banking Code of 1965, 7 P. S. § 307.
- 1986**
- 11-06-86 Letter contains a list of fixed and optional bank holidays for 1987.
- 09-30-86 Letter requests Report of Condition and Income as of September 30, 1986.
- 08-21-86 Letter discusses ownership of stock by state chartered institutions of out-of-state bank holding companies and 7 P. S. §§ 116, 311.
- 06-26-86 Letter requests Report of Condition and Income as of the close of business June 30, 1986.
- 03-17-86 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.
- 11-04-85 Letter lists all fixed and optional bank holidays for 1986.
- 09-25-85 Letter requests report of condition and income as of the close of business—9/30/85.
- 06-14-85 Letter announces upcoming examination of all corporations licensed under Pennsylvania's Secondary Mortgage Loan Act.
- 05-31-85 Letter discusses brokered loan fraud.
- 05-16-85 Letter announces "Day with the Secretary" program.
- 04-29-85 Letter discusses requirements for directors' audits pursuant to 7 P. S. § 1407(a) and the relevant regulations.
- 04-02-85 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 01-30-85 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.
- 10-09-84 Letter discusses Section 105(B.1) of the Banking Code of 1965, establishment of additional offices in Pennsylvania by foreign banking organizations.
- 07-26-84 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.
- 07-26-84 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.
- 07-26-84 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.
- 07-13-84 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.
- 06-18-84 Letter announces Department's revisions to branch application forms.
- 06-14-84 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.
- 03-05-84 Letter is a reminder of importance of making and maintaining arrangements to backup data processing equipment and provide for reconstruction of records.
- 02-23-84 Letter discusses Section 319 of the Banking Code of 1965 and variable rate consumer installment loans.
- 02-17-84 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.
- 01-24-84 Letter discusses Section 307 of the Banking Code of 1965 and investments in shares of money market mutual funds.
- 1983**
- 12-05-83 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.
- 12-01-83 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.
- 10-07-83 Letter announces 1984 legal bank holidays.
- 04-14-83 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.
- 04-12-83 Letter regarding electronic automation.

- 04-08-83 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.
- 02-28-83 Letter discusses annual audits requirement contained in Section 17.1(a), Title 10 of the *Pennsylvania Code*.
- 02-15-83 Letter discusses mortgage loans requiring special consideration such as those affected by temporary unemployment of borrower.
- 02-02-83 Letter discusses Garn-St. Germain Depository Institution Act of 1982 overriding substantially equal payments requirements of Section 310 of the Banking Code of 1965.
- 01-24-83 Letter discusses exercising of compassion and forbearance in dealing with unemployed customers.
- 01-17-83 Letter discusses recent amendments to Chapter 7 of the Banking Code of 1965, as amended.
- 01-3-83 Letter concerns substantial increase in the number of institutions advertising repurchase agreements.
- 1982**
- 12-08-82 Letter discusses examination of PA Bank Holding Companies by Department.
- 11-01-82 Letter lists legal bank holidays for 1983.
- 07-30-82 Letter addressed to thrift CEOs and discusses asset restatement accounting.
- 07-02-82 Letter to MVSFA licensees discusses Act No. 160 of 1982 and maximum permissible finance charges.
- 06-04-82 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.
- 06-04-82 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.
- 04-05-82 Letter announces change of policy from capital-to-deposit ratio as a measurement of capital adequacy to capital-to-assets ratio.
- 04-02-82 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.
- 03-26-82 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.
- 10-09-81 Letter announces CSBS Computer Audit and Control Conference for Bankers.
- 01-21-81 Notice of authorization to close banks in Philadelphia for official celebrations.
- 1980**
- 11-07-80 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.
- 07-07-80 Letter announces "Day with the Secretary" program.
- 06-17-80 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.
- 06-10-80 Letter discusses Section 318 of the Banking Code of 1965 and permissible interest computations.
- 05-29-80 Letter discusses Act No. 51 of 1980, amending various provisions of the Banking Code of 1965 (P. L. 847, No. 346).
- 03-13-80 Letter discusses proposed legislation requiring mandatory reserves to be maintained at the Federal Reserve.
- 02-14-80 Letter discusses Act No. 286 of 1980 and new requirements for CPAs.
- 02-04-80 Letter discusses conversions of PA National Banks to State Charters.
- 01-02-80 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.
- 11-01-79 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.
- 10-09-79 Letter discusses Outstanding Mortgage Loans
- 10-08-79 Letter discusses Outstanding Mortgage Loans
- 10-03-79 Letter discusses to what extent PA banks may invest in mortgage-backed pass-through certificates sold by banks through an underwriting syndicate.
- 07-26-79 Letter discusses Outstanding Mortgage Loans.
- 1975**
- 03-07-75 Letter discusses instructions for filing documents with the Corporation Bureau of the Department of State.
- 1966**
- 03-14-66 Letter discusses Saturday Banking Hours.

II. 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

III. 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, Credit Union, Non-Depository Trust Company

Purchase of Assets/Assumption of Liabilities—Bank

Branch Relocation—Bank

Branch Discontinuance—Bank

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

Credit Union

Non-Depository Trust Company

- *Dissolutions*

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

Bank Subsidiary and Parity Notice

IV. 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,
- Debt Settlement Services Act,
- Money Transmitter Act,
- Consumer Credit Code,
- 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.

Department of COMMUNITY & ECONOMIC DEVELOPMENT (DCED)

I. POLICY STATEMENTS:**A. Center for Business Financing Loans**

- Pennsylvania Industrial Development Authority
Jared Lucas (717-783-5046)

B. Center for Private Financing

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

II. GUIDANCE MANUALS:**A. Office of Business Financing**

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

B. Small Business Champion Network

- Entrepreneurs Guide: Starting and Growing a Business in Pennsylvania
1-800-280-3801 or 717-783-5700

C. 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 & 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

1. 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 & Technical Resources Planning for Agriculture
- State Planning Board's 2006 Report

- 2010 State Land Use and Growth Management Report
Denny Puko (1-888-223-6837)

2. Act 32 Related Publications and Forms

- Act 32 Procedure Manual
- Act 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

3. Tax Collector Training Guidelines

- Act 164 Qualified Tax Collector Training Program
- ACT 164-2014 Appointment of a Deputy Tax Collector Form
- Tax Collector Registration and Continuing Education Credit Request
- Executive Summary of Act 164
Sean Sanderson (1-888-223-6837)

4. Municipal Code Fiscal Related Publications

- Annual Audit and Financial Report
- County Annual Financial Report

D. 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)

E. Center for Community Services

- PA Weatherization Standards & Field Guide (2011)
Jim Anderson (717 720-7331)

III. DECISIONS

NONE.

IV. INTERNAL GUIDELINES

A. Office of Business Financing

1. Grants Division:

- Commonwealth Financing Authority—Gaming Economic Development and Tourism Fund (GEDTF) Allegheny County
- Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Luzerne County
- Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Monroe County
- Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Montgomery County

- Local Share Account Fund (Gaming Funds) Washington County
Mandy Book (717-787-6245)

- Commonwealth Financing Authority—Solar Energy
- Commonwealth Financing Authority—Multimodal Transportation Fund (MTF)
- Guaranteed Free Training Program (WEDnet)
- Pennsylvania First Program
Lynne Ruby (717-787-6245)

2. Loans Division:

- Commonwealth Financing Authority—First Industries
- Commonwealth Financing Authority—First Industries/Agriculture/MELF
- Commonwealth Financing Authority—First Industries/Tourism/MELF
- Pennsylvania Industrial Development Authority
Jared Lucas (717-783-5046)

3. Pennsylvania Military Community Enhancement Commission:

- Local Defense Group Grant—Program Guidelines
Peter Witmer (717-720-1323)

4. Site Development Division:

- Commonwealth Financing Authority—Alternative & Clean Energy (ACE)
- Commonwealth Financing Authority—Business in Our Sites (BOS)
- Commonwealth Financing Authority—Penn Works
- Commonwealth Financing Authority—Building PA
- Commonwealth Financing Authority—H2O PA
- Commonwealth Financing Authority—Renewable Energy (REP)
- Commonwealth Financing Authority—High Performance Building (HPB)
- Commonwealth Financing Authority—Abandoned Mine Drainage Abatement & Treatment (AMDAT)
- Commonwealth Financing Authority—Baseline Water Quality Data (BWQD)
- Commonwealth Financing Authority—Flood Mitigation
- Commonwealth Financing Authority—Greenways, Trails & Recreation (GTR)
- Commonwealth Financing Authority—Orphan or Abandoned Well Plugging
- Commonwealth Financing Authority—Sewage Facilities
- Commonwealth Financing Authority—Watershed Restoration and Protection (WRPP)
- Infrastructure and Facilities Improvement Program (IFIP)
- Industrial Sites Reuse Program (ISR)
- Keystone Opportunity Zone (KOZ)
- Keystone Special Development Zone (KSDZ)
Brian Eckert (717-787-6245)

5. Tax Credit Division:

- Educational Improvement Tax Credits (EITC)
- Job Creation Tax Credit Program (JCTC)
- Pre-Kindergarten Tax Credit Business Guidelines
- Opportunity Scholarship Tax Credit (OSTC)
- Historic Preservation Tax Credit (HPTC)
Jim O'Donnell (717-787-7120)

B. 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)

C. 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)

D. Pennsylvania Economic Development Financing Authority

- Conventional Bond Financing Taxable
- Exempt Facility & Small Issue Bonds
- Industrial Development Fund Financing
- Next Generation Farmer Loan Program
- Revenue Bond & Mortgage Program
Gail Boppe (717-783-1109)
- Taxable and Tax-Exempt Bond Financing
Craig Petrasic or Brian Deamer (717-783-1109)

E. 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 Act 164
Sean Sanderson (1-888-223-6837)

F. Center for Community Financing

- Community Development Block Grant—Disaster Recovery Program Guidelines and Application Kit
Donna Enrico (717-720-7343)
- Community Development Block Grant—R Program
- Emergency Shelter Grant Program—Guidelines and Application Kit
Madra Clay (1-888-223-6837)
- HOME Investment Partnerships Program—Guidelines and Application Kit
Michael Carpenter (717-720-7471)
- Neighborhood Stabilization Program
Melissa Williams (717-720-1424)
- Keystone Communities Program
Beverly Hutzel (717-720-7409)
- Section 108 (of the Housing 7 Community Dev. Act) Loan Guarantee Program
Kristina Powell (717-720-7349)

G. Center for Community Services

- Community Services Based Services Tax Credit Program—Guidelines Community Services Block Grant Directives
- Community Services Block Grant Program
- Family Savings Account Program—Guidelines

- Family Savings Account Program Directives
 - Neighborhood Assistance Program—Guidelines
 - Neighborhood Assistance Program Charitable Food Program—Guidelines
 - Neighborhood Assistance Program Enterprise Zone Tax Credit Program—Guidelines
 - Neighborhood Assistance Program Special Program Priorities—Guidelines
 - Neighborhood Assistance Program Neighborhood Partnership Program—Guidelines
 - Weatherization Assistance Program—Guidelines
 - Weatherization Assistance Program Directives
- Kathy Rulli (717-214-5494)

H. Office of International Business Development

- Export 2000 Block Grant
- Janet Kolokithas (717-346-0178)

I. Technology & Innovation Office

- Appalachian Regional Commission (ARC)
- Neil Fowler (717-214-5395)
- Ben Franklin Technology Partners (BFTP)
- Sheri Collins (717-720-1307)
- Bona Fide Retail Request Program (BFRR)
 - Broadband Outreach and Aggregation Fund (BOAF)
- Cathy Lowe (717-720-7345)
- Commonwealth Financing Authority
- New PA Venture Investment Program
New PA Venture Guarantee Program
- Diane Sterthouse (717-720-1303)
- Department of Defense (DoD)
- Sue Suleski (717-214-5329)
- Innovate in Pennsylvania
- Sheri Collins (717-720-1307)
- Keystone Innovation Zone Program (KIZ)
 - Life Sciences Greenhouse Program
 - Pennsylvania Industrial Resource Center Program (IRC)
 - Pennsylvania Infrastructure Technology Alliance (PITA)
- Jennifer Leinbach (717-720-7388)
- 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)

J. Travel, Film, and Economic Development Marketing Office

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

V. OTHER

A. Center for Community Financing

- 2014-2018 Consolidated Plan and 2014 Action Plan (*Also in Spanish)
- Substantial Amendment to the 2014-2018 Consolidated Plan and 2014 Action Plan*
- 2014 Consolidated Annual Performance and Evaluation Report (CAPER)—Including the Performance Evaluation Report (PER)*

- 2015 Action Plan*
- Mary J. Smith (717-214-9754)

B. Center for Community Services

- Community Services Block Grant State Plan
 - DCED Weatherization Portion of PA LIHEAP PLAN (Appendix C)
 - DOW Weatherization State Plan
 - Family Savings Account Program
- Lynette Praster (717-720-1350)

Department of CONSERVATION AND NATURAL RESOURCES (DCNR)

