

Infant Toddler Contracted Slots Program *Systems Webinar*

December 13th, 2019



Agenda

- Fiscal Policies and Reporting
- Staff and Staff Qualifications in PELICAN ELN & the PD Registry
- Enrollment of Children in PELICAN Early Learning Network (ELN)
- Attendance in PELICAN ELN

Communication Chain/ Primary Points of Contact for awarded providers

Program Monitoring

Primary Contact: Megan Penson
megpen@pakeys.org



Megan will coordinate program support between OCDEL, ELRC, PD Registry team, and awarded providers

ELN help desk should be used for PELICAN support

Fiscal Monitoring

Primary Contact: Designated ELRC POC



ELRC will provide fiscal summaries to Megan who will share with relevant OCDEL fiscal staff

Megan will coordinate any necessary fiscal follow up with ELRC who will follow up with awarded providers.

Policy Statement: Payments

Payments will be made to the ELRC based upon annual amounts payable per slot.

Slots are defined as full day, full week.

The cost per slot covers a full day, full week, full 12 months of traditional child care.

The ELRC is responsible for managing the payment of funds to successful providers.

The provider will assure segregation of program funds in their fiscal record keeping.

Policy Statement: Payments

Guidance and Clarifications:

To meet the continuity of care goal of this program, it is encouraged that children enroll as full day, full week regardless of a family's work schedule.

Providers have the option to fill a slot with full day and half day enrollments (as defined by CCW), and with full or part week enrollments, however full day, full week enrollments must be prioritized for ITCS funding. A slot will be considered fully enrolled when the FTE reaches the equivalent of full day/full week.

Policy Statement: Payments

Successful providers shall be paid 1/12 of total grant award as soon as possible after a provider contract is fully executed, and, shall be paid 1/12 of the total grant award by the 1st of each month thereafter. Providers may request an “early release” of funding equal to 1/12 of total grant award in cases where verified monthly expenses exceed 1/12 of the total grant award. Such requests must be received by the ELRC on or before the 15th of the preceding month to be processed in a timely manner. The providers receipt of funding shall not exceed the total grant award. In other words, no additional funding above the total grant award will occur.

The ELRC may withhold funds for purposes of re-distribution to other providers, in cases where a provider is not meeting the requirement to maintain full enrollment. Providers shall have 20 days to fill any enrollment vacancies before an ELRC may consider a redistribution of funds.

Example ELRC Budget

Program	Slots Funded	Cost per slot	Funding Awarded	2019-2020 9/12 Allocation	January 2020 Payment (1/3)	February 2020-June 2020 Payments (2/3)	February 2020-June 2020 Monthly Payments
Program A	10	\$13,000	\$130,000	\$97,500	\$32,500	\$65,000	\$13,000 per month
Program B	20	\$13,000	\$260,000	\$195,000	\$65,000	\$130,000	\$26,000 per month
			\$390,000	\$292,500	\$97,500	\$195,000	

Policy Statement: Payments

Awards **cannot** be used for the following:

- Purchase of land, new construction, or major renovations.
- Purchase of gift cards, money orders, gift certificates, travel checks, or any other comparable legal tender.
- Payment of mortgages, utilities, or rental/lease payments for basic facility operations.
- Purchase of alcohol.
- Purchase of vehicles.
- Payment toward staff entertainment, including amusement, diversion, and social activities or any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) that are not professional development related events.
- Costs of membership in civic, community and social organizations (Kiwanis, Lions Club, Rotary, etc.).
- Purchase of **any** second hand (used) items, including but not limited to those from individuals, yard sales and auctions.

Policy Statement: Payments

Awards may be used *only* for child care related expenditures, which includes expenses that support blended classrooms.

For any item (minor renovations are considered a single unit cost) that has a **unit cost of \$3000 or more**, a provider shall obtain a **minimum of two (2) written price quotes** to ensure fair and equitable bid practices, as follows:

- The bids must be for identical or comparable merchandise, purchases, and/or work.
- Provider will accept the lowest bid amount.
- If the provider decides to accept the higher bid, the provider is responsible for any amount above the lowest quote using operational or other non-OCDEL/Child Care Development Block grant funds. Please contact the ELRC for further clarification.
- If extenuating circumstances occur where the provider must accept the higher bid, the provider must contact the ELRC to discuss the situation prior to accepting the quote.

Policy Statement: Payments

The Department of Human Services retains the title to property of any equipment having a useful life of more than one year and an individual cost of more than \$5000 that is purchased with this award. The provider is required to notify their ELRC if they are closing or will be disposing of said equipment. If a grantee permanently closes or sells the business, the ELRC will need to work with the grantee to redistribute (as appropriate) to other grantees, all supplies and equipment purchased using state and federal funds granted by the ELRC.

All purchases made with these funds must comply with the federal 2 CFR § 200 and the Child Care Development Funds restrictions. Applicants should reach-out to the ELRC to get guidance when it comes to the CFR 200 Restrictions.

