Announcement
EI-25 #01

Pennsylvania
Office of Child Development and Early Learning

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

Issue Date: 02/26/2025

Effective Date: 02/26/2025

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

To: **Preschool Early Intervention Program Administrators**

From: Shante' Brown
Deputy Secretary, Office of Child Development & Early Learning

PURPOSE

The purpose of this announcement is to provide clarification to Preschool Early Intervention (EI) programs on the allowable reasons to request an Early Intervention Special Education Plan Revision Notice (EI SEPRN).

As of the effective date of this announcement, EI-20-01, Revision to the Early Intervention Special Education Plan Review Notice (SEPRN), is obsolete.

BACKGROUND

The EI SEPRN is a written request used by Preschool EI programs to inform the Office of Child Development and Early Learning (OCDEL), Bureau of Early Intervention Services and Family Supports (BEISFS) of any changes in the current, approved EI Special Education Plan related to the addition, relocation, or closure of an Early Childhood Special Education (ECSE) classroom. The EI SEPRN form must be submitted at least 30 days prior to the anticipated change.

DISCUSSION

The Department will no longer accept waiver requests from caseloads as defined in state regulations. BEISFS requires the EI SEPRN be submitted to the BEISFS Bureau Director when requesting:

1. An additional Early Childhood Special Education (ECSE) classroom,
2. Relocation of an ECSE classroom, or
3. Closure of an ECSE classroom.

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 an ECSE classroom or relocation of an ECSE classroom, assurance must be provided the classroom meets standards listed in Appendix A1 of 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 for the addition or relocation of an ECSE classroom (i.e. location lease agreement, employment of additional staff) is **strongly** discouraged subsequent to submission of the EI SEPRN. The EI SEPRN will be reviewed by BEISFS within 5 business days of receipt and a response emailed to the sender within 5 business days of review.

NEXT STEPS

- The Department will work with Preschool EI programs to address issues related to caseloads through monitoring.
- Preschool EI programs shall begin to implement this process immediately.