I. POLICY STATEMENTS

A. Bureau of Forestry

- State Forest Natural Areas
 - Acquisition Transfer or Exchange of State Forest Land Acquisition
- Contact: Seth Cassell (717-783-0389)

B. Bureau of State Parks

- State Park User Fees
- Contact: David Sariano (717-787-6640)
- Transfer or Exchange of State Park Land
 - State Park Natural Areas
- Contact: Matt Azeles (717-772-0243)

C. Bureau of Recreation and Conservation

- Recreation and Conservation Grants
- Contact: Tom Ford (717-783-0988)

II. GUIDANCE MANUALS

A. Bureau of Facility Design and Construction

- Application for Vacant and Unimproved Public Lands
- Contact: John Timbrell (717-772-8393)

B. 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)
- Wild Plant Collection Permit
- Contact: Kelly Sitch (717-425-5370)
- Ginseng buyer/seller license
- Contact: Chris Firestone (570-724-8149)
- Wild Resource Conservation Fund
- Contact: Greg Czarnecki (717-783-1337)
- Public and Private Wild Plant Sanctuaries
- Contact: Ellen Shultzabarger (717-705-2817)
- PA Natural Diversity Inventory
- Contact: Greg Podnieszinski (717-214-7513)
- Forest Fire Warden Manual
- Contact: Charlie Choplick (717-772-0256)
- 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
- ATV Youth Safety Instructor's Manual
Contact: Todd Miller (717-783-7941)
- Forest Products Permit
- Silviculture Manual
Contact: Scott Miller (717-772-0272)
- Camping Permit
- Search and Rescue
Contact: Nathan Fite (717-783-7941)
- Conservation Volunteer Program
Contact: James Hyland (570-560-2991)
- District Forester Permit
Contact: Scott Miller (717-772-0272)
- Road Use Agreement
Contact: William Cook (717-346-9797)
- Special & Commercial Activities Agreement
Contact: Nathan Fite (717-783-7941)
- License for Right of Way
Contact: David Mong (717-783-7947)
- Prospecting Permit Coal & Water
- Seismic Survey Agreement
- Oil and Gas Leases
- Surface Use Agreements
- Gas Storage Leases
- Agreements of Consent to Assignments
- Coal Agreements
- Hard Mineral Agreement
- Unitization Agreements
- River Lands Gas Leases
- Guidelines for Administering Oil and Gas Activity on State Forest Lands
Contact: Ted Borawski (717-772-0269)
- C. Bureau of Recreation and Conservation**
- Pennsylvania Scenic Rivers Program Guidelines
- Pennsylvania Scenic Rivers Program Management Guidelines
- Pennsylvania Scenic Rivers Program Eligibility Process and Criteria
Contact: Kelly Rossiter (717-772-3319)
- Community Conservation Partnerships (C2P2) Grant Manual and Process
Contact: Mike Eschenmann (717-783-2662)
- D. Bureau of State Parks**
- Antenna Sites
Contact: Ryan Dysinger (717-787-6640)
- Boating/Boat Docks
- Geocaching
- Marina Manuals
- Search and Rescue
- Swimming/Lifeguard Manuals
- Rock Climbing
Contact: Kelly Klasnick (717-783-9677)
- 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)

E. 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)

Department of CORRECTIONS (DOC)

- Recidivism Risk Reduction Incentive—Statement of Policy
Adopted 4/3/2009 effective 4/4/2009 39 Pa.B. 1674
- Temporary Transfers For County Courts—Statement of Policy
Adopted June 19, 2009 and effective June 20, 2009, 39 Pa.B. 3067.
Contact: Diana Woodside, Department of Corrections (717-728-4119)

Department of EDUCATION (PDE)

I. POLICY STATEMENTS**A. State Board of Education**

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

B. Bureau of Curriculum, Assessment and Instruction—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)

C. 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)
 - CSPG 45—World Languages PreK-12 (May 1, 2014)

- CSPG 3—Validity of a PA Certificate (June 1, 2014)
 - CSPG 8—Continuing Professional Development (Aug. 1, 2014)
 - CSPG 11—Personal Information for Certificate Holders (Aug. 1, 2014)
 - CSPG 20—Induction (Aug. 1, 2014)
 - CSPG 21—Testing (Aug. 1, 2014)
 - CSPG 63—Special Education—Speech and Language Impaired (Aug. 1, 2014)
 - CSPG 86—Educational Specialist Certificate for School Speech and Language Pathologist (Aug. 1, 2014)
 - CSPG 301—Highly Qualified Determination (Aug. 1, 2014)
 - Safety Driver Education Praxis Test Update (Aug. 11, 2014)
 - CSPG 50—Mathematics (Dec. 1, 2014)
 - CSPG 56—Physics (Dec. 1, 2014)
 - CSPG 60—Visually Impaired (Dec. 1, 2014)
 - CSPG 62—Hearing Impaired (Dec. 1, 2014)
 - CSPG 65—Technology Education (Dec. 1, 2014)
 - CSPG 202—Orientation and Mobility Specialist (Dec. 1, 2014)
 - TIMS Program Updates (Dec. 8, 2014)
 - Reading Specialist Add-on Information (Jan. 30, 2015)
 - Reading Specialist PK-12 Add-on Moratorium (Feb. 10, 2015)
 - Clarification of Level II Service for Contracted Staff (Feb. 26, 2015)
 - Mandatory Level II Service for Charter School Principals, Vice-Principals and Assistant Principals (March 5, 2015)
 - Administrative Certificate and Principal Position Requirements—Public Schools, including Charter and Cyber Charter Schools (April 22, 2015)
 - CSPG 105—Gifted Enrichment Programs (May 1, 2015)
 - CSPG 38—Safety/Drivers Education (June 1, 2015)
 - CSPG 41—American Sign Language (June 1, 2015)
 - CSPG 90—Supervisor of a Single Area (June 1, 2015)
 - CSPG 91—Supervisor of Special Education (June 1, 2015)
 - Certification Staffing Policies and Guidelines Updates and Grade Level Clarification (June 8, 2015)
 - Logging into TIMS (June 22, 2015)
- Contact: Nancy Cheris 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)
 - PreK-4 Test Cut Scores (May 29, 2014)
 - The Framework for Online Instruction Program Endorsement Guidelines (June 5, 2014)
 - Cyber School Student Teaching Competencies (July 30, 2014)
 - The Framework for Integrative Science, Technology, Engineering & Mathematics (STEM) Education Endorsement Guidelines (Sept. 1, 2014)
 - The Framework for School Speech and Language Pathologist Educational Specialist Program (Oct. 1, 2014)
 - Application Deadline for Prior ESL Program Completers (Feb. 25, 2015)
 - The Framework for Gifted Endorsement Guidelines (April 8, 2015)
 - The Framework for Theatre Endorsement Guidelines (May 1, 2015)
- 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)

D. Division of Federal Programs, Technical Assistance, Compliance & Monitoring

- Division of Federal Programs Administrative Manual
- Division of Federal Programs Monitoring Instruments for the Consolidated Review

Contact: Susan McCrone (717-783-9161)

E. Office of Postsecondary and Higher Education

- Policies Related to the Transfer and Articulation Oversight Committee and the Statewide College Credit Transfer System

Contact: Julie Kane (717-772-3643)

F. Bureau of Postsecondary and Adult Education**1. 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 Innovation and Opportunity Act, Title II (Federal Adult Education and Family Literacy Act)
- Adult Education and Family Literacy Instructional Technology Grant Guidelines
- 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 H.100, Residency Requirements for Issuance of the Commonwealth Secondary School Diploma through GED® Testing
- Policy H.200, GED® Testing for Institutionalized Youth
- Policy H.300, Verification of GED® Test Candidate Identity and Pennsylvania Residency
- Policy 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

2. 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
 - Private Licensed Schools Memorandum—Fees
- Contact: Patricia Landis (717-772-3623)

- Clarification of State Board of Education Regulations Regarding Curriculum (§ 31.21) and Academic Calendar (§ 31.22) Curricular Credit Policy
 - Guidelines for the Approval of Degree Programs
 - Records Accessibility Policy for Closing / Closed Degree Granting Institutions
 - Substantive Change Policy for Degree Programs
- Contact: Patricia Landis (717-772-3623)

G. 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: Monique Williams (717-783-6981)
- Administration Guidelines for the Accreditation System of Institutions for Adult Education
- Contact: Beth Marshall (717-783-6860)

H. Bureau of Curriculum, Assessment and Instruction

- 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)

I. Bureau of Special Education

- Basic Education Circular Education for Assistive Technology (20 USC § 1401(1-2))
Contact: Patrick Scanlon (724-465-6535)

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 Rissing (717-783-6911)
- Public Input on Cyclical Monitoring System (May 2008)
Contact: Jill Deitrich (717-783-6876)
- Revised Special Education Forms (June 2008)
Contact: Ann Hinkson-Herrmann (1-800-441-3215)
- Revised Chapters 14 and 711 (June 2008)
Contact: Patrick Scanlon (724-465-6535)
- Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 2008)
Contact: Patrick Scanlon (724-465-6535)
- Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 2008)
Contact: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- Final-Omitted Form Rulemaking Correcting Error in Section 14.143(B) Disciplinary Placements (October 2008)
Contact: Patrick Scanlon (724-465-6535)
- Reporting of New Caseload Requirements (October 2008)
Contact: Patrick Scanlon (724-465-6535)
- Gaskin Settlement Agreement Update—Individualized Education Program (IEP) Format and Supplementary Aids and Services (October 2008)
Contact: Patrick Scanlon (724-465-6535)
- Side-by-Side Quick Reference of the State and Federal Special Education Regulations (October 2008)
Contact: Patrick Scanlon (724-465-6535)
- Questions and Answers Regarding Revised Chapter 14 (November 2008)
Contact: Patrick Scanlon (724-465-6535)
- Change in Amount of Special Education Service (November 2008)
Contact: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- Clarification of Special Education Templates in PIMS (February 2009)
Contact: Jodi Rissing (717-783-6911)
- Pennsylvania State Performance Plan—Enhancing Parent Involvement (March 2009)
Contact: Patrick Scanlon (724-465-6535)
- Ensuring Accuracy in Reporting on Penn Data Table 8 (March 2009)
Contact: Jodi Rissing (717-783-6911)
- Child Find, Equitable Participation, and Evaluations (May 2009)
Contact: Patrick Scanlon (724-465-6535)
- Local Education Agency Representation for Individualized Education Program Team Meetings or Revisions (June 2009)
Contact: Patrick Scanlon (724-465-6535)
- Individualized Education Program Team's Responsibility for Educational Placement in Partial Hospitalization Programs (January 2010)
Contact: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Ann Hinkson-Herrmann (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: Patrick Scanlon (724-465-6535)

- Revocation of Parental Consent for Special Education and Related Services (April 2010)
Contact: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Ann Hinkson-Herrmann (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: Patrick Scanlon (724-465-6535)
- 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: Patty Todd (717-783-6885)
- 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: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- Educational Services for Students Who Turn 21 Years of Age During the School Term (May 2011)
Contact: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- Individuals with Disabilities Education Act (IDEA)—Chapter 14 and 711 Regulations that Exceed Federal Requirements (March 2013)
Contact: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)
- 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: Patrick Scanlon (724-465-6535)

- 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: Patrick Scanlon (724-465-6535)

- 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)

- 2014-15 School-Based ACCESS Program Statewide Training Sessions (June 2014)

Contact: Jean Inskip (717-772-2647)

- 2014-15 Special Education Compliance Monitoring Schedule (June 2014)

Contact: Dr. John Machella (814-536-1956)

- Alternate Assessment Update (May 2014)

Contact: Dr. John Machella (814-536-1956)

- Concussions and Return to Learning in the Classroom Environment (July 2014)

Contact: Lynn Dell (717-783-6881)

- Dyslexia Screening and Early Intervention Pilot Program (July 2014)

Contact: Lynn Dell (717-783-6881)

- Individuals with Disabilities Education Act—B (IDEA-B) Fiscal Reporting and Contingency

Contact: Sue Leonard (717-772-1114)

- Fund Fiscal Training (July 2014)

Contact: Sue Leonard (717-772-1114)

- July 2014 PennData Table 8A Submission (May 2014)

Contact: Jodi Rissinger (717-783-6911)

- Keystone Examination/Project-Based Assessment Update (July 2014)

Contact: Dr. John Machella (814-536-1956)

- Local Educational Agency Special Education Data Reports Online (May 2014)

Contact: Jodi Rissinger (717-783-6911)

- Minor Changes to the School-Age Individualized Education Program Document (May 2014)

Contact: Patrick Scanlon (724-465-6535)

- National Deaf-Blind Census (January 2014)

Contact: Jill Deitrich (717-783-6876)

- Participation by Students with Disabilities in High School Graduation Ceremonies (April 2014)

Contact: Patrick Scanlon (724-465-6535)

- Pennsylvania's Individuals with Disabilities Education Act 2014 Part B Determination (July 2014)

Contact: Lynn Dell (717-783-6881)

- Revisions to Response to Instruction and Intervention (RtII) for the Specific Learning Disability Application (April 2014)

