



ANNOUNCEMENT: EI-08 #09
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING
BUREAU OF EARLY INTERVENTION SERVICES

ISSUE DATE: August 18, 2008
EFFECTIVE DATE: Immediately
SUNSET DATE: On-Going

SUBJECT:	Early Intervention Special Education Plan Review Notice (EI SEPRN)
TO:	Preschool Early Intervention Program Administrators
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development and Early Learning

A handwritten signature in black ink that reads "Harriet Dichter".

PURPOSE:

The purpose of this announcement is to inform Preschool Early Intervention (EI) programs of the development of a new version of the original Special Education Plan Revision Notice (SEPRN) specifically for EI use and to define the requirements for using the new form referred to as the Early Intervention Special Education Plan Revision Notice (EI SPERN).

BACKGROUND:

The SEPRN is a written request used by school districts, intermediate units and prior to this Announcement, Preschool EI programs, to the Bureau of Special Education for the addition, deletion or movement of a classroom or a position that reflects a change in the current, approved special education plan of the Local Educational Agency (LEA). It is also used as a request for a caseload variance or a transfer of entity and requires the form to be submitted thirty-days (30) prior to the anticipated change.

During the 2007-08 program year, SEPRNs prepared by Preschool EI programs were submitted to the Office of Child Development and Early Learning (OCDEL), Bureau of Early Intervention Services (BEIS) regional Division Chiefs, rather than to the Bureau of Special Education. Approval of the SEPRN was determined on a case-by-case basis and only when appropriate justification for the change was provided. In addition, change requests required assurance that no additional monies were being requested in order to fund the change to the program's special education plan.

DISCUSSION:

Beginning in the 2008-2009 program year, BEIS requires the EI SEPRN be submitted to the appropriate OCDEL, BEIS Bureau Director only when requesting:

- 1) an additional classroom, including one that meets the criteria of reverse mainstreaming, or
- 2) a waiver of the state regulations for caseloads.

Each EI SEPRN should include a detailed justification for the plan change and will be considered on a case-by-case basis upon receipt of the appropriate form with detailed justification for the plan change. In addition, each EI SEPRN must be supported within the allocation for the program year in which the change is to occur.

The EI SEPRN must include the Executive Director/Superintendent/CEO's original signature and submitted at the onset of determination of need, rather than 30 days prior to the start date of the change, as in the past. Therefore, in-depth planning, i.e. location lease agreement, recruitment of families for enrollment, employment of additional staff, etc. for the addition of a classroom or any caseload variance is strongly discouraged subsequent to approval of the EI SEPRN. The EI SEPRN will be reviewed by BEIS within 5 work days of receipt and a response emailed to the sender within 5 work days of review.

Each EI SEPRN should be forwarded to:

Office of Child Development and Early Learning
Bureau of Early Intervention Services
333 Market Street, 6th Floor
Harrisburg, PA 17126-0333
Fax: 717-346-9330
Email: ra-ocdintervention@state.pa.us

NEXT STEPS:

Preschool Early Intervention programs shall begin to implement this process immediately.

Attachment

Comments and Questions Regarding this Announcement should be Directed to the Office of Child Development and Early Learning, Bureau of Early Intervention Services or ra-ocdintervention@state.pa.us.