

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 sixteenth list of the nonregulatory documents. This list is updated and published annually on the first Saturday in August.

This catalog is being provided to ensure that the public has complete access to the information necessary to understand and comply with state regulations. We have made every effort to ensure that the catalog includes all documents in effect as of August 4, 2012; however, due to the breadth and changing nature of these documents, we cannot guarantee absolute accuracy. Facilitating access to information is important to enhancing the partnership between the regulated community and the state.

ADMINISTRATION

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

AGING

DECISIONS:

Office of Chief Counsel

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

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

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

INTERNAL GUIDELINES:

PHARMACEUTICAL PROGRAM (PACE)

Contact: PACE Compliance Division (717) 787-7313

PACE PROVIDER BULLETINS: 2012

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

- May 14, 2012—Prescriber NPI Edit: PACE D.Ø specifications require the prescriber's NPI (Prescriber ID field 411-DB) for all claims unless the cardholder's primary plan requires the prescriber's DEA.
- June 1, 2012—Part D 4Rx Identifier Edit: CMS has mandated that by July 1, 2012, all Part D sponsors require pharmacies to use current 4Rx data for Medicare Part D drug claim submissions.

PACE PROVIDER BULLETINS: 2011

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

PACE PROVIDER BULLETINS: 2010

- January, 2010—2010 Medicare Part D Partner Plans: PACE is conducting its annual assignment of cardholders into Part D partner plans.
- February 1, 2010—New PACE Cardholder ID Number: Beginning March 4, 2010, PACE will be mailing new PACE Cards to all current PACE/PACENET members.
- February 2, 2010—NEW PACE/PACENET CARD: All Cardholders will receive a new PACE/PACENET card and ID number. Effective Tuesday, May 4, 2010, only the new PACE/PACENET ID will be accepted. The old number will reject with the NCPDP error 07 M/I Cardholder ID number.
- February 19, 2010 New Edits: Effective February 23, 2010, PACE will implement the following edits: . . .
- March 1, 2010 New PACE/PACENET Card Implementation Revision: The PACE/PACENET card implementation has been delayed until April.
- March 10, 2010—CMS Termination of Fox Insurance: Effective March 9, 2010, CMS terminated Fox Insurance as a Medicare Part D plan.
- March 29, 2010—PPI EDIT: Effective Tuesday March 30, PACE will implement a PPI edit for cardholders

enrolled in either MemberHealth Community CCRX or Ovations AARP Rx Saver plans.

- April 9, 2010—Osteopathic Assistants (OA's): The State Board of Osteopathic Medicine has amended its regulations whereby the supervising physician may delegate to the physician assistant (Osteopathic Assistant) the prescribing, dispensing, and administering of drugs and therapeutic devices.
- April 23, 2010—Osteopathic Assistants (OA's): As stated in the previous bulletin, the State Board of Osteopathic Medicine amended its regulations whereby the supervising physician may delegate to the physician assistant (Osteopathic Assistant) the prescribing, dispensing and administering of drugs and therapeutic devices.
- June 7, 2010—NEW PACE/PACENET CARD EDIT: The new PACE/PACENET card mailing has been completed. Distribution of pharmacy cardholder lists was completed in early April.
- June 11, 2010—New PACE/PACENET Card NCPDP Error 07.
- June 21, 2010—340B Pricing: Providers are advised that pharmaceuticals billed to the Commonwealth that are eligible for 340B pricing are being reviewed.
- June 24, 2010—Workers' Compensation Security Fund, Catastrophic Loss Benefits Continuation Fund Programs: All PACE Providers have been mailed packets of information inviting their participation as a pharmacy provider in the above mentioned Programs.
- August 23, 2010—Remittance Advice Name Change: In September the sender ID value and the electronic R/A file name will be changing.
- September 14, 2010—Prescription Imaging: The Department has reviewed the practice of scanning (imaging) a prescriber's original written order into pharmacy computer systems.
- October 1, 2010—Non-Participating Manufacturers: Effective immediately, the manufacturers and labeler codes listed below are not reimbursed by PACE.
- October, 2010—Prescription Records: The "Prescription Imaging" Bulletin dated September 14, 2010 addressed prescriptions received by the pharmacy as an "Original handwritten order."
- November 23, 2010—Propoxyphene (Darvon®, Darvocet®): Xanodyne Pharmaceuticals is withdrawing propoxyphene.
- December 14, 2010—Prospective Drug Utilization Review (ProDUR) Criteria Additions: Effective December 14, 2010 the following maximum daily dose, duration, age and step therapy criteria have been added to the Department of Aging's Prospective Drug Utilization Review Program in the following drug classes.
- December 17, 2010—340B Pricing Retraction: Effective immediately the Department of Aging is withdrawing the June 21, 2010 Bulletin mandating that providers submitting claims using pharmaceuticals purchased through the 240B Drug Discount Program bill the Program a Usual and Customary price that reflected the 240B discounted price.
- December 28, 2010—Medicare Part D Partner Plans: PACE is sending lists of PACE cardholders and their Part D partner information to the cardholder's pharmacy to enable cardholder primary payer information to be updated as quickly as possible.

PACE PROVIDER BULLETINS: 2009

- September 23, 2009—Valid Claim Data: The May 2009, Provider Bulletins (included with this transmission) reminded providers that the responsibility for the validity of their claim data lies with them.
- July 1, 2009—MemberHealth CCRX and First Health Premier Claim Submissions: Enclosed is a list of cardholders that frequent your pharmacy and are enrolled in either MemberHealth CCRX or First Health Premier Part D Plans. This list contains the correct BIN, PCN, Member ID and Group for each member and is a duplicate of the list sent in early January.
- July 1, 2009—PACE Claim Submissions: The Pennsylvania Pharmaceutical Assistance Contract for the Elderly Program (PACE) has received bulletins forwarded by Pennsylvania pharmacy providers.
- May 29, 2009—Future Provider Notifications: As announced, this week's Remittance Advice is the last paper R/A for PACE, SPBP, CRDP, PAP and SWIF. To inform providers of Program changes or initiatives in the future, Provider Bulletins will continue to be e-mailed to pharmacy associations, chain corporate offices as well as being available on the Department of Aging's website at www.aging.state.pa.us.
- May 29, 2009—Prospective Drug Utilization Review (ProDUR): Criteria Additions: The following list contains recommended initial maximum dose, maximum daily dose and duration criteria which have been added to the Department of Aging's Prospective Drug Utilization Review program in the following drug classes:
- May 29, 2009—Validity of Claim's Information: Providers are responsible for the validity of their claims' data. The PACE Provider Agreement states.
- May 15, 2009—Claim Reversal Specification Revision: PACE receives approximately 20,000 voids weekly. To insure that the PART D TrOOP (True Out Of Pocket) expenses, is calculated correctly, effective Tuesday, June 16, 2009, ALL voids / reversals for ALL Programs must include the cardholder's Program specific identification number.
- May 15, 2009—Payer Specification Sheet: COMPLIANCE: PACE Providers are responsible for the validity of their claims submissions data. PACE is receiving TrOOP (True Out Of Pocket) expense data indicating that the Patient Paid Amount field (Field 433-DX) reported to PACE is not matching the data returned by the primary payer. This discrepancy is appearing both when the primary payer is making payment as well as during the deductible and the "donut hole."
- May 1, 2009—Effective June 1, 2009, PACE IS GOING GREEN! The last paper Remittance Advice for PACE, CRDP, SPBP and all other Programs under the auspices of the Department of Aging will be printed May 29, 2009.
- April 11, 2008—Effective immediately, PAP will begin enrolling eligible patients into a new program.
- April 3, 2009—Other Coverage Code "6" EDIT: Effective Monday April 6, 2009, Providers submitting claims with the Other Coverage Code of "6" will have the claim(s) denied when identified as a participating pharmacy by certain plans.
- March 27, 2009—Disallowed Claims: As stated in the March 6, 2009 Provider Bulletin, PACE is currently developing an edit to ensure that the Other Coverage

Code (OCC) 6 "Other Coverage Denied-Not a Participating Provider" is being used correctly.

- March 27, 2009—Pennsylvania Rx Price Finder Website: Last July, it was announced that the Commonwealth was creating a website that would permit the public to access pharmacy usual and customary pricing information.

PACE PROVIDER BULLETINS: 2008

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

PACENET cardholders enrolled in the following IBC Part D plans will have the Individual Plan's Premium, up to the monthly premium benchmark of \$26.59, collected at the point of sale.

- May 2, 2008—Will Call Bin Spot—Check: The Department is conducting unannounced spot-checks of pharmacies' "Will Call Bins" to insure that claims paid for by the Commonwealth of Pennsylvania have been received by the cardholder.
- May 16, 2008—Prescriber NPI: Effective Friday, May 23, 2008 PACE/PACENET, CRDP, SPBP and other programs administered by the Department of Aging will accept either the prescriber's NPI or Pennsylvania state license number in the PRESCRIBER ID Field, number 411-DB.
- June 6, 2008—Remittance Advice Enhancement: PACE, SPBP, CRDP and all programs under the auspices of the Department of Aging are transitioning to all electronic remittance advices. When complete, this will eliminate the current paper R/A's.

Current Aging Program Directives

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

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

- 88-01-07 Personnel Action Plan for Private Non-Profit Area Agencies on Aging
- 91-01-01 Certification and Disclosure Regarding Lobbying
- 91-01-05 Area Agency on Aging Involvement in Corporate Eldercare Activities
- 92-01-01 Single Audit Act Requirements
- 92-01-06 Minimum Standards for Governing Boards of Private Non-Profit Area Agencies on Aging
- 93-01-04 Providing AAA Funded Services to Domiciliary Care and Personal Care Home Residents
- 94-01-04 Department of Aging Heat Emergency Plan
- 95-01-09 Assessments of Persons With An "Other Related Condition" Who Are Exceptional Admissions
- 97-01-02 Accounting Manual for Area Agency on Aging Programs Updates to Accounting Manual 7/21/2005
- 00-01-04 Aging Waiver Paid Claims Reconciliation

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

OPTIONS Cost Sharing Scale 2012

- Functional Needs Measurement Tool Financial Resources Chart 2012

—Family Caregiver Support Program Reimbursement Benefits Chart 2012

—Family Caregiver Support Program Cost Sharing Guide

—Family Caregiver Support Program Comparison Chart

—03-01-07 HIPPA Standards for Privacy of Individually Identifiable Health Information and How the Requirements Impact the Pennsylvania Aging Network

—05-01-05 FY 2005-06 Data Submission Requirements Annual Submission Requirements <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701698&mode=2>
Memo to APD# 05-01-05 <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701701&mode=2>

—05-01-10 Indirect Cost Policy for Department of Aging Contracts

—05-01-11 Area Agency on Aging Program Income Policies

—06-01-05 Program Requirements final planning allocations for the tobacco/bridge agreement for FY 2005-06

—06-01-08 Guidelines and approval process for authorization of environmental modification and adaptations in the Aging Waiver program

—06-01-14 AAA Cost Settlement Process

—07-01-03 FY 06-07 Aging Block Grant Amendment: Final Funding Allocations Amendment to FY 06-07 Block Grant Allocations - memo

—07-01-04 Electronic Transfer of Client specific Information

—07-01-05 AAA Program Requirements, Planning Allocation and Aging Services Block Grant Format for SFY 2007-2008

—07-01-06 Increase in Current Service Plan Cost Cap for Options

—07-01-07 FY 2008-2012 Four-Year Plan Requirements

—07-01-08 FY 2007-2008 Financial Reporting Requirements

—07-01-09 AAA Program requirements, planning allocations, and reporting requirements for the Aging program agreement for FY 2007-2008 Aging Program Directive APD 07-01-09 Supplement

—08-01-01 Temporary Moratorium on Reimbursement Rates for Services

—08-01-02 <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701724&mode=2> Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2008-2009

—08-01-02 2008-2009 Aging Block Grant Supplement #2: Final Funding Allocations Supp #2

—08-01-03 Area Agency on Aging (AAA) Program Requirements, Planning, Allocations and Reporting Requirements for the Aging Waiver Program For Fiscal Year 2008-2009 Aging Program Directive <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701723&mode=2>

—08-01-04 Fiscal Year (FY) 2008-2009 Financial Reporting Requirements (FRR)

—08-01-05 Fiscal Year 2008-2009 Annual Program Reporting Requirements

—08-01-08 FY 2008-2009 Annual Program Reporting Requirements (Memo)

- 09-01-01 Incident Reporting APD
Incident Reporting Q&A
Incident Report Form
- 09-01-02 Nursing Facility Clinically Eligible Clarification
- 09-01-03 Aging Contract Procurement Requirements for Area Agencies on Aging
- 09-01-05 Telecare Service Definitions and Standards <http://www.aging.state.pa.us/aging/lib/aging/APD-09-01-05 TELECARE 100109 final.pdf>
- 09-01-06 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for SFY 2009-10
- 09-01-06 2009-2010 Aging Block Grant Supplement #2: Final Funding Allocations Supp #2
- 10-01-01 Nursing Home Transition Payment
- 10-01-02 Family Caregiver Support Program
- 10-01-03 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the Aging Waiver Program Agreement for FY 2009-10 Aging Program Directive
- 10-01-04 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2010-11
- 11-01-01 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the Aging Waiver Program Agreement for FY 2010-11 Aging Program Directive
- 12-01-01 2011-2016 Area Plan
- 12-01-02 2011-2012 Cooperative Agreement Supplement
- 12-01-03 2011-2012 Title XIX Agreement Supplement

Program Area 02—Home Delivered Meals

- See APD #06-03-01

Program Area 03—Congregate Meals

- 06-03-01 Policies and Standards for the Department of Aging Funded Nutrition Service Programs
 - Attachment V., Breakfast Meal Template, Five-Day Excel Version
 - Attachment V., Breakfast Meal Template, Seven-Day Excel Version
 - Attachment VI., Lunch/Dinner Meal Template, Five-Day Excel Version
 - Attachment VI., Lunch/Dinner Meal Template, Seven-Day Excel Version

- 09-03-01 Leftover Food and Off-Site Consumption of Food/Private Pay Meals <http://www.aging.state.pa.us/aging/lib/aging/APD/09-03-01 Nutrition.pdf>

Program Area 04—Socialization/Recreation/Education/Health Promotion

- 96-04-01 Senior Community Center and Satellite Center Policies and Standards Revised Language for Aging Program Directive 96-04-01, Senior Community Center and Satellite Center Policies and Standards
- 98-04-01 PrimeTime Health Program

Program Area 05—Employment Services

- 07-05-01 Senior Community Services Employment Program: Eligibility Determination
- 07-05-02 Fiscal Year 2007-2008 Title V Allocation, Slot Level, Fiscal Program and Reporting Requirements

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

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

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

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

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

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

- 09-05-03 Fiscal Year (FY) 2009-10 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements Senior Community Service Employment Program State Plan

- FY 2006-2007 Direct Care Worker Report
- FY 2007-2008 Direct Care Worker Report
- FY 2008-2009 Direct Care Worker Report
- FY 2009-2010 Direct Care Worker Report

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

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

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

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

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

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

Program Area 06—Volunteer Services

- 85-06-01 Volunteer Services

Program Area 07—Passenger Transportation Services

- 85-07-01 Policies for Transportation Services
- 04-07-01 Payer of Last Resort Policy (additionally see ATAB 08-07-01)
- 08-07-01 ATAB: Aging Waiver vs. DPW MATP

Program Area 09—Legal Assistance

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

Program Area 10—Ombudsman

- 98-10-01 Long Term Care Ombudsman Program
- 02-10-01 Implementation of Ombuds Manager

Program Area 11—Information and Referral

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

Program Area 12—Home Health

- Attendant Care Program Rate Change

Program Area 13—Personal Care

Program Area 14—Personal Assistance Services

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

—See APD #05-01-01

—89-12-02 Required Standard Forms for Protective Services

—93-12-01 Protective Services Investigations

—93-12-02 Protective Services Investigations

—93-24-02 Protective Service Investigations

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

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

—08-24-01 Passwords for Protective Services Files

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

Program Area 25—Domiciliary Care

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

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

—03-25-01 Revised Domiciliary Care Agreement Forms Attachment 1 Agency/Provider Agreement Form Attachment 2 Consumer/Provider Agreement Form

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

—09-25-01 2010 Domiciliary Care Payment to Provider

—10-25-01 2011 Domiciliary Care Payment to Provider

—11-25-01 2012 Domiciliary Care Payment to Provider

Program Area 29—Other

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

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

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

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

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

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

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

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

—06-29-03 Minimum Performance Standards for the AP-PRISE Telecenters

AGRICULTURE

POLICY STATEMENTS:**Bureau of Administrative Services**

- Right-to-Know Procedures—Public Access to Information Contact: Susan West (717) 787-5674

Bureau of Animal Health and Diagnostic Services

- Scrapie Containment and Eradication Strategy Contact: Dr. Craig Shultz (717) 772-2852

Bureau of Food Distribution

- Allowable Uses of State Food Purchase Program Capital Asset Program (CAP) Monies Contact: Sandy Hopple (717) 772-2693

Bureau of Market Development

- Instructions for Completion of Application for Fairs Capital Improvement Matching Funds Grant Contact: Frank Jurbala (717) 346-4202

- Guidelines: Agricultural and Rural Youth Grant Program Direct and Matching Grants Contact: Frank Jurbala (717) 346-4202

Pennsylvania State Harness Racing Commission

- Licensing Procedures and Standards for Applicants Contact: Daniel Tufano (717) 787-1942

Pennsylvania Horse Racing Commission

- Licensing Procedures and Standards for Applicants Contact: Daniel Tufano (717) 787-1942

Pennsylvania State Conservation Commission

- Pennsylvania's Nutrient Management Act Technical Manual Contact: Karl Brown (717) 787-8821
- Nutrient Management Program Administrative Manual Contact: Karl Brown (717) 787-8821

GUIDANCE MANUALS:**Bureau of Animal Health and Diagnostic Services**

- Pennsylvania Animal Diagnostic Laboratory System User Guide Contact: Dr. Helen Acland (717) 787-8808

Bureau of Food Distribution

- Farmers Market Nutrition Program—Farmer/Vendor Procedure Manual
- Woman, Infants, and Children (“WIC”) Clinic Procedure Manual
- Self Declaration of Need: Income Poverty Guidelines for TEFAP Contact: Sandy Hopple (717) 772-2693

Bureau of Food Safety and Laboratory Services

- rBST Labeling Information
- Application to Install or Remodel a Milking System
- Supplement to a Farm Refrigerated Bulk Milk Storage Tank and/or a Precooler Installation Application Contact: Lydia Johnson (717) 787-4315
- Ice Manufacturing Plants Consumer Confidence Program Guidelines
- Reduced Oxygen Packaging (ROP) Policy and Procedures for Meat, Poultry, Fish, & Seafood
- Open Air Markets Requirements for Food Protection within a Retail Food Facility

- Guidance and Requirements for Home Food Processors
 - Guidelines for the Preparation of Sushi Products
 - Guidelines for the Sanitary Operation of Honey Extracting Facilities
 - Guidelines for Deer Meats Donated to Food Banks by Hunters
 - Guidance for Labeling of Foods at Retail
 - Guidance Document: Permits Allowing the Sale of Raw Milk for Human Consumption
 - Guidelines: Rabbit Slaughter Operations
 - Ground Beef and Fresh Sausage Manufacturing and Labeling / Deli Labeling
 - Emergency Recovery: Power Outage, Flood, Contaminated Water Supply
 - A Guideline for the Safe Handling of Melons
 - Checklist for Mobile Food Facilities in PA
 - Checklist for Temporary Food Facilities Operating with Permanent Licenses in PA
 - Checklist for Retail Food Facilities Operating with Temporary Licenses in PA
- Contact: Sheri L. Morris (717) 787-4315

Pennsylvania Harness Racing Commission

- Guidelines for Medications in Racehorses
- Contact: Daniel Tufano (717) 787-1942

Pennsylvania Horse Racing Commission

- Guidelines for Medications in Racehorses
- Contact: Daniel Tufano (717) 787-1942

Bureau of Plant Industry

- Instructions for Licensing under the Pennsylvania Commercial Feed Law
 - Instructions for Licensing under the Pennsylvania Fertilizer Act
 - Directions for Renewing Specialty Fertilizer Registration in Pennsylvania
 - Instruction for Licensing under the Pennsylvania Agricultural Liming Materials Act
- Contact: Erin Bubb (717) 772-5615

- Instructions for Licensing under the Pennsylvania Seed Act
- Contact: Johnny Zook (717) 787-4894

- Directions for Registering Pesticides in Pennsylvania
- Experimental Pesticides Use Permits
- 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: Erin Bubb (717) 772-5615

- IPM for Pennsylvania Schools: A How-To Manual
- Contact: Sara Pickel (717) 772-5227

- Greenhouse IPM with Emphasis on Biocontrol
- Contact: Cathy Thomas (717) 772-5204

- Integrated Pest Management for Christmas Tree Production
- Contact: Cathy Thomas (717) 772-5204

Bureau of Ride and Measurement Standards

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

Pennsylvania State Conservation Commission

- Best Management Practices Manual for Pennsylvania Livestock and Poultry Operations
- Contact: Karl Brown (717) 787-8821

- Resource Enhancement and Protection Program (REAP)—Program Guidelines and Application
- Contact: Amy Smith (717) 787-8821

- Odor Management Guidance

- Pennsylvania Odor Management Program Technical Manual

- Odor Best Management (BMPs) for Facility Odor Management
- Contact: Karl Dymond (570) 836-2181, ext. 3030

- Guidelines for the Agricultural Conservation Technical Assistance Program

- Guidelines for the Agricultural Conservation Easement Conservation District Administrative Support Program

- Special Project Guidelines—"Building for Tomorrow" Leadership Development Program

- Special Project Guidelines—Ombudsman Program

- Special Project Guidelines—Pennsylvania Envirothon Education Scholarship Program

Contact: Johan Berger (717) 772-4189

INTERNAL GUIDELINES:

Bureau of Animal Health and Diagnostic Services

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

Bureau of Farmland Preservation

- Checklist for Review of an Agricultural Conservation Easement Purchase Recommendation

- Checklist for Evaluation of a County Agricultural Conservation Easement Purchase Program

Contact: Douglas M. Wolfgang (717) 783-3167

Bureau of Food Safety and Laboratory Services

- Summary of Enforcement Requirements for Violations of Bacterial Count, Somatic Cell Count and Antibiotic Residue Tests for Individual Milk Producer Samples

- Clarification of Enforcement Policy for a Producer Utilizing Two Bulk Milk Tanks

- Producer Record Transfer Program
- Contact: James C. Dell (717) 787-4315

- Tolerances for Egg Quality, below which a Warning Letter shall be issued to a store

- Tolerances for Egg Quality, below which Seizure of Eggs will be made at a store

- Tolerances for Egg Quality, below which Prosecution will be initiated against a store

- Tolerances for Egg Quality, below which Seizure of Eggs will be made at a plant

Contact: Kim F. Miller (717) 787-3294

- Implementation Guidance for the Consumer Advisory Provision of the PA Food Code

- Potentially Hazardous Food Determination

- Inspection Requirement Guidelines for Farmers Markets and Stands
- Expired Food Products at Retail Sale
Contact: Lydia Johnson (717) 787-4315

Bureau of Market Development

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

Bureau of Plant Industry

- Plant Pest Act Enforcement Action Penalty Matrix
Contact: Walt Blosser (717) 772-5205
- Fertilizer Enforcement Action Penalty Matrix Contact: Erin Bubb (717) 772-5216
- Soil and Plant Amendment Enforcement Action Penalty Matrix Contact: Erin Bubb (717) 772-5216
- Pesticide Enforcement Action Penalty Matrix Contact: Joseph Uram (717) 787-4843
- Seed Enforcement Action Penalty Matrix Contact: Charles Boettinger (717) 787-4894

OTHER:

Bureau of Food Safety and Laboratory Services

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

Bureau of Plant Industry

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

BANKING

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

SECRETARIES' LETTERS

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

2012
7/2/12

Joint Secretary's Letter with Federal Reserve Banks of Cleveland and Philadelphia announces Federal Reserve's Emergency Communications System and encourages all Pennsylvania state-chartered institutions to participate.

2011
12/22/11

Secretary's Letter announces new Office of Client Financial Services. 10/6/11 Secretary's Letter addresses final HUD SAFE Act Regulation and indicates Department will begin interpreting the Mortgage Licensing Act consistent with the HUD Final Regulation.

9/15/11
9/12/11

2012 Bank Holidays
Secretary's Letter requests all regulated entities to work constructively with local governments, individuals and businesses which are experiencing financial difficulties due to Hurricane Irene and Tropical Storm Lee.

7/21/11

Joint Secretary's Letter with Pennsylvania Housing Finance Agency addresses termination of the Homeowner's Emergency Mortgage Assistance Program.

1/27/11

Deputy Secretary's Letter addresses issues regarding and provides guidance on the Small Business Lending Fund, established by the U.S. Department of the Treasury.

2010
10/6/10

Deputy Secretary's Letter states that credit unions are preapproved to offer short-term, small amount loans ("STS Loans") in parity with the ability of federally chartered credit unions as authorized by the National Credit Union Administration ("NCUA") pursuant to Section 501(e)(1) and (f) of the Credit Union Code.

08/25/10

2011 Bank Holidays

2009
09/18/09
08/05/09

2010 Bank Holidays

The letter provides information regarding Act 31 of 2009, House Bill 1654 (P.N. 2448), which amends Pennsylvania's existing mortgage industry licensing law, 7 Pa.C.S. Chapter 61, in order to implement the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (the "SAFE Act"), 12 U.S.C. § 5101 et seq.

05/29/09

Secretary's Letter asking banking institutions to show flexibility and understanding toward state employees whose incomes may be temporarily disrupted as the result of a potential budget impasse.

04/24/09

Secretary's Letter to discussing the depository institutions confidentiality provisions of the Department of Banking Code related to examination reports and enforcement proceedings.

01/08/09

Secretary's Letter regarding debt management services and debt settlement services in Pennsylvania under the Debt Management Services Act, effective February 6, 2009.

2008

10/31/08 Secretary's Letter addresses questions regarding the ability of state-chartered banks, bank and trust companies and stock savings banks to participate in the United States Treasury's Capital Purchase Program in light of certain requirements contained in the Banking Code of 1965.

10/27/08 Secretary's Letter regarding recently announced programs by the U.S. Treasury and FDIC to enhance the strength of financial institutions, foster market liquidity and promote market stability.

09/09/08 2009 Bank Holidays

07/11/08 Secretary's Letter provides detailed explanation of three bills signed into law by Governor Edward G. Rendell on July 8, 2008: Act 56 of 2008, House Bill 2179 (P.N. 4020), the new consolidated mortgage licensing bill (the "Mortgage Act"), Act 57 of 2008, Senate Bill 483 (P.N. 2163), which amends the Loan Interest and Protection Law (the "LIPL"), and Act 58 of 2008, Senate Bill 484 (P.N. 2251), which amends the Department of Banking Code (the "DOB Code").

04/23/08 Secretary's Letter discusses the MOU between NY, NJ and PA Department of Banking regarding regional interstate branching.

02/28/08 Secretary's Letter regarding General Assembly considering legislation to create a new licensing category for individual mortgage originators in the Commonwealth.

2007

12/10/07 Secretary's Letter asking financial institutions to work to meet the credit needs of Pennsylvania heating oil dealers during the 2007-2008 winter season.

10/10/07 2008 Bank Holidays

09/14/07 Deputy Secretary's Letter addresses acceptable means by which the required annual audit of trust activities of trust companies, bank and trust companies, and savings banks and savings associations that exercise trust powers may be accomplished, as required by Section 1407 of the Banking Code.

04/13/07 Letter provides guidance on nontraditional mortgage product risks.

02/01/07 The Pennsylvania Department of Banking joins with the Federal Deposit Insurance Corporation in urging you to consider ways that your institution might choose to participate in the IRS' Volunteer Income Tax Assistance (VITA) program.

01/12/07 The Secretary's Letter announces the December 16, 2006 publication in the Pennsylvania Bulletin of a Statement of Policy which defines dishonest, fraudulent, illegal, unfair, unethical, negligent and incompetent conduct under Sections 313(a)(5) and (14) of the MB-BCEPA.

01/10/07 Letter announces that Pennsylvania state banking institutions and Pennsylvania national banks are hereby permitted to observe Monday, November 12, 2007, as an optional legal holiday in recognition of Veteran's Day.

2006

10/04/06 2007 Bank Holidays

06/28/06 Secretary's Memo to State-Chartered Banking and Trust Institutions, Savings Associations and Credit Unions; National Banks and Federal Thrifts regarding the Rise in Reports of Fraudulent Cashier's Checks.

06/01/06 Secretary's Memo to State-Chartered Banking and Trust Institutions, Savings Associations and Credit Unions regarding the Influenza Pandemic Preparedness.

2005

10/14/05 2006 Bank Holiday Schedule

04/13/05 Secretary's Letter states that overdraft protection programs are permissible for state-chartered depository institutions and provides guidelines for such programs.

2004

12/1/04 The Secretary's Letter request that State and National Banks, State and Federally Chartered Savings Banks and State and Federally Chartered Savings and Loan Associations consider the difficult winter period and the effect it will have on the cash flow of over 600 heating oil dealers operating in the Commonwealth.

09/30/04 Pennsylvania state-chartered trust companies, bank and trust companies, and savings banks and savings associations with trust powers may engage in fiduciary activities to the same extent as national banks without notice to the Department.

09/23/04 Secretary's Letter on behalf of Governor Edward G. Rendell, encourage leaders of financial institutions to act with reasonable forbearance toward local governments, individuals and businesses which are experiencing financial difficulties due to the recent floods.

08/03/04 The Secretary's Letter informs all lenders and brokers under the jurisdiction of the Department of the Department's concerns related to the use of improperly influenced appraisals. Letter also addresses "builder exception" under the Mortgage Bankers and Brokers and Consumer Equity Protection Act.

03/19/04 Secretary's Letter addresses terms and conditions of "selective first payment due date" options and "deferred first payment" options that may be offered to buyers as part of installment sale contracts under the MVSFA.

2003

9/30/03 The Secretary's Letter states that overdraft protection programs permissible for state-chartered depository institutions and provides guidelines for such programs. OCC Interpretive Letter #914

- 9/2/03 The Secretary's Letter informs all mortgage lenders and/or mortgage brokers of the restrictions regarding the use of lock-in agreements.
- 8/22/03 The Secretary's Letter reminds all motor vehicle lenders that PA law requires motor vehicle lienholders to mail or deliver the outstanding motor vehicle certificate of title to the vehicle owner immediately upon satisfaction of the respective lienholder's security interest in the vehicle.
- 8/11/03 The Secretary's Letter, informs all mortgage lenders and/or mortgage brokers of the requirement to provide the written cautionary notice disclosure to an applicant for a "covered loan" at least three business days prior to consummation of that type of mortgage loan transaction.
- 7/25/03 The Secretary's Letter discusses the terms and conditions of deferred payment programs that may be offered to buyers as part of installment sales contracts originated by licensees.
- 6/25/03 The Secretary's Letter is intended to clarify the Department's position regarding the terms and conditions of deferred payment programs that may be offered to buyers as part of installment sales contracts originated by licensees under the MVSFA.
- 6/11/03 The Secretary's Letter that requests licensees and registrants under the Check 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.
- 5/8/03 The Secretary's Letter states that the Act 207 of 2002 provides Pennsylvania state-chartered credit unions parity with federally-chartered credit unions in regard to activities, field of membership requests, and investing in credit union service organizations, subject to a notice requirement.
- 5/2/03 Secretary's Letter stating that check cashers licensed by the Department of Banking must comply with the statement of policy issued May of 1998 concerning the Check 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.
- 5/2/03 Secretary's Letter stating that retail food stores registered with the Department of Banking must comply with the statement of policy issued May of 1998 concerning the Check 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.
- 4/1/03 The Secretary's Letter discusses state-chartered banks engaging in payday lending activities.
- 3/26/03 The Secretary's Letter discusses the Streamlined Call Report filing requirements.
- 2002**
- 9/23/02 The Secretary's Letter discusses that the Act 55 of 2001 definition of "Covered Loan" changes effective October 1, 2002; and that "Median Family Income" statistical estimates necessary for lenders to calculate (a) repayment ability of potential obligor under Section 512(b), and (b) whether negative amortization terms may be imposed on a potential obligor under Section 511(c), are now stated in the convenient chart attached to the letter.
- 6/3/02 Secretary's Letter discusses the Pilot Program for Residential Real Estate and Small Business Loans.
- 3/15/02 Secretary's Letter announces that by virtue of publication in the March 2, 2002 *Pennsylvania Bulletin* (Vol. 32, No. 9), the Mortgage Bankers and Brokers and Consumer Equity Protection Act ("MBBCEPA") Continuing Education Regulation (the "Regulation") is now in effect for all licensees under the MBBCEPA. Therefore, all licensees must be in compliance with the requirements contained in the Regulation by June 30, 2003, in order to renew a license.
- 2001**
- 12/21/01 This letter is to set forth in writing the Pennsylvania Department of Banking (the "Department") position on issues related to the ability of a Pennsylvania state-chartered bank, bank and trust company, or savings bank ("PA Bank") under Section 322 of the Banking Code of 1965 ("Section 322"). 7 P. S. § 322.
- 10/19/01 Secretary's Letter regarding President Bush's Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit or Support Terrorism.
- 8/17/01 Letter to announce Act 55 of 2001, the Mortgage Bankers and Brokers and Consumer Equity Protection Act. A summary of Act 55 is attached to the Secretary's Letter.
- 1/4/01 Letter announces that Pennsylvania state banking institutions and Pennsylvania national banks are hereby permitted to observe Monday, November 12, 2001, as an optional legal holiday in recognition of Veteran's Day.

- 2000**
- 11/29/00 Governor Ridge signed into law as Act 89 of 2000, the Bank Parity Bill, HB 2533 of 2000 (P.N. 4073).
- 3-30-00 Pennsylvania State-chartered banks, bank and trust companies and savings banks may establish and operate messenger service branches.
- 3-23-00 Loans to Directors and Section 1414
- 1-18-00 Department's General Position on Internet Banking
- 1999**
- 8-23-99 Holidays for 2000
- 5-26-99 Letter interprets section 1414 of the Banking Code of 1965 as permitting Pennsylvania state-chartered banks, bank and trust companies, and savings banks to charge interest on loans to their executive officers to the same extent as permitted under Federal Reserve "Regulation O."
- 5-12-99 Permissible Bank Holidays for 2000.
- 5-12-99 Letter states that state-chartered banking institutions and offices of national banks located in Pennsylvania may remain open for business on January 1, 2, and 3, 2000, in order to address customers' questions and concerns regarding Year 2000 computer transaction issues.
- 1-22-99 Record Keeping Guidelines under the Mortgage Bankers and Brokers Act.
- 1-22-99 Record Keeping Guidelines under the Consumer Discount Company Act.
- 1998**
- 1-23-98 Year 2000 readiness and credit underwriting criteria for credit unions.
- 1-15-98 Year 2000 readiness and credit underwriting criteria.
- 1997**
- 8-27-97 Holidays for 1998.
- 6-9-97 Letter addresses electronic submission of Call Reports.
- 4-24-97 Letter discusses computer problems in the year 2000.
- 1-31-97 Letter regarding federal regulatory agencies having adopted a revised Uniform Financial Institutions Rating System which has been known as CAMEL.
- 1996**
- 11-25-96 Letter discusses the adjustment to the overhead assessment methodology for non-depository trust companies that it implemented in 1994.
- 4-16-96 Letter regarding authority of Pennsylvania state-chartered banking institutions to sell annuities issued by insurance companies.
- 1-26-96 Letter regarding heavy snowfall and floods having had a profound impact upon many communities in Pennsylvania and the financial hardships imposed upon your customers by this devastation.
- 1995**
- 10-10-95 Letter to Presidents of Pennsylvania State-chartered Credit Unions forwarding Investment Powers, Standards and Accounting Guidelines for Pennsylvania state-chartered credit unions as required by Section 501(b)(7) of the Credit Union Code which was amended by House Bill 2563, effective February 12, 1995.
- 7-11-95 Letter regarding Act 39 of 1995, amends the provisions of Pennsylvania's Banking Code to authorize full interstate banking and branching under Pennsylvania law and to facilitate the operations of interstate banks in Pennsylvania.
- 3-24-95 Letter regarding the Simplification and Availability of Bank Credit Act.
- 1994**
- 11-17-94 Letter to the Presidents and Chief Compliance Officers of Pennsylvania First Mortgage Companies regarding mortgage companies disbursing loan proceeds in a form prescribed by applicable law.
- 11-8-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Savings Banks regarding Assets pledged for uninsured trust deposits.
- 10-13-94 Letter to the Presidents of Pennsylvania State-Chartered Credit Unions regarding automated teller machines at locations other than credit union's principal place of business.
- 10-5-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Trust Companies, Savings Banks, Savings and Loan Associations regarding role change for outside auditors.
- 8-22-94 Letter to Chief Executive Officers of Pennsylvania Banking Institutions regarding bank holidays.
- 8-9-94 Letter to the Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions, Savings Associations and Entities Licensed by the Department of Banking regarding enforcing the regulations of the Department of Banking Code, which provides for assessments of penalties and interest against financial institutions for failing to pay assessment and examination fees in a timely manner.
- 3-29-94 Letter to the Chief Executive Officers of Pennsylvania State-Chartered Non-Depository Trust Companies regarding the Department revising its examination/assessment billing method for non-depository trust companies.

- 1993**
12-9-93 Letter to the Presidents and Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions regarding a new schedule for costs associated with the examination and supervision of state-chartered banks.
- 1992**
9-24-92 Letter to the Presidents and Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions regarding evaluating the adequacy of capital and loan loss reserves separately.
- 1991**
9-3-91 Letter to all Motor Vehicle Sales Finance Companies discussing the problems with late delivery of certificates of title by motor vehicle lenders upon satisfaction of the existing loan. Letter states that title must be released immediately upon satisfaction of a loan.
8-23-91 Letter to all CEOs of Pennsylvania Chartered Savings Associations and all Pennsylvania Department of Banking Examiners clarifying its 7-29-91 interpretation of section 510 of the Savings Association Code of 1967, 7 P.S. § 6020-70(a)(3) which states that the Department will not object to and will not cite in an examination report a savings association employer for offering and providing favorable terms and rates on loans to such association's employees.
7-29-91 Letter to all CEOs of Pennsylvania Chartered Savings Associations and all Pennsylvania Department of Banking Examiners interpreting section 510 of the Savings Association Code of 1967, 7 P.S. § 6020-70(a)(3).
5-2-91 Letter to all Pennsylvania State-Chartered Banks, Savings Associations, and Credit Unions, OCC, OTS, NCUA, FDIC, Federal Reserve Board and all State Financial Regulatory Agencies informing them that Settlers Trust Savings Bank has not been and is not currently chartered to be a Pennsylvania state-chartered or federally chartered bank, bank and trust company, savings bank, or savings association.
- 1990**
12-3-90 Letter to the Executive Officer of the banking institution addressed: regarding the new minimum requirements for Annual Audits performed by Certified Public Accountants.
7-10-90 Letter to CEOs of Pennsylvania Financial Institutions informing them of an enforcement order against Mellon Bank, N.A. by the Pennsylvania Department of Insurance—re: Collateral Protection Insurance. Letter requests a summary of any existing collateral protection insurance programs to be used by the Department to assist the Department in drafting regulations to determine reasonable fees for licensees under the MVSFA.
7-10-90 Letter to CEOs of all Pennsylvania financial institutions informing them of the Department's opinion on the applicability of the "Anti-takeover law", Act 36 of 1990.
- 7-10-90 Letter to CEOs of all Pennsylvania Credit Unions informing them that credit unions must take immediate action in order to retain the power to indemnify their directors and volunteer officers. Also informing them that a special meeting of the board of directors should be called immediately to discuss adoption of a bylaw opting out of new provisions of the recently enacted "Anti-takeover Law", Act 36 of 1990.
6-11-90 Letter to CEOs and Boards of Directors of State-Chartered Credit Unions informing them that strict compliance with section 27 of the Credit Union Act, 15 Pa. C.S.A. § 12327, is required whenever a state-chartered credit union plans to merge or consolidate with any other credit union. In the future, failure to submit a merger application to the Department prior to the consummation of a merger will be viewed as a violation of law.
6-6-90 Letter to CEOs of state-chartered commercial banks and state-chartered credit unions informing them of the Department's opinion on the permissibility of the Federal Home Loan Bank of Pittsburgh ("FHLB/P") offering membership to other depository institutions in PA. Specifically, the FHLB/P would like to extend offers of membership to state-chartered commercial banks and state-chartered credit unions in PA.
5-17-90 Letter to CEOs of all Pennsylvania banking institutions informing them that the Department has recently issued an opinion regarding the impermissible collateralization of interest rate swap agreements.
4-30-90 Letter to all state-chartered credit unions issuing a new fee schedule for overhead assessment.
3-5-90 Letter to CEOs of all federally-insured state-chartered banks and S & Ls discussing the Resolution Trust Corporation, who is soliciting potential bidders for failing S&Ls. Letter requests institutions who are considering bidding to notify this Department before the bidding process begins.
1-18-90 Letter discusses FIRREA and additional language added to Section 222, entitled ACTIVITIES OF SAVINGS ASSOCIATIONS, which adds a new section to the Federal Deposit Insurance Act, Section 28, which states that Disclosures by Uninsured Savings Associations which are not insured by the Corporation, shall disclose clearly and conspicuously that the savings association's deposits are not federally insured.
- 1989**
11-1-89 Letter to CEOs of PA Banking Institutions discusses legal holidays for 1990. The Department has been advised by the Federal Reserve Banks of Philadelphia and Cleveland that it is their intention to observe Veterans' Day on Monday, November 12. The Department exercises its authority under Section 113(b)(x) that all state-chartered institutions have the option to observe Monday, November 12, 1990, as an optional holiday.

- 9-29-89 Letter lists legal bank holidays for 1990.
- 8-11-89 Letter to PA savings associations which are insured by the PSAIC regarding Financial Institutions Reform, Recovery and Enforcement Act and Section 222, entitled "Activities of Savings Associations" which requires certain disclosures be made by non-federally insured savings associations.
- 4-13-89 Letter discusses House Bill 979, Act 173 of 1988 which makes several significant changes in the Banking Code of 1965, including provisions which provide real estate investment and development authority to commercial savings banks; permit commercial and mortgage-backed securities powers; and, permit commercial and savings banks to make investments not presently permitted under statute in amounts up to 3% of assets with no more than 1% in any one investment.
- 1988**
- 11-3-88 Letter regarding survey of institutions offering low-cost checking and savings accounts.
- 11-2-88 Letter announces survey to be conducted by the Department regarding low-cost deposit accounts availability at banks and savings and loan associations.
- 10-17-88 Letter lists legal bank holidays for 1989.
- 9-30-88 Letter mailed to state-chartered banking institutions asking for a Report of Condition and Report of Income as of the close of business 9-30-88.
- 7-15-88 Letter to lenders asking them to act with forbearance toward farmers who may have been experiencing financial difficulties due to poor weather conditions.
- 6-30-88 Letter announces increase in assessments.
- 6-27-88 Letter to CEOs of bank and trust companies discusses the review of assessment fees for trust companies and trust departments. Letter asks institutions to complete a Report of Trust Assets.
- 6-3-88 Letter announces legislative amendments to sections 112, 166 & 117 of the Banking Code of 1965.
- 5-31-88 Letter to realtors discusses Senate Bill 7 of 1988, the Mortgage Bankers and Brokers Act.
- 4-6-88 Letter discusses the liquidation of TMIC Insurance Company and the need for some financial institutions to obtain alternate coverage.
- 1987**
- 12-11-87 Letter to bank and savings and loan association CEOs - re: provisions of the Uniform Commercial Code regarding full-day hours during the holidays.
- 11-4-87 Letter lists fixed and optional bank holidays for 1988.
- 8-28-87 Letter permits closing of institutions for Constitution Day celebration in Philadelphia, September 17, 1987.
- 6-24-87 Letter discusses requirements under Section 403 of the Banking Code of 1965 relating to report of condition & report of income.
- 3-23-87 Letter addressed to CEOs of all PA state-chartered banking institutions discusses Sections 1407(a) and 1407(c) of the Banking Code of 1965, which revises the minimum requirements for Directors' audits performed by CPAs.
- 2-5-87 Letter discusses permissibility of purchase or establishment of discount brokerage office subsidiaries under sections 311(b), 502(d) and 203(d) of the Banking Code of 1965.
- 1-16-87 Letter discusses Senate Bill 1389, Act No. 205 of 1986, amending various provisions of the Banking Code of 1965 (P. L. 847 No. 346) particularly § 1610 relating to fair pricing provisions.
- 1-6-87 Letter discusses permissibility of investment on mutual funds under the provision of the Banking Code of 1965, 7 P. S. § 307.
- 1986**
- 11-6-86 Letter contains a list of fixed and optional bank holidays for 1987.
- 9-30-86 Letter requests Report of Condition and Income as of September 30, 1986.
- 8-21-86 Letter discusses ownership of stock by state chartered institutions of out-of-state bank holding companies and 7 P. S. §§ 116, 311.
- 6-26-86 Letter requests Report of Condition and Income as of the close of business June 30, 1986.
- 3-17-86 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 1985**
- 12-20-85 Letter requests report of condition and income for 4th Quarter of 1985.
- 12-16-85 Letter announces Martin Luther King, Jr.'s Birthday as a fixed holiday.
- 11-4-85 Letter lists all fixed and optional bank holidays for 1986.
- 9-25-85 Letter requests report of condition and income as of the close of business - 9/30/85.
- 6-14-85 Letter announces upcoming examination of all corporations licensed under Pennsylvania's Secondary Mortgage Loan Act.
- 5-31-85 Letter discusses brokered loan fraud.
- 5-16-85 Letter announces "Day with the Secretary" program.
- 4-29-85 Letter discusses requirements for directors' audits pursuant to 7 P. S. § 1407(a) and the relevant regulations.
- 4-2-85 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 1-30-85 Letter announces substantive amendments to 7 P. S. § 408, House Bill No. 2453, Act No. 1984-217.

- 1984**
- 12-20-84 Letter announces staff changes in the banking bureau of the Department.
- 12-12-84 Letter discusses requirement of § 1407 of the Banking Code of 1965 regarding audit requirements.
- 11-28-84 Letter discusses increasing fees and charges for traditional financial services.
- 10-19-84 Letter announces banking legal holidays for 1985.
- 10-9-84 Letter discusses Section 105(B.1) of the Banking Code of 1965, establishment of additional offices in Pennsylvania by foreign banking organizations.
- 7-26-84 Letter discusses Senate Bill 1304, Act No. 128 of 1984, Senate Bill 1305, Act No. 129 of 1984 and amendments to § 302, § 303, § 401 of the Banking Code of 1965.
- 7-26-84 Letter discusses Senate Bill No. 1304, Act No. 128 of 1984 which amended sections 203, 306, 308, 310, 311, 404, 405, 505, 805, 908, 1415, 1609, 1910, 2002 of the Banking Code of 1965.
- 7-26-84 Letter discusses Senate Bill No. 1080, Act No. 125 of 1984 which amended sections 311, 404, 514, 610, 802, 1217, 1405, 1609, 1801 and 1809 of the Banking Code of 1965.
- 7-13-84 Letter discusses amendment to Section 1910(d) of the Banking Code of 1965, which requires directors and officers to have an audit performed of the books and affairs of the institution at least once per year.
- 6-18-84 Letter announces Department's revisions to branch application forms.
- 6-14-84 Letter discusses Banking Code of 1965, § 307—Investment Securities (other than stock) and OCC revising its interpretation of ruling 7.1100, redefining capital and surplus for the purposes of investment limitations.
- 3-5-84 Letter is a reminder of importance of making and maintaining arrangements to backup data processing equipment and provide for reconstruction of records.
- 2-23-84 Letter discusses Section 319 of the Banking Code of 1965 and variable rate consumer installment loans.
- 2-17-84 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Computer Audit and Control Conference for Bankers to be held in Philadelphia, PA on April 23-26, 1984.
- 1-24-84 Letter discusses Section 307 of the Banking Code of 1965 and investments in shares of money market mutual funds.
- 1983**
- 12-5-83 Letter discusses annual audits of one-bank holding companies and multi-bank holding companies in compliance with Sections 1407 of the Banking Code of 1965.
- 12-1-83 Letter discusses impact of deregulation on industry.
- 10-13-83 Letter announces deletion of Section 14.1 and 14.2 from Title 10 of the Pa. Code.
- 10-7-83 Letter announces 1984 legal bank holidays.
- 4-14-83 Letter discusses Garn-St. Germain Depository Act of 1982 and preemption of state law re: alternative mortgage loans and override of 7 P. S. § 505.
- 4-12-83 Letter regarding electronic automation.
- 4-8-83 Letter regarding the Garn-St Germain Depository Institutions Act of 1982 overrides state law to the extent that it permits adjustable-rate mortgages to be made or purchased by state-chartered banks, bank and trust companies, trust companies, and private banks.
- 2-28-83 Letter discusses annual audits requirement contained in Section 17.1(a), Title 10 of the Pennsylvania Code.
- 2-15-83 Letter discusses mortgage loans requiring special consideration such as those affected by temporary unemployment of borrower.
- 2-2-83 Letter discusses Garn-St. Germain Depository Institution Act of 1982 overriding substantially equal payments requirements of Section 310 of the Banking Code of 1965.
- 1-24-83 Letter discusses exercising of compassion and forbearance in dealing with unemployed customers.
- 1-17-83 Letter discusses recent amendments to Chapter 7 of the Banking Code of 1965, as amended.
- 1-3-83 Letter concerns substantial increase in the number of institutions advertising repurchase agreements.
- 1982**
- 12-8-82 Letter discusses examination of PA Bank Holding Companies by Department.
- 11-1-82 Letter lists legal bank holidays for 1983.
- 7-30-82 Letter addressed to thrift CEOs and discusses asset restatement accounting.
- 7-2-82 Letter to MVSFA licensees discusses Act No. 160 of 1982 and maximum permissible finance charges.
- 6-4-82 Letter discusses House Bill No. 1739, Act No. 79 of 1982, which amended sections 202, 308, 311, 319, 320, 407, 504, 506, 610, 702, 703, 1414, 2004 and 1609 of the Banking Code of 1965.
- 6-4-82 Letter discusses House Bill No. 1889, Act No. 44 of 1982, which amended sections 113, 114, 115, 903, 904 and 905 of the Banking Code of 1965.
- 4-5-82 Letter announces change of policy from capital-to-deposit ratio as a measurement of capital adequacy to capital-to-assets ratio.
- 4-2-82 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Bank Executives EDP/EFT Conference to be held in Philadelphia, April 27-28, 1982.