Contact: Lynn Dell (717-783-6881)

- Special Education State Performance Plan Stakeholders' Input July 2014

Contact: Patrick Scanlon (724-465-6535)

- Special Kids Network Program (August 2014)

Contact: Lynn Dell (717-783-6881)

- State Performance Plan Data Requirements—Postsecondary School Survey (January 2014)

Contact: Patrick Scanlon (724-465-6535)

- Survey of Parents of Students with Disabilities (April 2014)

Contact: Patrick Scanlon (724-465-6535)

- Transition from School to Community-Based Competitive Employment Grants (July 2014)

Contact: Ann Hinkson-Herrmann (1-800-441-3215)

- Updated Forms and Documentation in Relation to Gifted Education (April 2014)

Contact: Dr. Shirley Curl (717-786-6361)

J. 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)

K. 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)

II. GUIDANCE MANUALS

A. 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) or 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)

B. Office of Child Development and Early Learning

1. Pennsylvania Pre-K Counts

- Pennsylvania Pre-K Counts Statute, Regulations and Guidelines, Effective July 1, 2015
Contact: Deborah C. Wise (717-787-7489)

2. Head Start Supplemental Assistance Program

- Head Start Supplemental Assistance Program Request for Applications Guidelines, FY 15-16
Contact: Deborah C. Wise (717-787-7489)

3. Early Intervention Services

- 2013-2014 Pennsylvania State Interagency Coordinating Council—Early Intervention in Pennsylvania—Annual Report Submitted to the Governor
Contact: Jim Coyle (717-783-7213)
- Intermediate Unit Special Education Plan Guidelines
Contact: Carl Beck (717-214-7130)
- State Early Intervention, Fiscal Guidelines
Contact: Brian Bell (717-214-7130)
- Certificate of Competency—COC EI Standards for Licensed Private Providers applications and renewal instructions
Contact: Kathy Vradenburgh (717-346-1117)

• EI-07 #12	PA Pre-K Counts and Early Intervention Working Together	10/24/2007
• EI-08 #03	Extent and Duration of Early Intervention Programs for Preschoolers, Including Services During Scheduled Breaks in Their Programs	04/16/2008
• EI-08 #09	Early Intervention Special Education Plan Review Notice (EI SEPRN)	08/18/2008
• 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 #19	Transition of Preschool Children to School Age Programs	10/20/2009
• EI-10 #02	Release of Information	01/29/2010
• EI-10 #06	Funding Responsibilities for Early Intervention Services For Children at Kindergarten Age	05/18/2010
• EI-10 #07	Paraprofessional Qualifications	06/15/2010
• EI-10 #08	Amended Behavior Supports for Young Children	10/25/2010
• EI-11 #01	IDEA Early Intervention Complaint Procedures	06/01/2011
• EI-11 #02	ACT 24 of 2011 Implementations—PELICAN Data Moratorium	08/01/2011
• EI-11 #03	Early Intervention Annual Data Review	10/27/2011
• EI-12 #01	Screening, Evaluation and Assessment in Early Intervention	04/11/2012
• EI-12 #03	Confidentiality, Parent Consent and Surrogate Parents	04/11/2012
• EI-12 #07	Collecting and Reporting Child Outcome Data in Infant/ Toddler and Preschool Early Intervention Programs	10/26/2012
• EI-12 #08	Local Determination Process	10/26/2012
• EI-12 #09	Public Participation Requirements under the Individuals with Disabilities Education Act	10/26/2012
• EI-13 #01	Transition of Toddlers to Preschool or Other Community Services	01/30/2013
• EI-13 #03	Session Notes	04/26/2013
• OCDEL-13 #01	Children Experiencing Homelessness	05/09/2013
• EI-13 #06	Children who Have a Hearing Loss	08/01/2013
• EI-13 #07	Positive Behavior Support	08/29/2013
• EI-13 #08	Eligibility for Infant/Toddlers and Preschool Early Intervention	12/13/2013

Contact: Andrea Algatt 717-783-5058

C. Center for Data Quality and Information Technology

- Private and Nonpublic Enrollment Instruction Manual, 2015-2016
Contact: Deb Rodrigues (717-787-6764)

- Pennsylvania Information Management System User Manual, Vol 1 and 2, 2015-2016
Contact: Dave Ream (717-787-6698)

D. 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)

E. Bureau of Library Development

- A Handbook for Public Library Trustees, Fifth Edition, 2003—Guidance for People Serving as Trustees for Pennsylvania Public Libraries
- 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, 2013
- Directory of Pennsylvania Libraries, 2015
- Pennsylvania Library Accounting Manual, 2010
Contact: Matthew Spiegel (717-783-5738)

F. Bureau of Curriculum, Assessment and Instruction

- Education Leading to Employment and Career Training Monthly Attendance Instructions
- Education Leading to Employment and Career Training Guidelines
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)

G. 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)
- School Attendance Improvement and Truancy Reduction Toolkit
Contact: Joe Loccisano (717-346-4253)

- Bullying Prevention Support Plan
Contact: Mike Kozup (717-705-0353)

- Model Dating Violence Policy
Contact: Joe Loccisano (717-346-4253)

H. School Services Office

- 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: Access to Secondary Students—Enrollment of Students—Emergency School Closings—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: Stephen Fisher (717-787-4860)

- Access to Secondary Students
Contact: Stephen Fisher (717-787-4860)

- Background Checks (Act 114)
Contact: Denise Wolfgang (717-787-3750)

- Child Labor Laws and Employment of Minors
Contact: Stephen Fisher (717-787-4860)

- Commissions
Contact: Denise Wolfgang (717-787-3750)

- Days Schools Not to be Kept Open
Contact: Stephen Fisher (717-787-4860)

- Emergency School Closings
Contact: Stephen Fisher (717-787-4860)

- Enrollment of Students
Contact: Stephen Fisher (717-787-4860)

- Foreign Student's Eligibility for Enrollment
Contact: Stephen Fisher (717-787-4860)

- Graduation of Seniors
Contact: Stephen Fisher (717-787-4860)

- Home Education Program
Contact: Suzanne Tallman (717-787-4860)

- School Services Programs on PDE Website
 - AED Program
 - Disclosure of Interscholastic Athletic Opportunities Survey
 - Flexible Instructional Days
 - Opportunity Scholarship Tax Credit Program
 Contact: Stephen Fisher (717-787-4860)

I. 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)

J. Bureau of Postsecondary and Adult Education

1. 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
- 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
- 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 (717-772-3623)

K. 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

- 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)
 - Procedures and Guidance Related to the Transfer and Articulation Oversight Committee and the Statewide College Credit Transfer System
 - 30-Credit Transfer Framework and Framework Equivalency Standards
 - Statewide Program-to-Program Articulation Agreements
 - Pennsylvania Transfer and Articulation Center (PA TRAC) website
Contact: Julie Kane (717-772-3643)
 - Horace Mann Bond-Leslie Pinckney Hill Scholarship Program Guidelines
Contact: Julie Kane (717-772-3643)
 - Technical College Programs Guidelines
Contact: Julie Kane (717-772-3643)
 - Guidelines for Community Education Councils EGrant Application
Contact: Jennifer Dugan (717-783-6793)
 - Pennsylvania Information Management System Postsecondary Manual for Community Colleges
 - Pennsylvania Information Management System Postsecondary Guidelines for Unit Level Data Collection
 - Pennsylvania Information Management System Postsecondary Data Collection Opt Out Policy
Contact: Jennifer Dugan (717-783-6793)
 - Pennsylvania Information Management System State Fiscal Stabilization Fund c12 Indicator Collection Postsecondary Manual
 - Procedure of Import of Student Data for State Fiscal Stabilization Fund c12 Indicator Collection
Contact: Jennifer Dugan (717-783-6793)
- ### **L. 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: Jean Kelleher (717-783-6962)

- 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: Monique Williams (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)

M. Bureau of Curriculum, Assessment and Instruction

- Act 48 Professional Education Plan Guidelines, March 2007

Contact: Bob Staver (717-783-6583)

- Act 48 Approved Provider Guidelines, September 2013

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, September 2013

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)

N. 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: Dave Bauman (717-783-6598)

O. Bureau of Budget and Fiscal Management

- Planning and Construction Workbook (Forms Used to Apply for Commonwealth Reimbursement for a School Construction Project)

- Charter School Lease Reimbursement Program

Contact: Patti Garman-Scott (717-787-5993)

- Pennsylvania Community Colleges Capital Funding Framework—2014-15

- 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 [Pat Hozella])

Contact: Benjamin Hanft (717-787-5423)

P. 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)

III. DECISIONS

A. 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
 - Bensalem Keystone Academy Charter School (Bensalem Township School District) CAB 2012-14
 - Propel Charter School—West (Sto-Rox School District) CAB 2013-09
 - Truebright Science Academy Charter School (School District of Philadelphia) CAB 2013-11
 - Community Academy of Philadelphia Charter School (School District of Philadelphia) CAB 2013-12
 - Young Scholars of McKeesport Charter School (McKeesport Area School District) CAB 2013-14
 - Lehigh Valley Dual Language Charter School (Bethlehem Area School District) CAB 2013-15
 - Allentown Engineering Academy Charter School (Allentown School District) CAB 2014-01
 - MAST-Neshaminy Charter School (Neshaminy Township School District) CAB 2014-02
 - Arts Academy Elementary Charter School (Allentown School District) CAB 2014-03
 - Collaborative North Penn Charter School (North Penn School District) CAB 2014-05
 - Provident Charter School (William Penn School District) CAB 2014-06
 - Choices of William Penn Charter School (William Penn School District) CAB 2014-07
 - Vision Academy Charter School (William Penn School District) CAB 2015-03
- Contact: Ernest Helling (717) 787-5500

B. 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
- *Dale Clymer v. Berks County Intermediate Unit*, Teacher Tenure Appeal No. 2-00
- *Nancy J. Zelno v. Lincoln Intermediate Unit*, Teacher Tenure Appeal No. 3-00
- *Colleen Sheptock v. Muncy School District*, Teacher Tenure Appeal No. 4-00
- *Priscilla Barto v. Williamsport Area School District*, Teacher Tenure Appeal No. 3-99
- *Margaret McMackin v. Pittsburgh School District*, Teacher Tenure Appeal No. 5-99
- *Mary Claire Brown v. Parkland Area School District*, Teacher Tenure Appeal No. 7-97
- *Robert Adams v. Harrisburg School District*, Teacher Tenure Appeal No. 5-00
- *Dr. Henry Benz v. Board of Public Education of the School District of Pittsburgh*, Teacher Tenure Appeal No. 3-01
- *Glenn Gow v. Big Spring School District*, Teacher Tenure Appeal No. 1-97
- *Carol Ann Russo v. Easton Area School District*, Teacher Tenure Appeal No. 4-98A
- *Maureen Joyce v. Board of Directors of Spring-Ford School District*, Teacher Tenure Appeal No. 2-01
- *Kenna Williams v. Clearfield County Vocational-Technical School*, Teacher Tenure Appeal No. 4-99
- *Barbara Palumbo v. Board of Directors of DuBois Area School District*, Teacher Tenure Appeal No. 4-01
- *Jacquelyn N'Jai v. Pittsburgh School District*, Teacher Tenure Appeal No. 5-01
- *William Brunson v. Coatesville Area School District*, No. 1-02
- *Thomas Hajduz v. Peters Twp. School District*, No. 1-03
- *Dr. Linda Portlock v. Harrisburg Area School District*, No. 2-02
- *Edwin Hasson v. Glendale School District*, No. 5-03
- *Joanne Henshaw v. Boyertown Area School District*, No. 7-03
- *Shirley Curl v. Solanco School District*, No. 1-04
- *Peter Igoe v. Dunmore School District*, No. 3-03
- *Cecil E. Clugston v. Franklin County Career and Technology Center*, No. 4-03
- *Eleanor Jones v. School District of Pittsburgh*, No. 3-04
- *Donald Becker v. York County School of Technology*, No. 4-04
- *Dr. Brenda G. Turner v. Wilkinsburg School District*, No. 5-04
- *Faith Kline v. Loyalsock Township School District*, No. 1-05
- *Bradley Flickinger v. Lebanon School District*, No. 2-05
- *Dr. Adrienne Lancaster v. Carlynton School District*, No. 3-05
- *Albert J. Papada v. Pine Grove Area School District*, No. 4-05
- *Shirley Curl v. Solanco School District*, No. 1-04A
- *Carol J. Belas v. Juniata School District*, No. 2-04
- *Cassandra Richardson Kemp, Richard Mascari, Lorraine Eberhardt Tyler & Margaret Brown v. City of Pittsburgh Public Schools*, No. 1-06
- *Gene Lawrence Rizzo v. Apollo-Ridge School District*, No. 2-06
- *Marilyn Chapleskie v. Williams Valley School District*, No. 2-07
- *Rox-Ann Reifer v. Williamsburg Area School District*, No. 1-07
- *Judith Sargent v. Schuylkill Valley School District*, No. 2-08
- *Lee V. McFerrin v. Farrell Area School District*, 3-08
- *Ronald J. McCauley v. Lenape Vocational Technical School*, No. 4-08
- *Kimla Robinson v. School District of Philadelphia*, No. 1-09
- *Shahla Mazdeh v. School District of Philadelphia*, No. 2-09
- *Gertrude W. Rose v. School District of Philadelphia*, No. 5-09
- *Eric Waters v. Harrisburg School District*, No. 7-09
- *Jeffrey Madden v. Perkiomen Valley School District*, No. 5-08
- *Vicky Rose v. School District of Pittsburgh*, No. 4-09
- *Dr. Carole Policastro v. Steel Valley School District*, No. 6-09
- *Robert J. Ritz, Jr. v. Hazleton Area School District*, No. 8-09
- *Dr. Joseph W. Findley, Jr. v. Montour School District*, No. 1-10
- *Richard Migliore v. Philadelphia City School District*, No. 2-10
- *Ellis Jones v. School District of Philadelphia*, No. 1-11