Policy Statement: Payments

As a recipient of infant-toddler contracted slots funding, it is the provider's responsibility to expend funds in a manner that supports the overall goals of the initiative. Goals that directly impact expenditure considerations include increased financial stability at the program level, the ability to hire and retain qualified staff, maintaining or increasing classroom quality, and stable enrollment for children and families. As such all expenditures should be justified in terms of these goals for this program.

Policy Statement: Payments

The following clarifications are specific to the infant-toddler contracted slots pilot salaries:

- Teacher salaries may be included as an allowable expense when the teacher is directly serving the children funded by this program. In classrooms where children are funded by multiple funding streams, the teacher's salary must be cost allocated.
- Management Salaries and benefits may **ONLY** be included IF a strong justification is provided as to how these expenses will directly impact the goals listed above. Salaries, raises, and bonuses for management staff that do not directly manage or impact the programming will not be considered an allowable expense.

Policy Statement: Fiscal Reporting

The ELRC is responsible for maintaining and submitting to OCDEL documentation which tracks the following:

- Release (timing and amounts) of funding to providers,
- Quarterly provider program expenses, Revisions to originally approved budget

Policy Statement: Fiscal Reporting

Guidance and Clarifications

Providers are responsible for submission of a line item budget at time of contracting.

Providers are responsible for submission to ELRC of budget revisions which will be approved by the ELRC. Budget revisions must also be approved by OCDEL when moving more than 10% of overall budget between line items.

Providers are responsible for submission of quarterly expenditures spreadsheets to ELRC based on a schedule set by the ELRC. The ELRC is responsible for reporting a summary spreadsheet of provider expenditures to OCDEL no later than the 20th day of the month after each quarter ends (or the business day after the 20th when 20th day falls on a weekend or holiday). ELRC reporting to OCDEL should occur as follows:

Quarter 1 (July 1 through September 30); Quarterly summary due to OCDEL by October 20

Quarter 2 (October 1 through December 31); Quarterly summary due to OCDEL by January 20

Quarter 3 (January 1 through March 31); Quarterly summary due to OCDEL by April 20

Quarter 4 (April 1 through June 30); Final year summary due to OCDEL by August 20

Line Item Budget

Line Item Budget Template						
Lead Agency: Enter here						
Date of Submission: Enter here						
Total Budget Amount \$0.00						
<i>Instructions: Spreadsheet is formula-driven; enter only in shaded blue areas</i>						
Budget Expenditures	Budget Amount	Percentage of Budget	Allowable Range	Justification		
1 Enter all Program related Child Health and Development salaries	\$0.00	#DIV/0!	35%-45%			
1a Enter all Program related Child Health and Development benefits	\$0.00	#DIV/0!	10%-15%			
2 Enter all Program related Program Design and Management salaries	\$0.00	#DIV/0!	5%-10%			
2a Enter all Program related Program Design and Management benefits	\$0.00	#DIV/0!	1%-5%			
3 Enter all Program related Family and Community Partnership salaries	\$0.00	#DIV/0!	0%-8%			
3a Enter all Program related Family and						

ITCS Program Expenditures and Budget Revision Workbook

Infant Toddler Contracted Slots Program Expenditures Report and Revision Workbook										
3	Name of Provider:						Prepared By:			
4	MPI# on Certificate of Compliance:						Phone:			
6							Email			
7	BUDGET CATEGORIES	Approved Budget	Expenditures as of September 30, 2019	Expenditures as of December 30, 2019	Expenditures as of March 30, 2020	Expenditures as of June 30, 2020	Total Grant Expenditures	Unspent Funds	Percentage Expended	Final Revision Required? (When completed, if at least one of the columns indicates "Budget Revision Required", then a revision MUST be submitted)
8	Salaries and Benefits									
9	Child Health/Development Salaries						\$ -	\$ -	0%	
10	Child Health/Development Benefits						\$ -	\$ -	0%	
11	Management Salaries						\$ -	\$ -	0%	
12	Management Benefits						\$ -	\$ -	0%	
13	All other Salaries						\$ -	\$ -	0%	
14	All other Benefits						\$ -	\$ -	0%	
15	Total Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
16	Supplies and Equipment									
17	Program Supplies						\$ -	\$ -	0%	
18	Management Supplies						\$ -	\$ -	0%	
19	Equipment						\$ -	\$ -	0%	
20	Total Supplies and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
21	Program Services									
22	Nutritional						\$ -	\$ -	0%	
23	Parent						\$ -	\$ -	0%	
24	Consultants						\$ -	\$ -	0%	
25	Total Program Services	#VALUE!	\$ -	\$ -	\$ -	\$ -	\$ -	#VALUE!	#VALUE!	
26	Occupancy and Other Services									
27	Program related Space						\$ -	\$ -	0%	
28	Building Maintenance/Repair						\$ -	\$ -	0%	
29	Utilities						\$ -	\$ -	0%	
30	Building/Child Liability Insurance						\$ -	\$ -	0%	
31	Accounting and Legal Services						\$ -	\$ -	0%	

TP

Agenda

- **Fiscal Policies and Reporting**
- Staff and Staff Qualifications in PELICAN ELN & the PD Registry
- Enrollment of Children in PELICAN Early Learning Network (ELN)
- Attendance in PELICAN ELN

PELICAN ELN Materials

Getting Started

<https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-getting-started/>

Resources

<https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-resources/>

Editing Information in PELICAN ELN

If you already have children entered in PELICAN ELN, along with the staff and Classroom Sessions, you just need to make edits to your current information to reflect how we want the information entered for ITCS. The areas that need updated are:

- Classroom Session Name
- Staff tied to Classroom Sessions
- Add ITCS enrollment to child

The following slides will cover how to create everything as new, but you can use this as guidance when editing your current information.