3-26-82 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Bank Executives EDP/EFT Conference to be held in Philadelphia, April 27-28, 1982.

1981

11-20-81 Letter lists legal bank holidays for 1982.
 10-13-81 Letter discusses sections 702(c) and 610(c) of the Banking Code of 1965, as amended.
 10-9-81 Letter announces CSBS Computer Audit and Control Conference for Bankers.
 1-21-81 Notice of authorization to close banks in Philadelphia for official celebrations.

1980

11-7-80 Letter lists legal bank holidays for 1981.
 10-28-80 Letter discusses proposed amendments to Department regulations pertaining to Legal Reserve Funds, 10 Pa. Code, Chapter 11.
 7-7-80 Letter announces "Day with the Secretary" program.
 6-17-80 Letter discusses Chapter 7 and Section 103 of the Banking Code of 1965, as amended, and Section 202 of the Banking Code of 1933, as amended, legal reserves of PA nonmember banks.
 6-10-80 Letter discusses Section 318 of the Banking Code of 1965 and permissible interest computations.
 5-29-80 Letter discusses Act No. 51 of 1980, amending various provisions of the Banking Code of 1965 (P. L. 847, No. 346).
 3-13-80 Letter discusses proposed legislation requiring mandatory reserves to be maintained at the Federal Reserve.
 2-14-80 Letter discusses Act No. 286 of 1980 and new requirements for CPAs.
 2-4-80 Letter discusses conversions of PA National Banks to State Charters.
 1-2-80 Letter discusses federal law preemption of first lien residential mortgage rate portion of Pennsylvania usury law.

1979

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

7-26-79 Letter discusses Outstanding Mortgage Loans.

1975

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

1966

3-14-66.1 Letter discusses Saturday Banking Hours.

POLICY STATEMENTS

- 10 Pa. Code Chapter 47—Loan Modifications—Statement of Policy
- 10 Pa. Code Chapter 49—Reverse Mortgage Loans—Statement of Policy
- 10 Pa. Code §§ 13.61—13.68—Exception to Definition of "Branch"
- 10 Pa. Code § 41.3a—Calculation of Consumer Discount Company Act default charges—Statement of Policy
- 10 Pa. Code § 7.9—Disclosure Requirements—Statement of Policy
- 10 Pa. Code Chapter 81—Check Cashers—Statement of Policy
- 10 Pa. Code § 13.51—Simplification and Availability of Bank Credit—Statement of Policy
- 10 Pa. Code Chapter 48—Mortgage Loan Business Practices—Statement of Policy

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

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

• *Branch Applications:*

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

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

Remote Service Facility—Savings Association

Branch Relocation—Bank, Savings Association

Relocation of Main Office—Savings Association

Branch Discontinuance—Bank, Savings Association

Foreign Bank Office

• *Conversions*

National Bank to State Bank

Savings Association to Savings Bank

Mutual Savings Bank to Stock Savings Bank

Mutual Savings Association to Stock Savings Association

Federal Credit Union to State Credit Union

• *Mergers*

Banks

Savings Associations

Credit Unions

- *Charters*

Bank

Interim Bank

Savings Association

Interim Savings Association

Credit Union

Non-Depository Trust Company

- *Dissolutions*

Savings Associations

Bank

- *Intrastate Acquisitions*

Bank Holding Company

Thrift Holding Company

- *Interstate Acquisitions*

Thrift Holding Company

- *Other*

Change In Bank Control—Individuals

Mutual Holding Company Reorganizations

Trust Department—Bank, Savings Association

Bank Subsidiary and Parity Notice

INDEX OF GUIDANCE AVAILABLE REGARDING COMPLIANCE WITH LICENSING STATUTES AND REGULATIONS

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

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

In addition to the above indices, the Department of Banking maintains interpretive letters addressing the applicability of statutes and regulations administered by the Department of Banking 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 will continue to issue interpretive letters on a case by case basis when appropriate regarding new issues raised by persons requesting such interpretive information.

COMMUNITY & ECONOMIC DEVELOPMENT

I. POLICY STATEMENTS:

Center for Business Financing Loans:

Machinery and Equipment Loan Fund

Pennsylvania Industrial Development Authority

Kevin Rowland (717-787-6245)

Center for Private Financing

Private Activity Bonds

Gail Wagner (717-783-1109)

Operations Center

Community Revitalization Program

Fritz Smith (717-787-7402)

II. GUIDANCE MANUALS:

Business Assistance Office

Business Financing Programs

Customer Service: 1800-379-7448 or 717-787-3405

Center for Entrepreneurial Assistance

Entrepreneurs Guide: Starting and Growing a Business in Pennsylvania

Nancy Garman (1-800-280-3801)

Governor's Center for Local Government Services

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

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

2009-10 Annual Report for Governor's Center for Local Government Services

Administering Police Services in Small Communities Auditor's Guide

Borough Council Handbook

Borough Mayor's Manual

Boundary Change Procedures

Chart of Accounts

Citizen's Guide to Local Government

City Government in PA Handbook

Councils of Governments Directory

COG Director's Handbook

Debt Management Handbook

Elective Office in Local Government

Financial Monitoring Workbook

Fiscal Management Handbook

Flood Plain Management Regulations

Home Rule in Pennsylvania

Insurance Primer for Municipal Officials

Intergovernmental Cooperation Handbook

Local Government Regulation of Wireless Telecommunications Facilities

Local Taxpayers Bill of Rights and Real Property Tax Payer Programs under Act 50 of 1998

Manual for County Chief Clerk's /Administrator

Manual for County Commissioners

Manual for Municipal Secretaries

Model Hiring Manual for Pennsylvania Municipalities

Municipal Authorities in Pennsylvania

Municipal Pension Handbook

Municipalities Financial Recovery Act

Open Meetings/Open Records

Public Works Manual

Purchasing Handbook

Records Management—Retention Schedules

Referendum Handbook

Regional Police Services in Pennsylvania

Risk Manager's Insurance Guide

Solicitor's Handbook

Tax Collector's Manual

Taxation Manual

Township Commissioner's Handbook

Township Supervisor's Manual

Planning Series

Municipalities Planning Code

No. 1—Local Land Use Controls In Pennsylvania

No. 2—The Planning Commission

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

Act 32 Related Publications and Forms

- Act 32 Procedure Manual
- 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

Municipal Code Fiscal Related Publications

- Annual Audit and Financial Report
- County Annual Financial Report

Center for Community Financing

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

III. DECISIONS:

None.

IV. INTERNAL GUIDELINES:

Center for Business Financing

Grants Division:

- Commonwealth Financing Authority—Gaming, Economic Development and Tourism Fund (GEDTF)—(Gaming Funds)—Allegheny County
- Guaranteed Free Training Program (WEDnet)
- Partnerships for Regional Economic Performance (PREP)
- Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Luzerne County

- Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Monroe County
- Local Share Account Fund (Gaming Funds) Washington County
- Pennsylvania First Program
- Commonwealth Financing Authority—Solar Energy
- Lynne Ruby (717-787-6245)
- Discovered and Developed in Pennsylvania
- Sheri Collins (717-720-1317)

Loans Division:

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

Site Development Division:

- Commonwealth Financing Authority—Alternative & Clean Energy
- Commonwealth Financing Authority—Business in Our Sites
- Commonwealth Financing Authority—PennWorks
- Commonwealth Financing Authority—Building PA
- Commonwealth Financing Authority—H20 PA
- Commonwealth Financing Authority—Renewable Energy
- Infrastructure and Facilities Improvement Program
- Industrial Sites Reuse Program
- Infrastructure Development Program
- Keystone Opportunity Zone
- Keystone Special Development Zone
- Brian Eckert (717-787-6245)

Small Business Financing Division:

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

Tax Credit Division:

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

Center for Private Financing

- Pennsylvania Community Development Bank Business Plan
- Accreditation Standards
- Capacity Building Grants
- State Accreditation Guidelines and Application Underwriting
- Business Opportunities Fund
- Pennsylvania Capital Access Program
- Steve Drizos (717-783-1109)
- Commonwealth Financing Authority
- Tax Increment Financing Guarantee Program
- Brian Deamer (717-783-1109)
- First Industries Tourism Loan Guarantee Program
- First Industries Agriculture Loan Guarantee Program
- Second Stage Loan Program
- Craig Petrasic (717-783-1109)

Pennsylvania Economic Development Financing Authority
 Conventional Bond Financing Taxable Exempt Facility & Small Issue Bonds
 Industrial Development Fund Financing Revenue Bond & Mortgage Program
 Gail Wagner (717-783-1109)
 Taxable and Tax-Exempt Bond Financing
 Craig Petrasic or Brian Deamer (717-783-1109)

Community Affairs and Development

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

Local Government Services Center

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

Center for Community Financing

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

Office of International Business Development
 Export 2000 Block Grant
 Alain Mortha (717-720-7380)

Market Access Grant
 Paige Pynos (717-214-5452)
 Regional Investment Marketing Grant
 Amy Zecha (717-720-7339)

Technology Investment Office

Agile Manufacturing
 Alternative Energy Investment Program
 Ben Franklin Technology Partners
 Bona Fide Request Program
 Broadband Outreach and Aggregation Fund
 Business Attraction and Retention Program
 Commonwealth Financing Authority
 New PA Venture Investment Program
 New PA Venture Guarantee Program
 Keystone Innovation Zone Program
 Keystone Innovation Grants
 Keystone Innovation Starter Kits
 Life Sciences Greenhouse Program
 Pennsylvania Infrastructure Technology Alliance (PITA)
 Pennsylvania Industrial Resource Center Program
 Pennsylvania Technical Assistance Program (PennTAP)
 Pittsburgh SuperComputing Center
 Powdered Metals Initiative
 Research and Development Tax Credit Program
 Technology Fund Investment
 Technology Collaborative
 Technology Development Grant
 University Research Grant
 Workforce Leadership Grants
 Sheri Collins (717-720-1317)

Travel, Film, and Economic Development Marketing Office

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

Energy Conservation & Weatherization

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

V. OTHER

Center for Community Financing

Consolidated Plan
 Ed Geiger (717-787-5327)

Energy Conservation & Weatherization

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

CONSERVATION AND NATURAL RESOURCES

POLICY STATEMENTS:

Bureau of Forestry

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

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

Bureau of State Parks

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

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

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

Bureau of Recreation and Conservation

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

GUIDANCE MANUALS:

Bureau of Forestry

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Bureau of Recreation and Conservation

Pennsylvania Scenic Rivers Program Guidelines
Pennsylvania Scenic Rivers Program Management Guide-
lines

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

Community Conservation Partnerships (C2P2) Grant
Manual and Forms

A Guide to Funding Recreation and Conservation Projects
Contact: Greg Gove (717-783-2662)

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

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

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

Bureau of State Parks

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

Boating/Boat Docks
Geocaching
Marina Manuals
Search and Rescue
Swimming/Lifeguard Manuals
Rock Climbing
Contact: Ryan Dysinger (717-783-3307)

Commercial Use Licenses
Concession Leases
Conservation Volunteer Program
Leased Campsite & Houseboats
Occupancy Agreements
Road Use Agreements
Rights-of-Way
Contact: Rex Lord (717-783-3307)

Topographic and Geologic Survey

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

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

EDUCATION

POLICY STATEMENTS:

State Board of Education

- Statement of Policy—Accrediting Organizations
Contact: Karen Molchanow (717-787-3787)
- Statement of Policy—NOCTI as an Alternative Path-
way to Meeting High School Graduation Requirements
Contact: Karen Molchanow (717-787-3787)
- Statement of Policy—Keystone Exams—Local Assess-
ment Option
Contact: Karen Molchanow (717-787-3787)

**Bureau of Teaching and Learning—School Services
Unit**

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

- Basic Education Circular Pregnant & Parenting Teen; 24 P. S. § 13-1327

Contact: Jennifer Brinley (717-346-9399)

- Basic Education Circular Alternative Education for Disruptive Youth (Available on the website.)

Contact: Drew Schuckman (717-705-6908)

- Charter School Application (on PDE Website)
- Cyber Charter School Application (on PDE Website)
- Pennsylvania Charter School Annual Report (on PDE Website)
- Competitive Charter School Federal Grant Program (on PDE Website)
- Competitive PA Charter School Planning Grants-Guidelines and Application Forms (on PDE Website)
- Cyber Charter Schools Review (On PDE Website)

Contact: Marlene Kanuck (717-783-9294)

Bureau of School Leadership and Teacher Quality

- Pennsylvania Department of Education Standards, Policies and Procedures for State Approval of Certification Programs and for the Certification of Professional Educators for the Public Schools of Pennsylvania

Contact: Christina Baumer (717-783-6720)

- Certification and Staffing Policies and Guidelines Regarding Education Certification and Staffing Requirements for Public Schools

Contact: Barbara Seifert (717-772-4508)

- Policy on Evaluation Procedure for Certificate of Preliminary Education Evaluation of Credentials
- Commonly Asked Questions on Act 48
- 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)

Contact: Barbara Seifert (717-772-4508)

- 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)
- 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)

Contact: Jamal Wakeen (717-772-3566)

- Specific Program Guidelines for State Approval of Professional Educators (January 2001)
- Contact: Christina Baumer (717-783-6720)

Bureau of Adult Basic and Literacy Education

- Adult Education and Family Literacy Guidelines - Program Year 2011-12 - Pennsylvania Act 143 of 1986, The Workforce Investment Act of 1998, Title II (Adult Education and Family Literacy Act), Federal Even Start Family Literacy Program (Title I, Part B of Improving Americas Schools Act)
- Policy C.100, Adult Education and Family Literacy Performance Standards
- Policy C.130, Verification and Reporting of Data
- Policy C.135, Goal Setting and Core Outcomes
- Policy C.310, Even Start Independent Local Evaluations
- 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.140, Adult Diploma Program (ADP) [formerly High School Diploma Program for Adults (HSDP)]
- Policy D.150, Interactive Literacy Activities (ILA)
- Policy D.160, Interactive Literacy Activities (ILA) Assessment
- Policy F.100, Professional Development
- Policy G.100, Adult Education and Workforce Investment Boards

- Policy Guidance H.100, Residency Requirements for Issuance of the Commonwealth Secondary School Diploma through GED® Testing
 - Policy Guidance, H.200, GED® Testing for Institutionalized Youth
 - Policy H.300, Verification of GED® Test Candidate Identity and Pennsylvania Residency
 - Policy Guidance H.400, Foreign Language Versions of the GED® Tests and Credentials
 - Policy H.500, The Official GED® Practice Tests as a Condition for GED Testing eData v2 Instruction Manual
 - ABLE Data Collection Glossary
- Contact: Michael J. Sobkowski (717-783-6788)

Office of Postsecondary and Higher Education

Institutional and Program Approval Information

- 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: Albert Happ (717-772-3623)

Bureau of Postsecondary Education

Division of Occupational Training Schools

- 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—Program Quality
- Contact: Patricia Landis (717-783-8228)

Bureau of Career and Technical Education

- Pennsylvania State Plan for the Administration of the Carl D. Perkins Career and Technical Education Improvement Act of 2006
- Contact: Frank DiNatale (717-783-6981)

Bureau of Teaching and Learning

- Pennsylvania State Board of Education AIDS Policy—Admissions/Readmissions of Students or Staff Persons with AIDS, March 1987
- Contact: Shirley A. Black (717-772-0067)
- Enhanced Driver Education Program Guide
 - Procedures for Establishing a Private Driver Training School
- Contact: Harry Sherman (717-783-4382)
- Act 48 of 1999 Appeals Process Statement of Policy
- Contact: Bob Staver (717-783-6583)

Bureau of Special Education

- State Plan under the Individuals with Disabilities Education Act—Part B
- Contact: Patricia Hozella (717) 783-2311
- Memorandum to Local Education Agencies (Penn* Link): Revised Chapters 14 and 711 (June 13, 2008)
- Contact: John Tommasini (717-783-6134)
- Memorandum to Local Education Agencies (Penn* Link): Use of Response to Intervention (RtI) in the Diagnosis of Specific Learning Disabilities (SLD) March 24, 2008
- Contact: Jean Inskip (717-783-6906)
- Memorandum to Local Education Agencies (Penn* Link): PIMS and Special Education PennData Submissions (May 24, 2008)
- Contact: Jodi Rissinger (717-783-6911)
- Memorandum to Local Education Agencies (Penn* Link): Public Input on Cyclical Monitoring System (May 12, 2008)
- Contact: Jill Deitrich (717-783-6876)
- Memorandum to Local Education Agencies (Penn* Link): Speech and Language Distance Learning Program (May 19, 2008)
- Contact: Dr. Joneen Lowman (Bloomsburg University) (570-389-4999)
- Memorandum to Local Education Agencies (Penn* Link): Revised Special Education Forms (June 30, 2008)
- Contact: Janet Sloand (1-800-441-3215)
- Memorandum to Local Education Agencies (Penn* Link): Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 16, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): PA Guidelines for Identifying Students with Specific Learning Disabilities (SLD) (August 13, 2008)
- Contact: Jean Inskip (717-783-6906)
- Memorandum to Local Education Agencies (Penn* Link): IDEA-B State Performance Data Reporting Fiscal Program Determinations (August 18, 2008)
- Contact: Sue Leonard (717-772-1114)

- Memorandum to Local Education Agencies (Penn* Link): Paraprofessional Requirements Under Revised Chapter 14 (September 30, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Final-Omitted Form Rulemaking Correcting Error in Section 14.143(B) Disciplinary Placements
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Reporting of New Caseload Requirements (October 15, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Gaskin Settlement Agreement Update-Individualized Education Program (IEP) Format and Supplementary Aids and Services (October 22, 2008)
- Contact: Patricia Hozella (717-783-5768)
- Memorandum to Local Education Agencies (Penn* Link): Side-by-Side Quick Reference of the State and Federal Special Education Regulations (October 28, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Questions and Answers Regarding Revised Chapter 14 (November 4, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Required Reporting of the Use of Restraints (November 5, 2008)
- Contact: Elizabeth Shenk (717- 783-6894)
- Memorandum to Local Education Agencies (Penn* Link): Change in Amount of Special Education Service (November 21, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Presentation of PSSA Accommodations Guidelines for Students with IEPs and Students with 504 Plans (December 12, 2008)
- Contact: Lynda Lupp (717-783-6885)
- Memorandum to Local Education Agencies (Penn* Link): Supplemental Regulations to 34 CFR Part 300 (Special Education Programs and Services) (December 31, 2008)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Website for Chapter 16 Questions (January 16, 2009)
- Contact: Shirley Curl (717-786-6361)
- Memorandum to Local Education Agencies (Penn* Link): State Performance Plan Data Requirements-Postsecondary School Survey (January 20, 2009)
- Contact: Michael Stoehr (1-800-446-5607)
- Memorandum to Local Education Agencies (Penn* Link): Paraprofessional Online Courses For Special Education Paraeducator Credential of Competency Standards (February 11, 2009)
- Contact: Shatarupa Podder (717-772-2646)
- Memorandum to Local Education Agencies (Penn* Link): Chapter 14 Questions and Answers (Volume 3) (February 11, 2009)
- Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Clarification of Special Education Templates in PIMS (February 17, 2009)
- Contact: Jodi Rissinger (717-783-6911)
- Memorandum to Local Education Agencies (Penn* Link): Pennsylvania State Performance Plan-Enhancing Parent Involvement (March 5, 2009)
- Contact: Sandy Zeleznik (412-278-0259)

- Memorandum to Local Education Agencies (Penn* Link): Ensuring Accuracy in Reporting on Penn Data Table 8 (March 17, 2009)
Contact: Jodi Rissinger (717-783-6911)
- Memorandum to Local Education Agencies (Penn* Link): Child Find, Equitable Participation, and Evaluations (May 1, 2009)
Contact: Tom Seben (717-783-6922)
- Memorandum to Local Education Agencies (Penn* Link): Language for Use in All Textbook Purchase Orders to Ensure Timely Access to Accessible Instructional Materials for Students with IEPs (May 13, 2009)
Contact: Janet Sloand (1-800-441-3215)
- Memorandum to Local Education Agencies (Penn* Link): National Institute for School Leadership (NISL): Leadership for Students with Disabilities Institute Professional Development Opportunity
Contact: Debbie Brown (1-800-441-3215)
- Memorandum to Local Education Agencies (Penn* Link): Training for Functional Behavioral Assessments (May 29, 2009)
Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Surrogate Parent Manual (January 2010)
Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Special Education Plan Requirements—Identification of Students with SLD using the RtII Option (January 2010)
Contact: John Machella (814- 536-1956)
- Memorandum to Local Education Agencies (Penn* Link): IEP Team's Responsibility for Educational Placement in Partial Hospitalization Programs (January 2010)
Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Impact of School-Based ACCESS Program Services on MA Services (January 2010)
Contact: Elizabeth Shenk (717-783-6894)
- Memorandum to Local Education Agencies (Penn* Link): State Performance Plan Data Requirements—Post Secondary School Survey (January 2010)
Contact: Michael Stoehr (800-446-5607, ext. 6864)
- Memorandum to Local Education Agencies (Penn* Link): Secondary Transition Folder CD (January 2010)
Contact: Mary Gordon (800-446-5607, ext. 6871)
- Memorandum to Local Education Agencies (Penn* Link): Dual Enrollment for Special Education Students who are Parentally-Placed in a Nonpublic School (February 2010)
Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): 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: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Qualified Status for Special Education Instructional Paraprofessionals (March 2010)
Contact: Shatarupa Podder (717-772-2646)
- Memorandum to Local Education Agencies (Penn* Link): Pennsylvania Guidelines for the Provision of Accessible Instructional Materials (AIM Guidelines) (March 2010)
Contact: Frank Irzyk (800-360-7282, ext. 3334)
- Memorandum to Local Education Agencies (Penn* Link): School-Based ACCESS Program Services and Use of Electronic Signatures (April 2010)
Contact: Tom Seben (717-783-6922)
- Memorandum to Local Education Agencies (Penn* Link): Questions and Answers Regarding Reevaluation Procedures and Process (April 2010)
Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): Revocation of Parental Consent for Special Education and Related Services (April 2010)
Contact: Malcolm Conner (717-667-3153)
- Memorandum to Local Education Agencies (Penn* Link): PSSA-Modified (PSSA-M) Assessments (May 2010)
Contact: Lynda Lupp (717-783-6885)
- Memorandum to Local Education Agencies (Penn* Link): Additional Questions and Answers Regarding the Use of Restraints (May 2010)
Contact: Elizabeth Shenk (717-783-6894)
- Memorandum to Local Education Agencies (Penn* Link): Required Reporting of the Use of Restraints (May 2010)
Contact: Elizabeth Shenk (717-783-6894)
- Memorandum to Local Education Agencies (Penn* Link): Final 2010-11 Special Education Compliance Monitoring Schedule (June 2010)
Contact: Jill Deitrich (717-783-6876)
- Memorandum to Local Education Agencies (Penn* Link): Pennsylvania's Individuals with Disabilities Education Act Part B Determination (June 2010)
Contact: Patricia Hozella (717-783-2311)
- Memorandum to Local Education Agencies (Penn* Link): PSSA-Modified Science Assessment (June 2010)
Contact: Lynda Lupp (717-783-6885)
- Memorandum to Local Education Agencies (Penn* Link): Subgrantee Restricted Indirect Cost Recoveries—Individuals with Disabilities Education Act (June 2010)
Contact: Sue Leonard (717-772-1114)
- Memorandum to Local Education Agencies (Penn* Link): Gifted Education Monitoring (September 2010)
Contact: Dr. Shirley Curl (717-786-6361)
- Memorandum to Local Education Agencies (Penn* Link): Special Education Restraint Tracking (September 2010)
Contact: Elizabeth Shenk (717-783-6894)
- Memorandum to Local Education Agencies (Penn* Link): Special Education Contingency Fund Application (September 2010)
Contact: Dr. Ron Wells (717-783-6882)
- Memorandum to Local Education Agencies (Penn* Link): Reporting of Expenditures Relating to Exceptional Students (October 2010)
Contact: Don Dolbin (717-783-6879)
- Memorandum to Local Education Agencies (Penn* Link): Special Education Plan Requirements—Instructional Guidelines for English Language Learners (October 2010)
Contact: Jean Inskip (717-783-6906)
- Memorandum to Local Education Agencies (Penn* Link): Legal Requirements Governing Resolution Meetings (November 2010)
Contact: Masako Farrell (717-783-6137)
- Memorandum to Local Education Agencies (Penn* Link): Rosa's Law—Change in Disability Terminology (November 2010)
Contact: Malcolm Conner (717-667-3153)

Bureau of Budget and Fiscal Management

- School Construction Policies and Procedures (This booklet describes how reimbursement is calculated along with examples and formulas.)
Contact: Cindy Rowetr (717-787-5480)

GUIDANCE MANUALS:**Bureau of Special Education**

- Special Education Mediation Services
Contact: Kerry Smith (717-541-4960)
- Education of Students with Hearing Loss
Contact: Shatarupa Podder (717-772-2646)
- Special Education Complaint Investigation Manual
Contact: Masako Farrell (717-783-6889)
- School District Special Education Plan Guidelines
Contact: Thomas Seben (717-783-6922)
- Intermediate Unit Special Education Plan Guidelines
Contact: Shatarupa Podder (717-772-2646)
- Disabilities Education Act-Part B Program Guidelines for Local Education Agency Applications
Contact: Ronald Wells (717-783-6882)
- Credential of Competency for Special Education Paraeducators
Contact: Virginia Kobb (717-787-8603)
- Special Education Contingency Fund Guidelines
Contact: Ronald Wells (717-783-6882)
- Individuals with Disabilities Education Act-Part B (IDEA-B), IDEA-B, Section 611, Special Education State Grant
Contact: Ronald Wells (717-783-6882)
Sue Leonard (717-772-1114)
- PA Guidelines for De-escalation and the Use of Restraints in Educational Programs
Contact: Elizabeth Shenk (717-783-6894)
- Chapter 14 Questions and Answers (Paraprofessional, Volume 2, and Volume 3)
Contact: Malcolm Conner (717-667-3153)
- PA Guidelines for Identifying Students with Specific Learning Disabilities (SLD)
Contact: Lynda Lupp (717-783-6885)
- Identification of Students with Specific Learning Disabilities (SLD) using Response to Intervention (RtI)
Contact: Jean Inskip (717-783-6906)

Bureau of Special Education

- Surrogate Parent Manual
Contact: Malcolm Conner (717-667-3153)
- Special Education Plan Requirements—Identification of Students with SLD using the RtII Option
Contact: John Machella (814-536-1956)
- IEP Team's Responsibility for Educational Placement in Partial Hospitalization Programs
Contact: Malcolm Conner (717-667-3153)
- Impact of School-Based ACCESS Program Services on MA Services
Contact: Elizabeth Zeisloft (717-783-6894)
- State Performance Plan Data Requirements—Post Secondary School Survey
Contact: Michael Stoehr (800-446-5607, ext. 6864)
- Secondary Transition Folder CD
Contact: Mary Gordon (800-446-5607, ext. 6871)
- IDEA-B and ARRA-IDEA Fiscal Reporting Training
Contact: Sue Leonard (717-772-1114)
- Dual Enrollment for Special Education Students who are Parentally-Placed in a Nonpublic School
Contact: Malcolm Conner (717-667-3153)
- School-Based ACCESS Program Services and Medical Authorization
Contact: Elizabeth Shenk (717-783-6894)
- 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
Contact: Malcolm Conner (717-667-3153)
- Qualified Status for Special Education Instructional Paraprofessionals
Contact: Shatarupa Podder (717-772-2646)

- Pennsylvania Guidelines for the Provision of Accessible Instructional Materials (AIM Guidelines)
Contact: Frank Irzyk (800-360-7282, ext. 3334)
- School-Based ACCESS Program Services and Use of Electronic Signatures
Contact: Tom Seben (717-783-6922)
- Questions and Answers Regarding Reevaluation Procedures and Process
Contact: Malcolm Conner (717-667-3153)
- Revocation of Parental Consent for Special Education and Related Services
Contact: Malcolm Conner (717-667-3153)
- The PA Leadership Program for Special Education Leaders
Contact: Judy Ball (800-441-3215, ext. 7263)
- National Institute for School Leadership: Leadership for Students with Disabilities Institute Professional Development Opportunity
Contact: Debbie Brown (800-441-3215, ext. 7244)
- Online SEPRN Webinar
Contact: Tom Seben (717-783-6922)
- Survey of Parent of Students with Disabilities
Contact: Sandy Zeleznik (412-278-0259)
- LEA Reports Preview
Contact: Jodi Rissinger (717-783-6911)
- PSSA-Modified (PSSA-M) Assessments
Contact: Lynda Lupp (717-783-6885)
- Additional Questions and Answers Regarding the Use of Restraints
Contact: Elizabeth Shenk (717-783-6894)
- Required Reporting of the Use of Restraints
Contact: Elizabeth Shenk (717-783-6894)
- July 2010 PennData Table 8A Submission
Contact: Jodi Rissinger (717-783-6911)
- LEA Special Education Data Reports Online
Contact: Jodi Rissinger (717-783-6911)
- Final 2010-11 Special Education Compliance Monitoring Schedule
Contact: Jill Deitrich (717-783-6876)
- Indicator 13 Cohort Training
Contact: Michael Stoehr (800-446-5607, ext. 6864)
- Pennsylvania's Individuals with Disabilities Education Act Part B Determination
Contact: Patricia Hozella (717-783-2311)
- PSSA-Modified Science Assessment
Contact: Lynda Lupp (717-783-6885)
- Special Education Performance Grant Opportunity—School-Based Behavioral Health
Contact: James Palmiero (800-446-5607, ext. 6851)
- Special Education Performance Grant Opportunity—Transition from School to Community-Based Employment for Students with Autism Spectrum Disorders
Contact: James Palmiero (800-446-5607, ext. 6851)
- Subgrantee Restricted Indirect Cost Recoveries—Individuals with Disabilities Education Act
Contact: Sue Leonard (717-772-1114)
- The Right to Education Task Force
Contact: Amy Deluca (724-736-4463)
- Gifted Education Monitoring
Contact: Dr. Shirley Curl (717-786-6361)
- Adapted Physical Education
Contact: Donna Salkin (800-441-3215, ext. 7267)
- State Performance Plan Data Requirements—Postsecondary School Survey
Contact: Michael Stoehr (800-446-5607, ext. 6864)
- Special Education Restraint Tracking
Contact: Elizabeth Shenk (717-783-6894)
- Special Education Contingency Fund Application
Contact: Dr. Ron Wells (717-783-6882)
- National Institute for School Leadership: Leadership

for Students with Disabilities Institute Professional Development Opportunity

Contact: Debbie Brown (800-441-3215, ext. 7244)

- Reporting of Expenditures Relating to Exceptional Students

Contact: Don Dolbin (717-783-6879)

- Special Education Plan Requirements - Instructional Guidelines for English Language Learners

Contact: Jean Inskip (717-783-6906)

- Special Education Plan Trainings

Contact: Linda McNelis (717-772-2647)

- Special Education Plan Requirements Identification of Students with Special Learning Disabilities (SLD)

Contact: Jean Inskip (717-783-6906)

- Chapter 14 De-Escalation and Restraint Reporting Videoconference

Contact: Elizabeth Shenk (717-783-6894)

- Legal Requirements Governing Resolution Meetings

Contact: Masako Farrell (717-783-6137)

- Rosa's Law—Change in Disability Terminology

Contact: Malcolm Conner (717-667-3153)

- Special Education Contingency Fund Application—Reminder

Contact: Dr. Ron Wells (717-783-6882)

- BrainSTEPS Program

Contact: Brenda Eagan Brown (724-944-6542)

- Reporting of Expenditures Relating to Exceptional Students—Reminder

Contact: Don Dolbin (717-783-6879)

Office of Child Development and Early Learning Pennsylvania Pre-K Counts

- List of Programs by County and Enrollment Contacts, June 2012

Contact: Deborah C. Wise (717-787-7489)

Head Start Supplemental Assistance Program

- Head Start Supplemental Assistance Program Continuation Grant Guidance

Contact: Deborah C. Wise (717-787-7489)

Early Intervention Services

- 2010-2011 Pennsylvania State Interagency Coordinating Council—Early Intervention in Pennsylvania—Annual Report Submitted to the Governor

Contact: Carl Beck (717-214-7130)

- Intermediate Unit Special Education Plan Guidelines

Contact: Deb Noel (717-265-8900)

- State Early Intervention, Federal 619 IDEA B and Component I Guidelines

Contact: Brian Bell (717-346-0038)

- Grant Procedure Manual

Contact: Brian Bell (717-346-0038)

- Certificate of Competency—COC EI Standards for Licensed Private Providers applications and instructions

Contact: Kathy Vradenburgh (717-346-1117)

- Certificate of Competency—COC Directions and Requirements for Renewals Only

Contact: Kathy Vradenburgh (717-346-1117)

- ELS-EI-06 #04 Natural Environments 7/24/2006

- ELS-EI-06 #07 Clarification of Waiver of 4300 Fiscal Regulations 8/15/2006

- ELS-EI-06 #09 Childhood Lead Poisoning Prevention Program 8/24/2006

- ELS-EI-06 #10 Acceptable Signers of the Beneficiary Choice Form for Infants, Toddlers and Families Medicaid Waiver 9/05/2006

- ELS-EI-06 #12 Medicaid Waiver for Infants, Toddlers and Families Renewal 10/03/2006

- EI-07 #03 Mediation Procedures for EI, Part C 1/26/2007

• EI-07 #04

• EI-07 #12

• EI-07 #13

• EI-08 #02

• EI-08 #03

• EI-08 #04

• EI-08 #05

• EI-08 #09

• EI-08 #10

• EI-09 #01

• EI-09 #05

• EI-09 #06

• EI-09 #11

• EI-09 #13

• EI-09 #14

• EI-09 #17

• EI-09 #18

• EI-09 #19

• EI-2010 #01

• EI-2010 #02

• EI-2010 #03

• EI-2010 #04

• EI-2010 #06

• EI-2010 #07

OCDEL Operating Agreement, ITF Provider Agreement And

County/Provider Contract 4/03/2007

PA Pre-K Counts and Early Intervention Working Together 10/24/2007

Third Party Insurance Denials and Leader Services 11/20/2007

Reportable Incidents 3/07/2008

Extent and Duration of Early Intervention Programs for

Preschoolers, Including Services During Scheduled Breaks in Their Programs 4/16/2008

Early Intervention Management

Verification Tool 7/01/2008

Issuance of Two New Forms—the

Evaluation Reports (ER) And the Individualized Family Service Plan

(IFSP)/Individualized Education

Program (IEP) 6/30/2008

Early Intervention Special Education

Plan Review Notice (EI SEPRN)

8/18/2008

Eligibility for Infants Toddlers Families

Medicaid Waiver 9/22/2008

Recommendations for Children who are

Deaf or Hard of Hearing (DHOH)

1/2/2009

Provider Monitoring Tool and Service

Coordination Monitoring Tool 2/16/2009

Local Determination Process and the

Performance Improvement Process

3/24/2009

Infant/ Toddler Early Intervention

Service Coordination 08/14/2009

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

Contracting With Early Intervention

Service Providers and Suspending and

Terminating Early Intervention Service

Providers 09/16/2009

Qualifications for Individuals to

Provide Speech-Language Pathology

Services in Early Intervention and the

Requirements for Billing 10/05/2009

Update on Early Learning Network

and Child Outcome Reporting in

2009-2010 10/19/2009

Transition of Preschool Children to

School Age Programs 10/20/2009

Revised Early Intervention Audit And

Fiscal Reporting Requirements

01/19/2010

Release of Information 01/29/2010

Session Notes 04/07/2010

Operational Guidance for

Infant/Toddler Programs Regarding

Children Living in Residential

Facilities 04/09/2010

Funding Responsibilities for Early

Intervention Services For Children at

Kindergarten Age 05/18/2010

Paraprofessional Qualifications

06/15/2010

- EI-2010 #08 Amended Behavior Supports for Young Children 10/25/2010
 - EI-2010 #09 State Set Rates for Infant Toddler Early Intervention Services 11/09/2010
 - EI-2011 #01 IDEA Early Intervention Complaint Procedures 06/01/2011
 - EI-2011 #02 ACT 24 of 2011 Implementations-PELICAN Data Moratorium
 - EI-2011 #03 Annual Data Review
 - EI-2011 #04 Infant/Toddler Early Intervention Cost Centers
 - EI-2012 #01 Screening, Evaluation and Assessment in Early Intervention
 - EI-2012 #02 Updates to Early Intervention Policy Based on Requirements in IDEA Part C Regulations
 - EI-2012 #03 Confidentiality, Parent Consent and Surrogate Parents
 - EI-2012 #04 Transition of Toddlers to Preschool or Other Community Services
- Contact: Caroline Bingaman (717-772-2376)

Center for Data Quality and Information Technology

- Secondary Career and Technical Education Information System Instruction Manual for Student Data Submission, 2006-2007
- Contact: Steve Simchock (717-787-2644)
- Adult Career and Technical Education Instruction Manual, 2006-2007
- Contact: Deb Rodrigues (717-787-2644)
- Private and Nonpublic Enrollment Instruction Manual, 2006-2007
- Contact: Deb Rodrigues (717-787-2644)
- Postsecondary Career and Technical Education Instruction Manual, 2005-2006
- Contact: Deb Rodrigues (717-787-2644)
- Electronic Dropout/Graduate Report (EDGR): Dropout Instructions for School Year 2006-2007
- Contact: Michele Hiester (717-787-2644)

Bureau of State Library

- Revised Classification Scheme for Pennsylvania State Publications,—Provides Call Numbers to be Used in Classifying Pennsylvania State Publications
- Contact: Mary Spila (717-783-3884)

Bureau of Library Development

- Guidelines for Negotiating Agreements, 2003—Guidance for District Library Centers in Negotiating Service Agreements With Local Libraries
- Guidelines for Statewide Library Card System, 1999 rev.—Rules for Public Libraries Participating in the Statewide Library Card System
- 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 2003-2007, 2002—A Focused Program for the Improvement of Library Services for the People of Pennsylvania through Federal LSTA Funds.
- Library Services and Technology Act Five-Year Plan 2008-2012, 2007—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.
 - The Pennsylvania School Library Information Specialist TOOLKIT for Implementing Information Literacy in Schools—Defines information literacy standards integrated into curricular areas.
 - The Pennsylvania School Library Information Specialist TOOLKIT for Implementing Information Literacy in Schools Supplement 2003
- Contact: Jim Hollinger (717-783-5722)

Bureau of Teaching and Learning

- Pregnant and Parenting Teen Evaluation Packet
 - Education Leading to Employment and Career Training Monthly Attendance Instructions
 - Education Leading to Employment and Career Training Operational Manual
- Contact: Jennifer Brinley (717-346-9399)
- 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: Drew Schuckman (717-705-6908)

Office for Safe Schools

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

Office of Elementary and Secondary Education—School Services Unit

- Basic Education Circulars (BECs)—Current collection of Pennsylvania Department of Education guidance statements on state and federal basic education laws and regulations. These guidance statements cover several areas of the School Code within Title 24 of Purdon's Statutes, Articles 1-25, and State Board of Education Regulations—Title 22 of the Pennsylvania Code, Chapters 1-23, 342 and 349, and other state and federal laws and regulations. Topics include among others: Enrollment of Students—Employee Rating Form—Home Education Programs—Special Education—Payments for Education—Graduation of Seniors—School Construction—Safe Schools—Copyright Law—Commissions—Instructional Time) (Link to BECs: http://www.education.state.pa.us/portal/server.pt/community/basic_education_circulars/7497)
- Contact: Lois Novak (717-783-6610)
- Basic Education Circular (BEC): Enrollment of Students
- Contact: Dan Iser (717-783-8088)
- Basic Education Circular (BEC): Foreign Student's Eligibility for Enrollment
- Contact: Dan Iser (717-783-8088)
- Child Labor Laws and Employment of Minors
- Contact: Dan Iser (717-783-8088)
- Suspensions/Furlough of Staff Due to Alteration/Curtailment of Programs Under 24 PS 11-1124
- Contact: Stephen Fisher (717-787-6016)
- Background Checks (Act 114)
- Contact: Denise Wolfgang (717-783-3750)

Bureau of School Leadership and Teacher Quality

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

Contact: Christina Baumer (717-783-6720)

- Education Testing Service Praxis Series Registration Bulletin

Contact: Barbara Seifert (717-772-4508)

- 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: Barbara Seifert (717-772-4508)

- 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: Barbara Seifert (717-772-4508)

Bureau of Postsecondary Education

- Pennsylvania Department of Education Guidelines for the Approval of Degree Programs
- Chart of Activities for a Group Wishing to Establish a Domestic Nonprofit/For-Profit Degree-Granting Institution in Pennsylvania or a Foreign Nonprofit/For-Profit Degree-Granting Corporation Wishing to Operate in Pennsylvania

Contact: Albert Happ (717-772-3623)

- Technical College Programs Guidelines

Contact: Julie Kane (717-772-3643)

- Materials Related to the Approval of Postsecondary Institutions Requesting a Certificate of Approval to Award the Associate in Specialized Business and/or the Associate in Specialized Technology Degree

Contact: Patricia Landis (717-783-8228)

- Criteria for Approval of Community College Economic Development Stipend High Priority Occupation Programs
- Criteria for Approval of Community College Economic Development Stipend Noncredit Workforce Development Courses
- Calculation of Instructional Costs of High Priority and

High Instructional Cost Programs for Community College Economic Development Stipend

- Guidelines for the Establishment of Public Community Colleges in Pennsylvania

- Act 101 Program Guidelines

Contact: Michael Dotts (717-705-7787)

Deputy Secretary's Office of Postsecondary and Higher Education

- Clarification of State Board of Education Regulations Regarding Curriculum (§ 31.21) and Academic Calendar (§ 31.22) Curricula Credit Policy

Contact: Albert Happ (717-772-3623)

Bureau of Career & Technical Education

- Cooperative Education Guidelines for Administration

Contact: Mike Stanger (717-772-4870)

- Application for Approval of the Nurse Aide Training Program Submission Guidelines

Contact: Sheri Weidman (717-772-4868)

- A Guide to Student Occupational Competency Testing in Pennsylvania

- Pennsylvania Student Occupational Competency Testing

Contact: Kevin Springman (717-346-9720)

- Funding Guidelines for the Career and Technical Education Professional Personnel Development Center

Contact: John Brown (717-783-6991)

- Secondary & Postsecondary Perkins Local Plan Guidelines 2008-2013

Contact: Monique Williams (717-346-3188)

- Secondary Career and Technical Education Program Approval Application Procedure

Contact: Forrest Keiser (717-783-6996)

- Self-Study Guidelines-Accreditation System of Institutions for Adult Education

- Administration Guidelines for the 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: Cynthia Gross (717-772-4864)

- Career and Technical Student Organizations Brochure

Contact: Katherine Simchock (717-783-6964)

- 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: Jerilynn Millvan (717-772-4851)

- Federal and State Final Performance Reports

Contact: John Bonchalk (717-772-4853)

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

Contact: Frank DiNatale (717-783-6981)

- Establishing & Operating Effective Local Advisory Committees
- Establishing & Operating Effective Occupational Advisory Committees

Contact: Katherine Simchock (717-783-6964)

- Guidelines for Technical Institutes
- Perkins Statewide Articulation Agreement
- Student Documentation Coversheet for Programs of Study Articulation Agreements

Contact: David Garnes (717-783-6859)

Bureau of Teaching and Learning

- Chapter 4 Strategic Planning Guidelines, May 2002

Contact: Dolores Cobb-Jones (717-783-4307)

- Act 48 Professional Education Plan Guidelines, March 2007

Contact: Bob Staver (717-783-6583)

- Act 48 Approved Provider Guidelines, May 2007

Contact: Bob Staver (717-783-6583)

- Limited English Proficient System (LEP System) HELP Document

Contact: Linda Long (717-783-6595)

- Home Language Survey

Contact: Tami Shaffer (717-705-3829)

- Post Exit Monitoring Guidance & Sample Monitoring Forms

Contact: Linda Long (717-783-6595)

- Induction Plan Guidelines, May 2002

Contact: Bob Staver (717-783-6583)

- Pennsylvania Department of Education Gifted Guidelines, August 2010

Contact: Bob Staver (717-783-6583)

- Online Theory Drive Education Policy

Contact: Harry Sherman (717-783-4382)

- Pennsylvania Literacy Framework

Contact: JoBeth McKee (717-525-5981)

- No Child Left Behind Act—Supplemental Education Services—Instructions for Completing the Provider Application (on PDE Website)

Contact: Karl Streckewald (717-783-3381)

- BEC 22 Pa. Code § 04.26* Educating Students With Limited English Proficiency (LEP) and English Language Learners (ELL)

Contact: Linda Long (717-783-6595)

PENNLINKs:

- January 12, 2005, SUBJECT: Parental Consent for English Language Instruction Programs
- December 26, 2007, SUBJECT: Updated State Required Exit Criteria for Pennsylvania's English Language Instructional Programs for English Language Learners
- September 12, 2007, SUBJECT: Use of the WIDA-ACCESS Placement Test (W-APT) for ESL Screening/Placement and ACCESS Tier Assignment for English Language Learners (ELLs)

Contact: Linda Long (717-783-6595)

- PA Environmental Education Act of 1993. This Act set responsibilities for the Department of Education as it relates to environmental education for the school districts of the Commonwealth. It also sets responsibilities for formal and non-formal educational entities. This Act is incorporated into the PA School Code of 1949.