- *Angela DeBattista v. McKeesport Area School District*, No. 2-11
 - *Richard W. Migliore, J.D. v. School District of Philadelphia and School Reform Commission of Philadelphia*, No. 3-11
 - *Tara Buske v. Neshaminy School District*, No. 4-11
 - *Andrea Christine Butterfield v. Dover Area School District*, No. 5-11
 - *Jodi Johnson v. Southeastern Greene School District*, No. 1-12
 - *Andrew Samuelsen v. Hanover Public School District*, No. 3-12
 - *Elaine Cutler v. Bellefonte Area School District*, No. 1-13
 - *Davaun Barnett v. Penn Hills School District*, No. 5-13
 - *Dr. Darla Hammond v. Chester Upland School District*, No. 1-14
 - *Serge Vladimirkys v. School District of Philadelphia, School Reform Commission*, No. 2-12
 - *Jeffrey Zollars v. Moon Township School District*, No. 4-13
- Contact: Karen Feuchtenberger (717) 787-5500

C. Certification Appeal Committee Decisions

- John DiLeonard, Certification Appeal #01-01
- Mark Lysiak, Certification Appeal #01-02
- Donna Radice, Certification Appeal #01-03
- Edward Penn, Certification Appeal #01-04
- Brook Kabakjian, Certification Appeal #01-05
- Mark Mannella, Certification Appeal #01-06
- Timothy Kalajainen, Certification Appeal #01-07
- Andrew Igbineweka, Certification Appeal #01-08
- Frances Santiago, Certification Appeal #01-09
- Ronald Duska, Certification Appeal #01-10
- Kim Cuff, Certification Appeal #01-11
- John Hillard, Certification Appeal #01-12
- Gregory Williams, Certification Appeal #01-13
- Shirley Dickinson, Certification Appeal #01-14
- Mary Lamm, Certification Appeal #01-15
- Thomas Podpora, Certification Appeal #01-16
- Joseph Liberati, Certification Appeal #01-17
- M Miller, Certification Appeal #01-18
- Dianne Hammett, Certification Appeal #01-19
- Sandra Williams, Certification Appeal #01-20
- Paul Gomes, Certification Appeal #01-21
- John Lyman, Certification Appeal #01-22
- Robert Gockley, Certification Appeal #01-23
- Ronald Mihalko, Certification Appeal #01-24
- Patricia Hoffman-Miller, Certification Appeal #01-25
- Thomas Smith, Certification Appeal #01-26
- Susan Karnbauer, Certification Appeal #01-27
- Bryan McGraw, Certification Appeal #01-28
- Sister Marilyn Chapleski, Certification Appeal #01-29
- John Ray, Certification Appeal #01-30
- Carol McKnight, Certification Appeal #01-31
- Teresa Dodds, Certification Appeal #01-33
- Donna Papocchia, Certification Appeal #01-34
- William Miller, Certification Appeal #01-35
- Karen Overfield, Certification Appeal #01-36
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- Contact: Robert Tomaine (717-787-5500)

D. Certification Audit Appeals

- Lancaster School District
- Contact: Mark Zaccarelli (717-787-5500)

E. Teacher Decertification Decisions

- *Commonwealth of Pennsylvania v. Benjamin Lucciola*, DI-87-07
 - *Commonwealth of Pennsylvania v. Malachi Robinson*, 1996-3
- Contact: M. Patricia Fullerton (717-787-5500)
- *Commonwealth of Pennsylvania v. Bobby Wilson*
- Contact: Joseph Miller (717-787-5500)

F. Food and Nutrition Appeals

- William Penn School District
 - Auntie Sherry's Christian Child Care
 - Heaven's Angels Day Care
 - Little Paradise Day Care Center
 - Little People Day Care School, Inc.
- Contact: Karen Feuchtenberger (717-787-5500)
- Lower Kensington Environmental Center Youth Services, Child Care Food Program 1995-1
 - Tots Yearn to Learn, Inc.
 - Cassoria Learning Centers, Inc.
- Contact: Ernest Helling (717-787-5500)
- Blessed Hope S.D.C. Church
 - Jim Mattera d/b/a Apple Pie Day Care
 - Joan Enz-Doerschner d/b/a Once Upon a Time
 - Michael Zaverukha d/b/a Grace Adult Day Health Care
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 - Theodore G. McNair d/b/a B & T Early Learning and Child Care Center
 - United Jewish Children's Fund d/b/a The King's Soldiers
 - Theresa Loving d/b/a Little Einstein's Daycare Center
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 - *Dominic Longo and Bunita Longo d/b/a The Children's Pantry, Inc. v. Division of Food & Nutrition*
 - *Kelli Jackson d/b/a All About Kids Daycare and Learning Center, LLC v. Division of Food and Nutrition*

- *Lynne Butler and Gail Reaser d/b/a Children's Garden Early Education Center v. Division of Food and Nutrition Michael Fink and Nathan Young d/b/a Studio Kids Early Learning Center, LLC v. Division of Food & Nutrition*

Contact: Robert Tomaine (717-787-5500)

- *Educational Management Services of Harrisburg. v. Department of Education.*
 - *Educational Management Services of Harrisburg. v. Department of Education.*
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 - *Little Hands Daycare v. Division of Food and Nutrition*
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 - *Bucks County Technical High School v. Division of Food and Nutrition*
 - *LaShone L. Sanders d/b/a Bundles of Love v. Division of Food and Nutrition*
 - *Little Treasures Day Care Center v. Division of Food & Nutrition*
 - *Nicole Gipe d/b/a/ Strawberry Garden Elementary Childhood Learning Center v. Division of Food and Nutrition*
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- Contact: Robert Tomaine (717) 787-5500

G. Professional Standards and Practices Commission Adjudications, Memoranda and/or Orders

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H. Professional Standards and Practices Reinstatement Decisions (7/1/2006—6/30/2007)

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- Contact: Patricia Landis (717-783-8228)

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- 00691 09-10 CV
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- 00758 09-10 AM
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- 00770 09-10 NB
- 00824 09-10 BP
- 00857 09-10 MG
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- 00881 09-10 WE
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- 00963 09-10 TB
- 00979 09-10 CF
- 00986 09-10 NG
- 01025 09-10 ND
- 01047 09-10 AS
- 01070 10-11 BD
- 01083 10-11 GJ
- 01129 09-10 KK
- 01134 09-10 JK
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Contact: Kerry Smith, PaTTAN-Hbg., ODR, (717) 901-2166

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Contact: Ernest Helling (717-787-5500)

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- VanBuskirk, Cheryl
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- Voss, Charlene
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- Walker, Merry
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- Watkoski, Rhonda
- Watson, Elizabeth
- Weber, Matthew
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- Wentzel III, Harvey
- Whitby, Cecelia
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- Williamson, Deborah
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- Wise, Damaris
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- Yudt, Diane

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M. Miscellaneous Decisions

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- Kennett Consolidated School District

- Reading School District

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- *Wissahickon School District v. Department of Education* (2019 Adequate Yearly Progress Appeal999)
Contact: Samantha Snyder (717-787-5500)

- *Bureau of School Leadership and Teacher Quality v. David Cornelsen*
- *Bureau of School Leadership and Teacher Quality v. Erica Stout*
- *Bureau of School Leadership and Teacher Quality v. Jeffrey Liu*
- *Bureau of School Leadership and Teacher Quality v. Sakeenah El-Amin*

Contact: Mark Zaccarelli (717-787-5500)

- *Bureau of School Leadership & Teacher Quality v. Chrystal Clodomir*
- *Bureau of School Leadership & Teacher Quality v. Kari Dalane*
- *Bureau of School Leadership & Teacher Quality v. Paul McDowell*
- *Bureau of School Leadership & Teacher Quality v. Laura Spreng*

Contact: Robert Datorre (717-787-5500)

- *Commonwealth of PA, Division of Federal Programs v. The Right Prep*

Contact: Patrick Lord (717-787-5500)

N. Bureau of Curriculum, Assessment and Instruction

- No Child Left Behind Act—Supplemental Education Services—Approved Provider List (on PDE Website)

Contact: Karl Streckewald (717-783-3381)

O. Executive Offices—Charter/Cyber Charter Schools

1. 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

Contact: Elizabeth Anzalone (717-787-9744)

2. 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

Contact: Elizabeth Anzalone (717-787-9744)

3. 2012 Cyber Charter School Renewal Decisions

- Achievement House Charter School

Contact: Elizabeth Anzalone (717-787-9744)

4. 2011 Cyber Charter School Renewal Decisions

- Commonwealth Connections Academy Cyber Charter School
- Pennsylvania Virtual Cyber Charter School

Contact: Elizabeth Anzalone (717-787-9744)

IV. INTERNAL GUIDELINES

A. Bureau of Special Education

- Compliance Monitoring System
- Complaint Investigation Instructions

Contact: Maria Mardula (717-787-5770)

B. Bureau of Curriculum, Assessment and Instruction

- 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)

C. Office for Safe Schools

- Safe Schools Grant Application Guidelines

Contact: Mike Kozup (717-772-6612)

D. 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)

E. Bureau of Postsecondary and Adult Education

- *Program Monitoring Review Field Guide*

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

F. 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: Monique Williams (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)

G. Bureau of Curriculum, Assessment and Instruction

- Mandate Waiver Program Procedural Manual
- Contact: Holly Sebastian (717-346-2120)

V. OTHER

A. State Board of Education

- Resolution regarding standards for consideration of future alternative certification program requests
- Contact: Karen Molchanow (717-787-3787)

B. 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)

C. Bureau of Curriculum, Assessment and Instruction

- 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) or Karen Feuchtenberger (717-787-5500)

D. Bureau of School Leadership and Teacher Quality

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

E. 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: Patricia Landis (717-772-3623)

F. Bureau of Curriculum, Assessment and Instruction

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

G. 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)

H. Bureau of Curriculum, Assessment and Instruction

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

I. State Board of Education

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

J. 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 (EHB)

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
- Internal Operating Procedures

Contact: Assistant Counsel John Dixon, Esq. (717) 787-7115, johndixon@pa.gov; or Senior Assistant Counsel Maryanne Wesdock, Esq., (412) 565-5245, mwesdock@pa.gov

Department of ENVIRONMENTAL PROTECTION (DEP)

In accordance with the Department of Environmental Protection's (Department) Policy for Development and Publication of Technical Guidance, the Department provides notice of the availability of the Non-Regulatory Agenda. The Non-Regulatory Agenda serves as a guide and resource to the regulated community, the public,

Department staff and members of the Department's advisory committees regarding the focus of the Department's policy development for the coming year. The types of documents listed in the Non-Regulatory Agenda include policies and technical guidance documents ("TGD") that provide directives, guidance or other relevant compliance-related information.

The Department encourages the use of the Internet to view and download technical guidance documents. The Non-Regulatory Agenda is available on the Public Participation Center of the Department's web site at www.dep.state.pa.us (select "Public Participation Center," then "Public Comments," then "Technical Guidance"). Questions regarding the Non-Regulatory Agenda should be directed to Laura Henry, Technical Guidance Coordinator, Department of Environmental Protection, Policy Office, 400 Market Street, P. O. Box 2063, Harrisburg, PA 17105-2063, (717) 783-8727, ra-epthepolicyoffice@pa.gov. Questions regarding the specific documents listed on the Agenda should be directed to the respective contact person listed on the Non-Regulatory Agenda.

TITLE: *POLICY FOR DEVELOPMENT AND PUBLICATION OF TECHNICAL GUIDANCE*

DEP ID: 012-0900-001

DESCRIPTION: Establishes the standards and procedures for DEP staff for the drafting of TGDs and creates a uniform process for developing, approving, and publishing these documents.

TYPE/ACTION: Policy/Interim Final

APPLICABLE ADVISORY COMMITTEE(S): All

PA. BULLETIN STATUS: Published as Interim Final, 5/30/2015

CONTACT PERSON: Laura Henry, Policy Office, (717) 783-8727, lahenry@pa.gov

TITLE: *POLICY FOR DEVELOPMENT, APPROVAL, AND AVAILABILITY OF REGULATIONS*

DEP ID: 012-0820-001

DESCRIPTION: Establishes the criteria and a uniform process for the development, approval and dissemination of proposed and final regulations under statutes administered by DEP.