Staffing

Policy Statement: Teacher Qualifications

At minimum, one lead teacher, responsible for oversight of the curriculum planning and assessment of children, will be assigned to each ITCS classroom. The lead teacher will hold a CDA, at minimum.

There will be enough lead teachers, assistant teachers, and/or aides assigned to an ITCS classroom to meet the class ratios (1:4).

Policy Statement: Tracking Staff Information

Staff working within any classroom where children funded through Infant-Toddler Contracted Slots Project are being served need to be entered into both PELICAN ELN and the PD Registry.

For PELICAN ELN the following areas must be completed: assigned to a classroom, staff demographics, location specifics, credential information, and qualifications information.

For the PD Registry the following areas must be completed: personal, education, and employment.

Creating new staff in PELICAN

LocationMaintenance.aspx?q_sesn=711191444923260106062834&q_s_main=LegalEntityRoster.aspx&q_s_sub=

Search...

pennsylvania
PELICAN
EARLY LEARNING NETWORK

t-test4

MY LOCATIONS HOME LOCATION CHILD INFORMATION TOOLS ADDITIONAL OPTIONS HELP

LOCATION INFORMATION STAFF ATTENDANCE FUNDING INFORMATION

MPI ID	102035204	Location Name	123 BACK TO BASICS LLC	Status	ACTIVE
Location ID	11294	Lead Agency			

Location Information

In order to create a classroom session you must have at least one physical room and one active staff member at the location. Please create the below items at this location before creating a classroom session:

- Active Staff Member
- Physical Room

Welcome to the Location Information page! The below information shows all of the Location Information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

+ Contact Information

+ Physical Rooms

- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

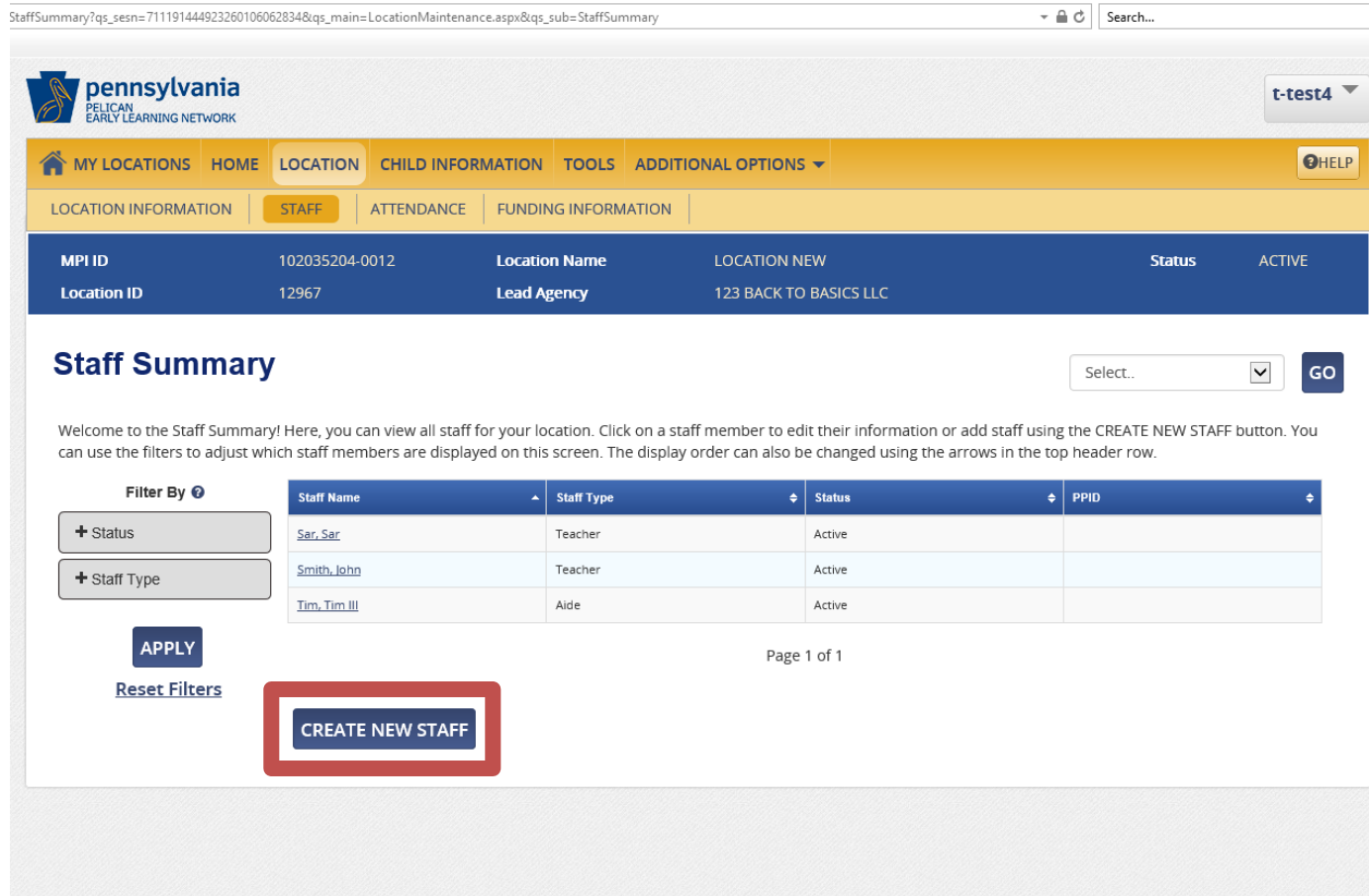
Show:

Classroom Session Name	Classroom Session Lead	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
No Data Found								

Click "Create New Staff"

StaffSummary?qs_sesn=711191444923260106062834&qs_main=LocationMaintenance.aspx&qs_sub=StaffSummary

Search...



pennsylvania
PELICAN EARLY LEARNING NETWORK

t-test4

MY LOCATIONS HOME LOCATION CHILD INFORMATION TOOLS ADDITIONAL OPTIONS HELP

LOCATION INFORMATION STAFF ATTENDANCE FUNDING INFORMATION

MPI ID	102035204-0012	Location Name	LOCATION NEW	Status	ACTIVE
Location ID	12967	Lead Agency	123 BACK TO BASICS LLC		

Staff Summary

Select.. GO

Welcome to the Staff Summary! Here, you can view all staff for your location. Click on a staff member to edit their information or add staff using the CREATE NEW STAFF button. You can use the filters to adjust which staff members are displayed on this screen. The display order can also be changed using the arrows in the top header row.

Filter By

- + Status
- + Staff Type

APPLY

Reset Filters

Staff Name	Staff Type	Status	PPID
Sar, Sar	Teacher	Active	
Smith, John	Teacher	Active	
Tim, Tim III	Aide	Active	


Page 1 of 1

CREATE NEW STAFF

Enter all staff demographic information (if applicable)

W/ASP/StaffDetail.aspx?qc_sesn=711191444923260106062834&qc_main=LocationMaintenance.aspx&qc_sub=StaffSummary

Search...



Create New Staff

Please enter the information below to create a new staff member.

First Name: <i>(required)</i>	Middle Initial:	Last Name: <i>(required)</i>	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... <input type="button" value="v"/>
Gender: <i>(required)</i>	Date of Birth: <i>(required)</i>	Race: <i>(required)</i>	Ethnicity: <i>(required)</i>
Select... <input type="button" value="v"/>	<input type="text"/>	Select all that apply <input type="button" value="v"/>	Select... <input type="button" value="v"/>
SSN: <i>(required)</i> <input type="button" value="i"/>	Email: <i>(required)</i>	PPID: <i>Search for PPID</i> <input type="button" value="i"/>	
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	
Years of Early Childhood Teaching Experience (Birth-8 years): <i>(required)</i>	Total Number of Years of Experience: <i>(required)</i>		
<input type="text"/>	<input type="text"/>		

Location Specific Information

Location Start Date: <i>(required)</i>	Staff Type: <i>(required)</i>	Staff Category: <i>(required)</i>
<input type="text"/>	Select... <input type="button" value="v"/>	Select... <input type="button" value="v"/>

Staff Info

Welcome to the S

Full Name:
Gender:
Ethnicity:
Years of Ear
PPID:

+ Location
+ Credential
+ Qualifi
+ Professional Development Information

BACK TO STAFF SUMMARY

Once staff demographic information is entered, you can then enter their qualifications. Make sure you enter qualification information!

M/ASP/StaffDetail.aspx?q_sesn=711191444923260106062834&q_s_main=LocationMaintenance.aspx&q_s_sub=StaffSummary

Welcome to the Staff Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section. [EXPAND ALL](#)

— Staff Demographic Information

Full Name: Wiestling Barry	Race: White
Gender: Male	Date of Birth: 04/29/1977
Ethnicity: Non-Hispanic	Email: barry@icloud.com
Years of Early Childhood Teaching Experience (Birth-8 Years): 6	Total Number of Years of Experience: 6
PPID:	

— Location Specific Information

Start Date: 11/26/2019	Staff Type: Teacher
Staff Category: Full-Time	Employment Status: Active
Inactive Date:	Inactive Reason:

— Credential Information

No Data Found

[+ ADD CREDENTIAL INFORMATION](#)

— Qualification Information

No Data Found

[+ ADD QUALIFICATION](#)