Contact: Patti Vathis (717-783-6994)

Bureau of Budget and Fiscal Management

- Planning and Construction Workbook (Forms Used to Apply for Commonwealth Reimbursement for a School Construction Project)
- Revised Self-Certification Application Forms for Non-

Reimbursable Construction Projects (PDE-3074(a), PDE-3074(b) and PDE-3074(c)

- Charter School Lease Reimbursement Program

Contact: Cindy Rowett (717-787-5480)

- Pennsylvania Community Colleges Capital Funding Framework-2012-13

- Application for State Assistance for Construction of Community College Facilities

- Space Approval Formula for Community Colleges

Contact: Jessica Sites (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)

- Individuals with Disabilities Education Act Part B (IDEIA-B) 2011-2012 Administrative and Fiscal Guidelines for Rider H-Program Application of LEA; Rider I—Support Services and Rider J—Direct Services—Bureau of Special Education

- Individuals with Disabilities Education Act Part B (IDEIA-B) 2011-2012 Administrative and Fiscal Guidelines for Approved Private Schools—Bureau of Special Education

- Individuals with Disabilities Education Act Part B (IDEIA-B) 2011-2012 Administrative and Fiscal Guidelines for Institutions of Higher Education and other Nonpublic School Entities—Bureau of Special Education

- Procedures for Commonwealth Reimbursement of the Special Education Cost of Wards of the State

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

Contact: Benjamin Hanft (717-787-5423)

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

Contact: Evelyn Arnold (717-787-7698)

Bureau of Assessment and Accountability

- Assessment Handbooks

Contact: Ray Young (717-783-6633)

- Pennsylvania Accountability Workbook

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)

- AYP Score and Participation Attribution Map

Contact: Tom Gillin (717-772-0020)

- PSSA Test Security Procedures

Contact: Jay Gift (717-783-1144)

DECISIONS:

State Charter School Appeal Board

- Vitalistic Therapeutic Center Charter School (Bethlehem Area SD) CAB # 1999-6
- William Bradford Academy Charter School (Keystone Oaks SD) CAB # 1999-8
- Wonderland Charter School (State College Area SD) CAB # 1999-3
- Sugar Valley Rural Charter School (Keystone Central SD) CAB # 1999-4
- Phoenix Academy Charter School (Phoenixville Area SD) CAB # 1999-10
- Hills Academy Charter School (Penn Hills SD) CAB # 1999-12
- Collegium Charter School (West Chester Area SD) CAB # 1999-9

- Vitalistic Therapeutic Center Charter School (Allentown City SD) CAB # 1999-5
- Shenango Valley Regional Charter School (Hermitage and Sharon City SD) CAB # 1999-11
- Ronald G. Brown Charter School (Harrisburg City SD) CAB # 1999-1
- Edith & Eloise Academy (Steel Valley and Pittsburgh School Districts) CAB # 1999-13
- Creative Educational Concepts Charter School (Chester Upland SD) CAB # 1999-15
- Souderton Charter School Collaborative (Souderton Area SD) CAB # 1999-2
- Bucks County Montessori Charter School (Pennsbury SD) CAB # 1999-7
- Environmental Charter School (Palisades SD) CAB # 1999-14
- W.E.B. Dubois Charter School (Philadelphia SD) CAB # 2000-10
- William Bradford Academic Charter School (Philadelphia SD) CAB # 2000-1
- Dimensions of Learning Academic Charter School (Philadelphia SD) CAB # 2000-7
- Rising Sun Academy Charter School (Philadelphia SD) CAB # 2000-4
- Leadership Learning Partners Charter School (Philadelphia SD) CAB # 2000-8
- Delaware Valley High Charter School (Philadelphia SD) CAB # 2000-5
- Lincoln-Edison Charter School (York SD) CAB # 2000-11
- Independence Charter School (Philadelphia SD) CAB # 2000-2
- Kemetec Institute charter School (Philadelphia SD) CAB # 2000-6
- Genesis Charter School (Philadelphia SD) CAB # 2000-9
- Legacy Charter School (Council Rock SD) CAB # 2000-14
- Lehigh Valley Academy Regional Charter School (Bethlehem Area SD) CAB # 2000-12
- Lehigh Valley Academy Regional Charter School (Saucon Valley SD) CAB # 2000-13
- Vitalistic Therapeutic Center Charter School (Bethlehem Area SD) CAB # 2000-15
- Dr. Lorraine K. Monroe Academy Charter School (Millcreek Township SD) CAB # 2000-16
- Learning Connection Charter School (Chester Upland SD) CAB # 2001-1
- Renaissance Academy of Pittsburgh, Alternative of Hope Edison Charter School (SD of Pittsburgh) CAB #2001-2
- Elan Charter School (Pennsbury SD) CAB # 2001-3
- Ricci J. Hausley Charter School (Philadelphia SD) CAB # 2001-4
- Thurgood Marshall Charter School (Wilkinsburg 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
 - o 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
- Contact: Ernest Helling (717) 787-5500

Office of Chief Counsel Teacher Tenure Appeal Opinions

- Patricia A. Gorman v. East Allegheny School District, Teacher Tenure Appeal No. 4-96
- In Re: Petition of Stroudsburg Area School District, Teacher Tenure Appeal No. 6-96
- Bridget E. Kelly v. Stroudsburg Area School District, Teacher Tenure Appeal No. 6-96A
- Joseph G. Cesari v. North Schuylkill School District, Teacher Tenure Appeal No. 2-96
- Deborah N. Collins v. Bethlehem Area Vocational-Technical School, Teacher Tenure Appeal No. 3-96
- Renee Czubowicz-Drouse v. Mid Valley School District, Teacher Tenure Appeal No. 6-95
- Margaret M. McMackin v. Pittsburgh School District, Teacher Tenure Appeal No. 8-95
- Wayne Sousa v. Palisades School District, Teacher Tenure Appeal No. 10-95
- James D. Holt v. Muncy Area School District and Board of Directors, Teacher Tenure Appeal No. 12-94
- Roland H. Holvey v. Northumberland County Area Vocational-Technical School, Teacher Tenure Appeal No. 13-94
- Sally Bollinger v. Curwensville Area School District and Board of School Directors, Teacher Tenure Appeal No. 9-94
- William Dopko, et al. v. Riverside Board of School Directors, Teacher Tenure Appeal No. 2-94
- Callie Anderson, et al. v. Board of Education of the School District of Philadelphia, Teacher Tenure Appeal No. 16-94
- Patricia Peiffer v. Lake-Lehman School District, Teacher Tenure Appeal No. 9-93
- Mary Ellen Mela v. Morrisville School District, Teacher Tenure Appeal No. 5-95
- Angela Martino v. Philadelphia City School District, Teacher Tenure Appeal No. 7-95
- Shawn-Kimberly Kocher v. Salisbury School District, Teacher Tenure Appeal No. 5-97
- Dale Kessler v. Line Mountain School District, Teacher Tenure Appeal No. 11-94
- Thomas Katruska v. Bethlehem-Center School District, Teacher Tenure Appeal No. 4-97
- Jane L. Shaffer v. Riverview Intermediate Unit, Teacher Tenure Appeal No. 6-97
- John Reber and Thomas L. McDevitt v. Reading School District, Teacher Tenure Appeal No. 12-95
- Mark Berman, et al v. Philadelphia School District, Teacher Tenure Appeal No. 3-97
- Jay Mastro v. City of Pittsburgh School Board, Teacher Tenure Appeal No. 1-98
- Carol Ann Russo v. Easton Area School District, Teacher Tenure Appeal No. 4-98
- Mary Anne Norris v. Penns Valley Area District, Teacher Tenure Appeal No. 2-98
- Alice Hirsch v. Montour School District, Teacher Tenure Appeal No. 2-97
- Karen Korman v. Penns Valley Area School District, Teacher Tenure Appeal No. 1-99
- Kevin Santry v. Philadelphia School District, Teacher Tenure Appeal No. 2-99
- Stephen Moiles v. Marple Newtown School District, Teacher Tenure Appeal No. 1-00
- James B. Dickinson, Jr. v. Gettysburg Area School District, Teacher Tenure Appeal No. 3-98
- 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. Wilkesburg 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
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- Contact: Mark Zaccarelli (717-787-5500)

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- Mackerchar, Pearl
- Maguffee, William
- Maidman, Carol
- Maloney, Cathryn
- Mapes, Susan
- Marcikonis, Mary
- Martin, Patrice
- Martindell, Sandra
- Mason, Lorrene
- Matrunick, David
- Mayo, William
- McClintic, Douglas
- McCrone, Ann Marie
- McCuen, Sara
- McCullough, Dennis
- McDonald, Karen
- McGarry, Colleen
- McGill, Danielle
- McGinniss, John
- McGlynn, Suzanne
- McKee, Margaret
- McKeen, Nancy
- McKenna, Christine
- McKeown, Theresa
- McLaughlin, Harold
- McNeil, John
- Meckes, Linda
- Medetsky, Tova
- Meihl, Joseph
- Meshanko, Sherrill
- Metz, Cynthia
- Meza, Hector
- Mickelberg, Judith
- Miller, Ava
- Miller, Darryl
- Miller, Pamela
- Miller, Steven
- Mingin, Wesley
- Mitchell, Jeanette
- Moman, Sherry
- Mondock, Marci
- Monek, Gloria
- Monroe, Patrick

- Montgomery, Lois
- Moore, Jill
- Moore III, Lawrence
- Morris, Mary Beth
- Muir, Marjorie
- Muldoon, Ann Marie
- Muller, Betty
- Murphy, John
- Murphy, Lori
- Murray, Heather
- Muscatello, Janet
- Myer, Barbara
- Neilsen, Drew
- Nelson, Jr., Marion
- Newby, Jane
- Newcombe, Ellen
- Newman, Dolores
- Nghiem, Chau
- Niehoff, Jason
- Nieves, Sonia
- Noble, Maryellen
- Nowak, Christina
- Nyikos, Katalin
- Obert, Sherry
- O'Boyle, Minetta
- O'Brien, Beverly
- O'Connor, Martin
- O'Neill, Lauren
- O'Neill, Michael
- Orehotsky, David
- Osburn (Yost), Cory
- Ostrosky, Ronald
- Ott-Surcher
- Outlaw, Veronica
- Owens, Douglas
- Palmer, Caden
- Pannell, Stephen
- Papale, Marian
- Parry, Alison
- Pashchuk, Natasha
- Pasko, Michael
- Patterson, Christine
- Pehowic (Crumb), Heather
- Pelleschi, Dugene
- Pensiero, Tra
- Peterson, Andrea
- Pfeiffenberger, Eleanor
- Phillips (Kalmbach), Rebecca
- Pitorak, Susan
- Pollet, Susan
- Polonoli, Deborah
- Pomaibo, Carmon
- Pomella, Stephen
- Pontzer, Cristina
- Price, P. Robin
- Prigg, Brenda
- Pugh, Jennifer
- Quann, Monica
- Quann, Thomas
- Quinn, William
- Qunin, Donna
- Rademacher, Kathleen
- Ramage, Charlene
- Rannels, Carol
- Recine, Katie
- Reinsel, Jennifer
- Reitz, Rebecca
- Richter, Jeannie
- Ridinger, Rebecca
- Ritter, Kurt
- Rivera, Rosary
- Robinette, William
- Robinson, Carletta
- Rodgers, Tami
- Roesch, Heather
- Rooney, Todd
- Rose, Gertrude
- Rosen, Ronald
- Rosenberg, Jennifer
- Rossi, Jacob
- Rowe, Donna
- Ruba, Rachel
- Rubeis, Eileen
- Ruffini, Michael
- Ryan, Patricia
- Sabol, Angela
- Sack, Elaine Mazzei
- Sadoff, Maxine
- Saltiel, Susan
- Salvia, Elise
- Sanios, Joyan
- Santiago, Deborah
- Savakinas, David
- Schlegel, Jennifer
- Schmidt, Elaine
- Schreiber, Lora
- Schultz, Sandra
- Scott, Deborah
- Scrivo, Coleen
- Seneca, Denise
- Sheely, Beverly
- Shepski, Lorie
- Shields, Molly
- Shuey, Seth
- Silva, Steven
- Simon, Bruce
- Simpson, Stuart
- Sink, Jean
- Sinkuc, Valerie
- Slick, Cristy
- Smiles, Michelle
- Smiley, Judith
- Smith, William
- Snyder, Andrea
- Snyder, Robin
- Solomon, Susan
- Spadaccini, Adalis
- Stapinski, Stanley
- Steltz, Marion
- Stephens, Darren
- Stephens, Matthew
- Stewart, Susan
- Stock, Christine
- Stockbower, Anne Marie
- Stockwell, Ronald
- Stoffere, Maureen
- Stone, Michael
- Stoner, Robert
- Storch, Eric
- Strickler, Erin
- Strouse, Kristen
- Taylor, Cheryl
- Tepe, Connie
- Ternowchek, Jeanne
- Terrace, Robert
- Territo, Patricia
- Terrizzi-Meyers, Jacqueline
- Tesla-Berry, Sandra
- Thomas-Shah, Zenobia
- Timbario, Phyllis

- Torchia Thomas
 - Toto, Mary
 - Tracey, John
 - Trause, Richard
 - Trelli, Joseph
 - Trusky, Eileen
 - Turner, Mary
 - Ulivitch, Melanie
 - Urbano, Janet
 - Valentovich, Joseph
 - Valeriano (White), Nicole
 - Vogel, Michelle
 - Wagner, Danielle
 - Walker, Merry
 - Walker, Richard
 - Walls, Edward
 - Walters, Rikk
 - Ward, Raymond
 - Waruszewski, Mary
 - Watkoski, Rhonda
 - Watson, Elizabeth
 - Weidler, Daniel
 - Weiner, Daniel
 - Weiser, Kate
 - Weiss, Leslee
 - Welch, Edward
 - Wengert (Bernecker), Denise
 - Wentzel III, Harvey
 - Whitby, Cecelia
 - White, Deborah
 - Wilbourne, Earl
 - Wilhide, Ty
 - Wilkins, Kristen
 - Williams, Demetria
 - Williams, Evelyn
 - Williams, Jason
 - Williams, Marianne
 - Williamson, Deborah
 - Winkler, Paul
 - Wise, Damaris
 - Wise, Elizabeth
 - Witherup, Thomas
 - Wolf, Patricia
 - Wright, Wilbert
 - Wynne, Kimberly
 - Young, Deborah
 - Young, Timothy
 - Yudt, Diane
 - Yuknalis, John
 - Zdarko, Jennifer
 - Zdilla, Lawrence
 - Zola, Michelle
- Contact: Nicole Bordonaro (717) 787-5500

Miscellaneous Decisions

- Farrell Area School District v. Commonwealth of Pennsylvania, Department of Education, Office of School Services
- Contact: Office of Chief Counsel (717-787-5500)
- Shane B. Peck v. Edward L. Rech, Office of Postsecondary/Higher Education, Division of Private Licensed Schools
- Contact: Patricia Landis (717-783-8228)
- Greater Latrobe School District v. Bureau of Elementary and Secondary Education
 - Pottsgrove Taxpayers Alliance v. Department of Education
 - Hazleton Area School District v. Department of Education
 - Sleighton School v. Department of Education
 - Lehigh Carbon Community College v. Office of Postsecondary Education, FY 00-01, 01-02

- Contact: Ernest Helling (717-787-5500)
- Preeminence, Inc. v. Department of Education
- Contact: Robert Tomaine (717) 787-5500
- Schuylkill Intermediate Unit v. Bureau of Special Education
- Contact: Rosemary Mullaly (717) 787-5500
- West Mifflin School District v. Department of Education
- Contact: Karen Feuchtenberger (717) 787-5500
- Potomac College, Application for Certificate of Authority
- Contact: Paula Fleck (717-772-3623)
- Montgomery County Community College v. Department of Education
 - Wyoming Valley West School District v. Department of Education, Bureau of Curriculum and Academic Services, Division of Federal Programs
 - In Re: Commonwealth Connections Academy Charter School Cyber Charter School Application—2002
 - In Re: Pennsylvania Leadership Charter School Cyber Charter School Application—2002
 - In Re: Pennsylvania Distance & Electronic Learning Academy Charter School Cyber Charter School Application—2002
 - In Re: Achievement House Charter School Cyber Charter School Application—(2002)
 - In Re: Millennium Cyber Charter School Cyber Charter School Application —(2002)
 - In Re: Commonwealth Connections Academy Charter School Revised Application —(2003)
 - In Re: Pennsylvania Leadership Charter School Revised Application (2003)
 - In Re: Achievement House Charter School Cyber Charter School Resubmission Application (2004)
 - In Re: Achievement House Charter School Cyber Charter School Second Resubmission Application (2004)
 - In Re: Commonwealth Connections Academy Charter School Cyber Charter School Second Resubmission Application (2003)
 - In Re: Pennsylvania Distance Learning Charter School Cyber Charter School Resubmission Application (2003)
 - In Re: Pennsylvania Distance Learning Charter School Cyber Charter School Second Resubmission Application (2004)
 - In Re: Pennsylvania Leadership Charter School Cyber Charter School Second Resubmission Application (2003)
 - In Re: Pennsylvania Leadership Charter School Cyber Charter School Third Resubmission Application (2003)
 - In Re: Anchorage Cyber Charter School Cyber Charter School Application (2004)
 - In Re: Pennsylvania Hinterland Mobile Cyber Charter School Cyber Charter School Application (2003)
 - In Re: SusQ Cyber Charter School Cyber Charter School Renewal Application (2003)
- Contact: Karen Feuchtenberger (717-787-5500)
- Jeanette School District
 - Kennett Consolidated School District
 - Reading School District
- Contact: Samantha Snyder (717-787-5500)
- North Hills School District v. Department of Education
- Contact: Mark Zaccarelli (717-787-5500)
- Palisades School District v. The Lehigh Valley Charter High School
- Contact: Karen Feuchtenberger (717-787-5500)
- Schuylkill Intermediate Unit 29 x. Bureau of Special Education
- Contact: Rosemary Mullaly (717-787-5500)
- Anchorage Cyber Charter School Application (2006)
- Contact: Karen Feuchtenberger (717-787-5500)

- Ambridge Area School District v. Division of School Services
Contact: Karen Feuchtenberger (717-787-5500)
- Newport Area School District v. Department of Education, Office of School Services
Contact: Karen Feuchtenberger (717-787-5500)
- Penn Hills School District v. Department of Education (180 Day Appeal)
Contact: Mark Zaccarelli (717-787-5500)
- Penn Hills School District v. Department of Education (AYP Appeal)
Contact: Samantha Snyder (717-787-5500)
- Slippery Rock Area School District v. Pennsylvania Cyber Charter School
Contact: Karen Feuchtenberger (717-787-5500)
- Springfield Township School District v. Department of Education (180 Day Appeal)
Contact: Mark Zaccarelli (717-787-5500)
- Williams Valley School District v. Department of Education, Office of School Services
Contact: Karen Feuchtenberger (717-787-5500)
- Boyertown School District v. Department of Education (180 Day Appeal)
Contact: Karen Feuchtenberger (717-787-5500)
- Bucks County Technical High School v. Bureau of Career and Technical Education
Contact: Mark Zaccarelli (717-787-5500)
- Bureau of School Leadership and Teacher Quality v. Virginia Casey (Certification Appeal)
Contact: Mark Zaccarelli (717-787-5500)
- Colonial Intermediate Unit v. Department of Education (Certification Audit Appeal)
Contact: Mark Zaccarelli (717-787-5500)
- Knauss, Keith v. Department of Education, Division of School Facilities (School Construction Appeal)
Contact: Robert Tomaine (717-787-5500)
- Lenape Area Vocational-Technical School v. Department of Education (2006 Average Yearly Program Appeal)
Contact: Samantha Snyder (717-787-5500)
- Muhlenberg School District v. Department of Education (Mandate Waiver Appeal)
Contact: Robert Tomaine (717-787-5500)
- Northampton Area School District v. Department of Education (180 Day Appeal)
Contact: Karen Feuchtenberger (717-787-5500)
- Penn-Delco School District v. Pennsylvania Department of Public Welfare (DPW/PDE Interagency Dispute Appeal)
Contact: John Tommasini (717-787-6134)
- Philadelphia School District v. Department of Education (2006 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Quaker Valley School District v. PA Distance Learning Charter School
Contact: Karen Feuchtenberger (717-787-5500)
- Reading School District v. Department of Education (2005 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Reading School District v. Department of Education (2004 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Reed, Jennifer v. Bureau of Career and Technical Education
Contact: Samantha Snyder (717-787-5500)
- Stay on Top Tutoring, Inc. v. Division of Federal Programs
Contact: Samantha Snyder (717-787-5500)
- Upper Moreland School District v. Montgomery County Office of Mental Health/Mental Retardation (DPW/PDE Interagency Dispute Appeal)
Contact: John Tommasini (717-787-6134)
- Abington School District v. Department of Education (2006 Adequate Average Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Agora Cyber Charter School v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Chartiers Valley School District v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Harrisburg School District Science and Technology High School v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Imhotep Institute Charter High School v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- North Allegheny School District v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Northside Urban Pathways Charter School v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Octotara Area School District v. Department of Education (Single Audit Appeal)
Contact: Patricia Fullerton (717-787-5500)
- Philadelphia School District v. Department of Education (2007 Adequate Yearly Progress Appeal)
Contact: Samantha Snyder (717-787-5500)
- Propel Schools v. McKeesport Area School District (Charter Residency Appeal)
Contact: Karen Feuchtenberger (717-787-5500)
- Budget Reform for Student Learning v. Department of Education
Contact: Robert Tomaine (717-787-5500)
- Bureau of School Leadership and Teacher Quality v. Virginia Casey
- Bureau of School Leadership and Teacher Quality v. Joseph DeLuca
- Bureau of School Leadership and Teacher Quality v. Laura Zlotowski
- Bureau of School Leadership and Teacher Quality v. Sarah Sleeper
- Bureau of School Leadership and Teacher Quality v. Karla Brown
- Bureau of School Leadership and Teacher Quality v. Erik Allsopp
- Bureau of School Leadership and Teacher Quality v. Charles Crissman
Contact: Mark Zaccarelli (717-787-5500)
- Center for Student Learning Charter School at Pennsbury v. Department of Education
Contact: Samantha Snyder (717-787-5500)
- In Re: Stephen L. Pellathy
Contact: Robert Tomaine (717-787-5500)
- Independent School District Action—Porter Twp. Initiative v. East Stroudsburg and Wallenpaupack Area School Districts
Contact: M. Patricia Fullerton (717-787-5500)
- Walter Palmer Leadership Charter School v. Philadelphia School District
Contact: Nicole Bordonaro (717-787-5500)

Bureau of Teaching and Learning Support

- No Child Left Behind Act-Supplemental Education Services-Approved Provider List (on PDE Website)
Contact: Karl Streckewald (717-783-3381)

INTERNAL GUIDELINES:**Bureau of Special Education**

- Compliance Monitoring System
 - Complaint Investigation Instructions
- Contact: Masako Farrell (717-783-6889)

Bureau of Teaching and Learning

- 21st Century Community Learning Centers Funding Application Guidelines
- Contact: Carmen Medina (717-783-6466)
- Education for Homeless Children and Youth Request for Application Guidelines
- Contact: Sheldon Winnick (717-772-2066)
- Certificate of Eligibility of Migrant Education Children to Enroll in Program
 - State Parent Involvement Committee Members for Migrant Education Program
 - Travel Expense Policy for Reimbursement to Parents of Migrant Education Children Participating in State Parent Involvement Committee Meeting
 - Equal Educational Opportunities to Pennsylvania Children Regardless of their Legal Status
- Contact: Carmen Medina (717-783-6466)

Office for Safe Schools

- Safe Schools Grant Application Guidelines
- Contact: Mike Kozup (717-772-6612)

Bureau of School Leadership and Teacher Quality

- Interstate Agreement on Qualification of Educational Professionals-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: Barbara Seifert (717-772-4508)

Bureau of Adult Basic and Literacy Education

- Program Monitoring Review Field Guide
- Contact: Michael J. Sobkowski (717-787-6344)

Bureau of Career and Technical Education

- 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 and State Final Performance Reports
- Contact: John Bonchalk (717-772-4853)
- Program Administration Manual: Policy and Procedures for Perkins Subgrants and Related State Grants
- Contact: Frank DiNatale (717-783-6981)

- Establishing & Operating Effective Local Advisory Committees
- Establishing & Operating Effective Occupational Advisory Committees

Contact: Katherine Simchock (717-783-6964)

- Guidelines for Technical Institutes
 - Perkins Statewide Articulation Agreement
 - Student Documentation Coversheet for Programs of Study Articulation Agreements
- Contact: David Garnes (717-783-6859)

Bureau of Teaching and Learning

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

Bureau of Assessment and Accountability

- Procedures for Appealing AYP Determinations (On PDE Website)

Contact: Dana Klouser (717-705-3771)

OTHER:**State Board of Education**

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

Bureau of State Library

- Disaster Response and Recovery Manual
- Contact: William Fee (717-783-7014)
- State Library of Pennsylvania Collection Development Policy
- Contact: Alice Lubrecht (717-783-5968)
- Public Services Guidelines for Library Staff, Policies and Procedures
- Contact: Kathleen Hale (717-787-2327)

Bureau of Teaching and Learning

- 2000 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2001 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2002 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2003 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2004 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2005 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2006 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2007 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2008 Mandate Waiver Applications Received and Action Taken (on PDE Website)
 - 2009 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- Contact: Holly Sebastian (717-346-2120)
- Cyber Charter School Application Decisions (On PDE Website)
- Contact: Marlene Kanuck (717-783-9294)
Karen Feuchtenberger (717-787-5500)

Bureau of School Leadership and Teacher Quality

- Certification Testing Booklets
- Contact: Barb Seifert (717-772-4508)

Office of Postsecondary and Higher Education

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

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

Bureau of Teaching and Learning

- Pennsylvania Literacy Framework
Contact: JoBeth McKee (717-525-5981)

Bureau of Budget and Fiscal Management

- Standard Contract for Food Service Management Services
Contact: Karen Millard (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 (717-787-5480)

Bureau of Teaching and Learning

- Western Michigan University Five-Year Charter School Evaluation (on PDE Website)
Contact: Marlene Kanuck (717-783-9294)

State Board of Education

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

ENVIRONMENTAL HEARING BOARD

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

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

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

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

Contact: Maryanne Wesdock, Esq., Senior Counsel, (412) 565-5245

ENVIRONMENTAL PROTECTION

The following is a current list of the Department of Environmental Protection's available technical guidance documents. These documents are available on the department's website at <http://www.elibrary.dep.state.pa.us/>. Persons who have questions or comments about a particular document should contact Robert Altenburg at (717) 783-8727. The department will continue to revise its technical guidance documents, as necessary.

ID Number Title

- 012-0200-001 Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in Permit Reviews
- 012-0200-004 Policy for Applications for Technical or Financial Assistance Proposals

ID Number	Title
012-0200-005	Public Access to Information and Right to Know Law Policy
012-0501-001	DEP Mediation Confidentiality
012-0501-002	Environmental Justice Public Participation Policy
012-0700-001	Policies and Procedures for Implementing the History Code
012-0700-002	Guidance for Implementation of the Agricultural Land Preservation Policy
012-0800-001	Confidential Security Information
012-0840-001	Policy to Encourage Voluntary Compliance by Means of Environmental Audits
012-0900-001	Policy for Development: Approval and Distribution of Guidance
012-0900-003	Policy on Public Participation in the Permit Application Review Process
012-1920-001	Public Participation in the Development of Regulations and Technical Guidance
012-1920-002	Advisory Committee Guidelines
012-2000-001	Policy on Meeting the Requirements of the 1996 Amendments to Engineer, Land Surveyor and Geologist Registration Law
012-4180-001	Policy, Acceptance, Community Environmental Projects in lieu of Civil Penalties
013-0830-003	DEP Locational Data Policy
013-0830-004	Loan of DEP Personal Computers to Local Procurement Units
013-0830-005	Suggested Formats for Required Electronic Deliverable Attachments
013-0830-006	Formats for Required Electronic Deliverable CAD Attachments
013-0830-007	Formats for Required Electronic Deliverable GIS Attachments
013-0830-008	Geospatial Digital Data Submission Guideline
013-2000-001	Policy for the DEP Money-Back Guarantee Permit Review Program
150-0200-001	DEP Policy on Professional Work Assignments Conducted by Licensed Professional Engineers, Geologists
150-0200-002	Operator Certification Program Guidelines
150-2302-001	Critical Elements for Certification of Laboratories for Chemistry
150-2302-002	Critical Elements for Certification of Laboratories for Microbiology
150-2302-003	Critical Elements for Certification of Laboratories for Radionuclides
150-2302-004	Procedures for the Approval and Accreditation of Laboratories in PA, Utilizing the NELAC Standards

ID Number	Title	ID Number	Title
150-2302-005	Procedures for the Approval and Accreditation of Drinking Water Laboratories in the Commonwealth of Pennsylvania	253-4500-601	Closure Requirements for Underground Storage Tank Systems
250-3100-001	Guidance on Radioactivity Monitoring at Municipal and Residual Waste Processing, Disposal Facilities	253-4500-606	ARARs—Cleanup Response and Remedial Actions
250-3100-401	Quality Assurance Program	253-4500-608	Environmental Emergency Response Actions
250-3120-320	Execution of Release Forms by Waste Management Field Inspectors	253-4500-613	Mitigating Remedies under the Orphan Sites Program
250-3130-763	Purge Water from Groundwater Sampling	253-5500-612	Issuance of Grants for Technical Evaluations under HSCA
250-4000-001	Citing Inspection Violations	253-5700-621	Off-Site Audit Manual for Hazardous Sites Cleanup Program
250-4000-002	Enforcement Actions	253-5700-632	Community Relations Activities for State HSCP and Federal Superfund Program
250-4000-003	Violations Requiring a Long Term to Correct	253-5700-634	Prep of Analysis of Alternatives, HSCA Proposed Response Document
250-4000-004	Program Implementation Guidance	253-5800-638	Environmental Emergency Response Program Response Actions
250-4110-001	Notices of Violations (NOVs)	254-2000-715	Clean Fill Policy and Procedures
250-4180-302	Calculation of Civil Penalties	254-2100-100	Local Municipality Involvement Process
251-0300-402	Risk Assessment Guidelines for Facilities Burning Hazardous Waste	254-2100-101	Environmental Assessment Process: Phase I Review
251-2000-704	Exclusionary Siting Criteria: Hazardous Waste Treatment & Disposal	254-2100-102	Municipal Waste Facility Review: Traffic Analysis
251-2000-705	Revisions to Exclusionary Siting Criteria Document	254-2100-103	Process for Evaluating Daily Volume
251-2000-706	Time Frame for Application of Hazardous Waste Exclusionary Siting Criteria	254-2153-721	Areas where Municipal Waste Landfills (MWLF) are Prohibited
251-2100-203	Hazardous Sites Cleanup Act: Pre-application Meetings	254-2153-723	Leak Detection Tests for Installed Liners
251-2100-727	Policy and Procedure for Municipal Waste Facilities Equivalency Approvals	254-2157-717	Pumping Requirements for Construction, Demolition Landfills in Noncoal Mines
251-2149-713	Review Procedure for Hazardous Waste Transfer Facilities for PBR Status	254-2157-718	Liners for Construction, Demolition Waste Landfills
251-2200-502	Household Hazardous Waste Collection Program	254-2158-745	Issue of Emergency Municipal Waste Transfer
251-2200-503	Guidance for the Application of Section 269a. (46) Transportation Standards, Phase II Hazardous Waste Siting Criteria	254-2160-762	Management of Municipal Ash Waste from Resource Recovery Facility
251-2200-515	Establishment of Household Hazardous Waste (HHW) Program	254-2167-702	Clarification of the Identification of Infectious Waste Generators
251-3120-001	Performing Hazardous Waste Facility Inspections	254-2167-703	Co-mingling of Infectious & Chemotherapeutic Waste in One Container
251-5500-758	Reimbursement to Host County for Hazardous Review	254-2167-708	Procedures for Container, Vehicle Decontamination & Small Spill Cleanup
252-5500-100	Section 902 Recycling Grant Applications that must comply with Act 57	254-2167-709	Clarification of Requirements Related to Storage Bags
252-6600-516	Review of Residual and Hazardous Waste Source Reduction Strategies	254-2167-712	Clarification of the Permit-by-Rule Provision for Mixed Waste, Residual Waste
253-0300-100	Land Recycling Program Technical Manual	254-2167-725	Temp Storage & In-Transit Provisions during Transport or Transfer
253-0300-101	Assessing the Potential for Vapor Intrusion into Buildings from Groundwater and Soil	254-2167-726	Policy, Procedures for Infectious Waste Definition

ID Number	Title	ID Number	Title
254-2212-504	Guidelines for the Development of County Waste Management Plan Revisions	257-3120-003	Guidelines for Conducting Underground Storage Tank Facility Operations Inspections.
254-2412-002	Act 90 Waste Transportation Safety Program Placarded Authorizations	257-3300-002	Permeability of Secondary Containment & Emergency Containment
254-3120-001	Performing Municipal and Residual Waste Facility Inspection	257-4000-001	Storage Tank Product Delivery Prohibition
254-5400-001	BMP's for Storage, Processing, or Disposal of Land-Clearing, Grubbing, and Excavation Wastes	257-4180-001	Penalty Assessment Matrix
254-5400-100	The Food Processing Residual Management Manual	257-4180-002	Storage Tank Program Compliance Assistance Strategy
254-5401-001	Best Practices for Environmental Protection in the Mushroom Farm Community	257-4200-001	Closure Requirements for Aboveground Storage Tank Systems
254-5403-100	Guidelines for Yard Waste Composting Facilities	258-2000-764	New Waste Streams Review
254-5900-001	Guidelines for the Development and Implementation of PPG Plans for Generators, Burners of Waste Oil	258-2000-765	General Permitting Procedure
255-4000-001	Guidelines for the Storage Tank Cleanup Program: Identifying, Tracking and Resolving Violations for Storage Tanks	258-2000-767	Chemical Analysis
255-5400-001	Outdoor Shooting Range Guidance	258-2182-773	Safe Fill Policy and Procedure Establishing Criteria for use of Uncontaminated Soil, Rock, Stone, Etc.
255-5800-001	Guidance for Commonwealth Funded Water Supply Response Actions	270-0810-005	Guidance Document for the Pennsylvania Clean Vehicles Program
257-0900-006	Stationary, Non-stationary Tanks	270-0810-006	Guidance for Performing Single Stationary Source Determinations for the Oil and Gas Industries
257-0900-009	Exemption from Registration Fees for Volunteer Fire Cos, Volunteer EMS Orgs	270-0810-007	Policy on Clean Alternative Fuel Conversion Systems
257-0900-011	Modification and Maintenance Issues	271-5000-001	Employer Trip Reduction Policy
257-0900-012	Storage Tank Cleaning Activities	271-5000-002	Interstate Ozone Reduction: Chapter 145 Regulation Overview
257-0900-014	Applicability of 40 CFR, Subpart 280, Sub G to Previously Closed Tanks	273-4000-001	Compliance Assurance Policy for Cement Kilns with CEMS
257-0900-015	Implementation of Act 16	273-4000-002	Compliance Assurance Policy for Hospital Waste Incinerators
257-0900-016	Implementation of Act 34	273-4000-003	Compliance Assurance Policy for Municipal Waste Incinerators, including Revisions
257-0900-017	Requirements for Registration of AST's and USTs	273-4000-004	Enforcement Policy for CEMS on Fluid Catalytic Cracking Units
257-0900-021	UST/AST System Variances	273-4000-005	Enforcement Policy: CEMS and Coal Sampling/Analysis Systems
257-0900-022	Verification of Emergency Containment Structures for Aboveground Storage Tanks	273-4000-007	Interim Compliance Strategy on RACT for NOx Sources with CEMS
257-2300-001	Underground Storage Tank Class A and Class B Operator Training Courses	273-4000-008	Policy for Sampling, Determination of Compliance with Low RVP Gasoline Requirements in the Pittsburgh
257-2318-005	Interim Policy for Implementing the General Operating Permit Strategy for Aboveground Storage Tanks	273-4100-005	Air Pollution Control Act: Compliance History Review/Civil Penalty Assessment Procedure
257-2320-001	Policy for Existing Field: Constructed Hazardous Substance Underground Storage Tanks at Facilities Regulated under the Safe Drinking Water Act	273-4110-001	Guidelines for Identifying, Tracking and Resolving Violations for Air Quality
257-3120-001	Evaluation of Underground Storage Tank Liners	273-4130-001	DEP/EPA Asbestos Demolition/Renovation Civil Penalty Policy
257-3120-002	Storage Tank Program Internal Policy on Inspections and On-Site Visits	273-4130-003	Guidance for Application of Regional Civil Assessment Procedure
		273-4130-004	Compliance Docket Procedure
		273-4130-005	Stage II Penalty Assessment Guidance

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273-4130-006	Stage I Penalty Assessment Guidance	293-2400-003	Requirements for LLRW Minimization Plan
273-4130-007	Stage II Enforcement Strategy	294-2309-001	Radon Certification Policy
273-5401-001	Compliance Strategy for Mushroom Composting Operations	294-2309-002	Radon Mitigation Standards
274-0300-001	Continuous Source Monitoring Manual	294-2309-004	Schematic Radon Mitigation Installation for New Construction
274-0300-002	Source Testing Manual	294-2309-005	Radon Reduction Techniques for Existing Detached Houses
274-0300-003	Continuous Emissions Monitoring Manual	294-2309-006	Application of Radon Reduction Techniques
274-0300-005	Applicability Determination for Continuous Source Monitoring Manual Revision No. 8 and PA EDR Record Type Formats and Reporting Instructions Version 2.00	294-2400-002	Using Engineered Structures to Provide Enhanced Containment
274-0300-006	Technical Guidance Pertaining to Continuous Source Monitoring Systems for Mercury	310-0600-002	Interagency Agreement with the Susquehanna River Basin
274-3100-001	Policy for Stage II Vapor Recovery Testing Requirements	310-2139-002	Land Acquisition Policies
274-3100-002	Interim Procedures Pertaining to Continuous Source Monitoring System Quarterly Data Reports	310-2140-001	Criteria and Fees for Dam Safety Limited Power Permits
275-2101-001	Air Quality Operating Permit: Protocol	310-3120-001	Annual Dam Inspection Report Policy
275-2101-002	AQ Operating Permit: Permitting Procedures	310-3140-002	Category 3 Dam Inspection Program
275-2101-004	AQ Operating Permit: Modification/Reactivation	361-0100-001	Conservation District Fund Allocation Program
275-2101-005	AQ Operating Permit: Delegation Conditions & Policy Performance Test Waivers	361-0100-002	Chesapeake Bay Nonpoint Source Pollution Abatement Program
275-2101-006	AQ Operating Permit: Requirements	361-0100-003	Water Quality Toxics Management Strategy (Now: 385-0100-001)
275-2101-007	AQ Operating Permit: Best Available Technology & Other Permitting Criteria	361-0300-001	Manure Management for Environmental Protection
275-2101-008	AQ Operating Permit: Hazardous Waste Incineration	361-0300-002	Field Application of Manure
275-2101-009	AQ Operating Permit: Waste Derives Liquid Fuel Policies	361-0800-001	Principles for Ground Water Pollution Prevention and Remediation
275-2101-010	AQ Operating Permit: Air Toxics Policies	361-5500-001	Administrative Manual for the Special Projects Funding Program of the Pennsylvania Chesapeake Bay Program
275-2101-011	AQ Operating Permit: Public Notification	361-5500-004	Chesapeake Bay Financial Assistance Funding Program Guidelines
275-2101-014	AQ Operating Permit: Prevention of Significant Deterioration	362-0300-001	Domestic Wastewater Facilities Manual
275-2101-015	AQ Operating Permit: Volatile Organic Compounds	362-0300-002	Guidelines for Design, Installation and Operation of Small Flow Treatment Facilities
275-2101-016	AQ Operating Permit: Continuous Source Monitors	362-0300-003	Sewage Facilities Planning: Preparing Act 537 Update Revisions
291-0400-001	P & P Summary: Radiation Control Division	362-0300-004	A Guide to Requirements and Procedures for Obtaining Permits, etc. for Industrial Wastewater Management Systems
291-4100-001	Compliance and Enforcement Policy	362-0300-006	Handbook: NPDES Permit for Industrial Wastewater Dischargers
291-4200-001	Medical X-Ray Procedures Operator Training Guide	362-0300-007	Alternate Systems Guidance
292-0400-002	Nuclear Power Generating Station Incident Manual	362-0400-001	NPDES Program Implementation: MOU Concerning WQM, NPDES Program Implementation, and Related Matters
293-2400-001	Conducting Radiological Performance Assessments for LLRW Disposal in PA	362-0600-001	National Pollutant Discharge Elimination System Program Implementation

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362-0600-002	Agreement between Oil & Gas Management and Water Quality on Pollution Discharge	362-5512-001	PA Sewage Facilities Act 537, Enforcement Reimbursement
362-0830-001	Locational Data Policy for the Wastewater Management Program	362-5512-002	Act 537 Sewage Facilities Planning Grants
362-2000-001	Permitting Policy and Procedure Manual	362-5512-003	Recognition of Selected Cost Items Associated with "Inflow and Infiltration Studies"
362-2000-003	Policy for Permitting Surface Water Diversions	362-5512-004	Recognition of Cost Items Associated with Concurrent Act 537 and Combined Sewer Overflow LTCP Planning
362-2000-005	Subsurface Disposal of Carwash Waste	363-0200-002	Delegation of Authority for Chapters 105—106
362-2000-008	Conducting Technical Reviews of Minor NPDES Renewal Applications	363-0200-003	Pennsylvania Wetland Replacement Project
362-2000-009	Manual for Land Application of Treated Sewage and Industrial Wastewaters	363-0300-001	Design Criteria: Wetland Replacement/Monitoring
362-2183-003	Technology-Based Control Requirements for Water Treatment Plant Wastes	363-0600-001	Delegation of Chapter 105 Functions to County Conservation Districts
362-2183-004	Technical Guidance for Development of NPDES Permit Requirements Steam Electric Industry	363-0600-002	Interagency Agreement with Susquehanna River Basin Commission
362-2192-003	Guidelines for Agricultural Utilization of Sewage Sludge	363-0600-003	Agreement with the U.S. Army Corps of Engineers
362-2192-004	Guidelines for Identifying, Tracking and Resolving Violations for the Land Application of Biosolids	363-2100-002	Delegation of Chapter 105 Functions to Oil & Gas and Field Operations
362-2206-001	Review and Coordination of Chapter 94 Reports and Act 537 Planning	363-2134-008	Erosion and Sedimentation Pollution Control Manual
362-2206-007	Policy Establishing New Program Direction for Act 537 Comprehensive Planning	363-2134-012	Underground Utility Line Construction
362-2207-004	Impact, Subsurface Disposal on Ground Water Nitrate-Nitrogen Levels	363-2134-013	Permit Guidelines for Phased Projects for NPDES Stormwater Discharges, with Erosion and SPC & WRP Permits
362-2207-008	Administration of Fee Collection for Planning Module Reviews	363-2140-001	Criteria and Fees for Waterways Management Limited Power Permits
362-2208-002	Municipal Guidance: Reconstructive Planning	363-2141-001	Chapter 105 General Permits
362-2208-003	Technical Decision Making and the Use of Technology in Onlot Sewage System Repair Situations	363-2316-001	Certification for Corps Nationwide Permits (Wetlands)
362-4000-002	Field Manual for Compliance Orders	363-2505-001	Guidelines for Determining Bonds
362-4000-003	Act 537 Program Guidance: Local Agency, Municipality Evaluation and Compliance Activity	363-4000-004	Standards & Guidelines for Identifying, Tracking and Resolving Violations for Operators of Small Municipal Separate Storm Sewer Systems (MS4s)
362-4000-004	Act 537 Program Guidance: Sewage Enforcement Officer Evaluation and Compliance Activity	381-2208-001	Experimental Onlot Wastewater Technology Verification Program
362-4000-005	Act 537 Program Guidance: Identifying, Tracking, and Resolving of Sewage Facilities Act Violations	381-5500-001	Guidance for Reviewing Capital Grants for Construction
362-4000-006	Guidelines for Identifying, Tracking and Resolving Violations for Water Quality	381-5511-012	DEP and Pennsylvania Infrastructure Investment Authority Agreement
362-4180-003	Calculation of Civil Penalties for Willfulness	381-5511-014	Guidance on the Utilization of Disadvantaged Business Enterprise Firms (DBE)
362-4180-004	Guidance for Calculating Civil Penalty Assessment Amounts under the Sewage Facilities Act	381-5511-111	Guidelines for the Uniform Environmental Review Process
362-4180-005	Act 537 Program Guidance: Civil Penalty Assessment Processing	381-5511-113	Handbook for PennVest Wastewater Projects
		382-2130-012	Policy for Recognizing Succession to Water Rights as a Result of Change of Ownership
		383-0300-001	Ground Source Heat Pump Manual

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383-0300-107	Working Guide to the Lead and Copper Rule	383-2131-001	Screening Criteria on Water Quality: Quantity Impacts for Drinking Water Permits
383-0400-104	Health Effects and Risk Management Staff Handbook	383-2200-108	Guidance for the Review & Approval of an Existing Well Water Source for Use at a Public Water System
383-0400-110	Safe Drinking Water Program Compliance Strategy	383-2300-002	Training Provider Manual for the PA Water and Wastewater System Operator Training Program
383-0400-114	Pennsylvania's Capacity Enhancement Program	383-3000-001	Groundwater Monitoring Guidance Manual
383-0800-001	Principles for Ground Water Pollution Prevention and Remediation	383-3000-101	Safe Drinking Water Program Field: Related Compliance
383-0810-105	Summary of Key Requirements for Phase 2 & Phase 5 Wellhead Protection Rule	383-3000-102	Program Guidance on the Total Coliform Rule Guidance
383-0810-206	Summary of Key Requirements for Surface Water Identification Protocol	383-3000-307	Corrosion Control Treatment: Basic Feasibility Study
383-0810-303	Summary of Key Requirements for Vended, Bulk Water Hauling	383-3100-111	Public Water Supply Manual: Part 7
383-0830-001	Quality Management Plan for the Bureau of Water Supply and Wastewater Management	383-3110-111	Public Water Supply Manual: Part 5, Sections 1 & 2
383-2000-030	Comprehensive State Ground Water Protection Program (CSGWPP)	383-3110-211	Public Water Supply Manual: Part 5, App A
383-2000-108	Guidance for Construction and Operation Permits Guidance	383-3120-101	Surveillance Strategy and Implementation Guidance
383-2000-208	Pilot Plant Filtration Studies for Filtration of Surface Sources	383-3120-106	Filter Plant Performance Evaluations and Response
383-2100-108	DEP Permit Guide to Public Water Systems	383-3130-106	Giardia Sampling and Response
383-2100-208	DEP Approval Guide for Noncommunity Water Systems	383-3130-108	New Source Sampling Requirements for Surface Water Sources
383-2125-001	Proposals to Add or Remove Fluoridation Treatment by a Community Water System	383-3130-208	Community and Nontransient Noncommunity Water Systems: New Source Sampling for Groundwater Sources
383-2125-108	Public Water Supply Manual, Part 2: Community Water System Design Standards	383-3130-308	Transient Noncommunity Water Systems: New Source Sampling Requirements for Groundwater Sources
383-2125-109	Modified Minor Permit Amendment for Repairing the Interior of a Potable Water Storage Tank	383-3200-009	Pennsylvania's Ground Water Quality Monitoring Network: Ambient and Fixed Station Network
383-2125-110	Development of a Replacement Source for a Community Water System	383-3200-016	Quality Assurance Work Plans for Groundwater Monitoring Stations
383-2126-103	Permitting of Vended Water Systems	383-3301-102	Laboratory Reporting Instructions for Total and Fecal Coliform Bacteria
383-2126-203	Permitting of Retail Water Facilities	383-3301-103	Guide to Laboratory Reporting Instructions for BVRBs
383-2128-108	Public Water Supply Manual, Part IV: Noncommunity System Design Standards	383-3301-105	Laboratory Reporting Instructions for Chemical Contaminants
383-2129-002	Guidance for Evaluating Alternate Recycle Return Locations Proposed Under the FBRR	383-3301-106	Filter Rule Reporting Instructions: Public Water Systems using Filtered Surface, Water
383-2129-003	Consumer Confidence Report Handbook	383-3301-107	Laboratory Reporting Instructions: Lead and Copper Rule
383-2129-004	Policy for Responding to Loss of Positive Pressure Situations in the Distribution System	383-3301-205	Laboratory Reporting Instructions: Radiological Contaminants—Drinking Water Distribution
383-2129-005	Policy for Issuing and Removing Water Supply Warnings	383-3301-306	Laboratory Reporting Instructions for Disinfectant Residuals, Disinfection Byproducts and Precursors

