

**Announcement
EI 26-07**



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

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

Issue Date: 09/10/2026

Effective Date: 07/01/2026

Subject: Infant Toddler Early Intervention Allocation & Re-budget Process and Annual Reporting of Expenditures

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 inform Infant Toddler Early Intervention (EI) programs of requirements for the procedures for allocation requests, annual report of expenditures, and reporting requirements for allocated training dollars. Announcement EI 11-04 is obsolete as of the effective date of this announcement.

BACKGROUND

In accordance with § 4300.136 of the County Mental Health and Intellectual Disability (MH/ID) Fiscal Manual, 55 Pa. Code § 4300.136, the Department of Human Services (DHS) grants to county programs through an Allocation letter, base allocations, categorical allocations and allocations of Federal funds. Use of funds must comply with all allowable cost standards as required by § 4300.41. In addition, per § 4300.23, DHS will participate at 90% of approved expenditures for services or activities qualifying for financial support, while the remaining 10% is the county obligation or the local match of the county program.

In accordance with § 4300.133 of the County MH/ID Fiscal Manual, 55 Pa. Code § 4300.133, by September 15, local authorities shall submit to DHS an annual report of expenditures for the county program for the preceding fiscal year. As of September 7, 1995, a statewide waiver of § 4300.133(d), is in effect. This waiver extends the deadline

for submission to September 30. The extension will remain in effect until the statewide waiver is rescinded by the DHS.

DISCUSSION

Allocation and Re-budget Process

The Office of Child Development and Early Learning (OCDEL) will issue to county programs a Primary Allocation upon enactment of the Governor's approved budget. OCDEL will receive and process re-budget requests only within established, announced timeframes. Throughout the fiscal year, opportunities for interim re-budget requests will be offered. All re-budget requests must be submitted on or before September 30. Requests must be supported by expenditure and forecasting data and include the specific cost center, appropriation and categorical.

Annual Report of Expenditures

All Infant Toddler EI programs are required to submit an annual report of expenditures. The annual report of expenditures is considered to have been submitted timely when received no later than September 30. Programs unable to meet the September 30 submission date are permitted to submit a written request for a waiver of the Chapter 4300 Fiscal Regulations. Requests for a waiver must comply with § 4300.11 and identify § 4300.133(d) as the section the program is seeking to waive, include justification for the waiver and any available documentation that may substantiate the need for the waiver, and a revised date for submission. The request should be submitted to RA-ADCorrespondence@pa.gov.

In the case of a re-budget, the annual report of expenditures will be due 30 days after the re-budget allocation letter is issued.

The annual report must be completed using the DHS issued template. The DHS issued template will include all required fiscal year end reporting of expenditures as it relates to the Cost Centers of Administration, Training, and Early Intervention Services. These Cost Centers will be used beginning with the Fiscal Year 2025-2026 annual report of expenditures.

Cost Centers

Administration: Report expenditures consistent with §§ 4300.42-69 and §§ 4300.134-136. If Administration is contracted, report expenditures consistent with §§ 4300.82-108.

Training: Report expenditures consistent with § 4300.45 and [Announcement Number: EI 26-06](#).

Early Intervention Services: Report combined expenditures made for the following:

- Service Coordination consistent with §§ 4300.42-69 and § 4226.52. If Service Coordination is contracted, report expenditures consistent with §§ 4300.82-108.
- Early Intervention services consistent with § 4226.5.

NEXT STEPS

- Infant Toddler EI programs are required to use the DHS issued template (Income & Expenditure Report) to complete annual reporting of expenditures.
- Infant Toddler EI programs shall update internal fiscal policies to ensure compliance with all elements of this announcement.