TYPE/ACTION: Policy/Interim Final

ADV. CMTE(S): All

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Laura Edinger, Policy Office, (717) 783-8727, ledinger@pa.gov

TITLE: *BLASTER'S LICENSE SUSPENSION AND REVOCATION PROCEDURE*

DEP ID: 562-2402-501

DESCRIPTION: Describes the procedure for the suspension, modification or revocation of a blaster's license and related compliance and/or penalty assessment actions.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): N/A

PA.B. STATUS: Published as Draft, 5/3/2014

CONTACT: Rick Lamkie, Mining Programs, (814) 472-1885, rlamkie@pa.gov

TITLE: *GUIDELINES FOR BENEFICIAL USE OF COAL ASH AT COAL MINES*

DEP ID: 563-2112-228

DESCRIPTION: Explains some new requirements for the beneficial use of coal ash put in place as a result of amendments to Chapter 287 and the development of the new Chapter 290. It clarifies implementation of the new requirements and various items identified through research and/or monitoring data.

TYPE/ACTION: TGD/New

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Published as Draft, 12/13/2014

CONTACT: Sharon Hill, Mining Programs, (717) 787-6842, shill@pa.gov

TITLE: *BENEFICIAL USE OF GENERAL PERMIT (GP) MATERIAL AT ACTIVE COAL MINES*

DEP ID: 563-2112-208

DESCRIPTION: Will provide direction to DEP staff and permittees about the nature and scope of the mining program review of GP materials proposals.

TYPE/ACTION: TGD/New

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Sharon Hill, Mining Programs, (717) 787-6842, shill@pa.gov

TITLE: *COAL SURFACE MINING ACTIVITY PERMIT PRE-APPLICATION REVIEW*

DEP ID: 563-2112-214

DESCRIPTION: Describes a formal, voluntary pre-application process to facilitate discussion between a mine operator and the Department concerning major items which will need to be addressed in the formal permit application.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Sharon Hill, Mining Programs, (717) 787-6842, shill@pa.gov

TITLE: *FINANCIAL ASSURANCE AND BOND ADJUSTMENTS FOR MINE SITES WITH POST-MINING DISCHARGES*

DEP ID: 563-2504-450

DESCRIPTION: Establishes how bonding laws are implemented for sites with a post-mining discharge.

TYPE/ACTION: TGD/Withdrawal of Draft Revisions

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Withdrawn, Quarter 3, 2015

CONTACT: Bill Allen, Mining Programs, (717) 783-9580, wallen@pa.gov

TITLE: *ENGINEERING MANUAL FOR MINING OPERATIONS*

DEP ID: 563-0300-101

DESCRIPTION: Describes acceptable designs and when variations are possible for sections of mining permit applications which involve engineering, including erosion and sedimentation control, water treatment, haul roads, stream encroachments, culverts, wetlands and areas where mining is restricted.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Greg Shuler, Mining Programs, (717) 783-1199, gshuler@pa.gov

TITLE: *GOVERNMENT FINANCED CONSTRUCTION CONTRACTS*

DEP ID: 563-2000-001

DESCRIPTION: Defines procedures for authorizing incidental and necessary coal extraction, coal refuse removal, and utilization of excess spoil from an active mine for reclaiming abandoned mine lands under a government-financed construction contract.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Chris Yeakle, Mining Programs, (814) 797-1191, cyeakle@pa.gov

TITLE: *CIVIL PENALTY ASSESSMENTS*

DEP ID: 562-4180-306

DESCRIPTION: Establishes procedures to assure consistency in civil penalty calculations for violations related to mining operations.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Chris Yeakle, Mining Programs, (814) 797-1191, cyeakle@pa.gov

TITLE: *USE OF RECLAMATION FILL AT ACTIVE NONCOAL SITES*

DEP ID: 563-2000-301

DESCRIPTION: Establishes the procedure and standards for using imported fill for reclamation at active permitted mine sites.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Published as Draft, 12/27/2014

CONTACT: Sharon Hill, Mining Programs, (717) 787-6842, shill@pa.gov

TITLE: *DEVELOPING NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITS FOR MINING ACTIVITIES*

DEP ID: 563-2112-115

DESCRIPTION: Provides direction establishing effluent limits for NPDES permits associated with mining activities to ensure timely and compliant point source permitting.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Mining and Reclamation Advisory Board

PA.B. STATUS: Published as Draft, 12/27/2014

CONTACT: Sharon Hill, Mining Programs, (717) 787-6842, shill@pa.gov

TITLE: *CONSIDERATION OF PUBLIC RESOURCES IMPLEMENTATION POLICY FOR OIL AND GAS OPERATIONS*

DEP ID: TBD

DESCRIPTION: Will provide technical guidance on the requirements for consideration of public resources for oil and gas operations under the revised sections 78.15 and 78a.15 (relating to application requirements).

TYPE/ACTION: TGD/New

ADV. CMTE(S): Oil & Gas Technical Advisory Board, Conventional Oil & Gas Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Kurt Klappkowski, Oil and Gas Planning and Program Management, (717) 772-2199, kklappkowsk@pa.gov

TITLE: *UNCONVENTIONAL OIL AND GAS OPERATIONS NOISE MITIGATION POLICY*

DEP ID: TBD

DESCRIPTION: Will provide technical guidance for implementation of the newly proposed section 78a.41 (relating to noise mitigation requirements).

TYPE/ACTION: Policy/New

ADV. CMTE(S): Oil & Gas Technical Advisory Board

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Kurt Klappkowski, Oil and Gas Planning and Program Management, (717) 772-2199, kklappkowsk@pa.gov

TITLE: *WATER SUPPLY REPLACEMENT AND WATER QUALITY STANDARDS POLICY FOR WATER SUPPLIES IMPACTED BY OIL AND GAS OPERATIONS*
DEP ID: TBD
DESCRIPTION: Will provide implementation guidance for the revisions to Chapters 78 and 78a regarding the protection and replacement of water supplies, including requirements in sections 78.51 and 78a.51 (relating to protection of water supplies).
TYPE/ACTION: Policy/New
ADV. CMTE(S): Oil & Gas Technical Advisory Board, Conventional Oil & Gas Advisory Committee
PA.B. STATUS: Publish as Draft, Quarter 4, 2015
CONTACT: Joseph Adams, Oil and Gas Planning and Program Management, (717) 772-2199, josepadams@pa.gov

TITLE: *AREA OF REVIEW SUMMARY REPORT TECHNICAL GUIDANCE*
DEP ID: TBD
DESCRIPTION: Will explain the DEP's expectations for the Area of Review Report under the revised sections 78.52a and 78a.52a (relating to area of review); it will also include a section addressing the Monitoring Plan.
TYPE/ACTION: TGD/New
ADV. CMTE(S): Oil & Gas Technical Advisory Board, Conventional Oil & Gas Advisory Committee
PA.B. STATUS: Publish as Draft, Quarter 4, 2015
CONTACT: Seth Pelepko, Oil and Gas Planning and Program Management, (717) 772-2199, mipelepko@pa.gov

TITLE: *DEFECTIVE CEMENT POLICY*
DEP ID: TBD
DESCRIPTION: Will provide a formal reference for operators who identify gas or other fluids flowing through a cemented annular space, outlining the standards that must be satisfied in order to file a pre-approved corrective action plan and other scenarios related to the identification of defective cement or casing.
TYPE/ACTION: Policy/New
ADV. CMTE(S): Oil & Gas Technical Advisory Board, Conventional Oil & Gas Advisory Committee
PA.B. STATUS: Publish as Draft, Quarter 2, 2016
CONTACT: Seth Pelepko, Oil and Gas Planning and Program Management, (717) 772-2199, mipelepko@pa.gov

TITLE: *PRESSURE BARRIER TECHNICAL GUIDANCE*
DEP ID: TBD
DESCRIPTION: Will serve as a reference for DEP Oil and Gas Inspectors and the industry when there is a need to employ well control equipment, indicating what pressure control measures are appropriate.
TYPE/ACTION: TGD/New
ADV. CMTE(S): Oil & Gas Technical Advisory Board
PA.B. STATUS: Publish as Draft, Quarter 2, 2016
CONTACT: Seth Pelepko, Oil and Gas Planning and Program Management, (717) 772-2199, mipelepko@pa.gov

TITLE: *INDUCED SEISMICITY TECHNICAL GUIDANCE*
DEP ID: TBD
DESCRIPTION: Will serve as a reference for actions that should be taken during hydraulic fracturing and deep well disposal operations in areas of the oil and gas region characterized by higher seismic risk.
TYPE/ACTION: TGD/New
ADV. CMTE(S): Oil & Gas Technical Advisory Board
PA.B. STATUS: Publish as Draft, Quarter 4, 2016
CONTACT: Seth Pelepko, Oil and Gas Planning and Program Management, (717) 772-2199, mipelepko@pa.gov

TITLE: *IMPLEMENTATION PLAN FOR ACT 162 OF 2014*
DEP ID: 310-2135-001
DESCRIPTION: Provides the department's interpretation and implementation of Act 162 of 2014 related to regulatory requirements for riparian buffers or riparian forest buffers for department and County Conservation District staff, regulated entities and the public.
TYPE/ACTION: Policy/Interim Final
ADV. CMTE(S): Water Resources Advisory Committee
PA.B. STATUS: Published as Interim Final, 12/20/2014
CONTACT: Jennifer Orr, Waterways Engineering and Wetlands, (717) 772-5961, jeorr@pa.gov

TITLE: *RIPARIAN BUFFER OR RIPARIAN FOREST BUFFER EQUIVALENCY DEMONSTRATION*
DEP ID: 310-2135-002
DESCRIPTION: Outlines the equivalency demonstration criteria and process for meeting the requirements of Act 162 of 2014 as it relates to the Riparian Buffer or Riparian Forest Buffer Equivalency Demonstration as required in 35 P. S. § 691.402(c)(1).
TYPE/ACTION: TGD/Interim Final
ADV. CMTE(S): Water Resources Advisory Committee
PA.B. STATUS: Published as Interim Final, 3/21/2015

CONTACT: Jennifer Orr, Waterways Engineering and Wetlands, (717) 772-5961, jeorr@pa.gov

TITLE: *RIPARIAN BUFFER OR RIPARIAN FOREST BUFFER OFFSETTING*

DEP ID: 310-2135-003

DESCRIPTION: Outlines the replacement criteria and permitting process for persons needing to meet the requirements in 35 P. S. § 691.402(c)(2) of Act 162 as it relates to the Riparian Buffer or Riparian Forest Buffer Offsetting.

TYPE/ACTION: TGD/Interim Final

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Published as Interim Final, 3/21/2015

CONTACT: Jennifer Orr, Waterways Engineering and Wetlands, (717) 772-5961, jeorr@pa.gov

TITLE: *PENNSYLVANIA FUNCTION BASED COMPENSATION PROTOCOL*

DEP ID: 310-2137-001

DESCRIPTION: Provides guidance for establishing a system for valuing compensatory mitigation for use with Chapter 105 actions.

TYPE/ACTION: TGD/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Final, Quarter 4, 2015

CONTACT: Sid Freyermuth, Waterways Engineering and Wetlands, (717) 772-5977, sfreyermut@pa.gov

TITLE: *PENNSYLVANIA WETLAND CONDITION LEVEL 2 RAPID ASSESSMENT*

DEP ID: 310-2137-002

DESCRIPTION: Provides guidance for assessing the condition of a wetland for use in Chapter 105 permit applications when detailed wetland functional assessments are not required, outlining how to conduct assessments and the factors to consider, and establishes a scoring system based upon condition categories; to be used with the Function Based Aquatic Resource Compensation Protocol (310-2137-001).

TYPE/ACTION: TGD/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Final, Quarter 4, 2015

CONTACT: Sid Freyermuth, Waterways Engineering and Wetlands, (717) 772-5977, sfreyermut@pa.gov

TITLE: *PENNSYLVANIA RIVERINE CONDITION LEVEL 2 RAPID ASSESSMENT*

DEP ID: 310-2137-003

DESCRIPTION: Provides guidance for assessing the condition of riverine aquatic resources for use in Chapter 105 permit applications, outlining how to conduct assessments and the factors to consider, and establishes a scoring system based upon condition categories; to be used with the Function Based Aquatic Resource Compensation Protocol (310-2137-001).

TYPE/ACTION: TGD/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Final, Quarter 4, 2015

CONTACT: Sid Freyermuth, Waterways Engineering and Wetlands, (717) 772-5977, sfreyermut@pa.gov

TITLE: *PENNSYLVANIA LACUSTRINE CONDITION LEVEL 2 RAPID ASSESSMENT*

DEP ID: 310-2137-004

DESCRIPTION: Provides guidance for assessing the condition of lacustrine aquatic resources for use in Chapter 105 permit applications, outlining how to conduct assessments and the factors to consider, and establishes a scoring system based upon condition categories; to be used with the Function Based Aquatic Resource Compensation Protocol (310-2137-001).