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383-3500-105	Pennsylvania Vulnerability Assessment Summary	391-2000-018	Implementation Guidance for Section 95.9 Phosphorus Discharges to Free Flowing Streams
383-3500-106	Guidance for Surface Water Identification	391-2000-019	Implementation Guidance for Application of Section 93.5 (e)
383-3500-112	Surface Water Identification Protocol—NCWS	391-2000-020	Protocol: Estimating First Order Pollutant Fate Coefficients—Volatile Organic Substances
383-4000-002	Guidelines for Identifying, Tracking and Resolving Violations for the Drinking Water Program	391-2000-021	Field Data Collection & Evaluation Protocol: Determining Stream & Point Source Discharge Hardness
383-5000-001	Source Water Assessment and Protection Program	391-2000-022	Ambient Water Quality in the Determination of Wasteload Allocations and NPDES Effluent Limitations
383-5500-113	PENNVEST Guidance	391-2000-023	Design Stream Flows
383-5900-111	Public Water Supply Manual: Part VI	391-2000-024	Field Data Collection and Evaluation Protocol for Deriving Daily and Hourly Discharge Coefficients
385-0810-001	Wastewater Treatment Requirements	391-3200-003	Quality Assurance Work Plan: Cause/Effect Surveys
385-2000-011	Pennsylvania Combined Sewer Overflow Policy	391-3200-004	Aquatic Life Use Attainability Studies: Flow Water & Impoundment
385-2100-002	Policy and Procedure for NPDES Permitting of Discharges of Total Dissolved Solids (TDS) 25 Pa. Code § 95.10	391-3200-006	Quality Assurance Work Plan: Toxics Surveys
385-2188-002	Reuse of Treated Wastewater Guidance Manual	391-3200-007	Stream Enrichment Risk Analysis
385-2314-001	Act 537 Program Guidance: Training Provider Manual for the Pennsylvania Onlot Sewage System Training Program	391-3200-008	Quality Assurance Work Plan: Advanced Treatment Model—Calibration/Verification Surveys
390-2100-001	Application Review Instructions for NPDES CAFO Permits and Water Quality Management Permits for Manure Storage Facilities	391-3200-013	Evaluation of Phosphorus to Lakes, Ponds & Impoundments
391-0300-002	Water Quality Antidegradation Implementation Guidance	392-0300-001	Stormwater Management Guidelines and Model Ordinances
391-2000-002	Establishment of Alternate Thermal Effluent Limitations	392-0300-002	Comprehensive Stormwater Management Policy
391-2000-003	Determining Water Quality Based Point Source Effluent Limits	392-0300-003	Guidance on MS4 Ordinance Provisions
391-2000-006	Implementation Guidance Design Conditions	392-0830-001	Locational Data Policy for the Water Allocation Program and the Water Use Data System
391-2000-007	Technical Reference Guide: Wasteload Allocation Program for Dissolved Oxygen and Ammonia Nitrogen	392-0900-001	Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.
391-2000-008	Implementation Guidance for the Sampling and Analysis of Osmotic Pressure	392-2130-001	General Policy and Procedures for the Review of Water Allocation Permit Applications
391-2000-010	Implementation Guidance for Phosphorus Discharges to Lakes, Ponds, and Impoundments	392-2130-002	Subsidiary Water Allocation Permit Requirement
391-2000-011	TRG PENNTOXSD for Windows PA Single Discharge Wasteload Allocation Program for Toxics	392-2130-003	Attorney General Opinion 361 Re: 1939 Water Rights Act
391-2000-013	Implementation Guidance of Section 93.7 Ammonia Criteria	392-2130-004	Recision of Water Rights
391-2000-014	Implementation Guidance for Evaluating Wastewater Discharges to Drainage Ditches and Swales	392-2130-005	Policy for Regulation of Interbasin Transfers
391-2000-015	Implementation Guidance for Total Residual Chlorine (TRC) Regulation	392-2130-006	Metering of Withdrawals under Orders of Confirmation
391-2000-017	Implementation Guidance for Temperature Criteria	392-2130-007	Constant Gallons per Capita per Day (GPCD)
		392-2130-008	Permit Life

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392-2130-012	Recognizing Succession to Water Rights as a Result of Changes of Ownership	550-2000-001	Administrative Policies and Procedures Manual
392-2130-014	Guidelines for Identification of Critical Water Planning Areas	550-2100-002	Oil and Gas Wastewater Permitting Manual
392-2130-015	Guidelines for Development of Critical Area Resource Plans	550-2100-003	Oil and Gas Well Drilling Permit Applications and Related Approvals
394-0300-001	Commonwealth of Pennsylvania Coastal Zone Management Program and Final Environmental Impact Statement	550-2100-004	Oil and Gas Well Drilling Permit Applications and Related Approvals
394-0810-001	PA's Continuous Planning Process (CPP) for Water Quality Management 1999 Update	550-2100-005	Oil and Gas Well Drilling Permit Applications and Related Approvals
394-2000-002	PA's Nonpoint Source Mgt. Program	550-2100-006	Oil and Gas Well Drilling Permit Applications and Related Approvals
394-5600-001	Riparian Forest Buffer Guidance	550-2100-007	Oil and Gas Well Drilling Permit Applications and Related Approvals
400-0200-001	Policy for PA Natural Diversity Inventory (PNDI) Coordination during Permit Review and Evaluation	550-2100-008	Interim Policy for NPDES Permits for Stormwater Discharges Associated with Construction Activities at Oil and Gas Wells
400-2000-300	Policy for Model Permit Application Process	550-2100-009	Oil and Gas Locational Guidance
400-2000-301	Policy for Permit Coordination	550-2500-001	Interim Technical Guidance for Attachments to Electronic Submissions: Oil and Gas Program
400-2200-001	Guidelines for the Development and Implementation of Environmental Emergency Response Plans	550-2501-101	Guidelines for Submitting Oil and Gas Bonds
400-5900-101	Emergency Operations Plan	550-3000-001	Compliance Monitoring of Oil and Gas Wells and Related Facilities and Activities
400-5900-102	Policy for Authorizing Emergency Response Expenditure	550-4000-001	Enforcement Actions by DEP's Oil and Gas Management Program
400-5900-103	Policy for Emergency Response Critiques	550-4180-001	Civil Penalty Assessments in the Oil and Gas Program
400-5900-104	Policy for Authorities of DEP On-Scene Coordinators	560-0600-101	Interagency Agreement with the Fish and Boat Commission
400-5900-105	Policy for Emergency Response Contracting	560-0600-102	MOU between PA Game Commission and DEP
400-5900-107	Policies for Authorities of DEP's Director of Emergency Response	560-0600-104	Interagency Agreement: Historical Museum Commission
400-5900-108	Policy for Contracting with Fire Companies or HAZMAT Teams	560-0600-105	Interagency Agreement: Waste Management
400-5900-109	Policy for Authorization of Emergency Transport: Storage of Hazardous Waste	560-0600-204	Office of Surface Mining MOU
400-5900-110	Policy for Field Order Authorization of Emergency Response Team	560-0700-302	Fish and Boat Commission Coordination
400-5900-111	Procedures for Emergency Contracting to Extinguish Mine Fire	560-0700-303	Game Commission Coordination
400-5900-112	Policy for Gasoline Fume Emergency Criteria	560-5000-001	Mine Drainage Treatment Trust Real Property Disposition Guidelines
400-5900-113	Chlorine Safety Procedures	561-2305-201	SOAP and ROAP Application Processing and Preassignment Field Conference
400-5900-114	Hazardous Material and Hazardous Atmosphere Safety Policy	561-2305-203	Small Operator and Remaining Operator Assistance Programs (SOAP & ROAP) Report Review
400-5900-116	Policy for Electrofishing Personnel and Equipment Safety	561-2305-601	SOAP and ROAP Applicant Liability and Reimbursement Procedure
400-5900-117	Standard Operating Procedures for the Acceptance, Collection, Transport etc of Elemental Mercury	561-5300-101	Mine Subsidence Insurance (MSI) Coverage Issuance Procedures
550-0300-001	Oil and Gas Operators Manual	561-5300-201	Mine Subsidence Insurance (MSI) Damage Claim Processing Procedures
550-0800-001	PA's Plan for Addressing Problem Abandoned Wells and Orphaned Wells		

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562-2000-001	Projects and Activities under the Environmental Good Samaritan Act	562-4180-310	Bankrupt Surety Company Bond Replacement Requirements and Civil Penalty Calculations
562-2000-703	Licensing, Name Changes	562-4180-311	Civil Penalty Collections
562-2000-705	Mining Contract Operator Approval	562-5900-001	Surface Mine Accident Investigations
562-2100-001	Blasting Activity Permits and Permits by Rule	563-0300-101	Engineering Manual for Coal
562-2100-002	Alternative Peak Particle Velocity or Airblast Level	563-2000-001	Government Financed Construction Contracts
562-2100-704	Municipal Mining Licenses, Permits and Bonds	563-2000-003	Incidental Coal Extraction for Government-Financed Construction Projects or Government-Financed Reclamation Projects
562-2112-101	Aboveground Storage Tanks on Coal Mine Permit Areas	563-2000-102	Coal Exploration
562-2112-315	Prompt Closure of Abandoned Underground Mine Openings	563-2000-203	Noncoal Underground Mine Permit Applications
562-2112-316	Sealing Mine Openings, Bituminous	563-2000-204	Homeowner Notification of Right to Pre-Blast Survey (Industrial Minerals)
562-2112-317	Sealing Anthracite Underground Mine Openings	563-2000-208	Right of Entry
562-2112-503	Bituminous Coal Surface Mining/Blasting near Utilities and Pipelines	563-2000-223	Review Process, Bituminous Coal Blast Plan
562-2112-504	Blasting Complaint Protocol	563-2000-602	Beneficial Use of Sewage Sludge at Active Mine Sites
562-2402-501	Blaster's License Suspension and Revocation Procedure	563-2000-609	Technical Review: Coal Mining
562-2500-702	Insurance Requirements and Water Supply Replacement Assurance	563-2000-610	Validating Abandoned Underground Mine Maps and Establishing Barrier Pillars
562-2504-312	Surety Reclamation of Bond Forfeiture Sites	563-2000-655	Stream Protection: Bituminous Underground Mining Operations
562-3000-102	Inspections	563-2100-216	Permit Renewals
562-3000-105	Field Evaluation of Pit Size Variances	563-2111-101	Noncommercial Exemption from Requirements of the Noncoal SMCRA
562-3000-110	Applicant Violator System (AVS) Inspections	563-2111-102	Building Construction Exemption from Requirements of the Noncoal SMCRA
562-3000-802	Applicant Violator System (AVS) Compliance	563-2111-111	Noncoal Operations
562-3200-203	Fixing Water Samples	563-2111-112	Highwall Stability in Long-Term Multiple Bench Quarries
562-3200-205	Normal/Favorable Planting Season	563-2111-115	Borrow Pits for Oil and Gas Well Development Activities.
562-3900-402	Citizens' Requests: Receiving, Tracking, Investigating, Appealing and Filing	563-2112-101	Aboveground Storage Tanks on Coal Mine Permits
562-4000-101	Water Supply Replacement and Compliance	563-2112-203	Insignificant Boundary Corrections for Surface Mining Activities
562-4000-102	Increased Operation and Maintenance Costs of Replacement Water Supplies	563-2112-205	Application Review: Mining Permit
562-4100-301	Compliance, Enforcement Procedures	563-2112-206	Beneficial Use of Coal Ash at Active Coal Mine Sites
562-4100-307	Enforcement: Alternative	563-2112-211	Application Review: Coal Mining Activity Completeness
562-4100-311	Enforcement Procedures for Non-Mining Blasting Operations and Explosives Storage Sites	563-2112-212	Evaluation and Approval of Land Use Changes for Surface Water Coal Mine Operations
562-4170-308	Bond Forfeiture	563-2112-214	Application Review: Coal Mining Activity Preapplication
562-4180-101	Noncoal Civil Penalty Assessments	563-2112-215	Application Review: Accepted Coal Mining Activity
562-4180-102	Noncoal Compliance, Enforcement Procedures	563-2112-217	Alkaline Addition for Surface Coal Mines
562-4180-306	Civil Penalty Assessments		
562-4180-309	Reclamation in Lieu of Cash Payment for Civil Penalties		

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563-2112-218	Permit Transfers	580-0100-001	Accident Reporting Requirements
563-2112-219	Cumulative Hydrologic Impact Assessments (CHIAs)	580-2200-003	Section 316(h): Use of Electronic Atmospheric Detectors in lieu of Approved Flame Safety Lamps
563-2112-222	Coal Surface Mining: Oil and Gas Barriers	580-2200-004	Procedures for Processing Requests to Adopt New Items or Methods
563-2112-603	Evaluation and Approval of Innovative Mining and Reclamation Techniques	580-2200-008	Guidelines for Use of Internal Combustion Motors in Underground Mines other than Coal
563-2112-604	Auger Mining	580-2200-009	Use of Electronic, Oxygen Detectors in Lieu of Approved Flame Safety Lamps
563-2112-605	Water Supply Replacement and Permitting	580-2200-010	Underground Storage of Explosives
563-2112-606	Procedures for Establishing the Quantity of Water in Low-Yield Wells	580-2200-011	Safety Requirements for Construction of Shafts for Underground Mines
563-2112-607	Marketing of Anthracite Coal Reject Materials	580-2219-002	Section 247: Guidelines to Approve Ventilation Plans for Abandoned and Unused Mine Areas
563-2112-608	Constructed Wetlands for Mine Drainage Treatment	580-2219-003	Section 253(b): Guidelines for Approving Roof Bolts as Primary Support
563-2112-610	Determining Eligibility of Pre-Existing Pollutational Discharges	580-2219-004	Alternate Method of Test Drilling
563-2112-611	Technical Review: Permitting Pre-existing Pollutational Discharges	580-2219-008	Submission of Mine Maps when a Mine is Abandoned
563-2112-652	Underground Mining near Oil and Gas Wells	580-3000-002	Bureau of Deep Mine Safety's Compliance and Enforcement Procedures
563-2112-653	Permitting Ventilation Boreholes for Underground Coal Mines	580-3000-005	Clarification of Pertinence of DEP Statutes Re: Coal Processing Facilities
563-2112-654	Technical Review: Mine Stability	580-3300-001	Underground Mine Accident and Production, Man-hour Reporting
563-2112-656	Liners: Impoundments and Storage Areas	700-0200-001	Technology Management Process
563-2112-657	Technical Review: Public Water Protection Zones		
563-2112-658	Imminent Hazards Associated with Subsidence from Active Mining		
563-2113-660	Coal Refuse Disposal: Site Selection		
563-2500-401	Noncoal Surface Mining Payment in Lieu of Bond		
563-2504-001	Conventional Bonding for Land Reclamation		
563-2504-002	Land Maintenance Financial Guarantees		
563-2504-101	Procedures for Calculating Mine Subsidence Bonds		
563-2504-201	Blanket Bonds		
563-2504-405	Anthracite Mine Operator's Emergency Bond Loan (A.E.B.L.) Program		
563-2504-407	Bonding: Direct Submittal of Bonds		
563-2504-409	Phased Deposit of Collateral Coal and Noncoal Mining		
563-2504-411	Processing Completion Reports		
563-2504-412	Evaluating Post-mining Discharges		
563-2504-451	Bonding: Anthracite Underground Mines		
563-2504-501	Qualifying, Processing and Tracking Financial Guarantees and Bond Credits		
563-2504-612	Monitoring and Compliance and Bond Release for Subchapters F and G Permits		

GENERAL SERVICES

POLICY STATEMENTS:**Deputy Secretary for Property Management**

(Contact: Daniel Schiavoni, 783-5028)

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

Bureau of Minority and Women Business Opportunities

(Contact: Kenneth Rapp, 787-5295)

Contract Compliance—Construction Contracts, 4 Pa. Code § 68.101

Internal Guidelines for MBE/WBE Certification, 4 Pa. Code §§ 58.201—58.210

Bureau of Real Estate

(Contact: Elizabeth Woods, 787-2834)

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

GUIDANCE MANUALS:**Bureau of Construction**

(Contact: Dan Weinzierl, 787-6330)

Administrative Procedures (1999)

Administrative Procedures for DGS Construction Contracts 2010 Edition

Bureau of Engineering and Architecture

(Contact: Gary Taylor, 787-6200)

Bureau of Engineering and Architecture Procedure Manual

Bureau of Engineering and Architecture Project Procedure Manual 2009 Edition

Bureau of Minority and Women Business Opportunities

(Contact: Kenneth Rapp, 787-5295)

Contract Compliance Orientation and Training Manual (January 2006)

Bureau of Procurement

(Contact: Michael Richart, 787-5862)

M215.3 Procurement Handbook

Bureau of Professional Selections and Administrative Services

(Contact: Herbert Pfuhl, 787-7856)

Instructions to Bidders (1999)

Instruction to Bidders 2010 Edition

Bureau of Real Estate

(Contact: Elizabeth Woods, 787-2834)

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

Bureau of Supplies and Surplus Operations

(Contact: Mary Beth Stringent, 787-5940)

Surplus Property Distribution Report Systems Users Manual (4/28/2004)

Warehouse and Distribution Division Policies and Procedures Manual (8/15/2006)

Bureau of Vehicle Management

(Contact: Steven Weidner, 787-3162)

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

INTERNAL GUIDELINES:**Deputy Secretary for Public Works**

(Contact: Elizabeth O'Reilly, 787-7069)

Facilities Strategic Energy Plan (8/24/2004)

• **Bureau of Human Resources**

(Contact: Connie A. Tennis, 787-6846)

• Standards of Conduct and Behavior GSP 30-13 (Sept 2006)*

• Policy Statement: Equal Employment Opportunity (3/14/2012)*

• Policy Statement: Harassment Free Work Environment (3/14/2012)*

Policy Statement: Disability-Related Employment (3/14/2012)*

*Permanently posted on all bulletin boards

Bureau of Police and Safety (Contact: Richard Shaffer, 787-9013)

Capitol Police Duty Manual

Commonwealth Agency Recycling Office (Contact: John Rarig 772-2300)

Recycling Policy

Agency Toner Cartridge Recycling

Agency Battery Recycling

MANAGEMENT DIRECTIVES:**Bureau of Facilities Management**

(Contact: Dave Szobocsan, 214-9054)

M.D. 625.8 Contracting for Bargaining Unit Work (2/25/1994)

M.D. 720.5 Amended—Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings (7/25/2008)

Bureau of Police and Safety

(Contact: Richard Shaffer, 787-9013)

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 (12/28/2010)

M.D. 205.38 Emergency Evacuation and Safe Assembly (2/23/2011)

Bureau of Publications and Paperwork Management

(Contact: Marcie Pesta, 787-9047)

M.D. 220.9 Graphic Design, Typesetting, Reproduction, and Printing Services (6/4/1987)

M.D. 240.7 Submission of Changes to the Commonwealth Telephone Directory (8/18/2008)

Bureau of Procurement

(Contact: Michael Richart, 787-5862)

M.D. 215.9 Contractor Responsibility Program (10/25/2010)

M.D. 620.1 Coal Sampling and Reporting (10/4/2005)

M.D. 215.8 Contractor Integrity Provisions for Commonwealth Contracts (6/17/2010)

Commonwealth Agency Recycling Office

(Contact: John Rarig 772-2300)

M.D. 205.22-Recycling, Waste Reduction and Procurement of Environmentally Preferable Products (8/29/07)

Commonwealth Media Services

(Contact: Jerry Kambic, 787-9777)

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

Bureau of Risk and Insurance Management

(Contact: Kenneth Love 787-2492)

M.D. 630.1 Agency Insurance Coordinators (10/2/1987)

M.D. 630.2 Reporting of Employee Liability Claims (4/28/1998)

M.D.720.4 Safety and Loss Prevention Program (10/2/1987)

Bureau of Minority and Women Business Opportunities

(Contact: Kenneth Rapp, 787-5295)

M.D. 215.16 Contract Compliance Program (9/1/2010)

Bureau of Professional Selections and Administrative Services

(Contact: Herbert Pfuhl, 787-7856)

M.D. 625.9 Payment of Contractors and Design Professionals for Agency Funded Construction Projects Undertaken by the Department of General Services (3/9/2001)

Bureau of Real Estate

(Contact: Elizabeth Woods, 787-2834)

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)

M.D. 615.15 Vehicle Parking License Agreements (10/26/2006)

Bureau of Supplies and Surplus Operations

(Contact: Mary Beth Stringent, 787-5940)

A.C. 11-13 Availability—Commonwealth Telephone Directory (9/21/2011)

Bureau of Vehicle Management

(Contact: Steven Weidner, 787-3162)

M.D. 615.1 Temporary Assignment of Commonwealth Automotive Fleet Vehicles (11/10/2011)

M.D. 615.16 Commonwealth Fleet Policy (11/10/2011)

EXTERNAL GUIDELINES:**Bureau of Construction**

(Contact: Dan Weinzierl, 787-6330)

Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract 2010 Edition

Construction Contract and General Conditions (1999)
Construction Forms—Available on DGS Website

Bureau of Engineering and Architecture

(Contact: Gary Taylor, 787-6200)

Available on DGS Website:

- Professional Agreement & General Conditions (Adobe PDF)
- General Requirements Specification Section (Microsoft Word)
- Correctional Institutions—Supplemental Provisions—Section 01110 (Microsoft Word)
- Professional Selection Forms—Available on DGS Website
- Agreement for Professional Services and General Conditions to the Agreement for Professional Services 2010 Edition

Bureau of Facilities Management

(Contact: Lori Sherlock, 783-9100)

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

Bureau of Minority and Women Business Opportunities

(Contact: Kenneth Rapp, 787-5295)

Available on the DGS Website:

- Application and Instruction Guide for Certification as a Minority, Women and Veteran Business Enterprise
- Recertification Affidavit
- Specialized Certification Application
- Specialized Recertification Affidavit
- Doing Business with the Commonwealth of Pennsylvania
- BMWBO Pamphlet
- Finding State Bids on the Internet
- Agency Purchasing Officers
- IT Purchasing Contacts
- Ensuring Timely Payments
- Right-to-Know
- Various Forms for State Contracting

Bureau of Supplies and Surplus Operations

(Contact: Mary Beth Stringent, 787-5940)

Available on the DGS Website:

- Welcome to PA Surplus Property
- State Surplus Property Program
- Fixed Price Auto Sales
- Federal Surplus (Property Program)
- 1122 Program
- 1033 Law Enforcement (Property Program)
- Federal Surplus Application
- 1033 Law Enforcement Program Application

Bureau of Procurement

(Contact: Michael Richart, 787-5862)

Available on the DGS Website:

- Supplier Manual
- Doing Business with the Commonwealth
- Locating and Responding to a Solicitation
- Cooperative Purchasing Program (COSTARS)
- Green Procurement Information available on DGS website
- Various Procurement Forms

Bureau of Risk and Insurance Management

(Contact: Kenneth Love, 787-2492)

Line of Duty Death and Disability Benefits for Emergency and Law Enforcement Personnel (Updated July 2010)

Deputy Secretary for Public Works

(Contact: Elizabeth O'Reilly, 787-7096)

Letter to Contractors and Professionals (5/12/2008)
Request for Proposal Process Guidelines (April 2008)
Request for Proposals template (April 2008)
Scoring Spreadsheet (April 2008)
2010 Prison Expansion Design/Build Contracts Request for Proposal Process Guidelines, Version 4

Right to Know Law

(Contact: Troy Thompson, 787-5996)

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

HEALTH

POLICY STATEMENTS

- Procedures Applicable to Right-to-Know Law Request (1/1/09). (This document is electronically available at www.health.state.pa.us)
Contact: Diane Thorn (717)783-7293

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: Leslie A. Best (717) 787-6214

Bureau of Drug and Alcohol Programs

- Prevention National Outcome Measures Data Collection (NOMS) (6/07)
- 2007 Prevention Needs Assessment (5/07)
- 2-Day Performance Based Prevention System (PBPS) and Program/MDS Service Codes Training Requirements (3/07)
- Postponement of Performance Based Prevention System (PBPS) Program Planning Data Entry for Fiscal Year 2008/09 (3/07)
- Performance Based Prevention System (PBPS) Data Entry (3/07)
- Implementing Evidence Based Programs with Fidelity (3/07)
- BDAP Training System Protocols-Revision of Policy Bulletin No. 4-06 (11/06)
- Adolescent Halfway House Contracting (10/06)
- Listing Contracts in SPMR Database (9/06)
- BDAP Training System Protocols (6/06)
- Buprenorphine Reporting (6/06)
- Charitable Choice Notice (2/06)
- (Prevention) Contractual Changes to Sections III and V of the Prevention Manual (12/05)
- Tuberculosis Screening Questions Revised (12/05)
- Treatment Needs Assessment and Treatment Plan (7/05)
- Waiver Procedure (7/05)
- Approved Training for Web Based Performance Prevention System (5/05)
- Performance Based Prevention System (PBPS) Mandatory Training Timeline (5/05)
- Case Management Core Competency Training (2/05)
- Recurring Prevention Services for Fiscal Years 2005/06 and 2006/07 (1/05)
- Student Assistance Program/Best Practices Guidelines for Single County Authorities (1/05)
- Substance Abuse Prevention Core Measures (11/04)
- SCA PBPS Quarterly Review Worksheet (8/04)

- Student Assistance Program Revised Reporting System and Reports (7/04)
 - Contract Requirements for Ambulatory Services (11/02)
 - SCA Provider Monitoring Tool (10/02)
 - Reporting of Communicable Diseases (10/02)
- Contact: Robin Rothermel (717) 783-8200

GUIDANCE MANUALS

Bureau of Community Health Systems

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

Contact: Daniel T. Howell (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 (2006)
- Procedures for the Growth Screening Program for Pennsylvania's School-Age Population (2004)
- Procedures for the Scoliosis Screening Program for Pennsylvania's School-Age Population (2001)
- Procedures for the Hearing Screening Program for Pennsylvania's School-Age Population (2001)
- Procedures for the Vision Screening Program for Pennsylvania's School-age Population (2002)
- Indoor Air Quality Guidelines for Pennsylvania Schools (2006)
- Diabetes in School Children: Recommendations & Resource Guide for School Personnel (2009)
- Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations & Resource Guide for School Personnel (2011)

Contact: Beth Ann Bahn (717) 787-2390

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

Bureau of Community Program Licensure and Certification

Drug and Alcohol Licensing Interpretive Guidelines

- Chapter 157. Inpatient Hospital Activities Detoxification and Treatment and Rehabilitation
- Chapter 704. Staffing Requirements for Drug and Alcohol Treatment Activities
- Chapter 705. Physical Plant Standards
- Chapter 709. Free-Standing Treatment Facilities
- Subchapter C. General Standards for Free-Standing Treatment Activities
- Subchapter D. Standards for Intake, Evaluation and Referral Activities
- Subchapter E. Standards for Inpatient Non-Hospital Activities—Residential Treatment and Rehabilitation
- Subchapter F. Standards for Inpatient Non-Hospital Activities—Short-Term Detoxification
- Subchapter G. Standards for Inpatient Non-Hospital Activities—Transitional Living Facilities (TLFs)
- Subchapter H. Standards for Partial Hospitalization Activities
- Subchapter I. Standards for Outpatient Activities
- Subchapter K. Standards for Inpatient Hospital Drug and Alcohol Activities Offered in Free-Standing Psychiatric Hospitals
- Chapter 711. Health Care Facilities treatment facilities

- Subchapter D. Standards for Intake, Evaluation and Referral Activities
- Subchapter E. Standards for Inpatient Non-Hospital Activities—Residential Treatment and Rehabilitation
- Subchapter F. Standards for Inpatient Non-Hospital Activities—Short-Term Detoxification
- Subchapter G. Standards for Inpatient Non-Hospital Activities—Transitional Living Facilities (TLFs)
- Subchapter H. Standards for Partial Hospitalization Activities
- Subchapter I. Standards for Outpatient Activities
- Chapter 715. Standards for Approval of Narcotic Treatment Program

Contact: Cheryl D. Williams (717) 783-8675

Bureau of Epidemiology

Environmental Health Fact Sheets

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

Patient Information

JAK2 and Polycythemia Vera

Polycythemia Vera and Myeloproliferative Neoplasms

Polycythemia Vera in Northeast Pennsylvania

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

Physician Information

Polycythemia Vera

Polycythemia Vera in Northeast Pennsylvania—

Activities Polycythemia Vera in Northeast Pennsylvania—Epidemiology

Polycythemia Vera and JAK2 Testing information

Reporting Polycythemia Vera

Polycythemia Vera Binder

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

Health Assessment Program Consultations and Reports

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

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

Guidelines

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

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

West Nile Virus

The following information is located at <http://westnile.state.pa.us/>

- 2000-2011 WNV Surveillance Results
- 2012 West Nile Control Program Plan

Contact: Dr. James Rankin (717)346-4524

Influenza

- Pennsylvania Influenza Weekly Reports
- Pennsylvania Influenza Pandemic Response Plan

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

Rabies

- 2005-2010 Annual Rabies Reports
- 2009-2012 Monthly Rabies Reports
- 2010-2011 Animal Testing Reports

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

HIV/AIDS Summaries

The following documents can be found at the following website:

http://www.portal.state.pa.us/portal/server.pt/community/hiv_aids/14241/hiv_aids_annual_summary_other_reports/557343

- HIV/AIDS Surveillance Biannual Summary—December 2002
- HIV/AIDS Surveillance Biannual Summary—June 2003
- HIV/AIDS Surveillance Biannual Summary—December 2003
- HIV/AIDS Surveillance Biannual Summary—June 2004
- HIV/AIDS Surveillance Biannual Summary—December 2004
- 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

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

Integrated Epidemiologic Profile of HIV/AIDS in Pennsylvania

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

Communicable Diseases Fact Sheets:

- Amebiasis
- 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) 346-4524

The following documents are electronically available at:

http://www.portal.state.pa.us/portal/server.pt/community/healthcare_associated_infections/14234

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

Contact: Kimberly Buffington (717) 425-5422

Bureau of Emergency Medical Services

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

- Overview of Pennsylvania Department of Health Ambulance Licensure Program
- EMS Continuing Education Manual
- EMS Training Manual—Guidelines for Medical Command Authorization for Prehospital Personnel
- Emergency Medical Services Study Guide (Basic Life Support and Advanced Life Support)
- Medical Command Course information
- Pennsylvania Emergency Medical Services Continuing Education Handbook for Prehospital EMS Personnel
- Overview of Pennsylvania Department of Health Quick Response Service Recognition 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 Administrative Action
- EMS Practitioner Registry
- EMS Notices in *PA Bulletin*

Contact: Joseph W. Schmider (717) 787-8740

Bureau of Family Health

- Case Management and Tracking Protocol for Community Health Nurses, Including Protocols for Early Intervention Referrals (Revised 8/95)

Contact: Melia Belonus (717) 787-7192

Bureau of Health Planning

- Primary Health Care Practitioner Loan Repayment Program, Policies and Guidelines (Revised 9/05, available on the Department's website at www.health.state.pa.us)
- Loan Repayment for Primary Care Practitioners Fact Sheet (Revised 01/09, available on the Department's website at www.health.state.pa.us)
- State 30 J-1 Visa Waiver Program Application Policy and Procedure (Revised 08/11, available on the Department's website at www.health.state.pa.us)
- State 30 J-1 Visa Waiver Program Fact Sheet (Revised 08/11, available on the Department's website at www.health.state.pa.us)
- Guidelines for Federally Designated Health Professional Shortage Areas (HPSAs) (Revised 6/06)
- Guidelines for Federally Designated Medically-Underserved Shortage Area (Revised 9/05)

Contact: Bob Richardson (Acting) (717)772-5298

Bureau of Health Statistics and Research

- Application for Access to Protected Data (Revised 5/02)
- User's Guide for Access to Protected Data, (Revised 5/02)

Contact: Craig Edelman (717) 783-2548

Bureau of Managed Care

- Technical Advisory: Sample Enrollee Consent Form (6/26/04)
- Technical Advisory: Enrollee Consent for Provider-Initiated Grievances (6/19/04)
- Technical Advisory: Gatekeeper and Point-of-Service

Plans seeking to offer benefit plans with less than 8% plan paid co-insurance for out-of-network services (10/13/04)

- Technical Advisory: Interpreting 28 Pa. Code § 9.752(f) (Relating to UR Standards) requiring a UR decision to include a contractual basis and clinical reason for denial (1/1/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.752(f) (Relating to Time Frames for UR)-Communicating the UR Decision. (1/1/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.704(c) (Relating To Appeal Of A Complaint Decision) and 28 Pa. Code § 9.707(b)(6) (Relating to External Grievance process) Regarding Content of Transmittal Letters of Enrollees' Case Files (12/03/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.761-2 Provider Credentialing and Credentialing Standards as related to "Provisional Credentialing" as Recognized by NCQA (2/11/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.761-2 Provider Credentialing and Credentialing Standards as related to Medical Director sign-off of clean credentialing files (2/11/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.684(a)(3) (Relating To Continuity of Care) Regarding Notification of Enrollees Affected by the Termination of Non-Primary Care Providers/Specialists by a Managed Care Plan (5/6/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.679 (d) (Relating to Travel Distance to Participating Providers 95/19/2012)

Contact: Melanie Waters (717) 787-5193

Division of Immunizations

- PA VFC Fraud and Abuse Procedures (01/12)
- Vaccine Preventable Diseases Surveillance Follow-up Protocol (03/07)
- Vaccine Cold Chain Protocol for Immunization Providers (01/12)
- Vaccine Eligibility Criteria (03/03)
- Vaccines for Children Provider Handbook (01/12)
- Vaccines for Children Quality Assurance Manual (01/12)
- Perinatal Hepatitis B Prevention Program Case Follow-up Actions (04/12/12)
- Guidelines for Prevention of Perinatal Hepatitis B (09/09)
- Protocols for Perinatal Hepatitis B Prevention Program (09/10)
- Recommendations for Varicella Outbreak Prevention and Control in School or Childcare Group Settings (01/12)
- Immigration Status and Data Entry into the Statewide Immunization/Information System
- Adolescent and Adult High-Risk Immunization Program Manual (02/12)
- Standards for Adult Immunization Practices
- Mass Immunization Liability Protection Guidelines
- 2011 List of Immunizing Agents and Average Wholesale Prices Vaccine Cold Chain Protocols for Public Provider Sites—No longer required—Last revised 10/11
- Pennsylvania Quick Guides for Measles, Mumps, Rubella, Varicella, Pertussis, Diphtheria (12/10)
- Procedure Manual School Immunization Regulations (05/10)

Contact: Heather Stafford (717) 787-5681

STD Program

- Participating Provider Agreement (PPA) Providers Information Manual

- Region III Infertility Prevention Project Service Protocols
- Region III Infertility Prevention Project Data Manager's Manual

Contact: Steve Kowalewski (717) 787-3981

Healthcare Associated Infection Prevention Section

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

Office 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
- 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

Contact: Shannon Calluori (717) 346-0640

INTERNAL GUIDELINES

Bureau of Health Statistics and Research

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

Contact: Marina Mathew (717)783-2548

Division of Immunizations

- Perinatal HB Protocols
- Biological Room Standard Operating Procedures
- Quality Assurance Handbook
- Cold Chain Failure Follow-up (01/01/12)
- VFC Provider suspension (05/07/11)

Contact: Heather Stafford (717) 787-5681

STD Program

- Guidelines: Use of the Internet to Perform Partner Service and Health Education

Activities Contact: Kenneth McGarvey (717-783-0572)

Institutional Review Board

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

Contact: Stephen Ostroff (717) 783-4677

OTHER

Bureau of Community Program Licensure and Certification

- 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 Bureau of Licensing & Certification

• Recommendations for Buying a Hearing Aid
Contact: Jane True (717)783-1379

Drug and Alcohol Licensing Alerts

- Complaint Investigations (Licensing Alert 2-96)
- Clinical Supervisor Requirements (Licensing Alert 2-05)
- Dating of Signatures (Licensing Alert 4-05)
- Distinction between Outpatient and Partial Hospitalization Services (Licensing Alert 3-97)
- Division of Drug and Alcohol Program Licensure Web Page (Licensing Alert 1-04)
- Drug and Alcohol Staffing Regulations Interpretive Guidelines (Licensing Alert 6-96)
- Electronic Clinical Records (Licensing Alert 1-05)
- Facility Closures (Licensing Alert 5-98)
- Financial Audits (Licensing Alert 1-11)
- Group Counseling (Licensing Alert 2-94)
- Licensed Capacity (Licensing Alert 1-94)
- Licensed Drug and Alcohol Treatment Providers Use of SCA Assessments as a Basis for Developing Clients Psychosocial Histories (Licensing Alert 1-07)
- Locked Storage Containers: Record Storage (Licensing Alert 2-04)
- Minimum Content Requirements for Pennsylvania Department of Health Approved Curriculum for Tuberculosis and Sexually Transmitted Diseases (Licensing Alert 6-97)
- Minimum Content Requirements for Pennsylvania Department of Health Approved HIV/AIDS Curriculum (Licensing Alert 1-97)
- Narcotic Treatment Program Take-Home Privileges (Licensing Alert 2-09)
- Nonresidential Facility Use of Buprenorphine (Licensing Alert 1-08)
- Older Adult Protective Services Act not Applicable to D&A Treatment Programs (Licensing Alert 1-01)
- Physical Examinations (Licensing Alert 1-96)
- Physical Plant Standards (Chapter 705) (Licensing Alert 1-02)
- Project Director Requirements (Licensing Alert 5-05)
- Psychosocial Histories (Licensing Alert 4-96)
- Relocation (Licensing Alert 3-94)
- Reporting of Unusual Incidents (Licensing Alert 5-97)
- Request for Exceptions to Regulations (Licensing Alert 4-97)
- Rescheduling of LAAM (Licensing Alert 2-98)
- Rescission of Shelter, Drop-in and Hot-line Regulations (Licensing Alert 1-98)
- Restrictions on Licenses/Certificates of Compliance/Approval (Licensing Alert 2-97)
- Revocation of Client Consent to Release Information (Licensing Alert 2-11)
- Satisfaction of Staff Training Requirements (Licensing Alert 1-12) (updates 1-10)
- Scheduling of Licensing Inspections (Licensing Alert 3-96)
- Scheduling of Licensing Inspections (Licensing Alert 6-98)
- Staffing Regulations—Requirements for Direct Observation and Close Supervision of Counselor Assistants (Licensing Alert 4-02)
- Staffing Regulations—Primary Care Hours and Detoxification Activities (Licensing Alert 1-00)
- Staffing Regulations—Qualifications/Degree in a Related Field (Licensing Alert 2-02)
- Staffing Regulations—Qualifications/Degree in a Related Field (Licensing Alert 4-98)
- Staffing Qualifications for Clinical Supervisors & Coun-

- selors Hired Prior to 3/4/96 (Licensing Alert 5-99)
 - Staffing Regulations Qualifications/Degree from a Foreign Non- Accredited University/College (Licensing Alert 1-00)
 - Staffing Regulations Qualifications/Degree in a Related Field (Licensing Alert 3-08)
 - Staffing Regulations Qualifications/Degree in a Related Field (Licensing Alert 3-10)
 - Staffing Regulations—Qualifications/Degree from a Foreign Non-Accredited University College (Licensing Alert 3-98)
 - Staff Training Requirements for Health Care Professionals (Licensing Alert 2-12)
 - 1998 Standards Deficiencies (Licensing Alert 4-99)
 - Supervision of Counselor Assistants (Licensing Alert 2-08)
 - Timing of Individual Training Plans (Licensing Alert 3-05)
 - Unannounced Visits (Licensing Alert 5-96)
 - Use of Non-Narcotic Drugs in a Drug and Alcohol Non-Residential Treatment Facilities (Vivatrol) (Licensing Alert 3-11)
 - Verification of Training, Experience and Professional Licensure or Certification (Licensing Alert 2-99)
- Contact: Cheryl Williams (717) 783-8675

Division of HIV/AIDS

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

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 (Acting) (717)772-5298

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)

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

Information Bulletins

- EMS Information Bulletin #1—EMS Personnel Called to Active Military Duty (8/5/03)
- EMS Information Bulletin #2—Epinephrine Auto Injector Administration by EMTs (8/13/03)
- EMS Information Bulletin #3—EMS Vehicle Collision Accident Form (9/30/03)
- EMS Information Bulletin #4—EMS Instructor Update Requirement (Revised 3/2/04)
- EMS Information Bulletin #5—Cyanide Compound Exposure Protocol (9/9/03)
- EMS Information Bulletin #6—Continuing Education Requirement—ALS Medical Command (11/5/03)
- EMS Information Bulletin #7—On-Line Continuing Education (11/6/03)
- EMS Information Bulletin #8—Distribution of Continuing Education Handbook (12/9/03)
- EMS Information Bulletin #10—EMS License Plates (2/11/04)
- EMS Information Bulletin #11—Public Access AED (2/13/04)
- EMS Information Bulletin #13—EMS Vehicle Collision and Personal Injury Form (Revised 4/1/04)
- EMS Information Bulletin #14—Epinephrine Auto-Injector Administration (Revised 3/10/04)
- EMS Information Bulletin #15—Emergency Response Employees (ERES) (4/30/04)
- EMS Information Bulletin #16—Electronic Ambulance Licensure Application Amendment Procedure (4/30/04)
- EMS Information Bulletin #17—Statewide BLS Medical Treatment Protocols and Guidelines (5/6/04)
- EMS Information Bulletin #19—CD and Web-Based ACLS Programs (6/18/04)
- EMS Information Bulletin #20—Certificates, Wallet Cards and Patches (6/8/04)
- EMS Information Bulletin #21—System Status Management (6/18/04)
- EMS Information Bulletin #22—EMTs Assisting With ALS Procedures (7/28/04)
- EMS Information Bulletin #23—Ambulance Licensing Overview (10/19/04)
- EMS Information Bulletin #25—Surge Response Services Update (12/13/04)
- EMS Information Bulletin #26 AED Mode Use on ALS Monitor/Defibrillator Devices (4/11/2006)
- EMS Information Bulletin #27 Interfacility Transport Guidelines (7/8/2005)
- EMS Information Bulletin #28 Grand Rounds (7/25/2005)
- EMS Information Bulletin #29 EMS Office Organization Chart (8/3/2005)
- EMS Information Bulletin #30 Ambulance Vehicle Standards (10/19/2005)
- EMS Information Bulletin #31 Draft ALS Protocols (10/25/2005)
- EMS Information Bulletin #32 Patients Exposed to Tasers (11/10/2005)
- EMS Information Bulletin #33 New Electronic Applications (11/17/2005)
- EMS Information Bulletin #34 Ambulance Vehicle Markings (12/20/2005)
- EMS Information Bulletin #35 Updated AHA Standards (12/23/2005)
- EMS Information Bulletin #36 New BLS Protocols (4/7/2006)
- EMS Information Bulletin #37 Epinephrine Auto-Injector Approval Update (4/11/2006)
- EMS Information Bulletin #38 Implementation of New AHA Standards (5/23/2006)
- EMS Information Bulletin #39A Statewide BLS Protocols and AED Utilization (10/31/06)
- EMS Information Bulletin #40 Update to Statewide BLS Protocol Course (11/14/06)
- EMS Information Bulletin #41 Revised Ambulance Licensure Equipment (11/17/06)
- EMS Information Bulletin #42 Changes to Scope of Practice and Equipment (11/17/06)
- EMS Information Bulletin #43 Continuing Education Requirements for ALS Medical Command Authorization (12/01/06)
- EMS Information Bulletin #44 Centralized Registration for the Learning Management System (12/31/06)
- EMS Information Bulletin #45 State Recognized CPR Programs (03/05/07)
- 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)
Contact: Joseph W. Schmider (717) 787-8740

**Bureau of Facility Licensure and Certification
Division of Nursing Care Facilities (Long Term Care Provider Bulletins)**

- Abuse, Neglect, Misappropriation of Property by Nurse Aides or Others—LTC PB No. 22 (Revised 06/19/2012)
- Nurse Aide Registry Update—LTC PB No. 29 (Revised 06/19/2012)
- Training of Companions/Sitters in T18 or 19 Facilities—LTC PB No. 31 (Revised 6/19/12)
- Disposition of Patient Medications—LTC PB No. 35 (Revised 6/19/12)
- Exception/Waiver Requests—LTC PB No. 37 (Revised 6/19/12)
- Taping of Exit Conference—LTC PB No. 42 (Revised 6/19/12)
- Informal Dispute Resolution—LTC PB No. 44 (Revised 6/19/12)
- Surety Bond Requirements—Clarification of “Obligee”—LTC PB No. 48 (Revised 6/19/12)
- Department Access to Records at Nursing Homes Pursuant to 35 P. S. § 448.813—LTC PB No. 49 (Revised 6/19/12)
- Advance Directives Requirements—LTC PB No. 58 (Revised 6/19/12)
- 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)
- Department of State Referrals of Licensed Professionals when allegations have been unsubstantiated—LTC PB No. 2012-2-1 (Issued February 14, 2012)
- Long-Term Care Nursing Facility Independent Informal Dispute Resolution Act, Act 128 of 2011—LTC PB No. 2012-05-1 (Issued May 24, 2012)

Contact: Susan Williamson (717) 787-1816

Division of Acute and Ambulatory Care

- PA Department of Health Message Board <http://app2.health.state.pa.us/commonpoc/content/FacilityWeb/FacMsgBoard.asp?Distribution=F&Selection=All>
Contact: Joanne Salsgiver (717) 783-8980

Bureau of Family Health

- 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)
Contact: Carolyn Cass (717) 772-2762
- Application for Special Needs Services (Division of Program Support and Coordination- Form #HD1072F)

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 Common-

wealth 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: Will Cramer (717)346-2619

- WIC State Plan of Operations

Contact: Shirley Sword (717)783-1289

- Traumatic Brain Injury Needs Assessment (2003)
- Traumatic Brain Injury State Action Plan (2003)

Contact: Carolyn Cass (717) 772-2762

TB Program

- TB Control Manual
- TB Outbreak Response Plan

Contact: Beth Butler (717)787-3981

STD Program

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

Contact: Steve Kowalewski, Senior Public Health Advisor (717) 787-3981

Bureau of Health Statistics and Research

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

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

- Application for Certified Copy of Birth Record-Mail Requests, Form HD1105F
- Application for Certified Copy of Death Record-Mail Requests, Form HD1107F
- Form Utilized for Birth Corrections, Form HD1104F
- Death Correction Statement, Form HD1109F
- Application for Multi-Year Search of Birth Record, Form HD1131FW
- Application for Multi-Year Search of Death Record, Form HD1132FW
- Statement from Requestors Not Possessing an Acceptable Government Issued Photo-ID, Form HD123F
- Change in Civil Status Form, Form H105.132

Contact: Marina Matthew (717)783-2548

Bureau of Laboratories

- Submission of Rabies Specimens
 - General Specimen Submission
 - Compliance with Shipping of Diagnostic Specimen/
Etiologic Agent
 - Laboratory Submission Form for Viral Encephalitis/
Meningitis
 - Sputum Collection for Tuberculosis
 - Nasal or Throat Swab Procedure for Virus Isolation
Contact: Dr. Shahiedy Shahied (610) 280-3464
 - Postmortem Blood Testing on Motor Vehicle Accident
Victims—Specimen Submittal Requirements
 - Blood Lead Analysis—Specimen Submittal Require-
ments
 - Environmental Lead Analysis—Specimen Submittal Re-
quirements
 - Neonatal Testing for Genetic Disorders—Specimen Sub-
mittal Requirements
 - Blood Alcohol Proficiency Testing Program Require-
ments
 - Blood Lead Proficiency Testing Program Requirements
 - Erythrocyte Protoporphyrin Proficiency Testing Pro-
gram Requirements
 - Abused Drugs in Blood Proficiency Testing Program
Requirements
 - Abused Drugs in Urine Proficiency Testing Program
Requirements
- Contact: Dr. Shahiedy Shahied (610) 280-3464
- 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
 - Quality Assessment Document—Administrative
 - Quality Assessment Document—Chemistry
 - Quality Assessment Document—Cytology
 - Quality Assessment Document—Hematology
 - Quality Assessment Document—Immunochemistry
 - Quality Assessment Document—Immunology
 - Quality Assessment Document—Microbiology
 - Quality Assessment Document—Urinalysis
- Contact: Dr. Shahiedy Shahied (610) 280-3464

Bureau of Health Promotion and Risk Reduction

- Why We Recommend Community Water Fluoridation
 - Policy for Determining Eligibility and Compliance of
Service Providers Currently
 - Receiving Funding From a Tobacco Company, a Tobacco
Company Subsidiary, or Their Agent (6/04)
- Contact: Leslie A. Best (717) 787-6214

Office of Public Health Preparedness

- State Emergency Registry of Volunteers in Pennsylva-
nia Criminal History Policy and Code of Conduct
(2011-01) July 1, 2011
- Shannon Calluori (717) 346-0640

Office of Chronic Care

- List of Participating Practices
 - List of Participating Payers
 - Participation Agreement
 - Aggregated Data by Region
 - CMS Agreement
 - Practice Performance Assessment Framework Tool
 - Steering Committee Composition
 - Physician Advisory Group Composition
 - NCQA Certification Data
 - Learning Sessions Materials
- Contact: Dr. Marcela Diaz-Myers (717) 346-9712

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

INSURANCE

I. NOTICES:**Executive Office****Insurance Department Notices**

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2012-06	06/30/2012	Per Diem Charges for Financial Examinations Conducted by the Pennsylvania Insurance Department
2012-05	06/30/2012	Per Diem Charges for Market Conduct Examinations of Insurance Companies
2012-04	02/18/2012	Effective Dates for Small Group Health Insurance Rate Filings
2012-03	02/18/2012	Autism Spectrum Disorders Coverage—Maximum Benefit Adjustment
2012-02	02/04/2012	Workers' Compensation Fund Assessment
2012-01	02/04/2012	Mcare Rosemont Office Closing
2011-10	10/29/2011	Guidelines for Retention of Records by Insurers and Other Entities Subject to Examinations Conducted by the Insurance Department
2011-09	10/29/2011	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2011-08	09/03/2011	Children's Health Insurance Program; Benefit Changes and State Plan Amendment
2011-07	07/30/2011	Philadelphia Regional Office Closing
2011-06	07/30/2011	Advisory Notice—Rate Review Process Determination
2011-03	05/14/2011	Use of Misleading Professional Designations by Insurance Producers Selling Life Insurance or Annuities to Seniors
2011-02	03/19/2011	Workers' Compensation Security Fund Assessment

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2011-01	01/01/2011	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,450
2010-12	10/30/2010	Certification as an Independent Review Organization; Long—Term Care Benefit Trigger Determinations
2010-11	10/30/2010	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2010-10	10/02/2010	Provisions of Act 51 of 2010
2010-09	08/14/2010	Mini-COBRA Coverage
2010-08	07/17/2010	Application for Written Consent
2010-07	07/03/2010	Patient Protection and Affordable Care Act—Guidance for Compliance Filings
2010-06	07/03/2010	Repeal of Outdated Notices
2010-03	06/12/2010	2010 Workers' Compensation Security Fund Assessment
2010-02	01/02/2010	Review Procedure Hearings; Cancellation or Refusal of Insurance
2010-01	01/02/2010	2009 Workers' Compensation Security Fund Assessment
2009-11	11/28/2009	General Guidance for Disclosure of Prescribed Differences from NAIC Statutory Accounting Principles
2009-08	10/27/2009	Medical Care Availability and Reduction of Error Fund; Notice and Amount of Assessment Action
2009-07	07/31/2009	Updated Guidelines for Record Retention
2009-06	06/27/2009	Autism Review Process
2009-03	04/11/2009	Autism Coverage
2009-02	02/14/2009	Property and Casualty Insurance Companies and Producers Issuing Certificates of Insurance in Pennsylvania
2009-01	02/14/2009	Community Health Reinvestment Activities
2008-08	10/18/2008	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2008-05	04/19/2008	Long-Term Care Partnership Program Effective Date and Revised Guidance Announcement
2008-02	01/12/2008	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2008-01	01/12/2008	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,350
2007-06	12/01/2007	Arson and Insurance Fraud Reporting
2007-05	10/27/2007	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2007-04	09/30/2007	List of Approved Guide Source Method Vendors
2006-12	11/18/2006	Flood Insurance Training Requirements
2006-10	10/28/2006	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2006-08	07/08/2006	Repeal of Outdated Bulletins and Notices
2006-07	06/24/2006	Professional Corporations, Professional Associations and Partnerships
2006-06	06/24/2006	Notice of Agent Education and Training Requirement Changes
2005-11	11/19/2005	Financial Statement Filing Requirements for 2006
2005-10	10/29/2005	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2005-07	07/23/2005	Agreement on Community Health Reinvestment
2005-04	03/26/2005	Viatical Settlement Broker License Testing Requirements for Licensed Life Insurance Producers
2005-02	02/05/2005	Reporting and Disclosure of Criminal Convictions
2005-01	01/22/2005	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,150
2004-02	04/17/2004	Medical Care Availability and Reduction of Error Fund; Calculation of Podiatrist Liability
2003-11	11/29/2003	Coverage for Chiropractic Care

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2003-07	09/20/2003	Notice to Companies Writing Private Passenger Auto Insurance in Pennsylvania
2003-06	08/09/2003	Drug and Alcohol Use and Dependency Coverage
2002-10	10/19/2002	Proper Reporting of Uncovered Medical Liabilities and Expenses (Uncovered Claims)
2002-09	09/21/2002	Medical Care Availability and Reduction of Error Fund's Assessment
2002-08	09/14/2002	Medical Care Availability and Reduction of Error Fund Administrative Hearings Process
2001-07	06/30/2001	Deregulation of Life Insurance Forms
2001-04	04/21/2001	Book Transfers
2000-04	02/26/2000	The Violent Crime Control and Law Enforcement Act of 1994, 18 U.S.C., Sections 1033 and 1034
2000-03	02/19/2000	Federally Mandated Health Care Fraud and Abuse Reporting
	06/28/1997	Deregulation of Accident and Health Forms
	04/12/1997	Deregulation of Accident and Health Forms
	03/30/1996	Deregulation of Accident and Health Forms
1995-09	08/23/1995	Deregulation of Commercial Lines Property and Casualty Forms
1995-07	07/19/1995	Modification of Contract for Use When an Annuity Premium Tax is Not Applicable
1994-14	10/03/1994	Separate Account Modified Guaranteed Life Insurance
1994-13	10/03/1994	General Account Modified Guaranteed Life Insurance
1994-12	10/03/1994	Separate Account Modified Guaranteed Annuity
1994-11	10/03/1994	General Account Modified Guaranteed Annuity
1994-09	07/07/1994	Approval and Solicitation of Long Term Care Policies for Continuing Care Retirement Communities

Statements of Policy

31 Pa. Code, Chapter 67, Sections 67.41—67.45 and Appendix A, Motor Vehicle Financial Responsibility Law, Subchapter D. Adopted 05/19/1989.	31 Pa. Code, Chapter 90i, Sections 90i.1—90i.3, Certificates of Assumption. Adopted 03/05/1993.
31 Pa. Code, Chapter 89, Sections 89.451—89.474, Approval of Life, Accident and Health Insurance. Subchapter H. Statements of Policy. Adopted 02/05/1982.	31 Pa. Code, Chapter 119, Sections 119.1—119.26, Anti-Fraud. Adopted 08/27/1993.
31 Pa. Code, Chapter 90c, Sections 90c.1—90c.25, Individual Applications. Adopted 01/18/1991.	31 Pa. Code, Chapter 120, Sections 120.1—120.5, Loss Cost Adjustment Filing. Adopted 08/27/1993.
31 Pa. Code, Chapter 90d, Sections 90d.1—90d.9, Individual Accidental Death Benefits; Provided by Riders or Built into Policies. Adopted 01/18/1991.	31 Pa. Code, Chapter 150, Sections 150.1—150.5, Uniform Health Insurance Claim Form. Adopted 07/02/1993.
31 Pa. Code, Chapter 90e, Sections 90e.1—90e.13, Individual IRA Endorsements for Life Insurance and Annuities. Adopted 01/18/1991.	31 Pa. Code, Chapter 152, Sections 152.101—152.105, Preferred Provider Organizations, Primary Care Gatekeeper PPO Products. Adopted 09/27/1991.
31 Pa. Code, Chapter 90f, Sections 90f.1—90f.16, Individual Imminent Death/Lifetime Health Care Facility Confinement Benefits Provided as Accelerated Death Benefit or Settlements of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.	31 Pa. Code, Chapter 153, Section 153.2, Permission to file accident and health, life and annuity insert pages. Adopted 10/19/1990.
31 Pa. Code, Chapter 90g, Sections 90g.1—90g.16, Individual Health Care Facility Benefits Provided as Accelerated Death Benefit or Settlement of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.	31 Pa. Code, Chapter 153, Section 153.3, Simplified review of company merger, assumption or name change form and rate filing. Adopted 06/28/1991.
31 Pa. Code, Chapter 90h, Sections 90h.1—90h.11, Individual Waiver of Surrender Charges for Life and Annuity Contracts Resulting From Health Care Facility Usage; Provided by Riders or Built into Policies. Adopted 01/18/1991.	31 Pa. Code, Chapter 301, Sections 301.201—301.204, Health Maintenance Organization, Subchapter H. Point-of-Service Products Group Specific Community Rating. Adopted 09/27/1991.
	31 Pa. Code, Chapter 301, Sections 301.301—301.321, Health Maintenance Organization, Subchapter I. Contractual Arrangements Between HMOs and IDSs. Adopted 04/05/1996.
	31 Pa. Code, Chapter 303, Section 303.1, Out-of-State Health Maintenance Organization Investments. Adopted 03/25/1988.