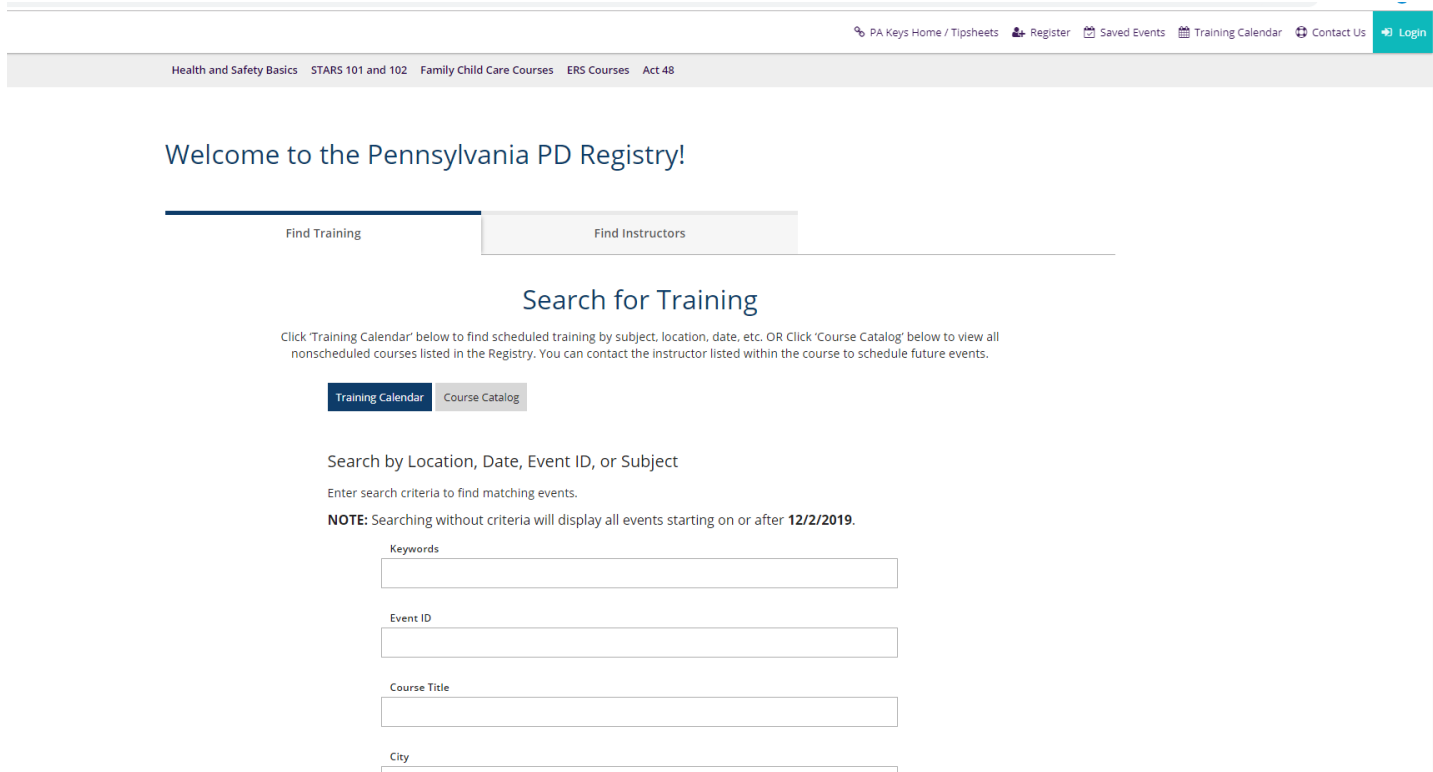
— Professional Development Information

No Data Found

[+ ADD PROFESSIONAL DEVELOPMENT](#)

[BACK TO STAFF SUMMARY](#)

Staff must also be added to the PD Registry (www.papdregistry.org)



PA Keys Home / Tipsheets Register Saved Events Training Calendar Contact Us Login

Health and Safety Basics STARS 101 and 102 Family Child Care Courses ERS Courses Act 48

Welcome to the Pennsylvania PD Registry!

Find Training Find Instructors

Search for Training

Click 'Training Calendar' below to find scheduled training by subject, location, date, etc. OR Click 'Course Catalog' below to view all nonscheduled courses listed in the Registry. You can contact the instructor listed within the course to schedule future events.

Training Calendar Course Catalog

Search by Location, Date, Event ID, or Subject

Enter search criteria to find matching events.

NOTE: Searching without criteria will display all events starting on or after 12/2/2019.

Keywords

Event ID

Course Title

City

Make sure that staff entered in the PD Registry have a complete profile and have been verified. A complete and verified profile includes:

- **Personal Information**
 - PPID (if applicable)
 - Address, Phone Number
- **Education**
 - Transcripts uploaded
- **Employment**
 - Wage
 - Hours worked per week
 - Position Title



Enrollment of Children in PELICAN ELN

Policy Statement: Tracking Enrollments

All enrollments will be tracked using the PELICAN system for children funded through Infant-Toddler Contracted Slots Program.