TYPE/ACTION: TGD/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Published as Draft, 3/8/2014

CONTACT: Sid Freyermuth, Waterways Engineering and Wetlands, (717) 772-5977, sfreyermut@pa.gov

TITLE: *COMPENSATION POLICY*

DEP ID: TBD

DESCRIPTION: Will provide direction on the use of guidelines, standards and related information for the purposes of developing compensatory mitigation proposals to meet the applicable requirements of Chapter 105 and the federal Clean Water Act.

TYPE/ACTION: Policy/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Sid Freyermuth, Waterways Engineering and Wetlands, (717) 772-5977, sfreyermut@pa.gov

TITLE: *PENNSYLVANIA WETLAND REPLACEMENT PROJECT*

DEP ID: 363-0200-003

DESCRIPTION:	Details the provisions of DEP's funding program for the construction of large scale wetland replacement projects. This program no longer complies with federal rules and a new program to replace it is in the federal approval process; therefore, this document needs to be rescinded.	TITLE:	<i>GUIDANCE FOR SURFACE WATER IDENTIFICATION PROTOCOL</i>
TYPE/ACTION:	Policy/Rescission	DEP ID:	383-3500-106
ADV. CMTE(S):	N/A	DESCRIPTION:	Describes hydrogeologic procedure for identification of new/existing community groundwater sources that are under the direct influence of surface water.
PA.B. STATUS:	Publish as Rescinded, Quarter 1, 2016	TYPE/ACTION:	TGD/Substantive Revision
CONTACT:	Sid Freyermuth, Waterways Engineering and Wetlands, (717) 772-5977, sfreyermut@pa.gov	ADV. CMTE(S):	Small Water Systems Technical Assistance Center Board
TITLE:	<i>ACID MINE DRAINAGE SET-ASIDE PROGRAM: PROGRAM IMPLEMENTATION GUIDELINES</i>	PA.B. STATUS:	Publish as Draft, Quarter 1, 2016
DEP ID:	370-5500-001	CONTACT:	Chad Reisch, Safe Drinking Water, (717) 772-4061, creisch@pa.gov
DESCRIPTION:	Establishes uniform procedures to ensure that the AMD Set Aside Program is implemented in a scientifically sound and cost effective manner in order to maximize the stream miles restored with the funds available.	TITLE:	<i>COMPLIANCE AND ENFORCEMENT GUIDANCE FOR THE OPERATOR CERTIFICATION (CHAPTER 302) REGULATIONS</i>
TYPE/ACTION:	TGD/Substantive Revision	DEP ID:	TBD
ADV. CMTE(S):	Mining and Reclamation Advisory Board	DESCRIPTION:	Will provide an outline for DEP staff to follow when taking enforcement actions against Certified Operators and system owners under the Chapter 302 regulations.
PA.B. STATUS:	Published as Draft, 2/21/2015	TYPE/ACTION:	TGD/New
CONTACT:	Pamela Milavec, Conservation and Restoration, (814) 472-1832, pmilavec@pa.gov	ADV. CMTE(S):	Certification Program Advisory Committee
TITLE:	<i>IMPROVING WATERS REPORT GUIDANCE DOCUMENT</i>	PA.B. STATUS:	Publish as Draft, Quarter 4, 2015
DEP ID:	394-3000-001	CONTACT:	Scott Sykes, Safe Drinking Water, (717) 772-4056, isykes@pa.gov
DESCRIPTION:	Will establish types of, threshold levels, and collection procedures for data that will be considered in determining improving waters in Pennsylvania.	TITLE:	<i>4-LOG TREATMENT OF VIRUSES DEMONSTRATION GUIDANCE</i>
TYPE/ACTION:	TGD/New	DEP ID:	385-2125-001
ADV. CMTE(S):	Water Resources Advisory Committee	DESCRIPTION:	Establishes the guidance and procedures DEP staff will follow to review and evaluate public water supplier's 4-Log demonstrations under the drinking water management programs.
PA.B. STATUS:	Publish as Draft, Quarter 3, 2015	TYPE/ACTION:	TGD/Withdrawal of Draft Revisions
CONTACT:	Diane Wilson, Conservation and Restoration, (717) 787-3730, diawilson@pa.gov	ADV. CMTE(S):	N/A
TITLE:	<i>REVISED TOTAL COLIFORM RULE (RTCR) IMPLEMENTATION GUIDANCE DOCUMENTS</i>	PA.B. STATUS:	Publish as Withdrawn, Quarter 3, 2015
DEP ID:	TBD	CONTACT:	Lisa Daniels, Safe Drinking Water, (717) 772-4046, ldaniels@pa.gov
DESCRIPTION:	Will include lab reporting instructions, sampling plans, and guidance for seasonal systems.	TITLE:	<i>PUBLIC WATER SUPPLY MANUAL, PART III</i>
TYPE/ACTION:	TGD/New	DEP ID:	383-2126-303
ADV. CMTE(S):	Small Water Systems Technical Assistance Center Board	DESCRIPTION:	Establishes the design standards and application procedures for DEP staff in processing permit applications for bottled water, bulk water hauling, water vending machines and retail water facilities.
PA.B. STATUS:	Publish as Draft, Quarter 1, 2016	TYPE/ACTION:	TGD/Withdrawal of Draft Revisions
CONTACT:	Jeff Allgyer, Safe Drinking Water, (717) 772-4015, jallgyer@pa.gov	ADV. CMTE(S):	N/A
		PA.B. STATUS:	Publish as Withdrawn, Quarter 3, 2015

CONTACT: Lisa Daniels, Safe Drinking Water, (717) 772-4046, ldaniels@pa.gov
TITLE: *GUIDANCE FOR REVIEWING CAPITAL GRANTS FOR CONSTRUCTION*
DEP ID: 381-5500-001
DESCRIPTION: Establishes a consistent process for DEP staff in the evaluation of proposals for capital improvement grants for wastewater, drinking water and stormwater projects. These grants no longer exist and the handbook has not been used for over 10 years; therefore, this document needs to be rescinded.
TYPE/ACTION: TGD/Rescission
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015
CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov
TITLE: *MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY (PENNVEST)*
DEP ID: 381-5511-012
DESCRIPTION: MOU between DEP and PENNVEST outlining the roles and responsibilities between the two agencies for the implementation of the Drinking Water and Clean Water State Revolving Loan Fund Programs. A new MOU was put in place in 2012; therefore, this document needs to be rescinded.
TYPE/ACTION: Policy/Rescission
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015
CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov
TITLE: *HANDBOOK FOR PENNVEST DRINKING WATER PROJECTS*
DEP ID: 383-5500-113
DESCRIPTION: Describes how to apply for grants and loans for the construction and upgrade of drinking water systems in Pennsylvania provided by the Pennsylvania Infrastructure Investment Authority. This document has been replaced by Standard Operating Procedures for staff and informational documents and help guides posted on the DEP and PENNVEST websites; it needs to be rescinded as it is in conflict with these documents and revised regulations now being promulgated by the PENNVEST Board.

TYPE/ACTION: TGD/Rescission
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015
CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov
TITLE: *HANDBOOK FOR PENNVEST WASTEWATER PROJECTS*
DEP ID: 381-5511-113
DESCRIPTION: Describes how to apply for grants and loans for the construction and upgrade of wastewater systems in Pennsylvania provided by the Pennsylvania Infrastructure Investment Authority.
TYPE/ACTION: TGD/Rescission
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015
CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov
TITLE: *INTERIM GUIDANCE ON THE SOLICITATION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRMS*
DEP ID: 381-5511-014
DESCRIPTION: Describes the process to comply with the DBE solicitation requirements for grants and loans offered by the PENNVEST program.
TYPE/ACTION: TGD/Withdrawal of Draft Revisions
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Withdrawn, Quarter 3, 2015
CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov
TITLE: *PENNSYLVANIA'S CONTINUOUS PLANNING PROCESS FOR WATER QUALITY MANAGEMENT*
DEP ID: 394-0810-001
DESCRIPTION: Describes processes the DEP uses to manage water quality programs in accordance with Section 303(e)(1) of the federal Clean Water Act.
TYPE/ACTION: Policy/Minor Revision
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Final, Quarter 3, 2015
CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov
TITLE: *TRADING OF NUTRIENT AND SEDIMENT REDUCTION CREDITS-POLICY AND GUIDELINES*
DEP ID: 392-0900-001

DESCRIPTION: Describes the requirements for the voluntary generation and trading of nutrient and sediment reduction credits to meet water quality requirements under applicable laws and regulations. These guidelines were replaced by Chapter 96.8 regulations. This document needs to be rescinded, as it is in conflict with those regulations.

TYPE/ACTION: TGD/Rescission

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015

CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov

TITLE: *APPENDIX A—NUTRIENT TRADING CRITERIA SPECIFIC FOR THE CHESAPEAKE BAY WATERSHED*

DEP ID: 392-0900-001

DESCRIPTION: Attachment to document 392-0900-001, Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.

TYPE/ACTION: TGD/Rescission

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015

CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov

TITLE: *ATTACHMENT 1—POINT SOURCE ALLOCATION STRATEGY*

DEP ID: 392-0900-001

DESCRIPTION: Attachment to document 392-0900-001, Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.

TYPE/ACTION: TGD/Rescission

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015

CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov

TITLE: *ATTACHMENT 2—OVERVIEW OF WASTEWATER PLANNING PROGRAM PROCEDURES*

DEP ID: 392-0900-001

DESCRIPTION: Attachment to document 392-0900-001, Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.

TYPE/ACTION: TGD/Rescission

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015

CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov

TITLE: *ATTACHMENT 3—OVERVIEW OF AGRICULTURE SECTOR'S PARTICIPATION IN NUTRIENT TRADING*

DEP ID: 392-0900-001

DESCRIPTION: Attachment to document 392-0900-001, Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.

TYPE/ACTION: TGD/Rescission

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Rescinded, Quarter 3, 2015

CONTACT: Veronica Kasi, Point and Nonpoint Source Management, (717) 772-4053, vbkasi@pa.gov

TITLE: *MANUAL FOR LAND TREATMENT OF WASTEWATER*

DEP ID: 362-2000-009

DESCRIPTION: Provides general guidance on the existing methods and types of land treatment systems and their relative effectiveness and limitations.

TYPE/ACTION: TGD/Withdrawal of Draft Revisions

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Withdrawn, Quarter 3, 2015

CONTACT: Lee McDonnell, Point and Nonpoint Source Management, (717) 787-5107, lmcdonnell@pa.gov

TITLE: *IMPACT OF THE USE OF SUBSURFACE DISPOSAL SYSTEMS ON GROUNDWATER NITRATE NITROGEN LEVELS*

DEP ID: 362-2207-004

DESCRIPTION: Outlines standards for studying and evaluating new methods of sewage disposal in continuing support of the policy goals set by the Sewage Facilities Act 537, including consideration of on-lot wastewater disposal systems and consideration of the use of denitrifying technologies, as and where they apply.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Sewage Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: John Diehl, Point and Nonpoint Source Management, (717) 783-2941, jdiehl@pa.gov

TITLE: *SMALL FLOW TREATMENT FACILITIES MANUAL*

DEP ID: 362-0300-002

DESCRIPTION: Amends and clarifies, and adds additional treatment facilities to guidance regarding the design, permitting, installation, operation and maintenance of domestic wastewater treatment facilities with flows not greater than 2,000 gallons per day (gpd).

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Kevin McLeary, Point and Nonpoint Source Management, (717) 783-1820, kmcleary@pa.gov

TITLE: *DESIGN STANDARDS FOR DOMESTIC WASTEWATER FACILITIES*

DEP ID: 385-2188-003

DESCRIPTION: Will outline the design standards for domestic wastewater facilities and replace and amend Part III of the existing *Domestic Wastewater Facilities Manual* (362-0300-001), including additional design standards for Sequencing Batch Reactor (SBR), Ultraviolet (UV) (Light) Disinfection, and Membrane Bioreactors (MBR).

TYPE/ACTION: TGD/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Kevin McLeary, Point and Nonpoint Source Management, (717) 783-1820, kmcleary@pa.gov

TITLE: *WATER QUALITY MANAGEMENT PERMITTING*

DEP ID: TBD

DESCRIPTION: Will outline the administrative requirements for Water Quality Management permitting and replace and amend Parts I and II of the existing *Domestic Wastewater Facilities Manual* (362-0300-001).

TYPE/ACTION: TGD/New

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Kevin McLeary, Point and Nonpoint Source Management, (717) 783-1820, kmcleary@pa.gov

TITLE: *MANUAL FOR LAND TREATMENT OF WASTEWATER*

DEP ID: 362-2000-009

DESCRIPTION: Provides guidance regarding the land application of treated sewage and industrial wastewater.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Water Resources Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 2, 2016

CONTACT: Kevin McLeary, Point and Nonpoint Source Management, (717) 783-1820, kmcleary@pa.gov

TITLE: *GUIDELINES FOR THE EVALUATION OF UNDERGROUND STORAGE TANK CATHODIC PROTECTION SYSTEMS*

DEP ID: TBD

DESCRIPTION: Will establish guidelines regarding the evaluation of cathodic protection systems operating on underground storage tank systems, including other aspects related to the installation, operation and repair of cathodic protection systems where necessary.