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

II. OTHER:**Administrative Hearings Office**

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

Digest of CAT Fund Adjudications

Insurance Commissioner Decisions on Automobile CAT Fund Administrative Hearings

Digest of Homeowners Policy Terminations (Act 205)

Insurance Commissioner Decisions on Homeowners Insurance Administrative Hearings

Digest of Agency Terminations (Act 143)

Administrative Hearing Officer Decisions on Insurance Agency Administrative Hearings

Practice and Procedure Digest

Describes the Administrative Hearing Process

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

Office of Insurance Product Regulation and Administration

Public Documents Room Procedures

Procedures to review public documents at the Insurance Department

Regulatory Procedures Manual

Internal procedures regarding drafting of regulations

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

LABOR AND INDUSTRY**POLICY STATEMENTS:**

Labor & Industry Secretary

- Equal Employment Opportunity Policy Statement
- Labor and Industry Contract Compliance Policy Statement
- Weapons Policy Statement
- Disability—Related Employment Policy Statement
- Policy on Sexual Harassment
- Health Policy Statement
- Security Policy Statement
- Free Posters Announcement
- Workplace Violence Statement
- Workforce Investment Act Policy Statement

Office of Equal Opportunity

- Equal Opportunity Plan
 - Methods of Administration
- Contact: Khan Mitchell (717-787-1767)

Bureau of Workers' Compensation

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

GUIDANCE MANUALS:**Office of Vocational Rehabilitation**

- OVR Numbered Memoranda
- 09-200.01 Ticket to Work Program
- 10-100.01 Records Retention
- 10-100.02 Driver Services for OVR Employees

- 10-100.03 OVR Case Sharing
- 10-100.04 OVR Case Filing System
- 10-200.01 Psychological Services—Qualifications, Approval, and Use of Psychological Providers and Services
- 10-200.02 Psychological Services—Guideline: Psychodiagnostic and Vocational Assessment
- Updated IL/SS Handbook
- 10-300.01 Independent Living/Specialized Services Program Handbook Contact: Denise Verchimak (717-772-3511) Office of Vocational Rehabilitation
- Bureau of Blindness and Visual Services Independent Living/Specialized Services Program Handbook Contact: David DeNotaris (717-783-3784) Director, BBVS

Bureau of Workers' Compensation

- WC Forms/Petitions Filing Tutorial BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Calculating 21-Day Compliance BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Return-to-Work Model BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- LIBC-507 Form Tutorial BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- LIBC-9 Form Tutorial BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- PA Workers' Compensation Employer Information Pamphlet, LIBC-200 (Workers' Compensation Guidelines for Employers.) BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Workers' Compensation and the Injured Worker Pamphlet, LIBC-100 (Workers' Compensation Guidelines for Injured Workers.) Revised January 1, 2011. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Workers' Compensation and the Injured Worker Pamphlet—Spanish Edition, LIBC -100-(ESP) (Workers' Compensation Guidelines for Spanish-speaking Injured Workers.) BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Failure to Insure Prosecutions. Updated April 2012. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Procedures for Completing an Application for Fee Review, LIBC-600 BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Notice to Claimant (LIBC-758) Changes to LIBC-758 effective June 6, 2011. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Claim Petition for Benefits From the Uninsured Employer and Uninsured Employers Guaranty Fund, LIBC-550. Updated June 30, 2011. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Notice of Claim Against Uninsured Employer, LIBC-551. Updated June 30, 2011. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Notice of Workers' Compensation Denial, LIBC-496. Revision effective April 20, 2011. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- 2011 Statewide Average Weekly Wage Schedule. Revised effective January 1, 2011. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Supplement Agreement for Compensation for Disability or Permanent Injury, LIBC-337. Change effective December 23, 2010. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Defendant's answer to Claim Petition, LIBC-374. Available online as of December 2010. BWC website: www.dli.state.pa.us ("Workers' Compensation")
- Statement of Purpose of Adoption of Usual and Customary Charge. Effective November 1, 2010. BWC website: www.dli.state.pa.us ("Workers' Compensation")

- Medical Report, LIBC-9, Tutorial BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- EDI (Electronic Data Interchange). Updated May 2011. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Death Claim Supplement to Compromise and Release, LIBC-749. Now available online as of January 2011. WCOA website: www.dli.state.pa.us (“Workers’ Compensation”)
- Employee/Dependent Statement Form. Revised March 2011. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Bureau Code Listings. Updated Monthly. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Bureau Annual Report. Updated February 2012. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- IRE Physician Listing. Updated Monthly. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Safety Committee Box Score. Updated Biweekly. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Governor’s Award of Safety Excellence. Updated June 1 each year. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Requirements for Excess Insurance
Contact: George W. Knehr, Chief, Self-Insurance Division, BWC (717-783-4476)
- Employer’s Guide to Self-Insuring Workers’ Compensation, LIBC-300 BWC website: www.dli.state.pa.us (“Workers’ Compensation”)
- Application and Summary of Requirements for Self Insurance
Contact: George W. Knehr, Chief, Self-insurance Division, BWC (717-783-4476)
- Instructions Accompanying Application to have a Letter of Credit or Surety Bond Executed. Updated September 11, 2011.
Contact: George W. Knehr, Chief, Self-insurance Division, BWC (717-783-4476)
- Guidelines for Individual Self-Insurance Actuarial Evaluations
Contact: George W. Knehr, Chief, Self-Insurance Division, BWC (717-783-4476)
- Guidelines for Group Self-Insurance Actuarial Evaluations
Contact: George W. Knehr, Chief, Self-insurance Division, BWC (717-783-4476)
- Workers’ Compensation Self-Insurance Loss Portfolio Transfer Guidelines. Updated September 11, 2011.
Contact: George W. Knehr, Chief, Self-insurance Division, BWC (717-783-4476)
- Certified Employer Network Overview
Contact: Bob Pierce, Health and Safety Division, BWC (717-772-1917)
- Accident and Illness Prevention Service Provider Qualifications Guide
Contact: Bill Keefer, Health and Safety Division, BWC (717-772-1636)
- Insurer, Individual Self-Insured Employer and Group Self-Insurance Fund Accident and Illness Prevention Service/Program Audit Overviews
Contact: Bill Keefer, Health and Safety Division, BWC (717-772-1636)
- Contact Sheet
Contact: Bob Pierce, Health and Safety Division, BWC (717-772-1917)
- Division Overview
Contact: Bob Pierce, Health and Safety Division, BWC (717-772-1917)

- HandS Flyers
Contact: Bob Pierce, Health and Safety Division, BWC (717-772-1917)
- Iceburg-Hidden Costs of Accidents
Contact: Bob Pierce, Health and Safety Division, BWC (717-772-1917)
- State Certified Workplace Safety Committee Program
Contact: Bob Pierce, Health and Safety Division, BWC (717-772-1917)
- PATHS: Pennsylvania Training for Health and Safety. BWC website: www.dli.state.pa.us (“Workers’ Compensation”)

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

Contact: Sue Mukherjee (717-787-6507)

- New Hire Program forms for businesses to use to report new hires—found at www.pacareerlink.state.pa.us
- High Priority Occupations policy and petition information available at www.paworkforce.state.pa.us

Bureau of Workforce Development Partnership

- Workforce Investment Information Notice 12-03 dated June 22, 2004 regarding Rapid Response/ Trade Adjustment (TA) Program Policy—found on the PA workforce website: www.paworkforce.state.pa.us.
- Workforce Investment Information Notice 7-03 dated July 7, 2004 regarding Trade Act and NAFTA-TAA job search—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 6-03 dated December 12, 2003 regarding Trade Act and TAA Reform Act waiver policy and procedure—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 5-03 dated December 12, 2003 to furnish local staff with State’s Trade Act certification and petition processes found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 4-03 dated July 29, 2004 regarding Trade Act reemployment benefit—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-03 dated September 12, 2003 regarding Distance learning under TAA—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 14-02 dated June 10, 2003 regarding Seamless integration and coordination of services under Trade Act programs with Workforce Investment Act—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 7-01 dated December 11, 2001 regarding Reasonable Cost of Training and Transportation Payments for the TAA/NAFTA-TAA programs—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 6-99 Change 1 dated August 6, 2002 regarding WIA Dislocated Worker Rapid Response Additional Assistance and Critical
- Job Training Grant Questions and Answers—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-05 dated September 27, 2005 regarding Local Workforce Investment Areas (LWIAs)—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 12-02 dated April 10, 2003 regarding Workforce Investment Act certification of training and course/programs and developing ITA policies and procedures—found on the PA workforce website: www.paworkforce.state.pa.us

- Workforce Investment Information Notice 1-99 Change 4 dated June 4, 2004 regarding ongoing information and guidance regarding program/provider eligibility, school licensing requirements and appeal procedures-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-00 Change 3 dated March 17, 2003 regarding information to Local Workforce Investment Board, training providers and other Team Pennsylvania CareerLink partners-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 3-02 dated January 8, 2003 regarding Guidelines to moving Pa CareerLink and Partners-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-02 dated January 8, 2003 regarding Guidelines to moving Pa CareerLink and Partners-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 10-01 dated July 17, 2002 regarding Career Resource Area Technology Policy-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 3-05 dated June 20, 2006 regarding Competitive procurement of Youth Services for LWIA Program Operators, LWIBS and their Local Youth Councils -found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-04 dated April 27, 2005 regarding policies and procedures for grants awarded to Local Workforce Investment Areas, non-profit organizations, private-for-profit businesses and Local Education Agencies -found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 8-02 Change 1 dated December 12, 2003 regarding development and operation of Project Gate-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 8-02 Change 2 dated June 7, 2004 regarding development and operation of Self-Assistance Program and Project Gate-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 4-99 Change 1 dated November 4, 2002 regarding core intensive training, optional and youth services by program charts-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 3-99 Change 2 dated November 4, 2002 regarding guidance information on Title I WIA eligibility criteria for registration and WIA acceptable eligibility verification.-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-98 Change 2 dated January 30, 2004 regarding WIA participant questions and answers.-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 9-02 dated January 8, 2003 regarding WIA performance measures.—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 11-02 dated January 22, 2003 regarding Labor Exchange and Veterans Employment Training Service Performance Measures-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 3-01, Change 2 dated May 23, 2003 regarding Revised Team Pa CareerLink Employment Services Policies and Procedures.-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 1-01 dated August 9, 2001 regarding definitions of levels of Pa CareerLink registration Services Policies and Procedures.-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-01 Change 1 dated July 21 2003 regarding revisions of WIIN 2-01 for Staff-Assisted Registration for Employment Services-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 6-01 dated May 15, 2002 regarding combined business plan/agreement process-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 5-01 Change 1 dated May 7, 2002 regarding government agreement revisions and cost allocation and resource agreement changes-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 3-00 Change 1 dated November 2, 2004 regarding guidance to local Workforce Investment Boards and their Youth Councils on the Workforce Investment Act of 1998, federal regulations and state policies found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-00 Change 2 dated March 2, 2004 regarding—Financial Management Technical Assistance Guide—found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 3-03 dated July 13, 2004 regarding guidance to Local Workforce investment Boards on membership, certification and compliance with the Workforce Investment Act and state policies-found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 2-03 Change 1 dated October 8, 2003 regarding Commonwealth's revised Local Workforce investment Board staffing policy found on the PA workforce website: www.paworkforce.state.pa.us
- Workforce Investment Information Notice 4-00 dated July 27, 2001 regarding LWIA designations in prescribed formats-found on the PA workforce website: www.paworkforce.state.pa.us

Minimum Wage Advisory Board

- Analysis of the Pennsylvania Minimum Wage Increases in 2010.

Office of Vocational Rehabilitation

- The OVR Annual Report—Sam Cost (717-772-1658).
- OVR Combined Agency State Plan Update—Sam Cost (717-787-1658)
- Employment Services for Persons with Disabilities—David Baum (717-787-5518)
- The OVR Rehabilitation Services Handbook—Nesta Livingston (717-783-6382)
- OVR Transition Pamphlet—Wendy Patterson (717-787-6695)
- OVR—Transition From Substance Abuse to Recovery and Work (A Guide for Vocational Rehabilitation) Dana Baccanti (717-772-1656)
- Getting Your Business Ready for ADA—ADA Questions—David Baum (717-787-5518)

State Workers' Insurance Fund

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

Bureau of Workers' Compensation

- Workers' Compensation Rate Schedules. Revised February 2012. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Independent Review Examination Physician's Listing. Updated Monthly. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- 2010 Medical Access Study Executive overview. Updated July 2011. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Claim Petition for Additional Compensation from the Subsequent Injury Fund Pursuant to Section 306.1 of the Workers' Compensation Act, LICB-375. Updated February 2010. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- News & Notes (A Bureau of Workers' Compensation Public Newsletter). Published February 2012. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Employer's Guide to Workers' Compensation Insurance in Pennsylvania (A folder which includes: An Employer's Overview, A Guide to Loss Cost Multipliers, A Guide to Classification Codes and other workers' compensation information of interest to employers). Updated January 2011. Contact: Information Services Helpline (717-772-3702)
- Workers' Compensation and Workplace Safety Annual Report BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Report of Insurer/Self-Insured Employer Performance. Revised June 3, 2012. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Work Injuries & Illnesses Report (Annual Statistical Publication). Updated February 2012. BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Frequently Asked Questions Workers' Compensation BWC Website: www.dli.state.pa.us ("Workers' Compensation")

- Frequently Asked Questions Health Care Services Review BWC Website: www.dli.state.pa.us ("Workers' Compensation")
- Frequently Asked Questions Workplace Safety Committee Certification Program BWC Website: www.dli.state.pa.us ("Workers' Compensation") *Office of Adjudication Petition Count WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Obtaining WC Hearing Transcripts WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Medicare Policy: Evaluation and Approval of WC Lump Sum Settlements WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Accommodation Requests WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Lawyer Referral Service Information (Web guideline) WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Appeal Forms and Their Instructions WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Compromise & Release Form. Updated February 1, 2011. WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Informal Conference Request Form WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Subpoena Form. Revised October 31, 2010. WCOA Website: www.dli.state.pa.us ("Workers' Compensation")
- Alternative Dispute Resolution Pamphlet WCOA Website: www.dli.state.pa.us ("Workers' Compensation")

Workers' Compensation Appeals Board

(Contact: William Trusky 717-783-7838)

- LICB-25/26, Appeal From Judge's Findings of Fact and Conclusions of Law
- Workers' Compensation Appeal Board- Overview of Program
- Instructions for Completing the Appeal Form
- 2012 Hearing Dates
- FAQs

http://www.portal.state.pa.us/portal/server.pt/community/workers%27_compensation_appeal_board/10314

Interpreter Law, Act 172 of 2006

(Contact: Richard Lengler 717-705-0464)

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

Office of Unemployment Compensation Benefits

(Contact: Terri Smith 717-772-1478)

www.uc.pa.gov

- DUA-5 Disaster Unemployment Assistance
- UC-23 Pennsylvania Unemployment Compensation Filing Materials Checklist
- UC-23 (ESP) Pennsylvania Unemployment Compensation Filing Materials Checklist (Spanish)
- UC-33 UC Services, Unemployment Compensation Service Centers
- UC-98 A Quick Reference Guide for UC
- UC-98(ESP) A Quick Reference Guide for UC (Spanish)
- UC-200 Poster Protect Your Business From Higher Taxes

- UC-304 Record of Job Applications and Work Search Activities
 - UC-304 (ESP) Record of Job Applications and Work Search Activities (Spanish)
 - UC-600 Poster: Report UC Fraud
 - UC-601 Poster: UC Fraud is a Crime
 - UC-602 Cheating the System
 - UC-700 UC Claims Poster (Private Employers)
 - UC-700(ESP) UC Claims Poster (Spanish)
 - UC-700A UC Claims Poster (State Employers)
 - UC-701 UC Reduction of Benefits poster
 - UC-701 (ESP) UC Reduction of Benefits poster (Spanish)
 - UC-704 Poster Filing for Unemployment Benefits Online
 - UC-704(ESP) Poster Filing for Unemployment Benefits Online (Spanish)
 - UC-705 Poster UC Services
 - UC-705 (ESP) Poster UC Services
 - UC-725 UC Bookmark (English-Spanish)
 - UC-1097 Shared-Work pamphlet
 - UC-1300 Federal Health coverage Tax Credit/ATAA
 - UC-1300A Federal Health Coverage Tax Credit/RTAA
 - UC-1300B Federal Health Coverage Tax Credit/RTAA
 - UC-1609 How to Apply for UC benefits (State Employers)
 - UC-1609 (INS) Instructions for Commonwealth Agencies When Completing Form
 - UC-1609 How to Apply for Unemployment Compensation (UC) Benefits
 - UC-1609P How to Apply for UC benefits (Private Employers)
 - UC-1609P (INS) Instructions for Employers When Completing Form UC-1609P How to Apply for Unemployment Compensation (UC) Benefits
 - UCP-1 PA UC Handbook
 - UCP-1 (ESP) PA UC Handbook (Spanish)
 - UCP-8 State Unemployment Compensation and Supplemental Unemployment Benefit Plans
 - UCP-9 Unemployment Compensation Extended Benefits (EB) Period Beginning February 2009
 - UCP-9 (ESP) Unemployment Compensation Extended Benefits (EB) Period Beginning February 2009 (Spanish)
 - UCP-11A Trade Act of 2002
 - UCP-11A (ESP) Trade Act of 2002 (Spanish)
 - UCP-11B Trade and Globalization Adjustment Assistance Act of 2009
 - UCP-11B (ESP) Trade and Globalization Adjustment Assistance Act of 2009
 - UCP-11C Trade Adjustment Assistance Extension Act of 2011
 - UCP-16 UC for Reimbursable Employers
 - UCP-18 UC Appeals Information
 - UCP-18 (ESP)-UC Appeals Information (Spanish)
 - UCP-22 RFC for Contributory Employers
 - UCP-24 Support Withholding from UC
 - UCP-25 Employee Unemployment Compensation Withholdings
 - UCP-26 Emergency Unemployment Compensation (EUC) Program
 - UCP-26 (ESP) Emergency Unemployment Compensation (EUC) Program (Spanish)
 - UCP-36 Employers' Reference Guide to Unemployment Compensation
 - UCP-37 Your Unemployment Benefit Guide
 - UCP-37 Your Unemployment Benefit Guide (Spanish)
 - UCP-39 UC Services for Employers
 - UCP-41 UC Eligibility Issues*UCP-41 (ESP) UC Eligibility Issues (Spanish)
 - UCP-42 (ES-2762) UC Employer Rights
- Office of Unemployment Compensation Benefits—Discontinued Non-Regulatory Documents**
- UCP-28 Services Provided by Pennsylvania Teleclaims
 - UCP-11 Assistance for Workers under Trade Act of 1974.
 - UCP-11(ESP) Assistance for Workers under Trade Act of 1974
- Office of Unemployment Compensation Tax Services**
- PA-100 Pennsylvania Enterprise Registration Form and Instructions
 - UCP-7: The Problem of “Localized” and “Nonlocalized” Employment
 - UCP-16: UC for Reimbursable Employers
 - UCP-18: UC Appeals Information
 - UCP-18 (ESP): Compensación por Desempleo
 - UCP-22: Relief From Charges for Contributory Employers Questions and Answers
 - UCP-25: PA Employee UC Withholdings
 - UCP-30: PA UC—Preparing for your UC Audit
 - UCP-32: Employee or Independent Contractor?
 - UCP-34: PA UC Tax Clearance Program
 - UCP-35: Family Employment
 - UCP-36: Employer's Reference Guide to UC
 - UCP-36 (Insert): PA UC Solvency Tax Information
 - UCP-38: Internet Filing of Quarterly Reports for UC (Forms UC-2/2A) & Electronic Payment of Contributions via Electronic Funds Transfer
 - UCP-39: Pennsylvania Unemployment Compensation Services for Employers
 - UCP-40: Controlling UC Costs for Contributory Employers
 - UCP-41: Unemployment Compensation Eligibility Issues
 - UCP-41 (ESP): Compensación de Desempleo Puntos de Derecho
 - UC Issues Update Newsletter
- Bureau of Labor Law Compliance**
Contact: David E. Heller, Director (717-787-3681)
- Apprenticeship and Training Act
 - Apprenticeship and Training Program Overview—forms application
 - Child Labor Law—LLC-17, Schedule of Work Hours
 - Child Labor Complaint Form
 - Application for Permit for Employment of a Minor in Theatrical and Other Performances
 - Newspaper Carriers
 - Equal Pay Law
 - Industrial Homework Law—Industrial Homework Application/Application Renewal
 - Industrial Homework Certification
 - Medical Fee Act
 - Minimum Wage Act—Minimum wage complaint form
 - Overtime Rules in Pennsylvania
 - Wage Payment and Collection Law
 - Personnel File Inspection Act
 - Prevailing Wage Act
 - Wage Rate Submittal Form
 - Seasonal Farm Labor Act—Contractor/Agent LLC—6 Applications for Farm Labor
 - Underground Utility Line Protection Act
 - Prevailing Wage Statistics and Collections
 - Labor Standards Statistics and Collections
 - Prevailing Wage Rate Determination Search
 - Prevailing Wage Determination Request
 - Prevailing Wage Act

- Prevailing Wage Regulations
 - Current Labor & Industry debarment list
 - Certified Payroll Certificate
 - Apprenticeship and Training Regulations
 - Prevailing Wage Complaint Form
 - Electronic Online Version (PW)
 - Printer Friendly (PDF Download)
 - Spanish Version (PDF Download)
 - Labor & Industry Road Construction Interpretation
 - Check form list
 - HITS Incident Report Form
 - Employment of Minors as Ambulance Attendants
 - Definitions for 29 County Building Construction Laborers
 - Definitions for 29 County Heavy, Highway Construction Laborers
 - Definitions for 7 County Building Construction Operators
 - Definitions for 22 County Building Construction Operators
 - Definitions for 29 County Heavy Equipment Operators
 - Definitions for 29 County Highway Construction Operators
 - Definitions for 33 County Building Laborers
 - Definitions for 33 County Heavy & Highway Laborers
 - Definitions for 33 County Building Operators
 - Definitions for 33 County Heavy & Highway Operators
 - Definitions for 5 County Building Laborers
 - Definitions for 5 County Heavy & Highway Laborers
 - Definitions for 5 County Building, Heavy, Highway Operators
 - Asbestos Removal—Asbestos Worker/Laborer
 - Truck Driver (Building, Heavy, Highway)
 - Painters (Building, Heavy, Highway)
 - Mandatory Workplace Postings for Minimum Wage and Prevailing Wage.
 - Act 102 Prohibition of Excessive Overtime in Health Care Act Frequently Asked Questions
 - Act 102 Prohibition of Excessive Overtime in Health Care Act PowerPoint
 - Act 102 Prohibition of Excessive Overtime in Health Care Act Complaint Form
 - Act 102 Prohibition of Excessive Overtime in Health Care Act General Overview
 - Regulations Governing the Employment of Minors in Performances
 - Act 72 Construction Workplace Misclassification Act Workplace Poster in English and Spanish
 - Act 72 Construction Workplace Misclassification Act Complaint Form in English and Spanish
 - Act 72 Construction Workplace Misclassification Act Summary in English and Spanish
 - Act 72 Construction Workplace Misclassification Act Copy of Law
 - Solar Panel Classification Information
 - Personnel File Complaint Form
- Bureau of Occupational and Industrial Safety**
 Technical International Building Code 2003 Advisories
 Contact: Edward L. Leister, Director, BOIS (717-783-6304)
- Advisory on Sections 302.1.1 and 302.2—Incidental use areas and accessory use areas. Issued March 3, 2005
 - Advisory on Sections 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005.
 - Advisory on Section 404.8—Travel distance. Issued October 29, 2004.
 - Advisory on Section 707.2—Shaft enclosure required (Exception 7). Issued March 3, 2005.
 - Advisory on Section 1014.1—Exit or exit access doorways required. Issued October 29, 2004.
 - Advisory on Section 1016.5—Corridor Continuity. Issued October 29, 2004.
 - Advisory on Section 1019.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005.
 - Advisory on Sections 3409.3 and 3409.6 (and IEBC sections 812.5 and 506.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised and re-issued January 8, 2007.
 - Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
 - Technical International Building Code 2006 Advisories Contact: Edward L. Leister, Director, BOIS (717-783-6304)
 - Advisory on Section 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005. Revised January 26, 2007.
 - Advisory on Section 404.8—Travel Distance. Issued October 29, 2004. Revised January 26, 2007.
 - Advisory on Section 707.2—Shaft enclosure required (Exception 7)—Issued March 3, 2005. Revised January 26, 2007.
 - Advisory on Section 1007.1—Accessible Means of Egress Required—Issued July 16, 2008.
 - Advisory on Section 1007.6—Areas of Refuge—Issued July 16, 2008.
 - Advisory on Section 1008.1.3.4—Access-controlled Egress Doors—Issued January 30, 2008.
 - Advisory on Section 1015.1—Exit and exit access doorways required. Issued October 29, 2004. Revised January 26, 2007.
 - Advisory on Section 1017.5—Corridor continuity. Issued October 29, 2004. Revised January 26, 2007.
 - Advisory on Section 1020.1—Enclosures required. Issued March 3, 2005. Revised January 26, 2007.
 - Advisory on Section 1020.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005. Revised January 26, 2007.
 - Advisory on Section 1020.1.5—Discharge identification barrier. Issued January 30, 2008.
 - Advisory on Sections 3409.4 and 3409.7 (and IEBC sections 912.8 and 605.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised January 26, 2007.
 - Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
 - Uniform Construction Code Advisories Contact: Joseph P. Marchioni, Chief, UCC Division (717-346-2729)
 - Accessibility-Only Plan Reviews and Inspections.
 - Building Code Official (BCO) Certification. Revised November 14, 2007.
 - Certain Electrical Requirements with an Effective Date of 1/1/08.
 - Ground Snow Loads. Revised June 28, 2007.
 - Health Care Facilities Act
 - Measuring Kitchen Base Cabinets for an “Obstructed High Side Reach”
 - Manufactured Housing
 - One- and Two-Family Dwelling Fire Protection of Floors. Issued August 1, 2011.
 - One- and Two-Family Dwelling Sprinkler Installation. Issued August 1, 2011.
 - Recreational Cabin Exclusion
 - Residential Care Facilities. Revised on July 12, 2010.
 - Sprinkler System Shop Drawings
 - “State-Owned Buildings”

- Temporary Structures. Revised on January 19, 2011.
- Townhouse Sprinkler Installation. Revised on August 1, 2011.

• Utility Service Connections Accessibility Directives
 Contact: Edward L. Leister, Director, BOIS (717-783-6304)

- Accessibility Requirements in Certain Townhouses
- Accessibility Requirements When Adding Non-Grade Level Floors
- Additions and Accessible Exits
- Measuring Kitchen Base Cabinets for an "Obstructed High Side Reach Range"
- Public Pools and Accessible
- Temporary Certificates of Occupancy & Accessibility
- Vending and Lottery Machine Reach Ranges
- Advisories on Elevators & Other Lifting Devices

Contact: Michael J. Mellon, Jr., Chief, Elevator Division (717-214-4320)

- Building Approval Information
- Common Application Deficiencies
- Controller Change Alterations
- Emergency Permits
- Excessive Car Top Clearance
- Governors in Hoistway
- Hoistway Certifications
- Jack Replacement
- Major Repair-Equipment Number
- New Construction vs. Alterations
- Pit Ladders
- Proof of Contract
- Temporary Construction Elevators
- Variances
- VRCs
- Wheelchair and Stairchair Lifts
- Work/Equipment in Machine Rooms

INDUSTRIAL BOARD

Contact: Donna Suskie Administrator (717-787-6114)

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

PENNSAFE

Contact: Carol Freeman/Barbara Dychala (717-783-2071)
 Right to Know Publications:

- PSF-4 Employee Workplace Notice
- PSF-5 What It's All About: PA Worker & Community RTK Act
- PSF-7 Employer Right to Know Information Packet—Hazardous Substance Survey Form (booklet)
- PSF-8 Compliance Materials for Public Sector Employers Hazardous Substance Survey Form (booklet)
- PSF-9 Occupational Exposure to Lead
- PSF-13 You Have a RTK: Public Sector Employees
- PSF-22 Environmental Hazardous survey Form
- PSF-23 Compliance Checklist for Public Sector Employers
- PSF-25 You Have A RTK About Hazardous Chemicals In Your Community
- PSF-29 RTK Request for Information/Complaint Form
- PSF-30 RTK After The Inspection: What Happens Next?

- PSF-31 RTK Training Program For Public Sector Employers (Leaders Guide)
- PSF-32 RTK Training Workbook For Public Sector Employees
- PSF-33 RTK Steps to Processing an Inquiry
- PSF-34 RTK Training Guidelines for Public Sector Employers

Workplace Safety Publications:

- PSF-11 WSC Technical Assistance Manual
- PSF-16A WSC Course Evaluation Form
- PSF-37-1 Safety Committee Training: Module 1 Safety Committee Dynamics
- PSF-37-2 Safety Committee Training: Module 2 Hazard Identification
- PSF-37-3 Safety Committee Training: Module 3 Accident Investigation
- PSF-37-4 Safety Committee Training: Module 4 Additional Resources, Certified Safety Committee Resources
- Guidance Manual PennSafe website: www.dli.state.pa.us (Keywords: PATTS, HSSF)

MILITARY & VETERANS AFFAIRS

POLICY STATEMENTS:

- ADA Policy Statement
- HIV/AIDS Policy
- Sexual Harassment Policy
- Substance Abuse in the Workplace Policy
- Workplace Violence Policy
 - Contact: Office of Administration (717) 861-8850
- Equal Opportunity Statement
 - Contact: DMVA/HR (717) 861-8796
- Operation of Clubs within National Guard Facilities
- Privately Owned Weapons on National Guard Facilities
 - Contact: Office of Chief Counsel (717) 861-8503
- Smoking Policy
 - Contact: Office of Administration (717) 861-8849
- Public Affairs Airlift Policy
 - Public Affairs (717) 861-8468
- Military Aircraft Flyovers
 - Public Affairs (717) 861-8468
- Use of Military Equipment for Civilian Organizations
 - Contact: Military Support (717) 861-8938
- Recreational Access to Fort Indiantown Gap
 - Contact: FTIG Training Site (717) 861-8155
- Resident Abuse Policy and Procedures
- Staff/Resident Fraternalization Policy, Veterans' Homes
- Handbook of Accounting Manual for State Veterans' Homes
- HIPAA Policies and Forms for State Veterans' Homes
 - Contact: Bureau of State Veterans' Homes (717) 861-8903
- Standard Operating Procedure for Armory Rentals
- Policy for State-Owned Family Housing
 - Contact: Bureau of Facilities and Engineering (717)861-8580

INTERNAL GUIDELINES:

- Adherence to Work Hours/Wear of Military Uniform
- Bomb Threat Plan—DMVA contains classified information
- Curtailment of Activities at FTIG Due to Inclement Weather
- Discipline Manual
- Photo ID Cards for State Civilian Employees at FTIG
- Political Activity
- Reporting Procedures for Workplace Violence
- Retired Guardsmen Involvement
- Notification of VIP Visits for FTIG and DMVA Organizations
- Overtime/Compensatory Leave Policy

- Work Schedule
- Pennsylvania National Guard Military Regulations and Directives (PMR/PaANGR)
- Discrimination Complaint Process
 - Contact: DMVA/HR (717) 861-8796
- Employee Orientation Checklist
- Review of Procedures for Responding to PHRC/EEOC Complaints
- Sexual Harassment: Your rights and responsibilities
- DMVA Work Rules/Standards of Conduct
 - Contact: Office of Administration (717) 861-8550
- IT Policies and Procedures
 - Contact: OA/IT (717) 861-8639

OTHER/GUIDANCE/INSTRUCTIONAL MANUALS:

- Military Family Relief Assistance Program Guidelines
 - Contact: MFRAP (717) 861-8268
- Personnel Manual
- DMVA Guide to Classification
- Employee Handbook
- Guide to Managing the Official Personnel Folder
- Leave Manual for the DMVA
- Employee Safety Handbook
- DMVA Guide for Controlling Sick Leave Abuse and Time and Attendance Problems
- PA Worker and Community Right to Know Training Booklet
- Partial and Full-Day Closings for State Employees at Ft. Indiantown Gap
- Training Guidelines Manual
- Work-Related Disability Leave and Modified Light Duty Manual
 - Contact: Office of Administration (717) 861-8550
- Equal Opportunity Plan
- Contract Compliance Plan for DMVA
- DMVA Workforce Profile
- Training Plan and Report
 - Contact: DMVA/HR (717) 861-8796
- Organizational and Functional Statement for the DMVA
- Index of Administrative Publications (contains classified information) Pamphlet 310
- Military Publications Index of Blank Forms (contains classified information) Pamphlet 25-32
 - Contact: Office of Administration (717) 861-8550
- Patient Care Policy Manual, Veterans' Homes
- State Home Construction Grant Program
- Veterans Administration Guidelines for State Veterans' Homes
 - Contact: Bureau of State Veterans' Home (717) 861-8903
- Directory of Agencies Providing Information to Veterans
- PA Veterans' Memorial
- Telephone Directory for Veterans Organizations

PENNSYLVANIA BOARD OF PROBATION AND PAROLE

Publications available through the Pennsylvania Board of Probation and Parole

Parolee Handbook (December 2011)
 Parolee Handbook (Spanish Version is currently being translated)
 Parole 101 (March 2012)
 Pennsylvania's Reentry System: Towards Safer Communities (March 2012)
 Effective Parole Systems Don't Just Happen
 Understanding Pennsylvania Parole
 Law Enforcement Collaboration

Building Your Life as a Veteran While on Parole (January 2012)
 Parole Violator Center Program (January 2012)
 Parole Violator Center Program (Spanish Version)
 Employer Benefits of Hiring Individuals on Community Supervision
 Preparing for Your Return to the Community: What Offenders and Their Families Need to Know (December 2011)
 Careers with the Pennsylvania Board of Probation and Parole
 Questions and Answers on Parole Agent Jobs
 PBPP 361 Decisional Instrument
 PBPP Procedures and associated forms
 Contact: Sherry Tate 717-787-6208

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Office of Criminal Justice System Improvements

- U.S. Department of Justice, Bureau of Justice Assistance, "Byrne Formula Grant Program Guidance"
- U.S. Department of Justice, Bureau of Justice Assistance, Fact Sheets
- Minimum Standards for Criminal Justice Advisory Boards (CJABs)
- 2009/2010 School Resource Officer Funding Announcement
- 2009/2010 County Criminal Justice Advisory Board Initiatives Funding Announcement
- 2009/2010 County Intermediate Punishment (IP) Funding Announcement
- 2009/2010 Drug & Alcohol/Restrictive Intermediate Punishment (D&A/RIP) Funding Announcement
- 2009/2010 NCHIP Funding Announcement
- 2010 Paul Coverdell National Forensic Science Improvement Funding Announcement
- 2009/2010 Project Safe Neighborhood-Western District Funding Announcement
- 2009/2010 Residential Substance Abuse Treatment (RSAT) Funding Announcement
- 2009/2010 Substance Abuse Education and Demand Reduction Fund (SAEDRF) Funding Announcement
- 2011 Regional Policing Funding Announcement
- 2010 Under 10K Better Automation and Sharing by Law Enforcement Funding Announcement
- 2010 Mental Health Courts Funding Announcement
- 2010 (ARRA) Under 10K, Law Enforcement, Technology and Equipment Funding Announcement
- 2010 (ARRA) Justice Practitioner Job Creation and Retention Funding Announcement
- 2010 (ARRA) Technology Funding Announcement
- 2010 (ARRA) Reentry Funding Announcement
- 2010 (ARRA) Alternatives to Incarceration Funding Announcement
- 2010 (ARRA) Problem Solving Courts Funding Announcement
- 2010 (ARRA) Adult Probation Officers and Common Pleas Court Personnel Funding Announcement
- 2010 (ARRA) Local Law Enforcement Hiring/Overtime Initiatives Funding Announcement
- 2010 (ARRA) Statewide Forensic Peer Support Funding Announcement
- 2009 (ARRA) Central Booking Administration
- 2010 Law Enforcement Accreditation Program
- 2010 Pennsylvania Chiefs Association Pennsylvania State Accreditation
- PCPA Training Support (ARRA)
- 2011 Coverdell PA POLLS—End Point Support Funding Announcement

- 2011 Coverdell PA POLLS—Infrastructure Support Funding Announcement
- 2012/13 Paul Coverdell Forensic Science Improvement Funding Announcement (currently open)
- 2012 Paul Coverdell Forensic Science Improvement Program Funding Announcement
- Capital Case Litigation Initiative 2010 Funding Announcement
- Capital Case Litigation Initiative 2011 Funding Announcement
- 2010 (ARRA) PSP Megan's Law Modernization System Funding Announcement
- 2010 (ARRA) SOAB Process Enhancements Funding Announcement
- 2011 Paul Coverdell Forensic Science Improvement Funding Announcement
- 2010 Residential Substance Abuse Treatment Program 2010 (RSAT) Funding Announcement
- 2011 Restrictive Intermediate Punishment-Drug and Alcohol Funding Announcement
- 2011 Philadelphia Family Justice Center Funding Announcement
- 2011 PA DOC Culinary Arts Program Funding Announcement
- 2010/2011 JNET Facial Recognition System Improvement Funding Announcement 2010 Juvenile Court Judges Commission PaJCMS Deployment Funding Announcement.
- 2010 PCS Legislation Reform Updates Funding Announcement
- 2011 ARRA Criminal History Records Improvement Funding Announcement
- 2012 County Intermediate Punishment Funding Announcement
- 2011 Criminal Justice Advisory Board Initiatives Funding Announcement
- 2011 Law Enforcement Accreditation Program Funding Announcement
- 2010/11 NCHIP Central Booking Funding Announcement
- 2011 NCHIP-PFAD Technical Support Funding Announcement
- 2012 PCPA Training Support Funding Announcement
- 2011/12 PSN- Western Dist/Anti-Gang Funding Announcement
- 2011 Residential Substance Abuse Treatment Program (RSAT) Funding Announcement (opening)
- 2011 Substance Abuse Education (SAEDRF) Category 1 & 2 Funding Announcement
- 2011 Substance Abuse Education (SAEDRF) Category 3 Funding Announcement
- 2012 Substance Abuse Education (SAEDRF) Category 3 Funding Announcement (opening)
- 2012/2013 Drug and Alcohol Restrictive Intermediate Punishment Funding Announcement
- 2012 Mental Health and Justice Housing Initiative Funding Announcement
- 2011 Single Solicitation for Local Initiatives (JAG) Funding Announcement
- 2011 PA Virtual Training Network
- 2011 Offender Identification Improvements and Expansion Funding Announcement

Constables Education and Training Board

- Constables' Training Bulletins and Annual Reports, August 1994 to present.
- Constables' Education and Training Board (CETB) instructor information produced solely for contractor schools.—Updated (NOV 07) and adopted by the CETB as an official policy.

- CETB / PCCD policy on Act 233 payments
- PA Constables' Classroom Code of Conduct—Adopted August 2008
- Constable Record Form
- Criteria for instructors as listed on constables' certification application. Form updated October 2009.
- Constable Background Check Form
- Act 49 Constable Training Grievance Form
- Basic, Continuing Education, Firearms, Optional and Transfer Enrollment Forms
- Request for Basic and Continuing Education Waiver Forms

Deputy Sheriffs

- Deputy Sheriffs' Training Bulletins and Annual Reports, April 1990 to present.
- Deputy Sheriffs' Education & Training Board (DSETB) Policy, updated March 2009.
- Code of Conduct for deputy sheriffs training, distributed by training contractor to trainees in each basic training and waiver class.
- Employment Form
- Basic Training Physical Form
- DSETB Instructor Application
- DSETB Time & Training Waiver Applications
- DSETB Physical Training Standards

Office of Financial Management and Administration

- PCCD Applicant's Manual and related documents on PCCD website,
- U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide.
- Commonwealth of Pennsylvania, Governor's Office, Management Directive 305.20, Grant Administration.
- Funding guidelines disseminated as needed by various offices.
- External Quick Start Guides for Egrants.
- PCCD Egrants Help Center Documents.
- PCCD Policy for Addressing Complaints Regarding Inherently Religious Activities.
- Memo from the Federal Office of Management and Budget regarding ACORN.
- Agreement Addendum for Implementation of the American Recovery and Reinvestment Act of 2009.
- ARRA Special Conditions for JAG.
- Certification as to Recovery Act Funding/Reporting Requirements (JAG).
- ARRA Special Conditions for VOCA.
- Certification as to Recovery Act Funding/Reporting Requirements (VOCA).
- STOP Recovery Act Implementation Plan.
- ARRA Special Conditions for STOP.
- Certification as to Recovery Act Funding/Reporting Requirements (STOP).
- Certification of Compliance with Statutory Eligibility Requirements of VAWA.
- Revised Standard Subgrant Conditions.
- Federal Funding Accountability and Transparency Act guidance.
- Responding to Discrimination complaints for Recipients of Federal Funds.
- Time and Effort Reporting Standards.
- Fiscal Accountability document
- American Recovery and Reinvestment Act (ARRA) Information for PCCD Applicants
- Reporting Requirements under Section 1512(c) of the Recovery Act—Additional Information

Office of Juvenile Justice and Delinquency Prevention

Funding announcements that provide guidelines and requirements for applicants:

- Juvenile Accountability Block Grant (JABG), November 2011.
- 2012 Targeted Evidence-Based Programs, February 2012.
- 2012 SAEDR OJJDP Category 3 Research-based, March 2012.
- Resource Center for Evidence-based Programs and Practices, January, 2012.
- Programs to Benefit Children of Luzerne County, January 2012.
- Juvenile Justice System Enhancement: Planning and Implementation, April 2012.

