

**EI Announcement  
#26-06**



Pennsylvania  
**Office of Child Development  
and Early Learning**

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

Issue Date: 06/26/2026

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Subject: Use of Training Allocation

To: Infant Toddler Early Intervention Programs

From: *Shante' A. Brown*

Shante' A. Brown, Deputy Secretary, Office of Child Development & Early Learning

## **PURPOSE**

The purpose of this announcement is to provide guidance to local Infant Toddler Early Intervention programs regarding the use of local training funds allocated each year.

## **BACKGROUND**

Section 303(d) of Act 212 of 1990 (11 P.S. § 875-303(d)), provides that 2% to 4% of the funds appropriated by the General Assembly to the Department of Human Services (Department) for Early Intervention services shall be used for personnel training and technical assistance.

Chapter 4300 (relating to county mental health and intellectual disability fiscal manual) applies to county mental health/intellectual disability/early intervention programs for purposes of identifying allowable costs in which the Department will participate and for the general financial administration of Early Intervention services.

## **DISCUSSION**

The Department allocates training dollars each year to County Infant Toddler programs to be used for allowable local personnel training and technical assistance needs. County Infant Toddler programs or contracted Service Coordination entities may invite Early Intervention professionals and families to participate in training.

Training dollars may not be allocated directly to or used to reimburse Early Intervention independent evaluators or providers of services included on the Individualized Family

Service Plan (IFSP) for expenses related to meeting the training requirements identified in 55 Pa. Code §§ 4226.29 and 4226.30.

Expenses associated with the following activities are allowable:

- Attendance by Early Intervention coordinators and service coordination supervisors at OCDEL recognized training conferences sponsored by relevant professional organizations, accredited colleges and universities related to Early Intervention (allowable costs are limited to registration fees, lodging, mileage and meals as approved by County policy)
- Attendance at State Interagency Coordinating Council (SICC) meetings
- Attendance and participation in the statewide Early Intervention leadership meetings, conferences, policy forums (allowable costs are limited to registration fees, lodging, mileage and meals as approved by County policy)
- Purchase of resources to access required preservice and annual training on topics specific to Early Intervention that cannot be met through Early Intervention Technical Assistance (EITA) or through community resources available at no cost to the County
- Reasonable cost to rent meeting space and technology used for training (Note: Programs should use free resources when available)
- Attendance at fiscal management and budget training related to Early Intervention
- Items purchased to support Child Find activities and incentives for Bureau of Early Intervention Services and Family Supports family survey. (Items are restricted to those that promote literacy and child learning (i.e. books, etc.)
- Promotion of the local Early Intervention program (Promotions are restricted to advertising methods such as billboards, tv/radio ads, printed and digital advertising)
- Interpretation services used during a training event or Local Interagency Coordinating Council (LICC) meeting
- Reasonable expenses, including honorariums, travel, and childcare costs for families who have a specific role in supporting the local Early Intervention program at the request of the County
- Expenses as described in the LICC Guidelines specific to supporting family participation

## **NEXT STEPS**

Infant Toddler EI programs shall review the announcement and ensure that all local fiscal management procedures are updated as appropriate.