TYPE/ACTION: TGD/New

ADV. CMTE(S): Storage Tank Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Kris Shiffer, Environmental Cleanup & Brownfields, (717) 772-5809, kshiffer@pa.gov

TITLE: *CLOSURE REQUIREMENTS FOR UNDERGROUND STORAGE TANK SYSTEMS*

DEP ID: 263-4500-601

DESCRIPTION: Establishes minimum standards that must be met to comply with the closure requirements for regulated underground storage tanks, including closure notification, tank handling and waste management and disposal, site assessment, sampling requirements, analytical requirements, release reporting and record keeping.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Storage Tank Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 1, 2016

CONTACT: Kris Shiffer, Environmental Cleanup & Brownfields, (717) 772-5809, kshiffer@pa.gov

TITLE: *CLOSURE REQUIREMENTS FOR ABOVEGROUND STORAGE TANK SYSTEMS*

DEP ID: 263-4200-001

DESCRIPTION: Establishes minimum standards that must be met to comply with the closure requirements for regulated large aboveground storage tanks, including closure notification, tank handling and waste management and disposal, site assessment, sampling requirements, analytical requirements, release reporting and record keeping.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Storage Tank Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 1, 2016

CONTACT: Kris Shiffer, Environmental Cleanup & Brownfields, (717) 772-5809, kshiffer@pa.gov

TITLE: *TECHNICAL EVALUATION GRANT*
DEP ID: 253-5500-612
DESCRIPTION: Describes the DEP procedure under which a host municipality can obtain a technical evaluation grant for review of a proposed remedial response plan developed pursuant to HSCA.
TYPE/ACTION: TGD/Substantive Revision
ADV. CMTE(S): N/A
PA.B. STATUS: Publish as Draft, Quarter 3, 2015
CONTACT: Noreen Wagner, Environmental Cleanup & Brownfields, (717) 783-9284, nwagner@pa.gov

TITLE: *LAND RECYCLING PROGRAM TGM: VAPOR INTRUSION INTO BUILDINGS FROM GROUNDWATER AND SOIL UNDER THE ACT 2 STATEWIDE HEALTH STANDARD*
DEP ID: 253-0300-100
DESCRIPTION: Provides guidance for how to address vapor intrusion (VI) from contaminated soil and groundwater into buildings as required by Act 2 Chapter 250.
TYPE/ACTION: TGD/Substantive Revision
ADV. CMTE(S): Cleanup Standards Scientific Advisory Board
PA.B. STATUS: Publish as Draft, Quarter 3, 2015
CONTACT: Michael Maddigan, Environmental Cleanup & Brownfields, (717) 772-3609, mmaddigan@pa.gov

TITLE: *LAND RECYCLING PROGRAM TECHNICAL GUIDANCE MANUAL*
DEP ID: 253-0300-100
DESCRIPTION: Provides guidance to persons conducting remediation at a site under Act 2, and is a comprehensive reference of the requirements and guidance for characterizing contamination in soil and groundwater and meeting a cleanup standard under Act 2.
TYPE/ACTION: TGD/Substantive Revision
ADV. CMTE(S): Cleanup Standards Scientific Advisory Board
PA.B. STATUS: Publish as Draft, Quarter 2, 2016
CONTACT: Michael Maddigan, Environmental Cleanup & Brownfields, (717) 772-3609, mmaddigan@pa.gov

TITLE: *MANAGEMENT OF FILL*
DEP ID: 258-2182-773
DESCRIPTION: Provides DEP's procedures for determining whether material is clean fill or regulated fill.
TYPE/ACTION: TGD/Substantive Revision
ADV. CMTE(S): Solid Waste Advisory Committee
PA.B. STATUS: Publish as Final, Quarter 1, 2016

CONTACT: Ali Tarquino-Morris, Waste Management, (717) 783-2630, altarquino@pa.gov
TITLE: *RADIOACTIVITY MONITORING AT SOLID WASTE PROCESSING AND DISPOSAL FACILITIES*
DEP ID: 250-3100-001
DESCRIPTION: Outlines the criteria for owners and operators of solid waste facilities monitoring for radiation from incoming loads of waste, and the criteria by which DEP will evaluate these activities in regard to waste facility permitting, operations and enforcement, radiation protection, grants, monitoring, administration and emergency.
TYPE/ACTION: TGD/Substantive Revision
ADV. CMTE(S): Solid Waste Advisory Committee
PA.B. STATUS: Publish as Draft, Quarter 2, 2016
CONTACT: Ali Tarquino-Morris, Waste Management, (717) 783-2630, altarquino@pa.gov

TITLE: *SETTLEMENT ACCOMMODATION PLAN*
DEP ID: TBD
DESCRIPTION: Will provide guidance for municipal waste landfills, through a minor permit modification, to utilize "air space" (capacity) by accounting for the settlement of waste that occurs over time.
TYPE/ACTION: TGD/New
ADV. CMTE(S): Solid Waste Advisory Committee
PA.B. STATUS: Publish as Draft, Quarter 2, 2016
CONTACT: Jason Dunham, Waste Management, (717) 787-1982, jadunham@pa.gov

TITLE: *CLARIFICATION OF THE DEFINITION OF REGULATED MEDICAL WASTE*
DEP ID: TBD
DESCRIPTION: Will provide guidance for generators of regulated medical waste to determine if waste containing blood, blood products, or body fluids from humans or animals falls under the definition of regulated medical waste.
TYPE/ACTION: TGD/New
ADV. CMTE(S): Solid Waste Advisory Committee
PA.B. STATUS: Publish as Draft, Quarter 2, 2016
CONTACT: Ali Tarquino-Morris, Waste Management, (717) 783-2630, altarquino@pa.gov

TITLE: *RADIATION PROTECTION COMPLIANCE & ENFORCEMENT GUIDANCE*
DEP ID: 291-4100-001

DESCRIPTION: Provides a rational and reasonable basis for tracking violations and initiating enforcement actions to require compliance with the statutes and regulations.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Radiation Protection Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Robert Zaccano, Radiation Protection, (717) 705-4995, rzaccano@pa.gov

TITLE: *PENNSYLVANIA RADON MITIGATION STANDARDS*

DEP ID: 294-2309-002

DESCRIPTION: Provides radon mitigation contractors with uniform standards that will ensure quality and effectiveness in the design, installation and evaluation of radon mitigation systems in detached and attached residential buildings three stories or less in height.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Radiation Protection Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 4, 2015

CONTACT: Robert Lewis, Radiation Protection, (717) 783-9485, rolewis@pa.gov

TITLE: *AIR QUALITY PERMIT PROTOCOL*

DEP ID: 275-2101-001

DESCRIPTION: Provides guidance for regional personnel in reviewing plan approval applications and conducting permit inspections for the air quality program.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): N/A

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Virendra Trivedi, Air Quality, (717) 787-4325, vtrivedi@pa.gov

TITLE: *AIR QUALITY PERMIT EXEMPTIONS*

DEP ID: 275-2101-003

DESCRIPTION: Provides criteria for sources and physical changes to sources determined to be eligible for permitting exemptions as sources of minor significance.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Air Quality Technical Advisory Committee, Small Business Compliance Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Virendra Trivedi, Air Quality, (717) 787-4325, vtrivedi@pa.gov

TITLE: *POLICY FOR SAMPLING AND DETERMINATION OF COMPLIANCE WITH LOW RVP GASOLINE REQUIREMENTS IN THE PITTSBURGH-BEAVER VALLEY OZONE NONATTAINMENT AREA*

DEP ID: 273-4000-008

DESCRIPTION: Clarifies the procedures DEP uses to implement the provisions of the low Reid Vapor Pressure (RVP) requirements found under Chapter 126, Subchapter C.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Air Quality Technical Advisory Committee, Small Business Compliance Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 2, 2016

CONTACT: Samantha Harmon, Air Quality, (717) 705-7686, saharmon@pa.gov

TITLE: *STAGE II PENALTY ASSESSMENT GUIDANCE*

DEP ID: 273-4130-005

DESCRIPTION: Outlines procedures for the assessing of penalties for any Stage II vapor recovery violation.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Air Quality Technical Advisory Committee, Small Business Compliance Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 2, 2016

CONTACT: Susan Foster, Air Quality, (717) 787-7019, sufoster@pa.gov

TITLE: *STAGE II TESTING REQUIREMENTS*

DEP ID: 274-3100-001

DESCRIPTION: Clarifies the testing and certification requirements for owners and operators of gasoline dispensing facilities that need Stage II vapor recovery controls.

TYPE/ACTION: TGD/Substantive Revision

ADV. CMTE(S): Air Quality Technical Advisory Committee, Small Business Compliance Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 2, 2016

CONTACT: Susan Foster, Air Quality, (717) 787-7019, sufoster@pa.gov

TITLE: *INSTRUCTIONS FOR COMPLIANCE DEMONSTRATIONS FOR EXEMPTION 38 AND GP-5*

DEP ID: TBD

DESCRIPTION: Will provide instructions to demonstrate compliance with Exemption 38 and GP-5.

TYPE/ACTION: TGD/New

ADV. CMTE(S): Air Quality Technical Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Naishadh Bhatt, Air Quality, (717) 787-2856, nabhatt@pa.gov

TITLE: *GUIDANCE FOR DETERMINATION OF SIGNIFICANT FIGURES, TEST METHOD ERROR TOLERANCES AND TIMELINESS FOR EVALUATION OF AIR CONTAMINANT EMISSIONS AND CONCENTRATIONS*

DEP ID: 273-4110-002

DESCRIPTION: This document will establish conventions for rounding, truncation, and determination of significant figures for determining air contaminant emissions and ambient concentrations and timeliness criteria for demonstrations and determinations of compliance.

TYPE/ACTION: TGD/New

ADV. CMTE(S): Air Quality Technical Advisory Committee, Small Business Compliance Advisory Committee

PA.B. STATUS: Publish as Draft, Quarter 3, 2015

CONTACT: Douglas Haulik, Air Quality, (717) 772-4482, dhaulik@pa.gov

Department of GENERAL SERVICES (DGS)

I. POLICY STATEMENTS

A. Deputy Secretary for Property Management (Contact: Julien Gaudion, 717-783-5028)

- Use of the Public Areas of the Capitol Complex, 4 Pa. Code §§ 86.1—86.6

B. Deputy Secretary for Public Works (Contact: Elizabeth O'Reilly, 717-787-7095)

- 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.

C. Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 717-783-3119)

- 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

D. Bureau of Real Estate (Contact: Elizabeth Woods, 717-787-2834)

- Department of General Services Downtown Location Law Guidelines Statement of Policy (Revised)

II. GUIDANCE MANUALS

A. Bureau of Procurement (Contact: Jenny Doherty, 717-787-5862)

- M215.3 Procurement Handbook

B. Bureau of Publications (Contact: Marcie Carr, 717-787-9047)

- M210.4 Forms Management (8/16/1983)
- M210.5 Standard (STD) Forms Management (9/15/1998)
- M210.6 Publications Management (8/01/1984)

C. Bureau of Real Estate (Contact: Elizabeth Woods, 717-787-2834)

- M260.1 Manual for Space Utilization (3/11/2004)

D. Bureau of Vehicle Management (Contact: James Fiore, 717-787-3162)

- M615.3 Commonwealth Fleet Procedures Manual (11/10/2011)

III. INTERNAL GUIDELINES

A. Bureau of Human Resources-Shared Services-DGS & Dept. of State (Contact: Patrick Striggle, 717-783-1277)

- 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)

B. Bureau of Police and Safety (Contact: Joseph Jacob, 717-787-9013)

- Capitol Police Duty Manual

C. Bureau of Supplies and Surplus Operations (Contact: Mary Beth Stringent, 787-5940)

- Surplus Property Distribution Report Systems User's Manual (4/28/2004) and related forms and email registration
- Warehouse and Distribution Division Policies and Procedures Manual (8/15/2006) and related forms and metrics

D. Commonwealth Agency Recycling Office (Contact: Matt Blascovich, 717-772-2300)

- Recycling Policy Recycling Guide
- Agency Waste Paper Recycling
- Agency Toner Cartridge Recycling
- Agency Battery Recycling

IV. MANAGEMENT DIRECTIVES and ADMINISTRATIVE CIRCULARS

A. Bureau of Facilities Management (Contact: Jason Snyder, 717-787-5341)

- A.C. 14-13 Holiday Trees and Decorations in Commonwealth-Owned or Leased Buildings (09/24/14)
- 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)

B. Bureau of Police and Safety (Contact: Joseph Jacob, 717-787-9013)

- 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 (06/02/2014)
- M.D. 720.7 Bomb Threats and Suspicious Packages (7/29/2010)

C. Bureau of Publications (Contact: Marcie Pesta, 717-787-9047)

- M.D. 220.9 Publication Services (11/25/13)
- M.D. 240.7 Submission of Changes to the Commonwealth Telephone Directory (8/18/2008)