Office of Victims' Services**Victims Compensation**

- Victims Compensation Claim Form. (Standard) (Updated 6/10)
- Victims Compensation Claim Form. (One Page) (Updated 8/10)
- Spanish Signature Page (11/06).
- Financial Assistance for Victims of Crime pamphlet (English 6/10, Spanish 02/11 and Braille).
- Compensation Resource Guide for Victim Service and Allied Professionals brochure (English and Spanish). (Updated 3/12)
- Rights and Services Available to Victims of Crime in PA—Notification Booklet (revised—4/09).
- Victim Advocate Manual—rewritten 2010 and merged with Standard Operating Guidelines.
- Victims Compensation Assistance Program Standard Operating Guidelines. (merged with Victim Advocate Manual)
- DAVE Brochure for online access of compensation claims, updated 04/08.
- Brochure of victim resources/materials request form, current 2007.
- Restitution/Compensation Brochure (new 5/08).
- Stolen Benefit Cash Claim form (updated 4/09).
- Vehicular Claim Addendum Form (updated 3/07).
- Large Print VCAP Short form (updated 4/06).
- VCAP Survey Comment Cards (Updated 10/11).
- Emergency Compensation Award Application (updated 8/10).
- Forensic Rape Examination Claim Form (updated 10/11).
- Protocols and Billing Procedures for Forensic Rape Examinations (updated 6/11).
- Handout Pads (English and Spanish) and Braille (updated 12/07).
- Law Enforcement Poster (updated 7/05).
- Public Awareness Posters (5/08).
- Law Enforcement Fact Sheet (4/08)
- Relocation Expenses (4/07)
- Compensation Benefits for Child Victims and their Families (9/08)

Victims Services

- Local Policy Board Requirements, revised June 2009.
- STOP Violence Against Women Funding Announcement, 2010-2012.
- Rights and Services Act (RASA) Funding Announcement 2011-2012.
- VOCA Funding Announcement, 2011-2013.
- VOCA Funding Guideline Amendment: Mass Violence, 2000.
- Consolidated Victim Service Program Standards, effective 2009.

- Address Confidentiality Program Funding Announcement 2012
- Sexual Assault Services Formula Grant Funding Announcement 2012-2013
- PDAI Training and Technical Assistance Funding Announcement 2011.
- STOP PCAR/PCADV Training and Technical Assistance Initiative Funding Announcement 2011-2012.
- PA Chiefs of Police Association VCAP Funding Announcement 2011.
- Victims of Crime Act Statewide Funding Announcement 2011-2013.
- Substance Abuse Demand Reduction and Education Funding Announcement 2012
- Statewide Crisis Response Initiative Funding Announcement 2012.
- Office of Victims' Services Annual Report 2009-2010.

Office of Research Evaluation and Strategic Planning

- Criminal Justice Population Projections Protocol.
- Research, Evaluation, Data collection, and Analysis Advisory Committee Protocol.

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

2010-2011 State Higher Education Grant Program Manual

Contact: Jay Pagni- 717-720-7670 jpagnipheaa.org

PENNSYLVANIA HOUSING FINANCE AGENCY

POLICY STATEMENTS

Rental Housing Program 12 Pa. Code, Sections 31.11—31.25

Contact: Holly Glauser (717.780.3876)

Owner-Occupied Residential Housing Program 12 Pa. Code, Sections 31.101—31.105

Contact: Kate Newton (717.780.3891)

Mortgage Loan Program 12 Pa. Code, Sections 31.111—31.117

Contact: Kate Newton (717.780.3891)

Policy Statement on Homeowners' Emergency Mortgage Assistance Program (including Program Guidelines, Act 91 Notice) 12 Pa. Code, Section 31.201 et seq.

Contact: Daryl Rotz (717.780.3940)

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

Contact: Tony Julian (717.780.3824)

GUIDANCE MANUALS**Development Division**

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

PHFA Preprocessing Manual for Projects with Agency Federal HOME Funds

PHFA Preprocessing Manual for Projects with Agency Reserve Funds

Contact: Lisa Lutz (717.780.3876)

Technical Services Division

Architectural Submission Guide

Submission Guide for Small Projects

PHFA Preconstruction Meeting Guide

General Payout Procedures for Mortgageors & Contractors

Contact: Kristy Provost (717.780.1846)

Housing Management Division

PHFA Property Operations Manual
 PHFA Section 8 Non-Performance Based Property Operations Manual
 PHFA Low-Income Housing Tax Credit Compliance Manual

Contact: Barbara Huntsinger (717.780.3818)

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

Contact: Kathy Hughes (717.780.3819)

Housing Services Department

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

Family Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements

Family Supportive Services Program Manual with Philadelphia Family Resource Center Initiative Requirements
 Family Supportive Services Program Manual with Philadelphia Escrow/Waiver Requirements

Quick Connections (supportive services newsletter)

Contact: Crystal Baker (717.780.1808)

Single Family Housing Division

PHFA Seller's Guide

Contact: Kate Newton (717.780.3891)

Renovate & Repair Program Guidelines

Contact: Roberta Schwalm (717.780.3838)

INTERNAL GUIDELINES

PHFA Board Agenda, Minutes and Resolutions
 Bylaws of the Pennsylvania Housing Finance Agency
 PHFA Right To Know Act Policy

PHFA Investment Policy

PHFA Interest Rate Swap Guidelines

Contact: Carrie Barnes (717.780.3911)

PHFA Employee Manual

PHFA Procurement Guide

Contact: Susan Heilig (717.780.4335)

OTHER

Anti-Predatory Lending

Anti-Predatory Lending Workbook

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

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

Contact: Andrea Cunningham (717.780.3839)

PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY-PENNVEST

GUIDELINES

- PENNVEST: Financing Clean Water for Pennsylvania, 2008.
- On-Lot Sewage Disposal System for the Individual Homeowner Funding Program, 2012.
- PENNVEST Annual Report, 2010-2011.
- Brownfield Redevelopment Guidelines & Forms
- Handbook for PENNVEST Waste Water Projects
- Handbook for PENNVEST Drinking Water Projects
- PENNVEST Nutrient Credit Clearinghouse Rulebook
- PENNVEST ONLINE 2012
 - Mission
 - Publications
 - Growing Greener Notification
 - On Lot Sewage Disposal System Funding Program Brochure

- PENNVEST General Information Brochure
- Webcasts
 - Buy America Webcasts-Substantially Made in America
 - Reserve Webinar
 - How to: Funds Disbursement
 - PENNVEST New Application
 - How to Implement: DBE Requirement
 - How to Implement: Davis Bacon Requirement
- Regulations
 - State Regulations for PENNVEST Guidelines
 - State Regulations for PENNVEST Funded Projects
- Financial Assistance
 - Available Funding
 - Drinking Water, Wastewater and Storm water Loans and Non-Point Source Financing
 - On-Lot Sewage Disposal Loans
 - Brownfield Redevelopment Loans
 - Growing Greener Grants
 - ARRA
 - Subsidy Calculator
 - Financial Assistance Simulator (FAS)
 - County Cap Rate
 - FAQs
- Documents and Forms
 - Process Guidelines and Flowcharts
 - Application Planning Documents
 - Legal Conditions and Guidance
 - Brownfield Development Loans
 - ARRA Requirements
- Programs
 - Approved Projects
 - Drinking Water State Revolving Fund
 - Clean Water State Revolving Fund
 - Commonwealth Funding
 - American Recovery and Reinvestment Act (ARRA) 2009 Funding
 - Green Initiatives
 - Non-Point Source
 - Performance Measures
 - Nutrient Credit Trading
- Loan Servicing
 - Payment Tracking
 - Continuing Education
 - Annual Financial Reporting

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

Public Procedure:

- PENNVEST Right to Know Policy
- Contact: Kathlyn Domitrovich (717) 783-4493

Internet Policy:

- PENNVEST Privacy Policy
 - PENNVEST Site Security
- Contact: Laura A. Lewis (717) 783-4491

PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM & PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM

GUIDANCE MANUALS:

- PSERS Active Member Handbook (Current Ed. 4/2007)
- PSERS Retired Member Handbook (Current Ed. 5/2007)
- PSERS Update—Annually (January)
- PSERS Pamphlets:
 - Let's Talk About: Leaving PSERS & Your Employment Benefits (08/2011)
 - Let's Talk About: Taxes on Your Retirement Benefits (02/2009)
 - Let's Talk About: Disability Retirement Benefits (04/2012)

- Let's Talk About: Being Retired (02/2009)
 Let's Talk About: Death Benefits During Employment (11/2003)
 Let's Talk About: Death Benefits During Retirement (4/2001)
 Let's Talk About: Purchasing Credit for Service (06/2008)
 Let's Talk About: Returning To Service After Retirement (07/2011)
- Information for New School Employees (06/2011)
 - PSERS Divorce Guidelines (12/2010)
 - PSERS Active Member Newsletter
 - PSERS Retired Member Newsletter
 - The Employer Bulletin
 - PSERS Employer Reference Manual (10/2011)
 - Online Estimate Calculators (03/2010)
- Contact: Evelyn Tatkovski (717) 720-4734

DECISIONS:

- PSERS Board of Trustees Adjudications Topics:
 - Beneficiary Change
 - Change Employment Status
 - Change of Option
 - Change Retirement Date
 - Class T-D Election
 - Cost of Living Increase
 - Credited Years of Service
 - Death Benefit
 - Disability
 - Divorce
 - Effective Date of Retirement
 - Emergency Return To Service
 - Final Average Salary
 - Frozen Present Value
 - Forced Maternity Leave
 - Full-Year Service
 - Health Care Premium Assistance
 - Mandatory Membership
 - Membership Eligibility
 - Military Service (purchase of)
 - Multiple Service Credit
 - Non Qualifying Part-Time Service
 - Overpayment
 - Payment of Interest
 - Pension Forfeiture
 - Purchase of Service
 - Recalculation of Benefit
 - Reinstatement
 - Retirement-Covered Compensation
 - Return To Public School Service
 - Service Adjustment
 - Tax Collector
 - Miscellaneous
- Contact: Evelyn Tatkovski (717) 720-4734

INTERNAL POLICY STATEMENTS and GUIDELINES:

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

- PSERS Education Policy
 Contact: Evelyn Tatkovski (717) 720-4734

OTHER:

- PSERS Website: www.psers.state.pa.us
- PSERS Comprehensive Annual Financial Report (Includes Mission Statement)
- PSERS Board Minutes and Resolutions
- PSERS Asset Allocation Plan
- Annual Actuarial Valuation Report
- Actuarial Experience Study Report (5 year intervals)
- Quarterly Financial Statements
- PSERS SEC Form 13F filing
- Actuarial Tables and Computational Procedures, Pa. Bulletin, Vol. 31, No. 14, pp. 1930-1945, April 7, 2001
- Pennsylvania School Retiree Health Care Coverage
 Website: www.hopbenefits.com
 Health Options Program
 Premium Assistance Program
 Contact: Evelyn Tatkovski (717) 720-4734

Pennsylvania Municipal Retirement System

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

- Actuarial Tables
- Allocation of Excess Interest to Municipal Account, Member's Accounts, and Retired
- Business and Educational Travel Policy
- Calculation of Withdrawing Plan's Portion of Retired Member's Reserve
- Contractor Insurance
- Contract & Purchasing Procedures
- Date of Birth Proof
- Designating Signatories
- Disability Reserve Funding
- DROP—Deferred Retirement Option Program
- Excess Interest Process
- Indemnification Policy
- Investment Guidelines
- Member Contribution Receipts
- Overpayment Policy
- Permanent Employee
- Plan Withdrawal Procedures
- Portability: Individual Member
- Portability: Plan Spin-offs
- Proxy Voting Guidelines
- Refund—Plan Withdrawal
- Return to Work Policy Statement
- Right To Know Policy

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

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

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

- PMRS Board of Trustees Adjudications Topics:
 - Death Benefit
 - Disabilities
 - Pension Forfeitures
 - Purchase of Service
 - Vesting
 - Miscellaneous

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

- Actuarial Reports (Annual Evaluation and 5 year Experience Study Report)
- Actuarial Tables
- Comprehensive Annual Financial Report

- Investment Consultant Quarterly Reports
- PMRS Board Minutes and Resolutions
- Sample Domestic Relations Order and Instruction Memo
- Template Pension Plan Contract for Police, Municipal and Firefighter

PUBLIC WELFARE

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

Office of Income Maintenance—Contact: Edward J. Zogby (717) 787-4081

POLICY STATEMENTS:

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

GUIDANCE MANUALS:

- Cash Assistance Handbook
- Supplemental Nutrition Assistance Program (SNAP) Handbook
- Medical Assistance Eligibility Handbook
- Long Term Care Handbook
- Supplemental Handbook
- Medicaid in Pennsylvania
- Low-Income Home Energy Assistance Program Final State Plan
- Actions for Support
- TANF State Plan
- Homeless Assistance Program - Instructions and Requirements (Note: Revised/Reissued Annually)
- BETP Master Guidelines
- Summary of Pennsylvania's State Food Stamp Employment and Training Program
- TANF Work Verification Plan
- LIHEAP Handbook
- Pennsylvania Child Support Handbook

Office of Medical Assistance—Contact: Leesa Allen (717) 772-6341

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1981	Ch. 1251	Clarification of M.A. Bulletin # 22-80-01	08/19/81	22-81-01
	Ch. 1121	Info. Concerning Claims Submitted as Compounded Prescriptions	06/30/82	19-82-02
1984	Ch. 1251	Revisions to MA Chapter 1251 (Funeral Directors' Services)	05/11/84	22-84-01
1984	Ch. 1101	Third Party Resource and Copay	11/01/84	99-84-15
1985	Ch. 1141	Physician Assistant Use	04/22/85	01-85-05

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1245, 1163	Ambulance Transportation	04/22/85	11-85-08
	Ch. 1163	Psych. Inpatient Adm of Patients with D/A and Psychiatric Diagnoses	05/31/85	13-85-04
	Ch. 1153	Requirements for Treatment Plans & Doc. of Treatment 33-85-02	10/31/85	29-85-02
	Ch. 1149	Clarification of Treatment Plan Requirements for Orthodontists	02/11/86	03-86-1
	Ch. 1163 Ch. 1151	Offset of Investment Income	02/21/86	11-86-04 12-86-02 13-86-01
1986	Ch. 1101.75 (a)(5)	Policy Clarification	07/23/86	19-86-06
	Ch. 1101	Policy Clarification Re: Provider's Signature	09/19/86	99-86-06
	Ch. 1101	Professional License No.	10/13/86	11-86-12 12-86-05
	Ch. 1101	Preclusion of Convicted Persons, Not Providers, from Participation or Involvement in the MA Program	10/24/86	99-86-09
	Ch. 1123	Durable Medical Equipment Warranties	10/28/86	05-86-02 19-86-07
	Ch. 1101	Records Maintenance and Avail. Requirements	11/05/86	23-86-02
1987	Ch. 1101	Physicians' Response. Home Health Services	01/12/87	01-87-01
	Ch. 1223	Single County Authorities		12-87-01 13-87-01
	Ch. 1149	Palliative Emerg. Treat.	04/24/87	03-87-02 27-87-01
	Ch. 1223	Nonrecompensable Services Drug Screens	07/29/87	11-87-05 12-87-04 16-87-01 28-87-02
	Ch. 1101/ Ch. 1123	Coverage for Motorized	07/30/87	05-87-02 01-87-08 19-87-06
	Ch. 1123	Policy Relating to Apnea Monitors	09/02/87	01-87-15 05-87-04 19-87-09
	Ch. 1150	Spec. Enroll. Req. to Bill Tech. Comp. of Ped. Pneumograms	10/07/87	05-87-05 19-87-10
1988	Ch. 1101	Policy Clarification Regarding Physician License	07/01/88	1101-88-01
1989	Ch. 1101	Policy Reminder Regarding Practitioner License Requirements	09/09/89	1101-89-02
1990	Ch. 1150	Payment Policy for Consultations	04/27/90	1150-90-01
1991	*CH. 1101 CH. 1121 CH. 1123 CH. 1241	EPSDT - OBRA '89	08/02/91	1101-91-01 1121-91-02 1123-91-01 1241-91-01
1992	*CH. 1141 *CH. 1153	CLOZAPINE SUPPORT SERVICES	01/31/92	1141-92-01 1153-92-01

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1241	Revised EPSDT Immunization Guidelines	12/11/92	1241-92-01
1993	*CH. 1165	PAYMENT FOR MENTAL HEALTH SERVICES PROVIDED IN A RESIDENTIAL TREATMENT FACILITY FOR ELIGIBLE INDIVIDUALS UNDER 21 YEARS OF AGE	01/01/93	1165-93-07
	*CH. 1121	CHANGES IN THE MEDICAL ASSISTANCE PHARMACEUTICAL BENEFITS	07/09/93	1121-93-01
	*CH. 1149	DENTAL SERVICES FOR ADULTS	07/09/93	1149-93-01
	*CH. 1101	BASIC HEALTH CARE FOR ADULT GENERAL ASSISTANCE RECIPIENTS (FELIX ET. AL. V. CASEY ET. AL.) STIPULATION OF SETTLEMENT	07/21/93	1101-93-03
	*CH. 1101	UPDATE TO EXCEPTIONS PROCESS AND CRITERIA UNDER THE GENERAL ASSISTANCE BASIC HEALTH CARE PACKAGE	07/21/93	1101-93-04
	Ch. 1241	Centers for Disease Control Blood Lead Testing	09/03/93	1241-93-01
	Ch. 1101	Business Arrangements Between Nursing Facilities and Pharmacy Providers	10/08/93	1101-93-05
1994	Ch. 1241	Update to Blood Lead Testing Guidelines	04/08/94	1241-94-01
	*CH. 1239	M.A. CASE MANAGEMENT SERVICES FOR RECIPIENTS UNDER THE AGE OF 21	05/17/94	1239-94-01
	*CH. 1121	PHARMACEUTICAL SERVICES DRUG COVERAGE FOR MEDICALLY NEEDY IN NURSING FACILITIES	06/24/94	1121-94-01
	*CH. 1121	PHARMACEUTICAL SERVICES PRIOR AUTHORIZATION REQUIREMENT MULTISOURCE BRAND NAME DRUGS	08/26/94	1121-94-02
	*CH. 1121	TREATMENT OF INFERTILITY - DISCONTINUED COVERAGE FOR DRUGS AND RELATED SERVICES	08/30/94	1121-94-03
	CH. 1126			1126-94-01
	CH. 1129			1129-94-01
	CH. 1141			1141-94-01
	CH. 1163			1163-94-01
	CH. 1221			1221-94-01
	CH. 1225			1225-94-01
	CH. 1242			1242-94-01
	*CH. 1101	GENERAL ASSISTANCE RESTRUCTURE AS A RESULT OF ACT 49	09/02/94	1101-94-01
1995	CH. 1153	ACCESSING OUTPATIENT WRAPAROUND MENTAL HEALTH SERVICES	09/08/95	1153-95-01
	CH. 1157	MENTAL HEALTH SERVICES PROVIDED IN NON-JCAHO	09/08/95	1157-95-01
	CH. 1165	UPDATE-JCAHO-ACCREDITED RTF SERVICES	09/08/95	1165-95-01
	*CH. 1153	PRIOR AUTHORIZATION OF PARTIAL HOSPITALIZATION	12/30/94	1153-94-01

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	CH. 1163	PAYMENT POLICY FOR ABORTION SERVICES	12/15/95	1163-95-02
1997	Ch. 1141	Revision to Physician Assistant and Nurse Midwife Supervision Requirement	07/30/97	1141-97-01
1998	Ch. 1163	Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services Under the Medical Assistance Program	05/18/98	1163-98-01
	Ch. 1101	Regulation Changes Regarding "Emergency Medical Condition"	07/01/98	1101-98-01
	Ch. 1141			1141-98-01
	Ch. 1150			1150-98-01
	Ch. 1221			1121-98-01
	Ch. 1141 Ch. 1153	Clozapine Support Services	12/29/98	33-98-08 29-98-08 01-98-19
1999	Ch. 1187	Capital Component Payments for Post-Moratorium Beds	04/17/99	1187-99-01
	Ch. 1101	"Payment in Full"	09/17/99	99-99-06
2001	Ch. 1101	Clarification of Coverage for Motorized Wheelchairs and Other Durable Medical Equipment	02/16/01	01-01-02 05-01-01 17-01-01 19-01-02 49-01-02 50-01-01 1101-01-01 1123-01-01
	Ch. 1241	Revision to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program	07/01/01	01-01-10 10-01-03 11-01-05 17-01-04 26-01-03 49-01-07
	—	Breast and Cervical Cancer Prevention and Treatment Program	12/26/01	99-01-12
2002	Ch. 1223	Drug and Alcohol Clinics with Provisional Licenses	10/26/02	28-02-02
	Ch. 1241	Revision to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program	01/22/02	01-02-01 10-02-01 11-02-01 17-02-01 26-02-01 49-02-01
	—	Breast and Cervical Cancer Prevention and Treatment Program	05/03/02	99-02-06
	Ch. 1241	Addition of Procedure Code 90732 to Medical Assistance Fee Schedule for Administration of Pneumococcal Vaccine	11/18/02	01-02-13 10-02-04 11-02-06 17-02-07 26-02-04 49-02-06
2003	Ch. 1241	2003 Recommended Childhood Immunization Schedule	03/31/03	01-03-04 10-03-01 11-03-01 17-03-01 26-03-01 49-03-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1241	Coverage of Pediarix and Addition of Procedure Code 90723 to Medical Assistance Fee Schedule for Administration of Pediarix Vaccine	05/15/03	01-03-06 10-03-02 11-03-02 17-03-03 26-03-02 49-03-03
	Ch. 1241	Elimination of the Pennsylvania Children's Check-up (EPSDT) Form (MA-517)	09/05/03	01-03-08 10-03-03 11-03-05 17-03-04 26-03-03 49-03-05
	Ch. 1223	Elimination of the Requirement for the Outpatient Drug and Alcohol Clinic's Supervisory Physician to Perform a Comprehensive Medical Examination Within 15 days following the Intake and Before the Provision of Treatment	10/01/03	28-03-02
	Ch. 1101	Liability for Cost Sharing for Recipients Enrolled in Medical Assistance through Fee for Service or Managed Care and a Private Third Party Insurer	09/01/03	99-03-12
	—	Continuity of Care for Recipients Transferring Between and Among Fee for Service and Managed Care Organizations	09/01/03	99-03-13
2004	Ch. 1223	Methadone Take-Home Services	02/01/04	28-04-01
2005	Ch. 1121	Pen and Ink Change-Medical Assistance Handbook, Prior Authorization of Pharmaceutical Services, Preferred Drug List	12/30/05	02-05-06
	Ch. 1121	Preferred Drug List-Phase 3	12/01/05	30-05-06
	Ch. 1121	Scope of Coverage of Pharmacy Services for Dual Eligibles in the Medical Assistance (MA) Program	11/17/05	99-05-21
	Ch. 1121	Preferred Drug List-Phase 2	11/08/05	02-05-03
	Ch. 1241	Revisions to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Periodicity Schedule	10/25/05	01-05-04
	Ch. 1121	Preferred Drug List-Phase 1	10/07/05	02-05-01
	Ch. 1121	Prior Authorization of Drugs That Exceed Established Quantity Limits-Phase 2 Enforcement	09/16/05	99-05-17
	Ch. 1101	Copayment Changes for Brand Name and Generic Prescription Drugs	08/26/05	24-05-05
	Ch. 1121	Prior Authorization of Drugs That Exceed Established Quantity Limits-Phase 1 Enforcement	08/10/05	99-05-14
	Ch. 1153	Psychological/Psychiatric/Clinical Re-Evaluations and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services for Children and Adolescents with Behavioral Health Needs Compounded by Developmental Disorders	6/24/05	07-05-01
		2005 Recommended Childhood & Adolescents Immunization Schedule	05/26/05	33-05-01

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2006		Implementation of the CMS-1500 Health Insurance Claim Form (Version 08/05)	12/18/06	99-06-16
	Ch. 1101	Change to copayment requirements for recipients eligible under the Breast and Cervical Cancer Prevention and Treatment coverage group and Titles IV-B & IV-E Foster Care and Adoption Assistance	12/10/06	99-06-12
	Ch. 1101	Clarification of Exclusions from Copayment Requirements	12/10/06	99-06-13
	Ch. 1153	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 1153	Clarification of Payment Policy for Abortion Services	11/28/06	99-06-15
	Ch. 1245	Reimbursement for Non-Emergency Transportation Services	11/17/06	03-06-15
	Ch. 1245	Implementation of ACCESS Plus Referral Requirements	10/20/06	99-06-11
	Ch. 1101	Revised HealthCare Benefits Packages Provider Reference Chart (MA 446)	10/06/06	99-06-10
	Ch. 1163	Medical Assistance Payment for Services of Teaching Physicians in Hospitals, Clinics and Emergency Rooms	09/16/06	1141-06-01
	Ch. 1153	Revision to Minimum Staff Qualifications of Therapeutic Staff Support (TSS) Workers	08/24/06	08-06-15
	Ch. 1153	Federal Medicaid Citizenship and Identity Eligibility Requirements	07/24/06	99-06-07
	Ch. 1121	Preferred Drug List-Quarterly Update	04/24/06	02-06-07
	Ch. 1241	2006 Recommended Childhood and Adolescent Immunization Schedule	04/16/06	01-06-03
	Ch. 1150	Prudent Payment of Claims	04/03/06	99-06-04
	Ch. 1121	Federal Clarification-Elimination of Medicaid Coverage of Drugs for Treatment of Erectile Dysfunction	03/07/06	03-06-03
	Ch. 1150	Disenrollment of Dual Eligibles from Physical Health Managed Care	01/27/06	99-06-01
	Ch. 1121	Prior Authorization of Drugs that Exceed Est. Quantity Limits—Phase 3 Enforcement and Additional Drugs With Quantity Limits	01/27/06	02-06-03 03-06-02 08-06-02 09-06-02 11-06-02 14-06-03 24-06-02 27-06-05 30-06-02 31-06-04 32-06-02
	Ch. 1121	Preferred Drug List-Phase 4	01/25/06	02-06-02
	Ch. 1163	Place of Service Review Procedures	01/03/06	14-06-01
2007	Ch. 1249	Rescission of the Statement of Policy Clarifying the Conditions Under Which Medical Assistance Recipients May Be Considered Homebound		1249-07-04
	Ch. 1150	The Addition of Isentress (raltegravir) to the Special Pharmaceutical Benefits Program	12/21/07	09-07-16 21-07-04 24-07-16 31-07-22

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1150	Medical Assistance Program Fee Schedule: Addition of Telehealth Technology Code and Informational Modifier for Consultations Performed Using Telecommunication Technology	11/30/07	09-07-15
	Ch. 1123	MA Program Outpatient Fee Schedule Revisions for Speech Generating Devices	11/29/07	24-07-11 25-07-05 31-07-18
	Ch. 1121	Preferred Drug List—Fall Update - Part 2	11/29/07	02-07-06 11-07-07 30-07-07 03-07-09 14-07-06 31-07-20 08-07-15 24-07-14 32-07-07 09-07-14 27-07-09
	Ch. 1101	Childhood Nutrition and Weight Management Services for Recipients Under 21 Years of Age	11/01/07	99-07-19
	Ch. 1121	Preferred Drug List—Fall 2007 Update	11/01/07	02-07-05 11-07-06 30-07-05 03-07-08 14-07-05 31-07-17 08-07-14 24-07-13 32-07-06 09-07-12 27-07-07
	Ch. 1121	Delay in Implementation of the Tamper-Resistant Pad Requirements	10/29/07	99-07-18
	Ch. 1121	Special Pharmaceutical Benefits Program (SPBP) Income Ceiling for HIV Applicants	10/15/07	09-07-10 21-07-03 24-07-10 31-07-14
	Ch. 1121	Tamper Resistant Prescription Pads	09/28/07	99-07-16
	Ch. 1123	2007 Power Mobility Device HCPCS Updates; Prior Authorization Requirements	09/19/07	99-07-15
	Ch. 1163	Medicare Inpatient Pricing Logic Modification	08/17/07	01-07-08
	Ch. 1123	Provider Specialty 220 (Hearing Aid Dispenser Requirement and Updated Medical Assistance Program Fee Schedule for Hearing Aid Supplies	08/03/07	01-07-07 24-07-09 31-07-12 20-07-03 25-07-04
	Ch. 11221	Preferred Drug List—May 2007 Technical Correction	07/31/07	02-07-04 11-07-05 30-07-04 03-07-07 14-07-04 31-07-11 08-07-12 24-07-08 32-07-05 09-07-09 27-07-06

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1149	Discontinuance of the Prior Authorization Requirement for Dental Procedure Codes D7140 and D7210	07/11/07	27-07-04
	Ch. 1121	Preferred Drug List—Updates to Prior Authorization of Pharmaceutical Services Handbook Pages	07/27/07	02-07-03 11-07-04 30-07-03 14-07-03 31-07-10 08-07-11 24-07-07 32-07-04 09-07-08 27-07-05
	Ch. 1123	Special Pharmaceutical Benefits Program (SPBP) Income Ceiling Increase for HIV Applicants	07/01/07	09-07-05 21-07-02 24-07-04 31-07-07
	Ch. 1101	The Elimination of Paper Vouchers	06/14/07	99-07-10
	Ch. 1123	Requirements for Coverage of Enteral Nutritional Supplements and Issuance of Enteral Nutritional Supplements MA Program Outpatient Fee Schedule	06/01/07	08-07-10 09-07-07 24-07-06 25-07-03 31-07-09
	Ch. 1121	Preferred Drug List—July 2007 Quarterly Update	06/01/07	02-07-02 03-07-03 08-07-08 09-07-06 11-07-02 14-07-02 24-07-05 27-07-03 30-07-02 31-07-08 32-07-03
	Ch. 1101	Co-pay/Deductibles on Exceptional Durable Medical Equipment (DME)	06/01/07	03-07-04
	Ch. 1249	Rescind MA Program Statement of Policy Regarding the Clarification of Conditions Under Which MA Recipients May be Considered Homebound	07/10/07	1249-07-04
	Ch. 1150	Medical Assistance Program Fee Schedule Revision; Change to Conversion Factor for Anesthesia Services	05/10/07	31-07-05
	Ch. 1121	Preferred Drug List—Quarterly Update	05/01/07	02-07-01 03-07-02 08-07-07 09-07-04 11-07-01 14-07-01 24-07-03 27-07-02 30-07-01 31-07-06 32-07-02
	Ch. 1101	Clarification Regarding the Definition of Medically Necessary—Statement of Policy	04/21/07	99-07-04
	Ch. 1241	2007 Recommended Childhood and Adolescent Immunization Schedules	03/23/07	01-07-05

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1123	Provider Specialty 220 (Hearing Aid Dispenser) Requirement	03/01/07	01-07-03
	Ch. 1123	Behavioral Health Fee For Service (BH-FFS) Transfer from Office of Medical Assistance Programs (OMAP) To Office of Mental Health and Substance Abuse Services (OMHSAS)	01/31/07	OMHSAS-06-07
	Ch. 1150	Policy Reinforcement Regarding Billing For Tobacco Cessation Counseling Services	01/04/07	99-07-02
2008	Ch. 1121	Preferred Drug List—Fall 2007 Update Part 2 Technical Correction	01/11/08	02-07-08 03-07-11 08-07-17 09-07-17 11-07-08 14-07-07 24-07-17 27-07-10 30-07-08 31-07-23 32-07-08
	Ch. 1149	Implementation of ADA Claim Form - Version 2006 and Elimination of Dental Prior Authorization Forms	01/11/08	17-08-01
	Ch. 1163	Preventable Serious Adverse Events	01/14/08	01-07-11
	Ch. 1101	Implementation of SelectPlan for Women	02/01/08	01-08-02
	Ch. 1241	Clarification of Childhood Nutrition and Weight Management Services for Recipients Under 21 Years of Age	02/15/08	99-08-01
	Ch. 1241	The Addition of Selzentry (maraviroc) and Intelence (etavirine) to the Special Pharmaceutical Benefits Program	02/29/08	09-08-03 24-08-04 21-08-01 31-08-04
	Ch. 1121	Medical Necessity Guidelines for Lyrica for Fibromyalgia	03/05/08	02-08-01 03-08-01 08-08-01 09-08-01 11-08-01 14-08-01 24-08-02 27-08-02 30-08-01 31-08-02 32-08-01
	Ch. 1121	Tamper Resistant Prescription Pads	03/21/08	99-08-03
	Ch. 1101	SelectPlan for Women Program—Addition of Covered Services	04/23/08	01-08-05
	Ch. 1150	Prudent Payment of Claims—Updated	04/25/08	99-08-05
	Ch. 1121	Preferred Drug List—Spring 2008 Update	06/02/08	02-08-03 03-08-03 08-08-07 09-08-08 11-08-03 14-08-03 24-08-07 27-08-04 30-08-03 31-08-10 32-08-03

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1149	ADA Claim Form—Version 2006 and Discontinuance of P. O. Box 8186	06/16/08	17-08-02
	Ch. 1150	Medical Assistance Program Fee	07/22/08	18-08-04
	Ch. 1141	Increase for Select Ophthalmological Examinations		31-08-12
	Ch. 1147			
	Ch. 1150	Medical Assistance (MA) Program Fee	07/22/08	05-08-02
	Ch. 1249	Increases for Select Home Health Agency Services		
	Ch. 1150	Medical Assistance Program Fee	07/22/08	18-08-03
	Ch. 1141	Increases for Select Office Visits and Consultations for Vision Services		
	Ch. 1147			
	Ch. 1150	Medical Assistance Program Fee	07/22/08	05-08-03
	Ch. 1249	Increases for Select Private Duty/Shift Nursing Services to MA Recipients Under 21 Years of Age		16-08-01
	Ch. 1150	Medical Assistance Program Fee	07/22/08	27-08-06
	Ch. 1149	Increases for Select Dental Services		
	Ch. 1150	Medical Assistance Program Fee	07/22/08	09-08-09
		Increases for Select Office Visits and Consultations		31-08-11
				33-08-05
	Ch. 1150	Medical Assistance Program Fee	07/22/08	08-08-09
	Ch. 1243	Schedule Changes for Select Laboratory Procedure Codes		09-08-10
				28-08-04
				31-08-13
				33-08-06
	Ch. 1150	Medical Assistance Program Outpatient Fee Schedule Increase for a Select Colonoscopy Procedure	07/22/08	01-08-07
	Ch. 1141			
	Ch. 1150	Fee Increases for Select Healthy Beginnings Plus Services	07/25/08	05-08-04
				08-08-13
				31-08-17
				33-08-08
				47-08-11
	Ch. 1150	Screening for Developmental Delays and Autism Spectrum Disorders	07/25/08	99-08-10
	Ch. 1241			
	Ch. 1145	Recipient Access to Chiropractic Services	08/04/08	99-08-11
	Ch. 1150	Prior Authorization of Advanced Radiologic Imaging Services	08/05/08	99-08-08
	Ch. 1150	Medical Assistance Program Family Planning Clinic Select Fee Increases and Updates	08/29/08	08-08-08
	Ch. 1225			
	Ch. 1101	SelectPlan for Women Updated	09/05/08	01-08-09
	Ch. 1150	Covered Services Chart		08-08-17
	Ch. 1221			09-08-17
				24-08-12
				28-08-06
				31-08-21
				33-08-09
	Ch. 1163	Payment Policy for Hospital Readmissions	09/12/08	01-08-10
	Ch. 1241	Updates for Early Periodic Screening, Diagnosis and Treatment Program	09/18/08	99-08-13
	Ch. 1150	Reminder of Implementation of Tamper Resistant Prescription Pad Requirements	09/24/08	99-08-14
	Ch. 1121			
	Ch. 1101	Implementation of Claim Check	10/02/08	99-08-17
	Ch. 1150			

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	Ch. 1150 Ch. 1147	Addition of Procedure Code 67820 to Optometrist Medical Assistance Program Outpatient Fee Schedule	11/14/08	18-08-07
	Ch. 1150	Preventable Serious Adverse Events	11/26/08	01-08-11
	Ch. 1150 Ch. 1147	Addition of Procedure Codes to the Medical Assistance Program Fee Schedule for Office Visits for Optometrists	12/29/08	18-09-01
2009	Ch. 1150 Ch. 1123 Ch. 1147	Removal of Prior Authorization Requirement for Eyeglass Lenses	02/09/09	18-09-02 24-09-01 25-09-01 31-09-01
	Ch. 1101 Ch. 1150 Ch. 1241	Pentacel® (DTaP-IPV/Hib), Kinrix® (DTaP-IPV) and Rotarix® (Rotavirus) Vaccines	02/09/09	01-09-01 08-09-01 09-09-01 31-09-02 33-09-01
	Ch. 1101 Ch. 1150 Ch. 1241	2009 Recommended Childhood and Adolescent Immunization Schedules	02/20/09	01-09-04 08-09-04 09-09-04 31-09-05 33-09-02
	Ch. 1150	Medical Assistance Program Fee Schedule Procedure Code End-dating of Keratomileusis	03/27/09	99-09-04
	Ch. 1149	Implementation of the Pediatric Dental Periodicity Schedule	04/24/09	27-09-02
	Ch. 1121	Spring 2009 Preferred Drug List (PDL) Pharmacy Update	06/05/09	01-09-06 09-09-07 27-09-04 02-09-03 11-09-03 30-09-03 03-09-03 14-09-08 31-09-08 08-09-07 24-09-06 32-09-03
	Ch. 1150	Revisions to Medical Assistance Program Fee Schedule Rates for Select Services	06/15/09	99-09-05
	Ch. 1150	2008 HCPCS Updates and Other Procedure Code and Procedure Code/ Modifier Combination Changes	07/06/09	99-09-06
	Ch. 1105 Ch. 1150	Revised Medical Assessment Form (PA 635)	8/10/09	31-09-38 19-09-01 09-09-34
	Ch. 1101 Ch. 1150	Changes to Procedure Codes for the Administration Fees for Kinrix® (DTaP-IPV) and Rotarix® (Rotavirus) Vaccines	08/13/09	01-09-38 08-09-39 09-09-40 31-09-41 33-09-03
	Ch. 1101 Ch. 1150 Ch. 1141 Ch. 1221	SelectPlan for Women Program Forumulary	09/01/09	01-09-39 08-09-40 09-09-41 24-09-38 28-09-04 31-09-42 33-09-04

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	Ch. 1101	SelectPlan for Women Program— Addition of Covered Services	09/08/09	01-09-40
	Ch. 1150			08-09-41
	Ch. 1141			09-09-42
	Ch. 1221			24-09-39
				28-09-05
				31-09-43
				33-09-05
	Ch. 1150	Structured Screening for Developmental Delays and Autism Spectrum Disorders	09/08/09	99-09-07
	Ch. 1241			
	Ch. 1150	Billing for the Administration of the Influenza A (H1N1) 2009 Monovalent Vaccine	10-9-09	99-09-10
	Ch. 1101	Revision of the PROMISE® Individual Practitioner Enrollment Application and Implementation of Credentialing for Certain Providers Types	10/16/09	99-09-08
	Ch. 1141			
	Ch. 1142			
	Ch. 1143			
	Ch. 1144			
	Ch. 1145			
	Ch. 1147			
	Ch. 1149			
	Ch. 1121	Fall 2009 Preferred Drug List (PDL) and Quantity Limits Update—Pharmacy Services	11/02/09	01-09-43
				09-09-45
				27-09-36
				02-09-35
				11-09-35
				30-09-35
				03-09-35
				14-09-35
				31-09-46
				08-09-44
				24-09-41
				32-09-35
	Ch. 1141	Recipient Access to Chiropractic Services	11/30/09	99-09-11
	Ch. 1145			
	Ch. 1101	Hiberix®, Haemophilus Influenzae Type b (Hib) Vaccine	12/31/09	01-09-62
	Ch. 1150			08-09-61
	Ch. 1241			09-09-62
				31-09-64
				33-09-07
2010	Ch. 1187	Nursing Facility Participation Review Process and Guidelines—Statement of Policy	04/03/10	
	Ch. 1150	Health Care Benefit Package 12 Updated Employability Assessment Procedure Code List	2-5-10	01-10-02
				08-10-03
				09-10-03
				18-10-01
				28-10-01
				29-10-01
				31-10-03
	Ch. 1150	Medical Assistance Program Fee Schedule Revisions	02/19/10	99-10-01
	Ch. 1101	2010 Recommended Childhood and Adolescent Immunization Schedules	03/15/10	01-10-06
	Ch. 1150			08-10-07
	Ch. 1241			09-10-07
				31-10-09
				33-10-01
	Ch. 1141	Application of Topical Fluoride Varnish by Physicians and CRNPs	03/15/10	
	Ch. 1144			

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	Ch. 1121	Spring 2010 Preferred Drug List (PDL) Quantity Limits Update—Pharmacy Services	05/03/10	01-10-08 09-10-10 27-10-06 02-10-06 11-10-06 30-10-06 03-10-06 14-10-06 31-10-11 08-10-09 24-10-07 32-10-06
	Ch. 1150 Ch. 1121	Updated Recommendations for Gardasil® Quadrivalent Human Papillomavirus (HPV) Vaccine	05/03/10	01-10-14 08-10-15 09-10-16 31-10-17 33-10-02
	Ch. 1101 Ch. 1150	Announcing the Federally Mandated Change to Electronic Healthcare Transactions for Healthcare and Pharmacy Transactions	06/08/10	99-10-07
	Ch. 1101 Ch. 1150 Ch. 1241	Revisions to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program Periodicity Schedule	06/14/10	99-10-06
	Ch. 1150	2009 HCPCS Updates and Other Procedure Code and Procedure Code/ Modifier Combination Changes	06/14/10	99-10-05
	Ch. 1150	Health Care Benefit Package 12 Updated Employability Assessment Procedure Code List	07/09/10	01-10-20 08-10-21 09-10-22 18-10-03 28-10-02 29-10-02 31-10-23
	Ch. 1101 1102 1121 1123 1149 1151 1163 1181 1187 1230 1243	Policy Clarification Regarding Written Prescriptions—Statement of Policy	07/17/10	99-10-03 1101-10-01 1102-10-01 1121-10-01 1123-10-01 1149-10-01 1151-10-01 1163-10-01 1181-10-01 1187-10-01 1230-10-01
	Ch. 1150	Revisions to the Medical Assistance Program Fee Schedule Rates for Select Services	08/30/10	99-10-09
	Ch. 1101	Missed Appointments	12/01/10	99-10-14
2011	Ch. 1150	2010 HCPCS Updates and Other Procedure Code and Procedure	01/03/11	99-11-01
	Ch. 1150	Code/Modifier Combination Changes Health Care Benefit Package 12 Updated Employability Assessment Procedure Code List	04/13/11	01-11-02 08-11-04 09-11-03 18-11-02 28-11-01 29-11-01 31-11-03
	Ch. 1150	Revisions to the Medical Assistance Program Fee Schedule Rates for Select Services	05/30/11	99-11-02

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	Ch. 1101 1150 1241	2011 Recommended Childhood and Adolescent Immunization Schedules	03/18/11	01-11-04 08-11-06 09-11-05 31-11-05 33-11-04
	Ch. 1163	Hospital Uncompensated Care Program and Charity Care Plan	08/30/11	99-10-12
	Ch. 1145	Recipient Access to Chiropractic Services	10/08/11	99-10-12
	Ch. 1129	Dental Encounter payment for Dental Services Rendered by Rural Health Clinics and Federally Qualified Health Centers	11/15/10	08-10-50
	Ch. 1245 1181 1187	Payment for Non-Emergency Transportation Services	11/24/10	26-10-43
	Ch. 1123	MA Program Outpatient Fee Schedule Decrease for Select Incontinence Products	04/15/11	25-11-02
	Ch. 1123	Change in Billing of Repairs and Replacements for Durable Medical Equipment	01/14/11	25-11-01

GUIDANCE MANUALS:

- Provider Handbook 01—Physician (update effective 07/18/08)
- Provider Handbook 03—Dentist
- Provider Handbook 04—Podiatrist
- Provider Handbook 05—Medical Supplier
- Provider Handbook 06/08—Short Procedure Unit/Ambulatory Surgical Center
- Provider Handbook 07—Chiropractor
- Provider Handbook 09—Birth Centers
- Provider Handbook 10-I—Independent Medical/Surgical Clinic
- Provider Handbook 11-I—Inpatient Hospital (Encompasses provider types General Hospital, Rehabilitation Hospital, Private Mental Hospital, State Mental Hospital and Extended Acute Psychiatric Care)
- Provider Handbook 11-O—Outpatient Hospital (Encompasses provider types General Hospital, and Rehabilitation Hospital)
- Provider Handbook 15—Optometrist
- Provider Handbook 16—Independent Laboratory
- Provider Handbook 18—Ambulance Company
- Provider Handbook 19—Pharmacy
- Provider Handbook 20—Portable X-Ray Provider
- Provider Handbook 21—Renal Dialysis Center
- Provider Handbook 22—Funeral Director
- Provider Handbook 23—Home Health Agency
- Provider Handbook 26—Rural Health Clinic (update 12/24/08)
- Provider Handbook 28—Drug and Alcohol Clinic
- Provider Handbook 29—Outpatient Psychiatric Clinic
- Provider Handbook 30—Family Planning Clinic
- Provider Handbook 31—Midwives
- Provider Handbook 33—Psychiatric Partial Hospitalization Facility
- Provider Handbook 36-L—Nursing Facility Services only applies to County Nursing Facilities and Private Nursing Facilities. Nursing facility case mix regulations implemented in 1996 (Pa. Code Chapter 1187) do not encompass provider types State Mental Retardation Center, Private ICF/MR, or State Restoration Center (update effective 04/09)
- Provider Handbook 37—Hospice
- Provider Handbook 41—Psychologist
- Provider Handbook 42—Comprehensive Outpatient Rehabilitation Facility
- Provider Handbook 43—Physical Therapist
- Provider Handbook 44—Certified RN Anesthetist
- Provider Handbook 49—Certified RN Practitioner
- Provider Handbook 50—Early Periodic Screening, Diagnosis and Treatment (EPSDT) Provider (update effective 12/24/08)
- Provider Handbook 54—Nutritionist
- Provider Handbook 55—PA Department of Aging (PDA) Waiver
- Provider Handbook 59—COMMCARE Waiver (update effective 09/22/08)
- Medical Assistance Transportation Program - Instructions and Requirements (Note: Revised/Reissued Annually)

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

2011	Billing Procedure Codes for Fiscal/Employer Agents (F/EAs)	01/21/11	54-11-01 51-11-01 59-11-01 55-11-01 05-11-01
2010	Financial Management Services Rate	12/23/10	05-10-09 51-10-09 52-10-09 55-10-09 59-10-09
	Office of Long Term Living Home and Community Based Program Policy Clarification Update (Omnibus Bulletin)	12/23/10	05-10-08 51-10-08 55-10-08 59-10-08
	Dual Enrollment for Services Funded Through OLTL Home and Community Based Programs and Services Funded Through the Office of Developmental Programs	10/25/10	05-10-07 51-10-07 52-10-07 55-10-07 59-10-07
	Individual Service Plan Development, Review and Implementation Procedures For OLTL Home and Community Based Services	10/20/10	05-10-06 51-10-06 52-10-06 55-10-06 59-10-06
	Nursing Home Transition Outreach Form	10/08/10	05-10-05 51-10-05 52-10-05 55-10-05 59-10-05
	Department of Aging/Office of Long Term Living Home and Community Based Services program Policy Clarifications	07/06/10	05-10-04 51-10-04 55-10-04 59-10-04
	Fiscal/Employer Agency Standards	06/01/10	54-10-03
	Standards and Reimbursement Rates for the Enhanced Older Adult Daily Living Center Program for Medicaid Aging Waiver Participants	04/20/10	03-10-02 41-10-02 55-10-02
	Incident Management Policy for Office of Long Term Living (OLTL) Home and Community Based Services Programs	04/09/10	05-10-01 51-10-01 52-10-01 55-10-01 59-10-01
	Electronic Submission of the Cost Report (MA-11) Form for Reporting Periods Ending 12/31/09 and Thereafter	12/22/10	03-10-01
2009	Statewide Waiting List Protocols for Office Of Long Term Living Medicaid Waivers And the Act 150 Attendant Care Program	11/25/09	05-09-01 51-09-01 52-09-01 55-09-01 59-09-01
	Provider Rates for Services Funded Through The OBRA, Independence and COMMCARE Waivers	06/25/09	05-09-02 17-09-02 36-09-02 41-09-02 43-09-02 55-09-02 59-09-02
	Revised Pennsylvania Preadmission Screening And Resident Review Identification Form (MA 376)	02/08/09	01-09-01 03-09-01
2007	Nursing Facility Documentation Requirements For Movable Equipment that is Rented or Leased	12/07/07	03-07-10

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

- Attendant Care Program Requirements
- Attendant Care Medicaid Waiver #0277
- Attendant Care Program Policy and Program Directives and Clarifications
- Community Services Program for Persons with Physical Disabilities (CSPPPD) Program Requirements
- OBRA Medicaid Waiver #0235
- Independence Medicaid Waiver #0319
- COMMCARE Waiver #0386
- Community Services Program for Persons with Physical Disabilities Policy and Program Directives and Clarifications