Policy Statement: Full Enrollment

The provider will maintain full enrollment, as demonstrated by PELICAN enrollment statistics, after 30 days of contract execution, and throughout the entire grant period.

Guidance and Clarifications:

A child is considered “enrolled” at the program on the first day the child receives care at the program. This is the date that should be used as the enrollment start date within the PELICAN ELN system.

The provider must inform the ELRC of the child’s initial enrollment date so that the ELRC can take the necessary steps to either close the CCW case or mark the child as “not requesting care.”

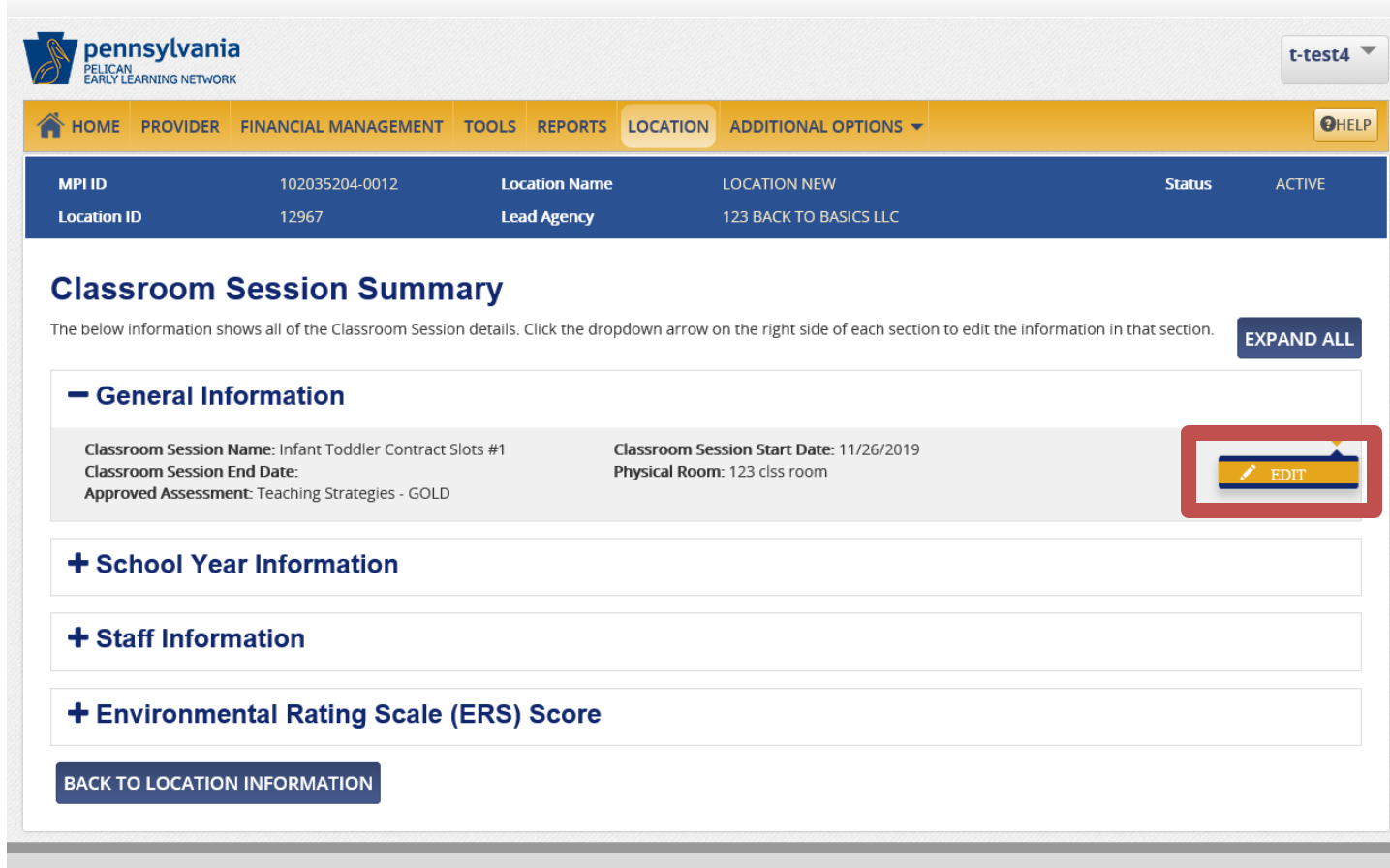
First, you must create a classroom session. When creating the classroom session: use the classroom session name: Infant-Toddler Contracted Slots #1 (use ascending numbers if more than one classroom is in a location).

The screenshot displays the 'Classroom Session Summary' form in the PENELN system. A modal window titled 'General Information' is open, prompting the user to enter general information for the classroom session. The fields are as follows:

- Classroom Session Name:** (required) Infant Toddler Contracted Slots #1
- Classroom Session Start Date:** (required) 2/1/2019
- Classroom Session End Date:** (empty)
- Physical Room:** (required) infant room
- Approved Assessment:** Selected (1)

Buttons for 'CANCEL' and 'SAVE' are visible at the bottom of the modal. The background shows the main form with sections for 'General Information', 'School Year Information', 'Staff Information', and 'Environmental Rating Scale (ERS) Score'. A red arrow points to the 'Classroom Session Name' field in the modal.