D. Bureau of Procurement (Contact: Jenny Doherty, 717-787-5862)

- M.D. 215.8 Contractor Integrity Provisions for Commonwealth Contracts (01/14/2015)
- 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)

E. Commonwealth Agency Recycling Office (Contact: Mary Beth Stringent, 717-787-5940)

- M.D. 205.22 Recycling, Waste Reduction and Procurement of Environmentally Preferable Products (9/19/2014)

F. Commonwealth Media Services (Contact: Jerry Kambic, 717-787-9777)

- M.D. 220.1 Commonwealth Media Services (01/14/2008)

G. Bureau of Risk and Insurance Management (Contact: Kenneth Love, 717-787-2492)

- M.D. 630.2 Reporting of Employee Liability Claims (5/15/2013)

H. Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 717-783-3119)

- M.D. 215.16 Contract Compliance Program (02/24/2015)

I. Bureau of Real Estate (Contact: Elizabeth Woods, 717-787-4394)

- 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)

J. Bureau of Publications (Contact: Marcie Carr, 717-787-9047)

- A.C. 14-12 Availability—Commonwealth Telephone Directory (08/20/2014)

K. Bureau of Vehicle Management (Contact: James Fiore, 717-787-3162)

- M.D. 615.1 Commonwealth Temporary Transportation Vehicles (2/27/2013)
- M.D. 615.16 Commonwealth Fleet Policy (11/10/2011)

V. EXTERNAL GUIDELINES**A. Bureau of Construction** (Contact: Dan Weinzierl, 717-787-6330)

- 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
 - Administrative Procedures for the GESA Contract, 2014 Edition
 - General Conditions of the GESA Contract, 2014 Edition
 - General Conditions of the Construction Contract, 2014 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)

B. Bureau of Engineering and Architecture (Contact: Gary Taylor, 717-787-6200) (additional Design Forms and Small Business Forms available on the DGS website)

- 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

C. Bureau of Professional Selections and Administrative Services (Contact: Herb Pfuhl, 717-787-7856)

- 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

D. Bureau of Facilities Management (Contact: Jason Snyder, 717-787-5341)

- Application for Use of Public Areas of Capitol Complex (Updated January 2010)

E. Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 717-783-3119) Available on the DGS website:

- Interim Verification Process
 - Procurement Small Diverse Business Program
 - Construction Small Diverse Business Program Small Business Contracting Programs
 - Small and Small Diverse Business Application and Instruction Registration Guide
- (additional information available on the DGS website)

F. Bureau of Supplies and Surplus Operations (Contact: Mary Beth Stringent, 717-787-5940)

Available on the DGS website:

- Surplus Property Operations
- Surplus Sampler Newsletter
- Sign up for Email alerts
- State Surplus Property Program
- Heavy Equipment Sale Flyer
- Fixed Price Auto Sales
- Federal Surplus (Property Program)
- Federal Surplus online inventory list

- Federal Surplus for Veterans Flyer & guidelines
- Federal Surplus—SBA 8(a) information
- Federal Surplus Application—Required documents
- 1122 Law Enforcement Program
- GSA schedules for 1122 Program
- 1033 Law Enforcement (Program)
- Federal Surplus Application
- Law Enforcement Program Application
- Bureau Informational Brochure
- Bridge Marketing
- Request Property form
- Warehouse and Distribution Division
- Federal Surplus—Direct Allocation
- Federal Surplus—Just Arrived
- Commonwealth Recycling

G. Bureau of Procurement (Contact: Jenny Doherty, 717-787-5862)

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)

H. Bureau of Risk and Insurance Management (Contact: Kenneth Love, 717-787-2492)

Available on the DGS website:

- Processing an Act 101 and/or Act 51 Claim (Updated June 2015)

I. Deputy Secretary for Public Works (Contact: Elizabeth O'Reilly, 717-787-7095)

Request for Proposal Process Guidelines, 2013 Edition
Application for Qualification Process Guidelines

J. Right to Know Law (Contact: Troy Thompson, 717-787-3197)

Departmental Policy GSP 4-12 Right-to-Know Policy

Department of HEALTH (DOH)

I. 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: Karin Simpson (717) 783-2500

A. 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

II. GUIDANCE MANUALS

A. 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)

B. 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

C. 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

D. 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

E. 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

F. 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.

G. 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

H. 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

I. 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

J. 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.health.pa.gov/facilities/Consumers/Healthcare%20Associated%20Infection%20\(HAI\)/Pages/HAI-Annual-Reports.aspx#.VZU0x2TD-Uk](http://www.health.pa.gov/facilities/Consumers/Healthcare%20Associated%20Infection%20(HAI)/Pages/HAI-Annual-Reports.aspx#.VZU0x2TD-Uk)

- 2008 Report: Healthcare Associated Infections (HAIs) in Pennsylvania Hospitals
- 2009 Report: Healthcare Associated Infections (HAIs) in Pennsylvania Hospitals
- 2010 Report: Healthcare 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

K. 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: Aaron Rhone (717) 787-8740

L. 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

M. 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

N. 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

O. Bureau of Communicable Diseases

1. Division of Immunizations

- PA VFC Fraud and Abuse Procedures (01/15)
- Vaccine Preventable Diseases Surveillance Follow-up Protocol (07/11)
- Vaccine Cold Chain Protocol for Immunization Providers (12/14)
- Vaccine Eligibility Criteria (12/14)
- Vaccines for Children Provider Handbook (05/15)
- Vaccines for Children Quality Assurance Manual (11/14)
- Perinatal Hepatitis B Prevention Program Case Follow-up Actions (12/14)
- Guidelines for Prevention of Perinatal Hepatitis B (11/13)
- Protocols for Perinatal Hepatitis B Prevention Program (02/13)
- Recommendations for Varicella Outbreak Prevention and Control in School or Childcare Group Settings (08/14)
- Immigration Status and Data Entry into the Statewide Immunization/Information System
- Mass Immunization Liability Protection Guidelines (08/14)
- Pennsylvania Quick Guides for Measles (02/15), Mumps (12/13), Rubella (12/13), Varicella (01/14), Pertussis (05/15), Procedure Manual School Immunization Regulations (05/10)

Contact: Cindy Findley (717) 787-5681

2. 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

P. 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

III. INTERNAL GUIDELINES

A. Bureau of Health Statistics and Research

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

Contact: Kylee Higgins (724) 698-2340

B. Bureau of Communicable Diseases

1. Division of Immunizations

- Perinatal HB Protocols
- Quality Assurance Handbook
- Cold Chain Failure Follow-up (12/01/14)
- VFC Provider suspension (05/07/11)

Contact: Cindy Findley (717) 787-5681

2. STD Program

- Guidelines: Use of the Internet to Perform Partner Service and Health Education Activities
- Biological Room Standard Operating Procedures (TB/STD)
- Data Security and Confidentiality Policy and Standards for Integrated Data Sharing Manual—TB/STD/HIV (01/13)
- Child Protective Services Guidelines for STD/HIV Field Staff (05/15)

Contact: Beth Butler (717) 787-3981

3. Division of HIV/AIDS

- HIV Counseling and Testing Operations Manual
- Housing Opportunities For Persons With AIDS Operations Manual
- Coalition and Fiscal Agents Operations Manual
- Combined Statewide Coordinated Statement of Need and Comprehensive Plan
- Jurisdictional Community HIV Prevention Plan

Contact: Kenneth McGarvey (717) 783-0572

4. Institutional Review Board

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

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

IV. OTHER

A. 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

B. 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

1. 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 (03/05/07)
- 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 (NEMSIS) (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

C. Office of Quality Assurance

- QA Annual Report
- Achieving Better Care by Monitoring All Prescriptions (ABC-MAP)

Contact: Christine Filipovich (717) 783-1078

D. Bureau of Facility Licensure and Certification

1. 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 6/25/14)
- Nurse Aide Registry Update—LTC PB No. 29 (Reviewed 6/25/14)
- Training of Companions/Sitters in T18 or 19 Facilities—LTC PB No. 31 (Reviewed 6/25/14)
- Disposition of Patient Medications—LTC PB No. 35 (Reviewed 6/25/14)
- Exception/Waiver Requests—LTC PB No. 37 (Reviewed 6/25/14)
- Taping of Exit Conference—LTC PB No. 42 (Reviewed 6/25/14)
- Informal Dispute Resolution—LTC PB No. 44 (Reviewed 6/25/14)
- Surety Bond Requirements—Clarification of “Obligee”—LTC PB No. 48 (Reviewed 6/25/14)
- Department Access to Records at Nursing Homes Pursuant to 35 P. S. § 448.813—LTC PB No. 49 (Reviewed 6/25/14)
- 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 6/25/14)
- Department of State Referrals of Licensed Professionals when allegations have been unsubstantiated—LTC PB No. 2012-2-1 (Issued February 14, 2012) (Reviewed 6/25/14)
- 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 6/25/14)
- Provider Bulletin 2012-11-13 Required Reportable Events/Actions by Facility (Issued 11/13/2012) (Reviewed 6/25/14)
- Provider Bulletin 2012-11-29 National Partnership to Improve Dementia Care and Reduce Antipsychotic Drug Use in Nursing Homes (Issued 11/29/2012) (Reviewed 6/25/14)

Contact: Susan Williamson (717) 787-1816

2. 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: Garrison Gladfelter (717) 783-8980

E. Bureau of Community Programs, Licensure & Certification

- Application for Tanning Registration HD01628F 07/07/2014
- Indoor Tanning FAQs 07/07/2014 Updated: 07/16/2014

Contact: George Hindson (717) 736-7362

1. Division of Home Health

- Home Health Survey Guideline: Physician Verbal Orders 5/3/2013
- Application forms for a Home Health license and/or Medicare Certification
- Technical Advisory 5/3/2013
- FAQ Regarding Medications
- FAQ Regarding Act 179
- Consumer Notice of Direct Care Worker Status form
- Department of Aging Criminal Background Unit
- Department of Human Services ChildLine
- Directory of Birth Centers and Other Types of Health Care Facilities by County and Survey Results
- Application forms for Birth Center licensure
- American Association for Birth Centers
- American Association for Birth Centers: Standards for Birth Centers
- Application forms for Hospice licensure and/or Medicare certification
- CMS Approved Accreditation Associations: Community Health Accreditation Program (CHAP)
- The Joint Commission (TJC)
- Hospice FAQs
- Search for Hospice agencies by county
- PA Hospice Network
- Hospice Association of America
- National Hospice and Palliative Care Organization
- Application forms for Medicare certification for ESRDs
- ESRD FAQ
- List of Fiscal Intermediaries
- Search for ESRD Survey History by County
- Complete Listing of ESRDs In Your Area
- National Kidney Foundation
- American Association of Kidney Patients
- Centers for Medicare/Medicaid Services
- American Kidney Fund
- ESRD Network 4, Inc.
- Directory of PECCs by county with survey results
- Generic Drug Substitution/Equivalency Overview of Laws/Regulations
- Narrow Therapeutic Index General Information
- Federal Requirements for Electronic Orders and Prescriptions
- Pennsylvania Wholesale Prescription Drug Distributors License Act FAQ
- Submit a New Registration Online
- Renew/Update/Cancel Existing Registration
- Download Blank Application Forms
- Infant Hearing Education Assessment Reporting & Referral (IHEARR) Act

- Registration Requirements for Fitters and Dealers
 - Department of State (Board of Speech, Hearing, Audiology & Board of Medicine)
 - American Speech & Hearing Association (ASHA)
 - National Board Certification Program
 - International Hearing Society
- Contact: Linda Chamberlain (717) 736-7350

F. 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

1. 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 Arbogast-Boes (717) 772-2762

G. Bureau of Women, Infants and Children (WIC)

- WIC State Plan of Operations
- Contact: Will Cramer (717) 783-1289

H. Bureau of Communicable Diseases

1. TB Program

- TB Control Manual
 - TB Outbreak Response Plan
- Contact: Kimberly Fitzpatrick (717)787-6267

2. STD Program

- STD Outbreak Response Plan
- PA NEDSS STD Program Reference Guide (available on line)
- Sexually Transmitted Diseases Treatment Guidelines 2015 (available online)

- Testing Guidelines for Obstetricians and Gynecologists for Hepatitis B, HIV and STD
- Program Operation Guidelines for STD Prevention (published by Centers for Disease Control and Prevention (CDC))

Contact: Beth Butler (717) 787-3981

I. 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

J. 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

K. 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

L. Bureau of Public Health Preparedness

- State Emergency Registry of Volunteers in Pennsylvania Criminal History Policy and Code of Conduct (2011-01) July 1, 2011
- Contact: Jeffrey Backer (717) 346-0640

M. Pennsylvania Center for Practice Transformation and Innovation

1. State Innovation Model Grant

- State Innovation Model Plan
- Contact: Stephanie Kuppersmith (717) 547-3103

N. 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: Stephanie Kuppersmith (717) 547-3103

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

O. 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

(Editor's Note: This document continues with the Department of Human Services (DHS) in Part III at 45 Pa.B. 4571 (August 8, 2015).)

