



**ANNOUNCEMENT: EI-20-#01**

Office of Child Development and Early Learning  
Bureau of Early Intervention Services and Family Supports

**Issue Date:** January 31, 2020

**Effective Date:** February 1, 2020

**SUBJECT:** Revisions to the Early Intervention Special Education Plan  
Revision Notice (SEPRN)

**TO:** Preschool Early Intervention Program Administrators

**FROM:** Tracey Campanini *Tracey Campanini*  
Deputy Secretary, Office of Child Development & Early  
Learning

**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 SEPRN). This includes when requesting relocation of an already existing classroom. As of the effective date of this announcement, EI-08-#09 is obsolete.

**BACKGROUND:**

The SEPRN is a written request used by the Preschool EI grantee, such as school districts and intermediate units, to inform the Office of Child Development & Early Learning (OCDEL), Bureau of Early Intervention Services and Family Supports (BEIS/FS) of any changes in the current, approved EI special education plan, such as the addition, relocation, or closure of a classroom. It is also used as a request for a caseload variance. This form must be submitted thirty days (30) prior to the anticipated change. When the EI SEPRN is used for the purpose of classroom closure, this helps ensure the Early Childhood Early Intervention Classroom Directory stays current and accurate.

## **DISCUSSION:**

BEIS/FS requires the EI SEPRN be submitted to the OCDEL, BEIS/FS Bureau Director when requesting:

1. An additional classroom,
2. Relocation of a classroom,
3. Closure of classroom, or
4. A waiver of the state regulations for caseloads.

Each EI SEPRN should include a detailed justification for the proposed plan change and will be considered on a case-by-case basis upon receipt. In addition, each proposed plan change must be supported within the allocation for the program year in which the change is to occur. When an EI SEPRN is used for the addition of a classroom or relocation of a classroom, assurance must be provided the classroom meets Appendix A1 in the grant agreement. The EI SEPRN must include the signature of the Executive Director, Superintendent, or CEO and be submitted at the onset of determination of need. Therefore, in-depth planning (i.e. location lease agreement, employment of additional staff) for the addition of a classroom, relocation of a classroom, or any caseload variance is **strongly** discouraged subsequent to submission of the EI SEPRN. The EI SEPRN will be reviewed by BEIS/FS 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 and Family Supports  
333 Market Street, 6<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Fax: 717-346-9330  
Email: [RA-ocdintervention@pa.gov](mailto:RA-ocdintervention@pa.gov)

## **NEXT STEPS:**

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

Attachment