If you are editing an already existing classroom session, you will click on the classroom session and then click "Edit" under General Information. You will need to rename the session use the same naming pattern on the previous slide.



The screenshot displays the Pennsylvania Early Learning Network (PEN) interface. At the top, there is a navigation bar with tabs for HOME, PROVIDER, FINANCIAL MANAGEMENT, TOOLS, REPORTS, LOCATION, and ADDITIONAL OPTIONS. A user profile dropdown shows 't-test4'. Below the navigation bar is a table with the following data:

MPI ID	102035204-0012	Location Name	LOCATION NEW	Status	ACTIVE
Location ID	12967	Lead Agency	123 BACK TO BASICS LLC		

The main content area is titled "Classroom Session Summary" and includes a note: "The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section." An "EXPAND ALL" button is present.

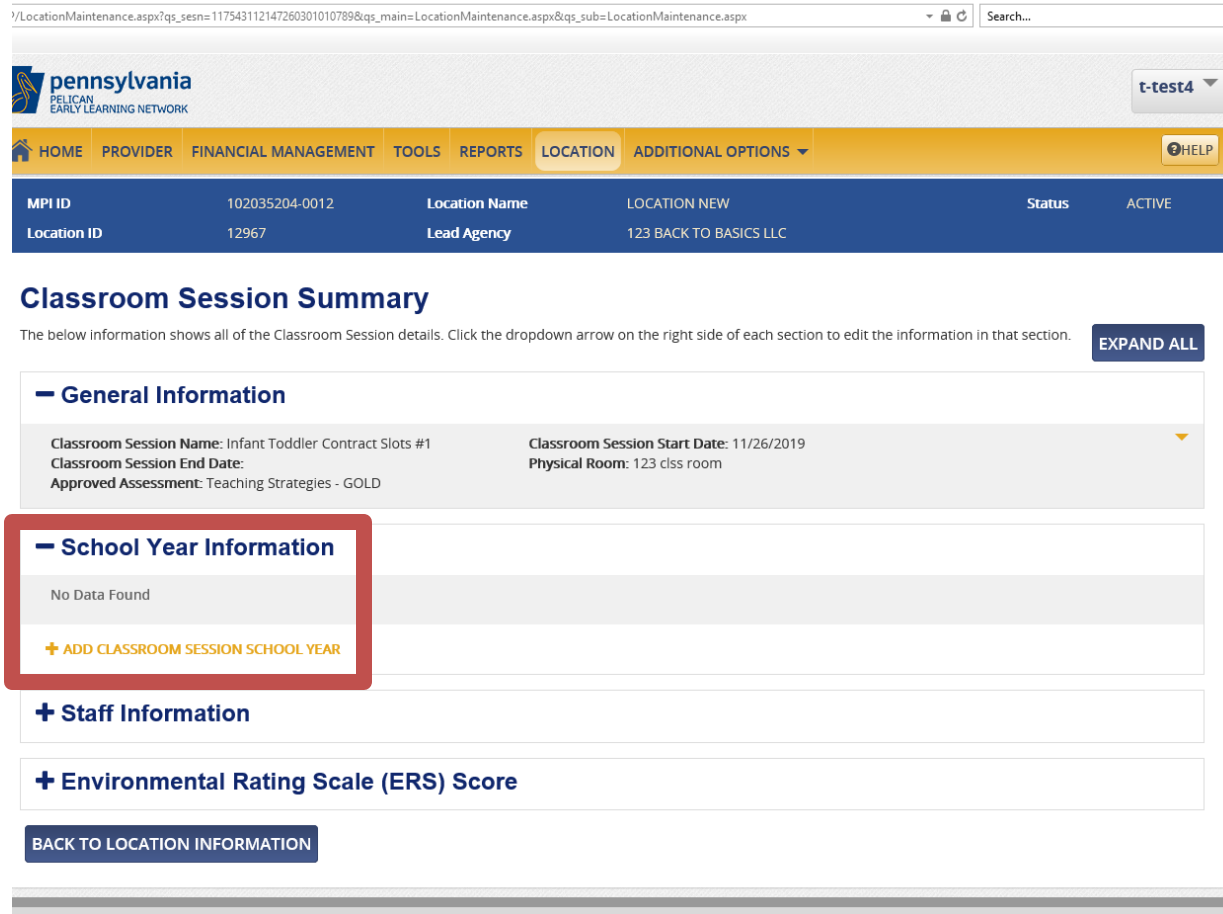
The "General Information" section is expanded and contains the following details:

- Classroom Session Name: Infant Toddler Contract Slots #1
- Classroom Session End Date:
- Approved Assessment: Teaching Strategies - GOLD
- Classroom Session Start Date: 11/26/2019
- Physical Room: 123 cls room

An "EDIT" button with a pencil icon is highlighted with a red box in the top right corner of the General Information section.