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

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980	Ch. 3140	Funding of Basic Ed. Components of Private Day Treatment Center Programs	10/29/80	99-80-22
1981	—	OCYF Licensing Procedures: Clarification of Provider's Right to Appeal DPW Issuance of a Provisional Certification of Compliance	10/29/81	99-81-38
1982	Ch. 3130	Notice of Right to Appeal for Spanish-Speaking Clients	12/30/82	3130-82-01
1983	Ch. 3130	Clarification of the Definition of "Accept for Service"	02/04/83	3130-83-03
	Ch. 3700	Waiver for Foster Family Homes by Foster Family Care Agencies	02/04/83	3700-83-01
	Ch. 3130	Clarification of County C & Y Agency Requirements with Respect to Fee Setting	02/04/83	3130-83-04
	Ch. 3130	Clarif. on Caseworker-to-Family Case Load Ratio & Case Management Functions	02/04/83	3130-83-07
	Ch. 3140	Clarif. of Adoption Asst. to Relatives in Adoption Cases	05/02/83	3140-83-07
	Ch. 3140	3130.64(b)(2), 3130.67(9), 3140.131(7), 3700.35(b)(1) 3140-83-13 Reimbursement to Parents for the 3700-83-03 Cost of Child Visits	08/15/83	3130-83-11
1984	Ch. 3001	Transmittal of Interdpt. Memo. on Nonimmunized Students Excluded from Attending School	07/08/84	99-84-13
	Ch. 3490	Release of Child Abuse Info. to the Media	08/15/84	99-84-20
1985	Ch. 3001.5	Unannounced Visits to Licensed & Approved Facilities/Agencies	08/20/85	99-85-18
	Ch. 3130	Interstate Compact on Juveniles	09/30/85	99-85-27
	Ch. 3490	Providing Copies of Child Abuse Reports to Subjects	11/20/85	99-85-28
1986	Ch. 3490	Law Enforcement Officials as Perpetrators of Suspected Child Abuse	07/15/86	3490-86-04
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33	04/01/86	3490-86-02
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part II	06/16/86	3490-86-05

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	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part III	11/01/86	3490-86-08
1987	Ch. 3490	Implementation of Child Protective Service Policies Relating to Alleged Medical Neglect of Disabled Infants	05/01/87	3490-87-01
	Ch. 3490	Sharing Child Abuse Info Among DPW Offices	09/01/87	3490-87-03
	Ch. 3490	Policy Clarification of the Child Protective Services Law and Regulations	06/01/87	3490-87-02
	Ch. 3140	Personal Incident Costs	10/01/87	3140-87-05
	Ch. 3140	OCYF Financial Participation in Costs of County Human Service Departments	08/31/87	3140-87-02
1988	—	Special Medical Assistance—Healthy Beginnings—for Pregnant Women and Qualified Children	11/02/88	99-88-08
	Ch. 3490	Screening Student Interns	05/88	3490-88-01
1989	Ch. 3350	Adoption Record Disclosure	07/01/89	3350-89-01
1991	Ch. 3130	Regulatory Interpretation Guidelines for Revisions to Chapter 3130	09/20/91	3130-91-03
1992	Ch. 3140	Title XX Invoicing Procedures for the Youth Development Centers and Youth Forestry Camps (YDCs/YFCs)	09/25/92	99-92-02
1994	—	Site Visits and Access to Records by PA Protection and Advocacy, Inc.	08/22/94	00-94-19
1995	Ch. 3490	Amendments to the Child Protective Services Law that Become Effective July 1, 1995	09/05	3490-95-02
1996	Ch. 3490	Certification and Training for Children and Youth Workers	06/20/96	3490-96-03
	00	Update of Policies and Procedures for Juveniles in Detention	04/30/96	00-96-03
	00	Surveying and Evaluating Child Welfare Agencies Implementation and Compliance with MEPA	08/15/96	00-96-06
1997	Ch. 3140	Availability of Federal Financial Participation For Profit Residential Child Care Facilities	01/17/97	3140-97-02
	—	Access to Pennsylvania State Police Records	10/01/97	00-97-09
	—	Priority Placement Request Procedures for the Interstate Compact on the Placement of Children	12/01/97	00-97-12
1998	Ch. 3140	MEPA 1994—Small Business	02/07/98	3140-98-03
	—	1997 Association of Juvenile Compact Administrators Rules and Regulations Amended Travel Permit	06/01/98	00-98-06
1999	Ch. 3140	Adoption Assistance Questions and Answers	03/17/99	3140-99-01
	Ch. 3490	Drug Convictions Prohibiting Hiring and Approving Foster/Adoptive Parent Applications	02/03/99	3490-99-01

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3490	Implementation of Revisions to the Child Protective Services Law as Amended by Act 127 of 1998	10/01/99	3490-99-02
2000	Ch. 3140	Invoicing Procedures—Child Welfare TANF	04/15/00	3140-00-03
	Ch. 3140	AFCARS Planning, Budgeting and Invoicing Procedures	08/15/00	3140-00-02
	Ch. 3490	Child Death Review and Report Protocols	10/10/00	3490-00-01
	Ch. 3800	Child Residential and Day Treatment Facilities Licensing Measurement Instrument Revisions	05/30/00	3800-00-01
2001	Ch. 3130	The Second Revised Interim Guidelines for the Adoption and Safe Families Act of 1997	01/02/01	3130-01-01
	Ch. 3140	Revised Policies and Procedures: Title IV-E Placement Maintenance Eligibility and Reimbursability, Title IV-E Adoption Assistance Eligibility and Title XX Medicaid Eligibility	04/09/01	3140-01-01
	Ch. 3490	Revised Certification and Training Requirements for Children and Youth Supervisors	09/25/01	3490-01-02
2003	—	Kinship Care Policy	06/30/03	00-03-03
	—	Megan's Law	04/13/03	00-03-02
	Ch. 3140	Interstate Compact on Adoption and Medical Assistance	01/01/04	3140-03-02
	Ch. 3350	Statewide Adoption Network Policies and Procedures	01/01/03	3350-03-01
	Ch. 3490	A.Y. v. DPW/Allegheny County	03/10/03	3490-03-01
	Ch. 3490	Federal Criminal History Clearances for PA Residents	04/25/03	3490-03-02
2004	—	Annual Bulletin Update	07/01/04	00-04-01
	—	MH/MR Services for Children Placed Out-of-County In Pre-Adoptive or Foster Homes	07/19/04	00-04-02
	Ch. 3140	Child Welfare TANF Services Policies and Procedures	05/17/04	3140-04-06
	Ch. 3140	Approval/Licensing of Foster Family Homes	04/01/04	3140-04-02
	Ch. 3140 Ch. 3490	Child Placements with Emergency Caregivers	07/01/04	3140-04-05/ 3490-04-01
	Ch. 3700	Medical Foster Care Services for Children Served by County Children and Youth Agencies	07/01/04	Special Transmittal
2005	Ch. 3490	Implementation of Act 160 of 2004 Amending the Child Protective Services Law	09/01/05	3490-05-01
2006	—	Federal Financial Participation Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	10/18/06	00-06-05
	Ch. 3140	Random Moment Time Study Policy and Procedures—Juvenile Probation Offices	07/28/06	3140-06-03

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	Ch. 3140	Random Moment Time Study Policy and Procedures—County Children and Youth Agencies	06/30/06	3140-06-04
	Ch. 3140	Federal Title IV-E and Medicaid Administrative Invoicing Procedures	09/12/06	3140-06-05
	Ch. 3140	Random Moment Time Study Requirements Family Service Plan Documentation	10/11/06	Special Transmittal
	Ch. 3800	Strategies and Practices to Eliminate Unnecessary Use of Restraint	01/30/06	Special Transmittal
	Ch. 3490	Safety Assessment and Planning Process	03/15/06	3490-06-01
2007	—	FFP Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	04/16/07	00-07-01
	Ch. 3490	Protocol to Address Domestic Violence in Families with Child Welfare Involvement	08/03/07	Special Transmittal
2008	Ch. 3350	Expanded Ground for Involuntary Termination of Parental Rights	04/03/08	Special Transmittal
	Ch. 3490	Frequency and Tracking of Caseworker Visits to Children in Federally Defined Foster Care	05/01/08	3490-08-05
	Ch. 3140	Title IV-E Foster Case Maintenance and Adoption Assistance Program Costs Allowable for Federal Financial Participation (FFP)	05/12/08	3140-08-01
	Ch. 3350 Ch. 3490 Ch. 3700	Implementation of Safe and Timely Placement of Foster Children Act (P. L. 109-239)	05/12/08	99-08-01
	Ch. 3490	Implementation of Act 126 of 2006 Amending the Child Protective Services Law	03/24/08	3490-08-02
	Ch. 3490	Implementation of Act 179 of 2008 And Act 72 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
	Ch. 3490	Implementation of New Reporting Requirements As Required by Act 146 of 2006 and Act 179 of 2006	10/01/08	3490-08-04
	Ch. 3700	Implementation of Act 68 of 2005 (The Resource Family and Adoption Process Act), Act 73 of 2005 (The Resource Family Care Act), and Act 78 of 2007	10/01/08	3700-08-01
	Ch. 3130 Ch. 3350 Ch. 3700	Impact of Act 109 on Agency Operations	12/29/08	Special Transmittal
2009		Act 76 of 2007	01/07/09	Special Transmittal
	Ch. 3130 Ch. 3140 Ch. 3700	Fostering Connections to Success and Increasing Adoptions Act of 2008	02/24/09	Special Transmittal
	Ch. 3130	Implementation of the Indian Child Welfare Act of 1978	03/09/09	3130-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	04/07/09	3170-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	08/25/09	3170-09-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3700 Ch. 3800	Disaster Planning	10/09/09	Letter from Deputy Secretary
	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 3800	Prone Restraints in Children's Facilities	12/19/09	3800-09-02
	Ch. 3140	Implementation of Child Care Funding Policy Beginning State Fiscal Year (SFY) 2010-2011	07/01/09	3140-09-03
	Ch. 3130 Ch. 3140	Fostering Connections to Success and Increasing Adoptions Act of 2008-Adoption Program Requirements	12/30/09	Special Transmittal
2010	Ch. 3130	Shared Case Responsibility and Procedures Permanent Legal Custodian	05/03/10	3130/10/01 3130/10/02 3140/10/03
		Educational Portions of "Non-Educational" Residential Treatment 02	01/04/10	OMHSAS-10
	Ch. 3130	Termination of Parental Rights and Compelling Reasons	01/05/10	Special Transmittal
	Ch. 3140	Needs-Based Plan/Budget Amendment	04/20/10	3140-10-01
	Ch. 3130	Shared Case Responsibility Policy and Procedures	05/03/10	3130-10-01
		YDC/YFC Interim Per Diem Rates Effective July 1, 2010	07/01/10	00-10-01
	Ch. 3130	Permanent Legal Custodian Policy	07/30/10	3130-10-02 3140-10-03
	Ch. 3130	Change in Process for Verifying Paternity	08/04/10	Special Transmittal
	Ch. 3800	Act 45 of 2010 Regarding Restraint Use and Reporting Requirements of Pregnant Females	08/04/10	3800-10-01
	Ch. 3130	Implementation of 45 CFR Part 1356 Chafee Nation Youth in Transition Database Part 1	08/09/10	3130-10-03
	Ch. 3130	Educational Stability & Continuity of Children Receiving Services from the County Children & Youth Agency (CCYA) Including the Use of an Education Screen	09/17/10	3130-10-04
	Ch. 3130	Clean Indoor Air Act Compliance Guidance	09/17/10	3130-10-05
	Ch. 3170	Out of Home Placement Services—Contract Documentation	12/23/10	3170-10-02
		Complex Case Planning	12/28/10	00-10-02
2011	Ch. 3130	Basic Health Information Form (CY980)	04/01/11	3130-11-01
	Ch. 3350	Implementation of Act 101 of 2010	04/25/10	3350-11-01
	Ch. 3490	Developmental Evaluation and Early Intervention Referral Policy	Issued 06/07/10; Revised 06/01/11	3490-10-01
		Master Client Index (MCI) Service Expansion	06/07/11	00-11-01

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch.3140	Fiscal Year 2012-13 Children, Youth and Families Needs-Based Plan and Fiscal Year 2011-12 Implementation Plan Instructions	Issued 05/27/11; Revised 06/17/11	3140-11-01
	Ch. 3140	Act 148 Invoicing Procedures for County Child Welfare Services	07/06/11	3140-11-02

GUIDANCE MANUALS:

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

INTERNAL GUIDELINES:

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

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

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1981		Collecting of Tuition Expenses for School-Age Residents in MR & MH Residential Facilities	09/02/81	199-81-01
1982	Ch. 4000	Respon. for Collection of Tuition Exp. Under Act 199 of 1980 for Out-of-State Residents	03/17/82	199-82-01
	Ch. 4000	Notice of Assessments (Joint MH/MR Bulletin)	04/16/82	99-82-15
1985	Ch. 4000	County Indirect Cost Allocation Plan Guideline Update—Maintenance In Lieu of Rent as a Direct Cost (Joint MH/MR Bulletin)	08/22/85	99-85-17
1986	Ch. 6000	Procedures for Review of Service Eligibility and Termination Decisions	01/17/86	99-86-01
1987	Ch. 4305	Community MH/MR Liability	05/21/87	4305-87-2
1988	Ch. 4305	Quarterly Liability Summaries	01/29/88	4305-88-01
2000		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	05/15/00	00-00-04
	Ch. 4300	The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/04/00	OMHSAS-00-04
2002		Coordination of treatment and support for people with a diagnosis of serious mental illness who also have a diagnosis of mental retardation		00-02-16

Office of Mental Health and Substance Abuse Services—Contact: Nora Campanella (717) 772-7926**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1983	Ch. 5001	Expiration of 4th Provisional Cert. of Compliance	12/15/83	99-83-49
1984	Ch. 5250	Guidelines for Delivery of MH Forensic Svs. to Persons in Co. Jails & Persons on Prob. or Parole	08/27/84	99-84-38
1985	Ch. 4210	Readmission from Community Placement Within 30 Days of Discharge	05/30/85	99-85-21
	Ch. 5001	Administration of Psychotropic Medication to Protesting Patients	03/11/85	99-85-10
1986	Ch. 5001	Implementation of Act 33 of 1985	03/19/86	99-86-11
	Ch. 5100	Involuntary Outpatient Commitment	05/08/86	99-86-14
1987	Ch. 4210	Dis. Plan. Response. for SMH Child/Adolescent Program & County MH/MR Program	01/16/87	99-87-10
	Ch. 5100	Guidelines for Assessing & Documenting the Dangerousness of Mentally Ill Adults	01/16/87	99-87-07
	Ch. 5100	Notice of Grievance & Appeal Proc. Involuntary Outpatient Commitment	09/08/87	99-87-23
1993	Ch. 5221	Intensive Case Management Record Requirements	09/21/93	5221-93-01
1998		Reporting Requirements for services funded through county base and CHIPP funds.	02/17/98	OMH-98-01
	Ch. 5310	Licensing Compliance Prediction Instrument Application in the Licensing of Community Residential Rehabilitation Services	08/01/98	OMH-98-02
1999	Ch. 4300	Revised Procedure for Waiver of Office of Mental Health and Substance Abuse Services (OMHSAS) Program Regulations	10/01/99	OMHSAS-99-08
		<i>Emerich v. Philadelphia Center for Human Development</i> 720 A.2d 1032 (Pa. 1998) (Duty to Ward Third Parties—Tarasoff in Pennsylvania)	09/15/99	OMHSAS-99-09
2001		Nursing Home Reform Implementation	02/01/01	OMHSAS-01-01
	Ch. 5100	Age of Consent for Voluntary Outpatient Mental Health Treatment	06/18/01	OMHSAS-01-04
		Accessibility of Community Mental Health and Substance Abuse Services For Persons Who are Deaf, Hard of Hearing, Late Deafened, or Deaf-Blind	10/01/01	OMHSAS 01-06
	Ch. 5100	Procedures for Client Rights, Grievances and Appeals	08/10/01	SMH-01-03
		Accessibility of State Mental Health Facilities for Persons who are Deaf, Hard of Hearing, or Deaf-Blind	06/18/01	SMH-01-01
2002	Ch. 5100	Interpretation of Pennsylvania Law Related to 402(b) Commitment	09/12/02	OMHSAS 02-04

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		The Use of Seclusion and Restraint in Mental Health Facilities and Programs	04/08/02	OMHSAS 02-01
		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	06/06/02	OMHSAS-02-02
		Generic Drugs	04/01/02	SMH-02-01
2005	Ch. 5100	Unscheduled Use of Medication in the State Hospital System PRN & STAT Medication Orders	02/28/05	SMH-05-1
	Ch. 5100	Transporting Patients	02/28/05	SMH-05-02
	Ch. 5100	Administrative Transfers between State Mental Hospitals Civil Sections	04/29/05	SMH-05-04
	Ch. 4300	Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	08/15/05	OMHSAS-05-01
		Integrated Children's Services Initiative	06/09/05	00-05-05
		Quality at the End of Life for Consumers and Residents	09/16/05	SMH-05-05
2006		Memorandum of Understanding Between the Office of Mental Health and Substance Abuse Services and the Pennsylvania Department of Aging	02/01/06	OMHSAS-06-01
		Service Priority For: Older Adult Population 06-02	02/01/06	OMHSAS-
		Co-Occurring Disorder Competency Approval Criteria for All Facilities Licensed by the Department of Health Division of Drug and Alcohol Program, License or the Department of Public Welfare, Office of Mental Health and Substance Abuse Services	02/10/06	OMHSAS-06-03
		Writing of Orders by Administrators	02/13/06	SMH-06-01
	Ch. 5200	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 5100	Community Incident Management & Reporting System	07/18/06	OHMSAS-06-04
	Ch. 1151 Ch. 1153 Ch. 1223	BH-FFS Transfer from OMAP to OMHSAS	08/15/06	OMHSAS-06-07
2007	Ch. 5100	Clarification on the Authorization of Restraints and Seclusion in the Forensic Units	07/13/07	SMH-07-01
	Ch. 5100	Clarification of Act 169, also known as the Older Adult Protective Services Act (OAPSA), in regards to hiring practices for inpatient and residential facilities.	08/02/07	OMHSAS-07-01
2008	Ch. 5310 Ch. 5320	Guidelines for Interagency Planning for Children in Need of Behavioral Health Rehabilitation Services or Partial Hospitalization on Services during the School Day	01/04/08	OMHSAS-08-01

NOTICES

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Special Pharmaceutical Benefits Program Mental Health component will transition from Office of Medical Assistance Program to Office of Mental Health and Substance Abuse Services	04/22/08	OMHSAS-08-02
		Assertive Community Treatment (ACT)	09/02/08	OMHSAS-08-03
	Ch. 63	Implementation of Act 179 of 2006 & Act 73 of 2007 Amending The Child Protective Services Law	06/27/08	3490-08-03
2009		Guidance for Conducting Functional Behavioral Assessment in the Development of Treatment Plans for Services Delivered to Children with Behavioral Health Needs Compounded by 1 Developmental Disorders	01/09/09	OMHSAS-09-01
	Ch. 1223	Requirements for Clinics Supervisory Physician Reviews and Reevaluations of Diagnoses, Treatment Plans and Updates	04/18/09	OMHSAS-09-03
	Ch. 31	Best Practice for Family Involvement with Youth who are in Residential Treatment Facilities (RTFs)	06/15/09	OMHSAS-09-04
	Ch. 5100	Use of Restraints, Seclusion and Exclusion in State Mental Hospitals and Restoration Center	11/30/09	OMHSAS-09-06
	Ch. 1101 Ch. 1150 Ch. 1153	Peer Support Services (Revised)	01/01/10	OMHSAS-09-07
2010	Ch. 1153 Ch. 2380 Ch. 5200 Ch. 5210 Ch. 6400 Ch. 6500	Medication Prescribing Practices of CRNP's in Mental Health Programs and Mental Retardation Programs	03/27/10	OMHSAS-10-01
		Educational Portions of "Non-Educational" Residential Placement	01/04/10	OMHASA-10-02
		Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 5221	Blended Case Management (BCM) (Revised)	06/14/10	OMHSAS-10-03
		Psychological/Psychiatric/Clinical Re-Evaluation and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services	07/09/10	OMHSAS-10-4
2011		Non-Discrimination Toward Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex People	01/07/11	OMHSAS-11-01
		Guidelines to Ensure Affirmative Environments and Clinically Appropriate Services for Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex Consumers and Their Family Members	01/07/11	OMHSAS-11-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 41	Clarification of Permissible Arrangements for Psychologists Who are Associated with the Provision Of Behavioral Health Rehabilitation Services (BHRS)	03/08/11	OMHSAS-11-05
	Ch. 15	Administrative Investigations	03/10/11	OMHSAS-11-06

GUIDANCE MANUALS:

- County Mental Health Plan Guidelines
- Community Mental Health Services Block Grant

Office of Developmental Programs—Contact: Jeanne Meikrantz (717) 783-1003

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1981	Ch. 6000	Policies and Procedures Governing Admissions, Commitment, Transfers, and Discharges at State-Operated Mental Retardation Facilities	12/01/81	99-81-51
1987	Ch. 6000	Conversion of Comm. Res. MR Facilities to ICF/MR	10/23/87	99-87-17
1988	Ch. 6000	Mandatory Child Abuse and Criminal History Clearances	05/31/88	6000-88-02
	Ch. 6000	Administration and Management of Client Funds	10/05/88	6000-88-08
1989	Ch. 6000	Guidelines for Enhancing and Conducting Direct and Independent Assessment	10/16/89	6000-89-01
	Ch. 6000	Abatement of Liability for Psychological Evaluations	09/14/89	00-89-17
1990	Ch. 6000	Policy on Employment for Persons with Mental Retardation	12/26/90	6000-90-06
1994	Ch. 6000	Closure of Admissions of Children to State-Operated Intermediate Care Facilities for the Mentally Retarded	12/14/94	SC-94-01
1996	Ch. 6000	Criteria for Approval of New Intermediate Care Facilities for People with Mental Retardation	04/06/96	6000-96-01
1998	Ch. 6000	Guidelines To Supporting People Moving From State Centers Into The Community	03/27/98	00-98-03
2002		Clarifying Eligibility for Mental Retardation Services and Supports	05/31/02	4210-02-05
	Ch. 6000	Need for ICF/MR Level of Care	08/07/02	00-02-13
2004	Ch. 6000.901—6000.985	Incident Management	02/18/04	6000-04-01
2008		Implementation of Act 179 of 2006 and Act 73 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
2009		Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
		Prone Restraints in Children's Facilities	12/19/09	3800-09-02
		Social Security Economic Recovery One-Time Payment	07/10/09	6200-09-05

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Vendor Fiscal/Employer Agent Financial Management Services Wage Ranges	11/20/09	00-09-09
2010		Quality Management Strategy of the Office Of Developmental Programs	3/22/10	00-10-02
		Planning and Managing Unanticipated Emergencies		00-10-03
		Recording Information on the Target of an Individual to Individual Abuse Incident Report In HCSIS	07/01/10	00-10-04
		Approved Program Capacity in Residential Service Locations Licensed Under 55 Pa. Code Chapter 6400		6000-10-05
		Supports Coordination Services	05/26/10	00-10-06
		Service Definitions for the Pennsylvania Mental Retardation Program	05/27/10	00-10-07
		Referral to the Early Intervention Program for Children Under Three Years of Age Placed in ICFs/MR	05/26/10	00-10-08
		Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing	05/26/10	00-10-09
		Waiver Capacity Commitment for the Consolidated and Person/Family Directed Supports Waivers	06/16/10	00-10-10
		Obsolete Licensing Indicator System, Licensing Inspection Instruments and Licensing Weighting Systems Applicable To 55 Pa Code Chapters 2380, 2390, 6400 and 6500	08/16/10	00-10-11
		Individual Support Plans (ISPs)	07/20/10	00-10-012
		Supports Coordinator Training Waiver Requirements	12/30/10	00-10-013
		Provider Monitoring	12/30/10	00-10-014
2011		Procedures for Surrogate Health Care Decision Making	01/27/11	6000-11-01
		Service Definitions for the Pennsylvania Mental Retardation Program, Reissued	03/25/11	00-11-02
		Cost Centers for County Mental Retardation Programs Effective July 1, 2010	04/01/11	00-11-03
		Consolidated Waiver Amendment Effective July 1, 2009	05/09/11	00-11-04
		Person/Family Directed Support (P/FDS) Waiver Amendment Effective July 1, 2009	05/09/11	00-11-04

GUIDANCE MANUALS:

- Obtaining Criminal Clearances on Prospective Employees
- Substitute Decision-Making for Medical Treatment
- Positive Approaches
- Licensing Policies and Procedures for ICFs/MR
- Applicability of OMB Circular A-133 for Non-State ICFs/MR
- County Responsibilities for Waiver Funded Habilitation in a Private Home
- Supporting People in the Community

- Licensing Weighting System for Community Homes for Individuals with Mental Retardation
- Domiciliary Care for Persons with Mental Retardation
- Licensing Weighting System for Family Living Homes
- Targeted Service Management and Third Party Liability
- Assessments: Lifetime Medical Histories
- Educational and Vocational Training in ICFs/MR
- Licensing Inspection Instrument for Family Living Homes Regulations
- Licensing Inspection Instrument for Community Homes Regulations

- Licensing Inspection Instrument for Adult Training Facilities Regulations
- Licensing Inspection Instrument for Vocational Facilities Regulations
- Office of Mental Retardation's Monitoring of Counties
- Principles for the Mental Retardation System
- Accessing Public Transportation for Individuals Enrolled in the Consolidated or Person/Family Directed Support Waivers
- Foster Care Tax Reform as it Relates to the Lifesharing/Family Living Program
- Announcement: Step-By-Step Guide to Ready Providers for the Reporting of Incidents through HCSIS
- Revision of Definition of Conflict Free Providers for Targeted Service Management
- OBRA Time Limited Determinations
- Clarifying Waiver Funding and Domiciliary Care Payments
- Passage of Act 171 relating to the Older Adults Protective Services Act (OAPSA)
- Coordination of treatment and support for people with a diagnosis of serious mental illness who also have a diagnosis of mental retardation
- Guidelines Concerning Sexuality
- Regulation Interpretation—Family Living Medication Administration Training
- Survey Guidelines and Procedures Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)
- Regulation Interpretation Unobstructed Egress
- Claiming Federal Reimbursement for Targeted Service Management Administration Costs
- Revised Intermediate Care Facility for the Mentally Retarded (ICF/MR) Guidelines
- Licensing Weighting System for Adult Training Facilities
- Clarifying the "30 Hour Rule"
- Payments for Psychological Testing to Diagnose Mental Retardation in Children and Adults
- Medical Assistance for Workers with Disabilities in the Community Mental Retardation Program
- Intermediary Service Organizations (ISOs)
- County MH/MR Programs
- Determining Medical Assistance Eligibility for Individuals Age Three and Older Who Apply for Supports and Services Authorized by a County Mental Health/Mental Retardation Program
- Certified Investigations
- Limited English Proficiency (LEP)
- Alternative Sanction Guidelines For ICF/MR Medical Assistance Certification
- Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded
- Lifesharing through Family Living
- Office of Mental Retardation Policy On Employment
- Home and Community Based Service Eligibility/Ineligibility Change Form
- County to County Relocations
- Employment for Individuals in ICFs/MR
- Elimination of Restraints through Positive Practices
- Payment for Sign Language Interpreters and/or Translitterators
- Provider and County Incident Management Analysis Report
- Prioritization of Urgency of Need for Services (PUNS) Manual
- Provider Billing Documentation Requirements for Waiver Services
- Overview of the Supports Intensity Scale(c) and the PA Plus
- Agency with Choice Financial Management Services

- (AWC FMS)
- HCQU
- Due Process and Fair Hearing Procedures for Individuals with Mental Retardation
- Provider Profiles for Mental Retardation Providers
- Process for Qualification and Disqualification of Waiver Providers
- Administrative Entity and Provider Contracts
- Microboards[®]
- Providers Billing Documentation Requirements for Waiver Services
- Service Review Protocol for Individuals in the Consolidated and Person Family Directed Support Waivers
- Incident Management
- Personal Care Homes Licensing Measurement Instrument (LMI)
- Personal Care Homes Sale or Change of Legal Entity Policy and Procedures
- Licensing Protocols and Procedures
- Procedures for Service Delivery Preference
- Individual Eligibility for Medicaid Waiver Services
- Supports Intensity Scale[™] (SIS[™]) and PA Plus Users Manual
- Vendor Fiscal/Employer Agent Financial Management Services (VF/EA FMS)
- Disability Rights Network Access to Records and Joint Investigations
- Clarification of Payment Source for Representative Payee Function
- Communication Supports and Services
- Consolidated and Person/Family Directed Support Waivers Provider Appeals Process
- 2008-2009 Person/Family Directed Support Waiver Cap
- Amendment to the Person/Family Directed Support Waiver Effective July 1, 2009
- Amendment to the Consolidated Waiver Effective July 1, 2009
- Social Security Economic Recovery One-Time Payment
- Pennsylvania's Guide to Participant-Directed Services

INTERNAL GUIDELINES:

- Choking Prevention and Management
- Search of Visitors and Residents at State Centers and Mental Retardation Units
- Model Bylaws for State Center Boards of Trustees
- Guardianship Petitioning Process at State Centers
- Guidelines for State Center Boards of Trustees-Revision
- Amendments to Licensing Policy and Procedure Manual
- Pro Re Nata Medication Usage for Psychiatric Treatment-Clarification of Interpretation

INFORMATIONAL PACKETS:

- Revised Supports Coordination Supervisor Training for Calendar Year 2009
- Certified Investigator Courses Initial and Re-Certification
- Medication Administration Trainer Recertification 2009-2010
- Incident Management Reports in Home and Community Services
- AE Oversight Monitoring Process Documents Available on AE Information Center
- Summary of Procedure Codes and Service Descriptions Included and Excluded from Revenue Reconciliation (Info Packet 007-10)
- Annual AE Quality Mgmt. Plan Implementation and Evaluation Process Documents Now Available in AE Information Center (Info Packet 009-10)
- Incident Management Clarification of Roles for the Supports Coordination Organizations (Info Packet 012-10)

- Billing Unanticipated Emergencies Using the ET Modifier (Info Packet 026-10)
- Provider Qualification Additional Information (Info Packet 030-10)
- Request for Exception to the Established 48 Calendar Day Limit (Info Packet 037-10)
- Base Funded Respite Services Additional Information (Info Packet 038-10)
- FMS Admin Fee Services Need to be on the ISP (Info Packet 043-10)
- Individual Purchases and Item Storage (Info Packet 049-10)
- Impact of Provider Qualification in HCSIS on Fiscal year Renewal ISPs (Info Packet 052-10)
- Additions to Fee Schedule FY 2010-2011 (Info Packet 058-10)
- Supplemental Habilitation and Additional Individualized Staffing Services During the Fiscal Year 2010-2011 Renewal Period (Info Packet 063-10)
- Interim Process for 180-Day and 365-Day “Timely Filing” Edits: Error Status Code (ESC) 545 (Info Packet 064-10)
- Referral to the Early Intervention Program for Children Under Three of Age Placed in ICFs/MR (Info Packet 069-10)
- AWC FMS Wage and Benefit Ranges and Corresponding Rates for Participant-Directed Services Effective 07/01/10 (Info Packet 069-10)
- VF/EA Wage and Benefit Ranges for Participant-Directed Services Effective 07/01/10 (Info Packet 070-10)
- Required Number of Hours for ODP Sponsored Training During Calendar year 2010 For Supports Coordinators Serving Persons Funded by the Waiver (Info Packet 075-10)
- Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing Serves 2010-2011 (Info Packet 077-10)
- Request for Exception to Established Service Limits or Maximum Number of Service United (Info Packet 078-10)
- Permanent Vacancy (Info Packet 085-10)
- SCO Management Conversation with ODP Conference Call and Required Face to Face Forum
- SCO Management Face to Face Forum with ODP—Attendance Required Harrisburg September 30, 2010
- 55 Pa. Code Chapters 2380, 2390, 6400 and 6500 Regulation Amendment Information
- Follow-up Cost Report Training Audio Replay and PowerPoint Presentation
- ODP Year 3 Cost Report Website is Now Available
- ODP Year 3 Cost Report Desk Review Procedures
- Supports Coordinator and SC Supervisor Professional Development Course Available
- AE Annual Quality Management Plans Priorities for Calendar Year 2011
- Cost Report Submission Deadline Reminder and Announcement of Rate Assignment Policy for Providers not Complying with Cost Reporting Requirements
- Fall 2010 ODP Required Supports Coordinator and SC Supervisor Statewide Training
- Summary of 2010 SC Required ODP Training and Professional Development
- Release of SC Times Newsletter for Fall
- ODP Academy—ISP Manual “Changing Practices, Unchanged Values”
- Enhancing the Quality of the ISP Series Part 3: ISP Manual: A Resource for Consistent Statewide Practice Webcast Now Available
- 2011 Administrative Entity (AE) Annual Quality Management Plan Evaluation Tool Now Available in the AE Information Center (AEIC)
- Year 2 Revenue Reconciliation Forum
- Medicare Now Covers Wellness Exams
- ODP Nursing Services Overview Lesson: 1 Supporting Needs in the Healthcare and ID/MR System Webcast Now Available
- Yr 2 Revenue Reconciliation Provider Forum Audio Replay and PowerPoint Presentation
- Supplemental Habilitation & Additional Individualized Staffing Services Overview Webcast Now Available
- ODP Academy—ISP Manual Follow-Up Discussion “Changing Practices, Unchanged Values”
- ODP Supports and Services Directory (SSD) Reminder
- AE Oversight Monitoring Process AEOMP Cycle 3-Start July 1, 2011
- ODP Audited Financial Statement Desk Review Training for Administrative Entity Staff
- Clarification of ODP Announcement 164-10 and Second Reminder for SSD Updates
- ODP Cost Report Information for Waiver Transportation Providers
- Provider and SCO Monitoring Pilot Program
- ODP Responses to Yr 2 Revenue Reconciliation Provider Forum Questions
- User Friendly Version of Form Now Available Checklist for AE Review and Approval of ISPs
- Fiscal Year 2008-2009 Surveys Now Available: Lifesharers Survey and Lifesharing Agency Survey
- HCSIS Diagnosis Screen Change Now in Effect
- Collaborative Strategies for Planning with Individuals and their Families—SC Curriculum Required Follow-Up Training Activity
- ODP Academy Evidence Reports to CMS Webcast
- ODP Training Current and Planned—Winter and Early Spring 2011 for SCO Members
- ODP Training Current and Planned—Winter and Early Spring 2011 for AE Members
- Reminder: Submission Deadline for FY 2009-2010 Audited Financial Statements is Approaching
- Additional IM4Q Reports now on ODP Consulting System Website

INFORMATIONAL ANNOUNCEMENTS:

- Fiscal year 2008-2009 Independent monitoring for Quality (IM4Q) Summaries have been posted to the OCS Website
- Follow-up Cost Report Training For Waiver Direct Service Provider Staff and Supports Coordination Organization Staff
- Yr 3 Cost Report Cost Report Submission Edit and Validation Checks and IT Tip Sheet for the Automated Cost Reporting Process
- AE Annual Quality Management Plan Year to Date Evaluation Tool Now Available in the AE Information Center (AEIC)
- Provider Information Center Website Enhancements: Web-Based Professional Development
- Webcast Training on Regulation Amendments
- Enhancing the Quality of the ISP Series Part 2: Foundations of ISP Development Webcast Now Available
- ODP Desk Review Training for Administrative Entity Staff
- ODP Registration for Desk Review Training for AE Staff is Now Open
- Three Information Items that are Important for Year 3 Cost Report Submissions
- Year 3 Cost Report Deadlines
- Diabetes Education Classes

- ODP Academy—Evidence Reports to CMS Follow-Up Discussion Changing Practices, Unchanged Values
- Checklist for Administrative Entity Review and Approval of ISPs Webcast Now Available
- Frequent Asked Questions for OSP Regulations Revised Licensing Inspection Instruments and Score Sheets
- Year 3 Cost Report Debrief Town Hall
- Year 3 Desk Review Debrief Town Hall
- Checklist for Administrative Entity (AE) Review and Approval of ISPs Webcast Now Available To All Audiences on the ODP Consulting System Website
- College of Direct Support (CDS) Now ODP Developed Tutorial Now Available
- College of Direct Support (CDS) Users Group Meeting and CDS Administrator Survey
- Make-Up Sessions—Fall 2010 ODP Required SC State-wide Training
- Planned 2011 ODP Training for Support Coordinators and SC Supervisor
- Checklist for AE Review and Approval of ISPs Webcast Now Available
- ISP Checklist for Administrative Entity Review and Approval of ISPs AE Feedback Survey Now Available
- Now Available—Calculation Tool Overview for VF/EA FMS and Updated PD-FMS Webcast
- SCO Resource List Now Available
- SC & SC Supervisor ODP Required SCC Training: CDS “Working w/Families and Support Networks”
- Yr. 3 Provider Cost Report and Desk Review Debrief Town Hall Replays and PowerPoint Presentation
- Annual AE Quality Mgmt Plan Implementation & Evaluation Process Documents Now Available in AE Information Center
- ODP Budget Briefing Fiscal Year 2011-2012
- The Postponement of the ODPs Budget Briefing
- ODP Change of Administration
- Rescheduled ODP Budget Briefing FY 2011-2012
- Reminder: ISP Checklist for AE Review & Approval of ISPs Feedback Survey Available Until May 13, 2011
- 2011 PA Community on Transition Conference: Registration and Scholarship Information Available
- ODP CMS Waiver Amendment and Service Definitions—Approved (Consolidated and Person/Family Directed Support (P/FDS Waiver)
- Professional Development Courses on the Supports Coordination Curriculum Website Waiver Direct Service provider Audit Requirements for FY 2010-2011 Reporting Period
- IM4Q Reports Available on ODP Consulting System Website
- No Cost Settlement for Targeted Services Management (TSM)
- Issues with HCSIS Resulting from the 6.9.0 Release
- Notice of Rate Delay
- Planned HCSIS System Extended Outage
- Rates Now Active
- Mileage Rate Change, Effective January 1, 2011
- Claim Adjustment Scheduled for Targeted Services Management and Supports Coordination Services Resulting from the Final FY 2010-2011 Rates
- Delay: Year 2 Period 1 Revenue Reconciliation Provider Letters
- TSM and SC Services Claim Adjustments Completed For Final FY 2010-2011 Rates
- Automated Correction Planned for Claim Issue
- Severe Weather Alert: Flooding Predicted for March 11-12, 2011
- Interim ODP Guidance for the FY 2011-2012 ISP Renewal Period
- Annual Review Update Date for the Individual Support Plan (ISP)
- Change to the Medication Administration Program Initial Annual Practicum Process
- Claims Processing Delaying Temporarily for TSM Mgmt Procedure Code T1017, and SC Services, Procedure Code W7210
- To Support the Provider Monitoring Process
- To Support the Provider Monitoring Process
- Claims Processing Delay for Targeted Services Management and Supports Coordination Services
- Year 2 Period 1 Provider Revenue Reconciliation Issued
- Year 2 Period 1 Revenue Reconciliation Supports Coordination Organization (SCO) Letters Issued
- Directions to Retrieve the Proposed Fiscal Year 2011-2012 Service Rates in HCSIS

ALERTS:

- Public Notices Issued related to the Final Fiscal Year 201-2011 Rates; Retroactive to July 1, 2010
- Year 3 Audited Financial Statements Desk Review Procedures
- ODP Policy Bulletin and Webcast Planning: Surrogate Health Care Decision Making
- Certified Investigation Peer Review Survey
- ODP Budget Briefing Recording
- SC Orientation Updated
- Fiscal Year 2010-2011 Final Rate Load Delayed
- Change to the Medication Administration Program Initial Annual Practicum Process
- Regulation Revisions Related to the ISP-Webcast Part 3-Clarifications and Updates
- IM4Q Reports Available on ODP Consulting System Website
- Surrogate Health Care Decision Making Webcast Now Available
- Updated Needed SCO Administrator Contact Information

NEW INFORMATIONAL PACKETS:

- Waiver Provider Monitoring—Interim Process for FY 2010-2011 (Info Packet #093-10)
- Agency with Choice Financial Management Service provider Listing for FY 2010-2011
- Revisions to Participant-Directed Services Fee Schedule Rates for the AWC/FMS; Wage and Benefit Ranges and Corresponding Rate Effective July 1, 2010 (Info Packet #041-11)
- Revisions to the VF/EA FMS Wage and Benefit Ranges for Participant-Direct Services Effective July 1, 2010 (Info Packet #042-11)
- Instruction on Request for Deviation in Monitoring Frequency (Info Packet #048-11)
- Fiscal Year 2011-2012 ISP Renewal Guidance and Prior Authorization Process Enhancements for Supplemental Habilitation (SH) and Additional Individualized Staffing (AIS) Service (Info Packet #050-11)
- Preparations for the FY 2011-2012 ISP Renewal Period: Action Required (Info Packet #055/11)
- Prudent Payment of Claims Policy Enforced July 1, 2011 (Info Packet #075-11)
- Vendor Fiscal/Employer Agent Financial Management Services Wage and Benefit Ranges for Specific participant Directed Services (Info Packet #078-11)
- Agency with Choice Financial Management Services Wage and Benefit Ranges and Corresponding Rates for Specific Participant Directed Services, Effective July 1, 2011 (Info Packet #079-11)

OTHER:

- New Federal ICF/MR Regulations
- Joint Statement by the Department of Public Welfare

- and the Department of Aging
- Opportunities and Supports for Older Persons with Mental Retardation
 - Providing Services to Persons with Autism/Pervasive Developmental Disorder
 - Act 28 of 1995
 - Guidelines for Identifying Persons with Mental Retar-

- dation and Mental Illness for
- State Mental Health Hospital Discharge
- Implementation of Act 170 of 2006 and Act 73 of 2007 Amending the Child Protective Services Law

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

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1998	Ch. 259.1	Statement of Claim, Managed Care Organization— statement of policy	07/11/98 (effective 2/1/97)	
2007 Amended 2008	Ch. 259.2	Claims against moneys for which third parties are liable as a result of a tort claim allocation of tort proceeds in actions filed before September 2, 2008—statement of policy	09/07/07 (eff. 09/08/07) 10/31/08 (eff. 11/01/08)	
2008	Ch. 259.3	Claims against moneys for which third-parties are liable as a result of a tort claim allocation of tort proceeds in actions filed on or after September 2, 2008—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.4	Settlements without litigation— statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.5	Cooperation in obtaining payment from third parties—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.6	Civil money penalties—statement of policy	10/31/08 (eff. 11/01/08)	

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

Bureau of Certification Services

POLICY STATEMENTS:

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007	Ch. 3270— 3280	Certification of Part Day Program for School—Age Children	9/15/07	3001-07-01
2009	Ch. 3270 Ch. 3280 Ch. 3290	Reporting Lost Child	02/21/09	3001-08-02
	Ch. 3270 Ch. 3280 Ch. 3290	Playground Protective Surface Covering	02/21/09	3001-09-01

Announcements:

2008	C-08 #03—Child Care Provider Survey	05/19/08
	C-08 #05—Impact of Change in Equivalencies of CDA and CCP Credentials	08/13/08
	C-08 #06—Approved Child Service Report Form	09/02/08
	C-08 #07—Compliance with Regulations Relating to Recalled Toys and Equipment	09/15/08
2009	C-09 #01—Temporary Child Care Facility Closure Due to Budget Impasse	08/21/09
	C-09 #02—Procedures Regarding Notification of Temporary Child Care Facility Closure Due to Budget Impasse	08/24/09
	C-09 #03—Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/18/09
	C-09 #04—Use of Hand Sanitizers in Early Childhood Programs	09/25/09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		C-09 #05—Reporting Child Care Center Closings Due to Influenza	10/23/09	
		C-09 #6—Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/09	
2010		C-10 #01—PEMA Update to Emergency Plan Toolkit for Child Care Facilities	03/23/10	
2011		C-11-#01—Emergency Temporary Relocation of a Child Care Facility	05/12/11	
Bureau of Early Intervention Services				
2006		ELS-EI-06 #02—Informing Early Intervention Providers of Plans to Develop a Common Process for Measuring Child Progress	05/22/06	
2006		ELS-EI-06 #04 Natural Environments	07/24/06	
2006		ELS-EI-06 #05—Common Process for Measuring Child Progress—Additional Tools Announcement	06/13/06	
2006		ELS-EI-06 #06 Guidance on the Individuals with Disabilities Education Act Amendment of 2004	07/24/06	
2006		ELS-EI-06 #07 Clarification of Waiver of 4300 Fiscal Regulations	08/15/06	
2006		ELS-EI-06 #09 Childhood Lead Poisoning Prevention Program	08/24/06	
2006		ELS-EI-06 #10 Acceptable Signers of the Beneficiary Choice Form for the Infants, Toddlers And Families Medicaid Waiver	09/05/06	
2006		ELS-EI-06 #12 Medicaid Waiver for Infants, Toddlers and Families Renewal	10/03/06	
2007		EI-07 #03 Mediation Procedures for EI, Part C	01/26/07	
2007		EI-07 #04 OCDEL Operating Agreement, ITF Provider Agreement, Provider/County Agreement	04/03/07	
2007		EI-07 #08 EI Provider & Service Coordination Monitoring Tools	06/29/07	
2007		EI-07 #12 PA Pre-K Counts and Early Intervention working Together	10/24/07	
2007		EI-07 #13 Third Party Insurance Denials and Leader Services	11/20/07	
2008		EI-08 #02 Reportable Incidents	03/07/08	
2008		EI-08 #03 Extent and Duration of Early Intervention Programs for Preschoolers, Including Services During Scheduled Breaks in Their Programs	04/16/08	
2008		EI-08 #04 Early Intervention Management Verification Tool	07/01/08	
2008		EI-08 #05 Issuance of Two New Forms—the Evaluation Report (ER) and the Individualized Family Service Plan (IFSP) Individualized Educational Program (IEP)	06/30/08	
2008		EI-08 #10 Eligibility for Infants Toddlers Families Medicaid Waiver	09/22/08	
2009		EI-09 #01 Recommendations for Children Who are Deaf and Hard of Hearing	01/02/09	
2009		EI-09 #04 Common Process for Measuring Child Progress-Using the WSS/Ounce Online Data Collection System	02/16/09	
2009		EI-09 #05 Provider Monitoring Tool and Service Coordination Monitoring Tool	02/16/09	
2009		EI-09 #06 Local Determination Process and the Performance Improvement Process	03/24/09	
2009		EI-09 #08 Early Head Start Expansion in	04/14/09	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Pennsylvania and Informational Sessions for PA Early Learning Organizations on Early Head Start, "Early Head Start: What's it all about?"		
2009		EI-09 #09 Early Head Start Expansion in Pennsylvania Grant Opportunity Posted with Deadline of July 9, 2009	05/14/09	
2009		EI-09 #10 Transition of Toddlers to Preschool or Other Community Services	05/18/09	
2009		EI-09 #11 Infant/Toddler Early Intervention Service Coordination	08/14/09	
2009		EI-09 #12 Temporary Child Care Facility Closure Due to Budget Impasse	08/21/09	
2009		Childfind System Including Children who are Wards of the State, Children Living in Residential Facilities, Children who were Abused and Children who are Homeless.	09/11/09	
2009		EI-09- #14 Contracting with Early Intervention Service Providers and Suspending and Terminating Early Intervention Service Providers	09/16/09	
2009		EI-09- #15 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
2009		EI-09- #16 Use of Hand Sanitizers in Early Childhood programs	09/25/09	
2009		EI-09- #17 Qualifications for Individuals to Provide Speech-Language Pathology Services in Early Intervention and the Requirements for Billing	10/05/09	
2009		EI-09 #18 Update on Early Learning Network and Child Outcome Reporting in 2009-2010	10/19/09	
2009		EI-09 #19 Transition of Preschool Children to School Age Programs	10/20/09	
2009		EI-09 #20 Reporting Child Care Center Closings Due to Influenza	10/23/09	
2009		EI-09 #21 Excluding and Readmitting Children And Staff with Influenza-like Illness	10/26/09	
2010		EI-2010 #01 Revised Early Intervention Audit and Fiscal Reporting Requirements	01/19/10	
2010		EI-2010 #02 Release of Information	01/29/10	
2010		EI-2010 #03 Session Notes	04/07/10	
2010		EI-2010 #04 Operational Guidance for Infant/Toddler Programs Regarding Children Living in Residential Facilities	04/09/10	
2010		EI-2010 #06 Funding Responsibilities for Early Intervention Services for Children at Kinder- garten Age	05/18/10	
2010		EI-2010 #07 Paraprofessional Qualifications	06/15/10	
2010		EI-2010 #08 Amended Behavior Supports for Young Children	10/25/10	
2010		EI-2010 #09 State Set Rates for Infant Toddler Early Intervention Services	11/09/10	
2011		EI-2010 #01 IDEA Early Intervention Complaint Procedures	06/01/11	
Bureau of Early Learning Services				
2005		ELS-05 #19—Keystone STARS Logo Usage Guidelines	10/24/05	
2006		ELS-06 #06—Emergency Management Preparedness Training-Distribution of Training Materials	01/20/06	
2007		ELS-07 #15—2007-08 STAR Designation Guidelines	08/17/07	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007		ELS-07 #19—Keystone STARS funding for STARS facilities participating in PA Pre-K Counts 2008	11/21/07	
		ELS/KS-08 #12—Pennsylvania Director Credential 07/21/08 for Keystone STARS		
2008		ELS/KS-08 #20 Revised Keystone STARS Exit Survey	08/18/08	
2008		ELS/KS-08 #28 Verification of Communication	09/12/08	
2008		ELS/KS-08 #30 Keystone STARS School-Age Optional Tools for 2008-2009	10/27/08	
2008		FAP-08#1 Out-of-state Travel and Lodging Prohibition Due to Current Economic Situation	12/16/08	
2008		FAP-08#2 Update on Preschool Child Outcome Reporting for OCDEL Programs	12/17/08	
2008		ELS/KS-08 #33 Designation Paperwork and ERS Request	12/22/08	
2009		ELS/KS-09 #01 Alternate Pathways for Meeting	01/09/09	
2009		ELS/KS-09 #04 Canceling or Refusing ERS Assessment Windows and Refusing a Scheduled Assessment	02/12/09	
2009		ELS/KS-09 #06 Creation of STAR 3-Accreditation Classification	02/20/09	
2009		ELS/KS-09 #10 Keys to Quality Security Roles	03/30/09	
2009		ELS/KS-09 #11 Star Level of Facilities Operated by Regional Key, Technical Assistance and Professional Development Contractors/ Subcontractors	04/14/09	
2009		ELS/KS-09 #15 Early Learning Network (ELN) and Child Outcome Reporting in 2009-2010	06/04/09	
2009		ELS/KS-09 #16 Professional Development Fee Procedures for Keys in Quality	06/11/09	
2009		ELS/KS-09 #20 Access to the Early Learning Network Secure Web-Based System—PELICAN	07/10/09	
2009		ELS-KS-09 #24 Joint Office of Children, Youth and Families & Office of Child Development and Early Learning Bulletin: Implementation of Child Care Funding Policy Beginning State Fiscal Year 2010-2011	07/14/09	
2009		ELS-KS-09 #25 Keystone STARS TA Manual and Forms	07/17/09	
2009		ELS-KS-09 #26 Keystone STARS Technical Assistance Data Collection	07/17/09	
2009		ELS-KS-09 #33 Environment Rating Scale (ERS) Non-Achievement Protocol	08/27/09	
2009		ELS-KS-09 #36 Keystone STARS Optional Tools	09/18/09	
2009		ELS-KS-09 #37 Accessing Early Learning Network and Work Sampling and Ounce Online	09/18/09	
2009		ELS-KS-09 #38 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
2009		ELS-KS-09 #39 Use of Hand Sanitizers in Early Childhood Programs	09/25/09	
2009		ELS-KS-0 #40 STARS Designation Renewal Process	09/30/09	
2009		ELS-KS-09 #42 Version 1.0 of Good, Better, Best: Pennsylvania's Continuous Quality Improvement Guide to Best Practices	10/19/09	
2009		ELS-KS-09 #43 STARS Status Review, Suspension & Removal Process	10/19/09	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2009		ELS-KS-09 #44 Update on Early Learning Network and Child Outcome Reporting in 2009-2010	10/19/09	
2009		ELS-KS-09 #46 Reporting Child Care Center Closings Due to Influenza	10/23/09	
2009		ELS-KS-09 #47 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/10	
2010		ELS-KS-10 #01 STARS Designation Certificates	01/12/10	
2010		ELS-KS-10 #02 Update on Early Learning Network and Child Outcome Reporting in 2009-2010	01/14/10	
2010		ELS-KS-10 #03 Pennsylvania Quality Assurance System (PAQS) Requirements	03/08/10	
2010		ELS-KS-10 #05 Keystone STARS Staff Qualification Waiver with Action Plan	04/16/10	
2010		ELS-KS-10 #09 Career Lattice Level for College Students Pursuing a Bachelor's Degree	05/12/10	
2010		ELS-KS-10 #11 Revised Record Required by Providers for FY 04-05 or FY 05-06	06/18/10	
2010		ELS/KS-10 #14 2010-2011 Keystone STARS Worksheets for Family Child Care Homes	07/20/10	
2010		ELS/KS-10 #16 Certification Referral to the Regional Key	07/30/10	
2010		ELS/KS-10 #17 ERS Intranet Communication Tool	08/12/10	
2010		ELS/KS-10 #19 Designator Reliability Protocol	08/20/10	
2010		ELS/KS-10 #20 Environment Rating Scale (ERS) Process	08/24/10	
2010		ELS/KS-10 #21 STARS Designation Forms And Tools	08/24/10	
2010		ELS/KS-10 #22 2010-2011 Start with STARS and Support Grant Requests	08/24/10	
2010		ELS/KS-10 #23 2010-2011 STARS Merit and Education & Retention Award (MERA) Requests	08/24/10	
2010		ELS/KS-10 #24 2010-2011 Keystone STARS Grant Agreement Documents	08/30/10	
2010		ELS/KS-10 #27 Financial Guidelines for Regional Keys	10/01/10	
2010		ELS/KS-10 #28 Revised Career Lattice and Early Childhood Education Teacher Quality: Recognizing High Quality in PA	10/19/10	
2010		ELS/KS-10 #29 Funds Management of Keystone STARS Provider Grant Awards	10/28/10	
2010		ELS/KS-10 #30 Keystone STARS Qualifications Action Plans	11/10/10	
2010		ELS/KS-10 #32 Keystone STARS Media Materials	11/29/10	
2010		ELS/KS-10 #34 2011-2012 Keystone STARS Performance Standards for Centers	12/15/10	
2010		ELS/KS-10 #35 Keystone STARS Technical Assistance Accountability Plan (STARS-TAAP)	12/23/10	
2010		ELS/KS-10 #36 Online Facility Professional Development Plan Survey Collection	12/27/10	
2010		ELS/KS-10 #37 Regional Keys Records Management, Conversions and Transmissions	12/27/10	
2011		ELS/KS-11 #01 2011-2012 Keystone STARS Performance Standards for Group Homes	02/07/11	

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2011		ELS/KS-11 #02 2011-2012 Keystone STARS Performance Standards for Family Child Care Homes	02/10/11	
2011		ELS/KS-11 #03 2011-2012 Keystone STARS Worksheets for Centers	02/11/10	
2011		ELS/KS-11 #04 2011-2012 Keystone STARS Worksheets for School Age Child Care (SACC)	02/18/11	
2011		ELS/KS-11 #05 2011-2012 Keystone STARS Worksheets for Head Start	02/18/10	
2011		ELS/KS-11 #06 2011-2012 Keystone STARS Worksheets for Group Homes	02/23/11	
2011		ELS/KS-11 #07 Regional Keys Program Review Instrument (PRI) and Monitoring Documents	03/09/11	
2011		ELS/KS-11 #08 Organizational Pennsylvania Quality Assurance System (PQAS) Requirements	04/06/11	
2011		ELS/KS-11 #09 Collaboration between Child Care Information Services Agencies, the PA Keys and Local Education and Resource networks (LEARN)	05/06/11	
2011		ELS/KS-11 #10 Keystone STARS Tiered Reimbursement	05/27/11	
2011		ELS/KS-11 #11 STARS Enrollment Calculation Tool: Full-Time Equivalency (FTE)	06/14/11	
2011		ELS/KS-11 #12 2011-2012 Local Education and Resource Network Agreement	06/14/11	
Nurse Family Partnership				
2008		ELS/NFP #01 OCDEL Announcements	01/08/08	
2008		ELS/NFP #02 County Needs-Based Budget Funding for Nurse-Family Partnership Services	01/08/08	
2008		ELS/NFP #03 Documentation for Unserved Clients Requesting Service	01/08/08	
2009		ELS/NFP #06 NFP Enrollment Policies and Reporting Procedures	07/20/09	
2009		ELS/NFP #07 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
2009		ELS/NFP #08 Use of Hand Sanitizers in Early Childhood Programs	09/25/09	
2009		ELS/NFP #09 Reporting Child Care Center Closing Due to Influenza	10/23/09	
2009		ELS/NFP #10 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/09	
2009		ELS-NFP #11 Annual Grantee Professional Development Requirements	11/06/09	
2009		ELS-NFP #12 Management of State Funds	11/06/09	
Bureau of Subsidized Child Care Services				
2005		S-05 #04—Unemployment Compensation Claims Filed By Relative/Neighbor Providers Announcement	06/28/05	
2005		S-05 #06—Policy Changes-CareCheck, Payment Rates, and Closed Days Announcement	06/28/05	
2006		S-06 #05—Revisions to Relative/Neighbor Provider Payment Policy	06/06/06	
2006		S-06 #10—Clarification of the Roles between Child Care Information Services, the PA Key, Regional Keys, and Community Engagement Groups	10/04/06	
2007		S-07 #01—Child Care Information Services Grant Announcement	02/26/07	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007		S-07 #08—PA Pre-K Counts and Child Care Works: Enrollment and Release of Information Procedures	09/18/07	
2007		S-07 #09—Pelican Announcement	11/07/07	
2008		S-08 #05—Federal Criminal History Clearances for Relative/Neighbor Providers	06/18/08	
2009		S-09 #03 2009 Income Limits and Co-payment Guidelines	04/03/09	
2009		S-09 #05 Care Level for Kindergarten Children Changing from Preschool (PSE) to Young School Age (YSA)	06/17/09	
2009		S-09 #06 CareCheck Payment Policy	06/22/09	
2009		S-09 #07 Training Requirement for Relative/Neighbor Child Care Providers	06/26/09 (Projected)	
2009		S-09 #08 Relative/Neighbor Provider Agreement		
2009		S-09 #09 In-Home Care Parent-Caretaker Provider Agreement		
2009		S-09 #10 Joint Office of Children, Youth & Families & Office of Child Development & Early Learning Bulletin: Implementation of Child Care Funding Policy Beginning State Fiscal Year 2010-2011		
2009		S-09 #13 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs		
2009		S-09 #14 Use of Hand Sanitizers in the Early Childhood Programs		
2009		S-09 #15 Keystone STARS Tiered Reimbursement		
2009		S-09 #16 Reporting Child Care Center Closings Due to Influenza		
2009		S-09 #17 Excluding and Readmitting Children and Staff with Influenza-like Illness		
2009		S-09 #18 Linking Pennsylvania Pre-K Counts and Child Care Works Subsidized Child Care		
2010		S-10 #01 Child Care Information Services Grant Renewal for Fiscal Year 2010-11 Provider Rate Collection		
2010		S-10 #03 Keystone Babies		
2010		S-10 #04 ELS Keys to Quality Regional Key Grantees Announced		
2010		S-10 #05 Fiscal year 2009-2010 Recap Submission Deadline		
		S-10 #06 Collaboration between Child Care Information Services Agencies, the PA Key, Regional Keys, and Community Engagement Groups	12/13/10	
2011		S-11 #01 Child Care Information Services Grant Renewal for Fiscal Year 2011-12	03/16/11	
		S-11 #02 2011 Income Limits and Co-Payment Guidelines (2)	04/04/11	
		S-11 #03 Local Education and Resource Networks (LEARN)	04/28/11	
		S-11 #04 Keystone STARS Tiered Reimbursement	05/27/11	

GUIDANCE MANUALS:

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

INTERNAL GUIDELINES:

- 00-94-10, Application of Child Day Care Service Regulations 10/21/94
- 00-95-03, Procedures for the Regulation of Child Day Care Facilities 02/13/95
- 00-11-01, Waiver of Child Care Facility Regulations 03/01/11

REVENUE

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

- PA-100 PA Enterprise Registration Forms and Instructions Booklet
- PA-40 Personal Income Tax Inst. Book-Resident/Nonresident/Part-year Res. (order by year needed)

- PA-40 Personal Income Tax Return
 - PA-40 Schedule A/B Interest Income/Dividend Income
 - PA-40 Schedule C Profit or Loss from Business or Profession (Sole Proprietorship)
 - PA-40 Schedule C-EZ Short Form Profit from Business or Profession
 - PA-40 Schedule D Sale, Exchange or Disposition of Property
 - PA-40 Schedule E Rents and Royalty Income (Loss)
 - PA-40 Schedule J/T Income from Estates or Trusts/Gambling and Lottery Winnings
 - PA-40 Schedule O Other Deductions
 - PA-40 Schedule SP Special Tax Forgiveness
 - PA-40 Schedule UE Allowable Employee Business Expenses
 - PA-40 Schedule W-2S Wage Statement Summary
- PA-40 Schedule F Farm Income and Expenses
- PA-40 Schedule G-L Calculation of Credit for Taxes Paid to Other States or Countries (Long Form)
- PA-40 Schedule G-R Reconciliation of Taxes Paid to Other States or Countries
- PA-40 Schedule G-S Calculation of Credit for Taxes Paid to Other States or Countries (Short Form)
- PA-40 Schedule NRH Instructions for Apportioning Income by Nonresident Individuals
- PA-40 Schedule OC Other Credits
- PA-40 Schedule W Employment Incentive Payments Credit
- Schedule PA-40X Amended
- Schedule 19 Sale of a Principal Residence
- PAFASTFILE—PIT Electronic Book for TeleFile/pa.direct.file.pa/irs e-file (2001 and later-order by year needed)
- PA-40EZ Personal Income Tax Instruction Book (order by year needed-prior to 1998)
- PA-40NR Personal Income Tax Instruction Book/Nonresidents (1995 & prior-order by year needed)
- PA-40T Personal Income Tax TeleFile Book (1998-2000-order by year needed-includes EZ single)
- PA-41 PA Fiduciary Income Tax Return
- PA-41 Schedule OI Other Information
- PA-41 Schedule A Interest Income and Gambling and Lottery Winnings
- PA-41 Schedule B Dividend and Capital Gains Distributions Income
- PA-41 Schedule D Sale, Exchange or Disposition of Property
- PA-41 Schedule DD Distribution Deductions
- PA-41 Schedule J Income from Estates or Trusts
- PA-41 Schedule RK-1 Resident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 Schedule NRK-1 Nonresident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- Schedule PA-41X Amended
- PA-20S/PA-65 Partnership/PA S Corporation Information Return-(Available only through internet after 2008)
- PA-65I Partnership/S Corp Information Book (order by year needed) (Available only through internet after 2008)
- PA971 Innocent Spouse Relief
- PA-1000 Property Tax/Rent Rebate Instruction Book (order by year needed)
- PA8379 Injured Spouse Claim & Allocation
- PA8857 Request for Innocent Spouse Relief
- PA-8453 Pennsylvania Individual Income Tax Declaration for Electronic Filing
- PA-8879 Pennsylvania e-file Signature Authorization
- PA12507 Innocent Spouse Statement
- PA12508 Non-requesting Spouse Information
- PA12510 Innocent Spouse Information Request
- PA20S-I S Corporation Tax Instruction Book (order by year needed-prior to 1997-was part of REV1200 book-beginning year 2002 will be part of PA65I book) (Available only through internet after 2008)
- PA-4R Public Transportation Assistance Fund Taxes/Fees Replacement Coupon/Inst.
- PA-40ESR(I) Declaration of Estimated or Estimated Withholding Income
- PA-40ESR(F/C) Declaration of Estimated or Estimated Withholding Income Tax for Fiduciary & Partnerships
- PA-1 Use Tax Return
- RCT-101D Declaration of de minimis PA Activity
- REV-23 Board of Appeals Practices and Procedures Brochure
- REV-39 Sales and Use Tax Appeal Schedule
- REV-65 Board of Appeals Petition Form
- REV-181 Application for Tax Clearance
- REV-183 Affidavit of Value Realty Transfer Tax
- REV-221 Sales & Use Tax Rate Chart
- REV-238 Out of Existence/Withdrawal Affidavit/Corp Tax
- REV-251 Tax Bulletin 53B and 53F Instructions Foreign Corp Clearance Cert./Withdrawal
- REV-252 Tax Bulletin 53C and 53E Security Clearance Cert./Domestic Out of Existence
- REV-253 Tax Bulletin 53D Instructions for Filing Corp Tax Reports
- REV-260 Petition for Refund Bd. of Finance and Revenue
- REV-276 Application for Extension of Time to File (PIT)
- REV-330 Electronic Funds Transfer (EFT) Program
- REV-331A Authorization for Electronic Funds Transfer Agreement
- REV-346 Estate Information Sheet
- REV-413I Instructions for Estimated Tax/PIT (Individuals)
- REV-413F Instructions for Estimated Tax/PIT (Fiduciaries)
- REV-413P/S Instructions for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-414I Worksheet for Estimated Tax/PIT (Individuals)
- REV-414F Worksheet for Estimated Tax/PIT (Fiduciaries)
- REV-414P/S Worksheet for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-419 Employee's Nonwithholding Application Certificate
- REV-443 IFTA Compliance Manual
- REV-459 Individuals, Estates, Trusts, Partnerships, Limited Liability Companies, Associations, S Corporations-Address and SSN or EIN Change or Correction Form
- REV-459B Consent to Transfer, Adjust or Correct PA Estimated Personal Income Tax Account
- REV-467 Authorization for Release of Tax Records
- REV-489 Article XI Safe Deposit Box
- REV-527 Taxpayer Rights Advocate
- REV-552 TeleFile/E-File Information Insert
- REV-554 Disclosure Statement/Taxpayer Rights Advocate
- REV-556 Taxpayer Request for Assistance
- REV-573 Property Tax/Rent Rebate Brochure
- REV-577 Estimated Tax Payments Brochure
- REV-580 Employer Withholding Brochure
- REV-581 Personal Income Tax Brochure

- REV-582 Corporation Taxes—Subchapter “S” Corporations and LLCs Brochure
- REV-584 Inheritance Tax Brochure
- REV-585 Sales & Use Tax Brochure
- REV-588 Starting a Business in PA (A Beginner’s Guide)
- REV-610 Voluntary Disclosure Program Brochure
- REV-611 Determining Residency for PA PIT Purposes Brochure
- REV-612 Military Pay for PA PIT Purposes Brochure
- REV-617 Hiring Household Workers Brochure
- REV-618 PA Realty Transfer Tax and New Home Construction Brochure
- REV-625 Sale of Your Principal Residence for PA PIT Purposes Brochure
- REV-631 Tax Forgiveness for Personal Income Tax Brochure
- REV-636 Retirement-Traditional & Roth IRAs Brochure
- REV-637 CAQ-Unreimbursed Employee Business Expenses Brochure
- REV-670 Instructions for Completing Liquid Fuels & Fuel Tax Bond
- REV-672 Keystone Opportunity Zone Brochure-(ONLINE ONLY)
- REV-717 Retailers’ Information Guide
- REV-745 Electronic Tax Filing for PA PIT Brochure
- REV-748 Electronic Services for PA Businesses Brochure
- REV-758 PA PIT for College Students Brochure
- REV-778 PA Tax Obligations for Out-of-State Vendors Brochure
- REV-791 Consumer Cig. Excise Floor Tax Return
- REV-819 Sales Tax Due Date Reminder Card
- REV-851F PA Inheritance & Estate Tax Act
- REV-853R Corp Tax Annual Payment/Extension Replacement Coupon
- REV-854R Corp Tax Filing Period/EIN/Address Change Form Replacement Coupon
- REV-857R Corp Tax Estimated Payment Replacement Coupon
- REV-860 Schedule L, M, N, C-5 and OA
- REV-861 Schedule DA Disposition of Assets
- REV-915 PA Small Games of Chance/Game Approval Form
- REV-934 Schedule of Non-Business Income
- REV-935 Use Tax for Businesses
- REV-956 Institution of Purely Public Charity Renewal Affidavit
- REV-976 Election by a Federal Sub-Chapter S Corporation to be a PA C Corporation
- REV-1026 Information on Motor Carriers Road Tax and IFTA
- REV-1026A Information on Motor Carriers Road Tax-PA Only
- REV-1076 Tax Bulletin 53A Instructions for Securing Bulk Sales Certificate
- REV-1111 Guide for Cigarette Licensees
- REV-1176 e-TIDES Administrative Access Change Request
- REV-1200 CT-1 Corporation Tax Instruction Book (order by year needed)
- REV-1220 Certificate of Exemption for Sales & Use Tax
- REV-1501 Instruction Book Inheritance Tax Resident
- REV-1601 Tax Credit Certification Request Form (Pennsylvania Employment Incentive Payment Program)
- REV-1611 Notice of Interest Rate and Calculation Changes
- REV-1630 Underpayment of Estimated Tax by Individuals

- REV-1630A Underpayment of Estimated Tax by Individual Farmers
- REV-1630F Underpayment of Estimated Tax by Fiduciaries
- REV-1633 PIT Pamphlet No. 2, Taxation of Shareholders
- REV-1643 Listing of Tax Exempt PIT Obligations
- REV-1689 Computation of Installment Sale Income
- REV-1716 Employer Withholding Period Ending Due Dates
- REV-1729 Tax Information for Farmers Booklet
- REV-1730 PA Realty Transfer Tax General Information
- REV-1736 Instruction Book/Inheritance Tax Nonresident
- REV-1737A Nonresident Inheritance Tax Returns/Schedules
- REV-1742 PIT Pamphlet No. 3, Gain or Loss on Property Acquired prior to June 1, 1971/Sch. D-71
- REV-1748 Use Tax Brochure
- REV-1799A Time Limitations on the Filing of Appeal

REGULATIONS/PRONOUNCEMENTS

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

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

- DCI-2 Cigarette Tax for Law Enforcement

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

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

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

- PA1345 Handbook for Electronic Filers
- PA1346 Electronic Return Filing Specifications for Individual Tax Forms
- PA1436 Electronic Filing Test Package

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

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

STATE

POLICY STATEMENTS:

Secretary of the Commonwealth

- Use of Public Areas Outside the Capitol Complex, 49 Pa. Code, Chapter 61

- Returned Check Fee, 49 Pa. Code, Chapter 63
Contact: Kim Mattis (717) 772-5193

State Athletic Commission

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

Bureau of Commissions, Elections and Legislation

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

Bureau of Professional and Occupational Affairs

Commissioner of Professional and Occupational Affairs

- Schedule of Civil Penalties—Certified Real Estate Appraisers, 49 Pa. Code § 43b.15
- Schedule of Civil Penalties—Nursing Home Administrators, 49 Pa. Code § 43b.17
- Schedule of Civil Penalties—Occupational Therapists and Occupational Therapy Assistants, 49 Pa. Code § 43b.19
- Schedule of Civil Penalties—Physicians and Other Board Regulated Practitioners, 49 Pa. Code § 43b.20
- Schedule of Civil Penalties—Massage Therapists, 49 Pa. Code § 43b.23
Contact: Cynthia Montgomery (717) 783-7200

State Board of Chiropractic

- Patient Records, 49 Pa. Code § 5.51a
Contact: Mary Sue Ferster (717) 787-7155

State Board of Dentistry

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

State Board of Funeral Directors

- Funeral Supervisors and Funeral Directors on Active Duty, 49 Pa. Code § 13.251
Contact: Heidi Weirich (717) 783-1253

State Board of Medicine

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

State Board of Nursing

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

State Board of Examiners of Nursing Home Administrators

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

State Board of Optometry

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

State Board of Osteopathic Medicine

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

State Board of Pharmacy

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

State Board of Physical Therapy

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

State Board of Psychology

- Qualified Members of Other Recognized Professions, 49 Pa. Code § 41.7
Contact: Chris Stuckey (717) 783-7155

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

- Department of Health Licensing of Substance Abuse Services Provided by Professional Counseling Practices, 49 Pa. Code § 49.17
Contact: Sandra Matter (717) 783-1389

State Board of Examiners in Speech-Language and Hearing

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 45.3
Contact: Sandra Matter (717) 783-1389

GUIDANCE MATERIALS:

Department of State

- Right to Know Policy
Contact: Heidi Barry (717) 783-3585

Bureau of Charitable Organizations

- Registration Packets for Charitable Organizations, Professional Solicitors and Professional Fundraising Councils
Contact: James Swoyer (717) 783-1720

Corporation Bureau

- A Guide to Business Registration in Pennsylvania
Contact: Barbara Kennedy (717) 783-9210

Bureau of Professional and Occupational Affairs

- Statement Interpreting the term “Infectious, Communicable or Contagious Disease”
Contact: Cynthia Montgomery (717) 783-7200

State Board of Accountancy

- Special Notice Regarding CPE Changes
- Special Notice—CPE Certification and the 150 Semester Credit Education Requirement
- Peer Review General Information
- Summary of Amendments to the CPA Law—Act 73 of 2008
Contact: Sara Fox (717) 783-1404

State Board of Barber Examiners

- Policy Manual
Contact: Kelly Diller (717) 783-3402

State Board of Certified Real Estate Appraisers

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

- Special Notice Regarding Mortgage Fraud
Contact: Heidly Weirich (717) 783-4866

State Board of Cosmetology

- Policy Manual
- Special Notice—Summary of General Revisions to Regulations 2009
- Special Notice—Letter Regarding Physician Certificate
- Frequently Asked Questions of the Cosmetology Board
Contact: Kelly Diller (717) 783-7130

State Board of Crane Operators

- Special Notice—Physical Examination Requirement
Contact: Penny Walker (717) 783-1404

State Board of Landscape Architects

- Special Notice—Continuing Education Requirements
Contact - Terrie Kocher (717) 772-8528

State Board of Massage Therapy

- Frequently Asked Questions of the State Board of Massage Therapy
Contact - Judy Harner (717) 783-7155

State Board of Medicine

- Policy Manual
- Guideline for the Use of Controlled Substances in the Treatment of Pain (1998)
- Foreign Specialty Certification Boards Deemed Comparable to American Boards
- Special Notice—Pennsylvania Health Alert Network
- Special Notice—Mcare Information and Reporting
- Medical Board Credentials Verification Fact Sheet
- Special Notice—Clarification Regarding Professional Liability Insurance for Physician Assistants
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
- Special Notice—Respiratory Therapists Continuing Education Requirements
Contact: Tammy Dougherty (717) 783-1400

State Board of Nursing

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

- List of Approved Programs for LPN, RN, CRNP and CNS Education (updated as needed)
- List of Approved LPN Intravenous Therapy Education Programs (updated as needed)

Contact: Cindy Miller (717) 783-7142

State Board of Optometry

- List of Drugs Approved for use by Optometrists
- Special Notice—Criminal Background Checks
- Special Notice—Federal “Fairness to Contact Lens Consumers Act”
- Special Notice—Explanation of L, P, T or G in License Numbers
Contact: Mary Sue Ferster (717) 783-7155

State Board of Osteopathic Medicine

- Special Notice—Pennsylvania Health Alert Network
- Special Notice—Mcare Information and Reporting
- Osteopathic Board Credentials Verification Fact Sheet
- Special Notice—Continuing Education Requirements
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
- Special Notice—Osteopathic Manipulative Treatment (OMT) Examination
Contact: Tammy Dougherty (717) 783-4858

State Board of Pharmacy

- Special Notice Regarding Sales of Needles and Syringes
- Special Notice—USP 797
- Special Notice—Return to Stock of Unused Drugs
- Special Notice—Use of Pharmacy Technicians
- Special Notice—Technology and Automation Regulations
- Special Notice—Drug Therapy Management and Administration of Injectable Medications
- List of Approved CPR Providers for the Authorization to Administer Injectables, Biologicals and Immunizations
Contact: Melanie Zimmerman (717) 783-7156

State Board of Physical Therapy

- Special Notice—Update on Continuing Education Requirements
- Special Notice—Clarification on the Updated Practice Act
- Special Notice—Physical Therapists Assistants to Practice with Indirect Supervision
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
Contact: Michelle Roberts (717) 783-7134

State Board of Podiatry

- Special Notice—Pennsylvania Health Alert Network
- Podiatry Board Credentials Verification Fact Sheet
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
- Notice—Continuing Medical Education
Contact: Tammy Dougherty (717) 783-4858

State Registration Board for Professional Engineers, Land Surveyors and Geologists

- Continuing Education Guidelines and Activity Log
Contact: DeAndra Field (717) 783-4865

State Board of Psychology

- Guidance Manual
- Guideline: Education Requirements
- Guideline: Persons Licensed in Other States
- Special Notice—Changes in Education, Examination and Experience Requirements
- Special Notice—Application to Practice Psychology for Persons Licensed in Other States
Contact: Chris Stuckey (717) 783-7155

State Real Estate Commission

- Guideline: Real Estate Assistants
 - Guideline: Home Offices
 - Guideline: Team Advertising
 - Guideline: Relationship Between Educational Providers and Real Estate Companies and Brokers
 - Guideline: Internet Advertising
 - Policy Manual
 - Frequently Asked Questions of the State Real Estate Commission
 - Applications: Experience Requirements and Point System for Applicants for Broker's Licenses
 - List of States Willing/Not Willing to Enter Into Reciprocal Agreements
 - List of Currently Approved Real Estate Education Providers
 - List of Board Approved Continuing Education Providers
- Contact: Patricia Ridley (717) 783-3658

State Board of Examiners in Speech-Language and Hearing

- A Consumer Guide to Understanding Audiologists
 - A Consumer Guide to Understanding Speech-Language Pathologists
 - Special Notice-Home Health Care Services Ordered by Out-of-State Physician
 - Special Notice-New Continuing Education (CE) Requirements for Dual Licensees
- Contact: Sandra Matter (717) 783-1389

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

- FAQ—Application Process to Apply for Initial Licensure
 - Notice Under the Americans with Disabilities Act
 - Special Notice—Change of Policy for Applicants for Social Work License
 - Special Notice—Clarification Regarding Supervised Clinical Experience for Marriage and Family Therapists and Professional Counselors
 - Special Notice—Continuing Education
- Contact: Sandra Matter (717) 783-1389

State Board of Vehicle Manufacturers, Dealers and Salespersons

- Special Notices: Out-of-state Recreational Vehicle Dealers
- Online Initial Licensure
Current Vehicle Board Policies
Criminal Background Check/Criteria
Hand delivery of Application
Contact: Janice Cline (717) 783-1697

State Board of Veterinary Medicine

- Special Notice—Aphis Approved Supplemental Training
 - Special Notice—Veterinary Medical Recordkeeping
 - Special Notice—Dog Law Changes-Boarding Kennel License Required
- Contact: Michelle Roberts (717) 783-7134

Bureau of Commissions, Elections and Legislation

- Secretary's Advisories to County Election and Voter Registration Officials
 - Election Calendars
 - Instructions for Filing as a Candidate of a Minor Political Party
 - Instructions for Filing as an Independent Candidate
 - Nomination Petitions
 - Nomination Papers
 - Notice on What Constitutes a Vote
 - Voting System Certification Reports
- Contact: Jessica Mathis (717) 787-5280
- Becoming a Notary Public in Pennsylvania
- Contact: Suzanne Seitz (717) 787-5280

- Non-Bid Reporting Forms
- Lobbying Disclosure Registration and Reporting Forms
- Lobbying Statute, Regulations, Frequently Asked Questions (FAQs) and Manual for Accounting and Reporting
- Campaign Finance Registration and Reporting Forms
- Campaign Finance Calendar of Filing Deadlines
- Campaign Finance Reporting Law Pamphlet
- Campaign Finance Reporting Law Frequently Asked Questions

Contact: Trisha Malehorn (717) 787-5280

- Voter Registration Mail Application (English and Spanish)
- 2011 Report to the General Assembly—The Administration of Voter Registration in Pennsylvania
- Absentee Ballot Forms
- Voter Hall of Fame Inductees
- A Guide to Agency-Based Voter Registration Programs
- Voter ID Handout
- PA Voter ID Law—General FAQ
- PA Voter ID Law—Military Voters
- PA Voter ID Law—Care Facilities
- PA Voter ID Law—College and Universities
- PA Voter ID Law—Local Government
- PA Voter ID Law—Homeless
- PA Care Facility Assisted Living Residences
- PA Care Facility Long Term Care Facilities
- PA Care Facility Personal Care Homes
- PA Institutions of Higher Learning

Contact: Jessica Mathis (717) 787-5280

- The Commonwealth of Pennsylvania State Plan (as required by the Help America Vote Act of 2002)
 - Elections News Poster (English and Spanish)
 - Voter ID Law Educational Posters (English and Spanish)
 - Pennsylvania Voting Guide (English)
 - Electronic version of Pennsylvania Voting Guide for New Citizens (English and Spanish) (votespa.com)
 - Electronic Officials Training Video for Voters with Disabilities (English)
 - Election Officials Training Program Video (English and Spanish)
 - Help America Vote Act (HAVA) Remedial Action Procedures for Reporting Non-Compliance
 - HAVA Program Advisories
 - HAVA Quarterly Working Capital Request and Performance Report Form with Instructions
 - HAVA Quarterly Reimbursement Request and Performance Report Form with Instructions
 - Maintenance of Effort Certification Form and Instructions
 - HAVA Fiscal Requirements Document
 - County Manual for HAVA Reporting
- Contact: Julio Pe[00f1]a (717) 787-5280

INTERNAL GUIDELINES:**Bureau of Professional and Occupational Affairs**

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

State Architects Licensure Board

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

State Board of Dentistry

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

State Board of Medicine

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

State Board of Examiners of Nursing Home Administrators

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

State Board of Optometry

- Probable Cause Screening Committee
- Contact: Mary Sue Ferster (717) 783-7155

State Board of Osteopathic Medicine

- Probable Cause Screening Committee
 - Mcare Triage Guidelines
- Contact: Tammy Dougherty (717) 783-4858

State Registration Board for Professional Engineers, Land Surveyors and Geologists

- Architect/Engineer Joint Advisory Committee
- Contact: DeAndrea Field (717) 783-4865

State Board of Psychology

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

State Real Estate Commission

- Internal Operating Guidelines
 - Probable Cause Screening Committee
- Contact: Patricia Ridley (717) 783-3658

State Board of Veterinary Medicine

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

STATE EMPLOYEES' RETIREMENT SYSTEM

SERS Board Adjudications by Topic:

- o Change of Benefit Option
- o Cost of Living Increase
- o Credit for Contract Service
- o Credited Years of Service
- o Death Benefit
- o Disability
- o Effective Date of Retirement
- o Final Average Salary
- o Fraternal Order of Police
- o Frozen Present Value
- o Judicial Forfeiture/Purchase of Military Service Credit
- o Membership Eligibility
- o Military Service
- o Miscellaneous
- o Multiple Service Credit
- o Overpayment
- o Payment of Interest
- o Pension Forfeiture
- o Purchase of Service
- o Reinstatement
- o Retirement-Covered Compensation
- o Transfer to Alternate Retirement Plan
- Annual Guide to Your SERS-Issued 1099-R Tax Form
- SERS Member's Guide to Disability Retirement
- SERS Member Handbook
- SERS Guide for Retiring Members
- Annual Member (Personalized) Account Statements:
 - o Statement of Account (for active members)
 - o Personal Statement of Retirement Benefits (for annuitants)
- SERS pamphlets:
 - o Classes of Service (SERS-150)
 - o Domestic Relations and Support Orders (SERS-157)
 - o Frozen Present Value: Its Impact on State Pensions (SERS-158)
 - o How to Apply for a Disability Retirement (SERS-152)
 - o Provisions for the Purchase of Service (SERS-155)

- o Refund Procedures for those Leaving State Service (SERS-159)
- o Retirement Benefits available to Pennsylvania State Police (SERS-153)
- o Retirement Options for SERS Members (SERS-154)
- o Social Security Integration Coverage for SERS Members (SERS-151)
- o Vesting in the State Employees' Retirement System (SERS 162)
- o Important Information Regarding Appeals to the State Employees' Retirement Board (SERS-412)
- SERS Mission Statement
- SERS Statement of Investment Policy
- SERS Alternative Investments Statement of Investment Policy
- SERS Real Estate Statement of Investment Policy
- SERS Proxy Voting Policy
- SERS Public Markets Investment Advisor Retention Guidelines
- SERS Strategic Investment Plan
- SERS Portfolio Rebalancing Policy
- SERS Security Lending Policy
- SERS Right-to-Know-Law Policy
- The FOP Decision: The resolution of the SERS Board of Trustees dated September 26, 1990, implementing the arbitration award issued February 17, 1988, in *Commonwealth of Pennsylvania v. Commonwealth of Pennsylvania State Police Lodges*, American Arbitration Association Case No. 14 390 1611 87 J (Thomas J. DiLauro, Chair)
- "SERS News" member newsletter (2 editions per year)
- SERS Comprehensive Annual Financial Report (published each June)
- DCP Annual Financial Statements
- Sample Domestic Relations Order and Instruction Letter
- Power of Attorney form
- SERS Board Minutes and Resolutions
- Actuarial Reports (annual and "5-Year Experience Study")
- Actuarial Tables
- SERS Appeals Committee Guidelines for Informal Appeals
- SERS Securities Litigation Policy
- SERS Bylaws
- Ethical Conduct Policy
- Claim Settlement Policy
- Statement of Governance Principles
- Policy for Indemnification of Board Members, Designees, Officers and Employees
- SERS Mediation Policy
- Annual Supplemental Budget Information
- Management Directives issued by SERS:
 - o 570.1—State Employees' Retirement System, Duties of Departments and Agencies
 - o 570.5—Employer Contributions Required on the Purchase of Previously Uncredited State Service
 - o 570.6—Optional Membership in State Employees' Retirement System
 - o 570.8—Reinstatement of Dismissed or Furloughed Employees Into The State Employees' Retirement System
 - o 570.9—Reinstatement Into the State Employees' Retirement System of Employees Furloughed or Otherwise Terminated and Reemployed
 - o 570.11—Changes to Retirement and Personnel Payroll System and Collection of Arrears Balances
 - o 570.12—Refusal of Recall From Furlough—Termination of Interest on Retirement Contributions

- o 570.13—State Employees' Retirement System, Regional Field Offices
- o 570.14—Deferred Compensation Program
- o 570.15—Public Employee Pension Forfeiture Act No. 1978-140

STATE POLICE

GUIDANCE MANUALS, BROCHURES, FORMS AND OTHER MATERIALS

Bureau of Criminal Investigation Cultural Awareness Brochure (SP5-344)
Terrorism Tip Line Card
Storage Facility Terrorism Indicator Card

Bureau of Human Resources

Enlisted Employment Information
Application for State Police Cadet
General Cadet Information (SP5-349)
Pennsylvania State Police: A Challenging Career That Makes a Difference
Pennsylvania State Police General Information SP3-313 (7-2001)

Liquor Enforcement Employment Information
Application for Liquor Enforcement Officer Trainee
General Information Brochure (SP5-348)

Civilian Employment Information

General Information Pamphlet (SP5-346)
Police Communicators Operator Pamphlet (SP5-347)
Personal Data Sheet for Employment (STD-300)
Civil Service Application

Bureau of Liquor Control Enforcement

Bureau of Liquor Control Enforcement Brochure
Choices Program Brochure

Bureau of Patrol

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

Bureau of Professional Responsibility

Complaint Verification Form (SP1-108)

Bureau of Records and Identification

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

Bureau of Research and Development

Pennsylvania Annual Police Pursuit Report (2002, 2003, 2004, 2005)
Pennsylvania State Police Annual Report (2002, 2003, 2004, 2005)
Crime in Pennsylvania: Uniform Crime Executive Summary (2002, 2003, 2004, 2005)

Bureau of Training and Education

Youngster Protect Yourself from Attacks and Accidents (SP5-330)
Stop Burglary Brochure (SP5-331)
Crimes of Fraud: "The Con-Artist" (SP5-332)
Lady Beware (SP5-333)
Understanding Crime Prevention (SP5-334)
Accessing Your Pennsylvania State Police (SP5-335)
Protect Your Child (SP5-336)
Preventing Child Abduction and Child Runaway (SP5-337)

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

Equal Employment Opportunity Office

Equal Employment Opportunity Plan, Statement of Management Commitment (1-02)
Equal Employment Opportunity Plan (1-02)

Municipal Police Officers Education and Training Commission—Lethal Weapons

Application for Agent Certification—LWTA (SP8-200)
Physical Examination—LWTA (SP8-200A)
Police Officer Exemption Application—LWTA (SP8-200C)
Active Municipal Office LWTA Verification Procedure for Training Waiver (SP8204)

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

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

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

TRANSPORTATION

Bureau Responsible: BUREAU OF PLANNING & RESEARCH

Category: INTERNAL GUIDELINES
Publication / Document Name: Pennsylvania Traffic Data
Pub/Doc#: Pub 601
Publication last Updated: Aug-11

Bureau Responsible: BUREAU OF PLANNING & RESEARCH

Category: INTERNAL GUIDELINES
Publication / Document Name: PA Highway Statistics Book
Pub/Doc#: Pub 600
Publication last Updated: March-12

Bureau Responsible: CENTER FOR PROGRAM DEV & MGT

Category: GUIDANCE MANUALS
Publication / Document Name: Transportation Management Association Assistance Program Guidelines (SPC and DVRPC)
Pub/Doc#:
Publication last Updated: Oct-11

Bureau Responsible: BUREAU OF MOTOR VEHICLES

Category: GUIDANCE MANUALS
Publication / Document Name: Pennsylvania Driver's Manual (English)
Pub/Doc#: Pub 95
Publication last Updated: October 2011

Bureau Responsible: BUREAU OF MOTOR VEHICLES

Category: GUIDANCE MANUALS
Publication / Document Name: Pennsylvania Driver's Manual (Spanish)
Pub/Doc#: Pub 95S
Publication last Updated: December 2011

Bureau Responsible: BUREAU OF MOTOR VEHICLES

Category: GUIDANCE MANUALS
 Publication / Document Name: A Guide to Obtaining a Pennsylvania Junior Learner's Permit and Junior Driver's License
 Pub/Doc#: Pub 178
 Publication last Updated: February 2012

Bureau Responsible: BUREAU OF MOTOR VEHICLES

Category: GUIDANCE MANUALS
 Publication / Document Name: Commercial Driver's Manual
 Pub/Doc#: Pub 223
 Publication last Updated: December 2011

Bureau Responsible: EQUAL OPPORTUNITY

Category: POLICY STATEMENTS
 Publication / Document Name: External Contract Compliance Policy Statement
 Pub/Doc#: Pub 223
 Publication last Updated: Jan-12

Bureau Responsible: EQUAL OPPORTUNITY

Category: GUIDANCE MANUALS
 Publication / Document Name: 2012 External Equal Opportunity Plan (Contract Compliance)
 Pub/Doc#: Pub 223
 Publication last Updated: Feb-12

Bureau Responsible: EQUAL OPPORTUNITY

Category: INTERNAL GUIDELINES
 Publication / Document Name: State Assurances with regard to Equal Opportunity as Required by the Federal-Aid Highway Act of 1968
 Pub/Doc#: Pub 223
 Publication last Updated: Jan-12

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: Disability-Related Employment Policy for Applicants/Employees with Disabilities
 Pub/Doc#: Pub 223
 Publication last Updated: Feb-12

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: EEO Policy Statement
 Pub/Doc#: Pub 223
 Publication last Updated: Feb-12

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: Harassment/Hostile Work Environment Policy
 Pub/Doc#: Pub 223
 Publication last Updated: Feb-12

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: Sexual Harassment Policy Statement
 Pub/Doc#: Pub 223
 Publication last Updated: Feb-12

Bureau Responsible: HUMAN RESOURCES

Category: POLICY STATEMENTS
 Publication / Document Name: 2010 Internal Equal Employment Opportunity Plan State
 Pub/Doc#: Pub 223
 Publication last Updated: Mar-12

Bureau Responsible: BUREAU OF PUBLIC TRANSPORTATION

Category: OTHER
 Publication / Document Name: Pennsylvania Public Transportation Annual Performance Report—Executive Summary and Transit Agency Profiles Fiscal Year 2010-11
 Pub/Doc#: Pub 408
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Roadway Specifications ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub%20408-2011.pdf NOTE: Pub 7 and Pub 287 are part of this document
 Pub/Doc#: Pub 408
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Construction Items Catalog ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub 408-2011.pdf
 Pub/Doc#: Pub 7
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Bridge Collapse or Tunnel Failure Board of Inquiry Investigation Teams
 Pub/Doc#: Pub 220
 Publication last Updated: Feb-11

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Design Manual Part 4: May 2012 Edition
 Pub/Doc#: Pub 15M
 Publication last Updated: May-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Active Bridge Design & Construction Standards: Release of Change No. 1 to BC 700M Series
 Pub/Doc#: Pub 219M
 Publication last Updated: Oct-10

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Finals Unit Manual
 Pub/Doc#: Pub 11
 Publication last Updated: May-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Specifications for Consultant Agreements for Project Development Services
 Pub/Doc#: Pub 442
 Publication last Updated: May-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Construction Cost Catalog of Standard Construction Items ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub 408-2011.pdf

Pub/Doc#: Pub 287
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Grade Crossing Manual
 Pub/Doc#: Pub 371
 Publication last Updated: Jul-11

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Roadside Safety Pocket Guide
 Pub/Doc#: Pub 652
 Publication last Updated: Feb-11

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: POLICY STATEMENTS
 Publication / Document Name: Project Level Public Involvement Handbook
 Pub/Doc#: Pub 295
 Publication last Updated: Nov-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: INTERNAL GUIDELINES
 Publication / Document Name: Project Office Manual (POM) ftp://ftp.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/PUBLICATIONS/POM/POMcover.pdf
 Pub/Doc#: Pub 2
 Publication last Updated: Electronic March-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: INTERNAL GUIDELINES
 Publication / Document Name: Pennsylvania Test Methods (PTM) (Nov-03 Edition)
 Pub/Doc#: Pub 19
 Publication last Updated: February-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: OTHER
 Publication / Document Name: Aggregate Producers (Bulletin 14) <http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/frmBulletin14?OpenFrameset>
 Pub/Doc#: Pub 34
 Publication last Updated: Electronic-Updated Weekly Paper - Jan-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: OTHER
 Publication / Document Name: Producers of Bituminous Mixtures (Bulletin 41) <http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/frmBulletin41?openframeset>
 Pub/Doc#: Pub 41
 Publication last Updated: Electronic-Updated Weekly Paper - Jan-12

Bureau Responsible: BUREAU OF PROJECT DELIVERY

Category: OTHER
 Publication / Document Name: Producers of Ready Mix Concrete (Bulletin 42) <http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/frmBulletin42?openframeset>
 Pub/Doc#: Pub 42
 Publication last Updated: Electronic-Updated Weekly Paper - Jan-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Light Weight Profiling System—Calibration Verification and Operator Certification Program Manual
 Pub/Doc#: Pub 589
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Automated Pavement Condition Surveying Field Manual
 Pub/Doc#: Pub 336
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: CRC Pavements and Unpaved Roads Condition Survey Field Manual
 Pub/Doc#: Pub 343
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Shoulder and Guide Rail Condition Survey Field Manual
 Pub/Doc#: Pub 33
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Drainage Condition Survey Field Manual
 Pub/Doc#: Pub 73
 Publication last Updated: Apr-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: GUIDANCE MANUALS
 Publication / Document Name: Waste Management Guidance
 Pub/Doc#: Pub 611
 Publication last Updated: Dec-11

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: POLICY STATEMENTS
 Publication / Document Name: Traffic Standards-Signals; TC-8800 Series
 Pub/Doc#: Pub 148
 Publication last Updated: Dec-11

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: POLICY STATEMENTS
 Publication / Document Name: ITS Design Guide
 Pub/Doc#: Pub 646
 Publication last Updated: Apr-11

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: POLICY STATEMENTS
 Publication / Document Name: ITS Maintenance Standards
 Pub/Doc#: Pub 697
 Publication last Updated: Apr-11

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: POLICY STATEMENTS

Publication / Document Name: Statement of Policy-Determination of Local Traffic

Pub/Doc#:

Publication last Updated: May-12

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: POLICY STATEMENTS

Publication / Document Name: Maintenance Manual

Pub/Doc#: Pub 23

Publication last Updated: Jul-10

Bureau Responsible: BUREAU OF MAINT & OPERATIONS

Category: POLICY STATEMENTS

Publication / Document Name: Storage Tank Manual

Pub/Doc#: Pub 694

Publication last Updated: Sep-10

Bureau Responsible: BUREAU OF AVIATION

Category: GUIDANCE MANUAL

Publication / Document Name: Aviation Development

Airport Sponsor's Guide

Pub/Doc#: Pub 405

Publication last Updated: Aug-12

[Pa.B. Doc. No. 12-1497. Filed for public inspection August 3, 2012, 9:00 a.m.]
