



Date: June 15, 2017

Subject: 2016-2017 Charter School Facility Lease Reimbursement Program

To: Chief Executive Officer
Pennsylvania Charter Schools

From: Jeannine J. Weiser, Chief
Division of Budget and School Facilities

Enclosed are updated forms, instructions and a program information booklet regarding the charter school facility lease reimbursement program. If your charter school meets the eligibility parameters, complete the PDE-418, "2016-2017 Application for Charter School Lease Reimbursement Program" form and submit it to the Pennsylvania Department of Education (PDE) as soon as possible at the address provided on the top of the form. Line-by-line instructions for completing this form are enclosed. The Department will then advise the school, in writing, of its approval for participation in the lease reimbursement program and will assign a unique PDE lease number.

Following the approval **and** the actual payment of lease rentals, PDE-419, "2016-2017 Application for Reimbursement for Charter School Lease" form must be submitted to the Comptroller Operations for the charter school to receive state reimbursement. Forms must be submitted to the address provided at the top of the form. Line-by-line instructions for completing this form are also enclosed.

The forms and instructions are also available for downloading at <http://www.education.pa.gov>. Please choose: PDE Quick Links; click on PlanCon (right side of screen); Under Resources click on Charter Schools and scroll down to "Facility Lease Forms & Instructions". If there are any questions regarding the program or the completion of the PDE-418 form, please contact Jason Drayer at [jadraye@pa.gov](mailto:jadrayer@pa.gov) .