Below the General Information section are three collapsed sections: "+ School Year Information", "+ Staff Information", and "+ Environmental Rating Scale (ERS) Score". A "BACK TO LOCATION INFORMATION" button is located at the bottom left of the summary area.

After the classroom session is created, you then need to add school year information.



The screenshot shows the Pennsylvania Pelican Early Learning Network web application. The page title is "Classroom Session Summary" for a location named "LOCATION NEW". The session name is "Infant Toddler Contract Slots #1" and the start date is "11/26/2019". The physical room is "123 class room". The status is "ACTIVE".

The "School Year Information" section is highlighted with a red box and contains the text "No Data Found" and a button labeled "+ ADD CLASSROOM SESSION SCHOOL YEAR".

MPI ID	102035204-0012	Location Name	LOCATION NEW	Status	ACTIVE
Location ID	12967	Lead Agency	123 BACK TO BASICS LLC		

Classroom Session Summary

The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section. [EXPAND ALL](#)

General Information

Classroom Session Name: Infant Toddler Contract Slots #1
Classroom Session End Date:
Approved Assessment: Teaching Strategies - GOLD

Classroom Session Start Date: 11/26/2019
Physical Room: 123 class room

School Year Information

No Data Found

[+ ADD CLASSROOM SESSION SCHOOL YEAR](#)

Staff Information


Environmental Rating Scale (ERS) Score

[BACK TO LOCATION INFORMATION](#)

Enter all of the required school year information on this screen.

GM/ASP/LocationMaintenance.aspx?qs_sesn=117543112147260301010789&qs_main=LocationMaintenance.aspx&qs_sub=LocationMaintenance.aspx

Search...



School Year Information

Please enter the school year information below for the Classroom session.

School Year: *(required)*
Select...

School Year Start Date: *(required)*

Schedule: *(required)*
Select...

Operational Days Per Year: *(required)*

Instructional Hours Per Day: *(required)*

Hours of Operation: *(required)*
 : AM - : AM

Class Size: *(required)*

Primary Curriculum: *(required)*
Select...

Screening Tool:
Select...

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

HOME PRO

MPI ID
Location ID

Classroom
The below inform

— Gener
Classroom S
Classroom S
Approved As

— Schoo
No Data Fou

+ ADD CLAS

+ Staff Information

+ Environmental Rating Scale (ERS) Score

t-test4

HELP

ACTIVE

EXPAND ALL

Once this is all done you will see your classroom session listed.

Location Information

Welcome to the Location Information page! The below information shows all of the Location Information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

+ Contact Information

+ Physical Rooms

- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show: All

Classroom Session	Classroom Sessions	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
Infant Toddler Contracted Slots #1	Grace Lin	infant room		0	8	Creative Curriculum	02/01/2019	
Infant toddler contracted slots #2	Fred Smith	toddler room King		0	8	Creative Curriculum	01/01/2019	
		toddler room Smith		0	8	Creative Curriculum	01/01/2019	

+ADD CLASSROOM SESSION


PROVIDER DETAILS

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

After the classroom session has been created, you need to add a staff member to the classroom session.

W/ASP/LocationMaintenance.aspx?qs_sesn=711191444923260106062834&qs_main=LocationMaintenance.aspx&qs_sub=

Search...

 t-test4

HOME PROVIDER FINANCIAL MANAGEMENT TOOLS REPORTS LOCATION ADDITIONAL OPTIONS HELP

MPI ID	102035204-0012	Location Name	LOCATION NEW	Status	ACTIVE
Location ID	12967	Lead Agency	123 BACK TO BASICS LLC		

Classroom Session Summary

The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section. [EXPAND ALL](#)

- General Information

Classroom Session Name: Infant Toddler Contract Slots #1
Classroom Session End Date:
Approved Assessment: Teaching Strategies - GOLD

Classroom Session Start Date: 11/26/2019
Physical Room: 123 cls room

+ School Year Information

- Staff Information

Show: Active

No Data Found

[+ ADD STAFF MEMBER TO SESSION](#)

+ Environmental Rating Scale (ERS) Score

[BACK TO LOCATION INFORMATION](#)

Choose your newly created staff member from the drop down menu. Indicate whether they are a “Teacher” or “Aide”

URL: /LocationMaintenance.aspx?qs_sesn=117543112147260301010789&qs_main=LocationMaintenance.aspx&qs_sub=

MPI ID	102035204-0012	Location Name	LOCATION NEW	Status	ACTIVE
Location ID	12967				

Classroom Session S

The below information shows all of the Classroom Session S information in that section. EXPAND ALL

General Information

Classroom Session Name: Infant Toddler
Classroom Session End Date:
Approved Assessment: Teaching Strateg

School Year Information

No Data Found

[+ ADD CLASSROOM SESSION SCHOOL YEAR](#)

Staff Information

Show: Active

No Data Found

[+ ADD STAFF MEMBER TO SESSION](#)

Staff Member Information

Please enter the staff member information below for the classroom session.

Staff Name: *(required)*

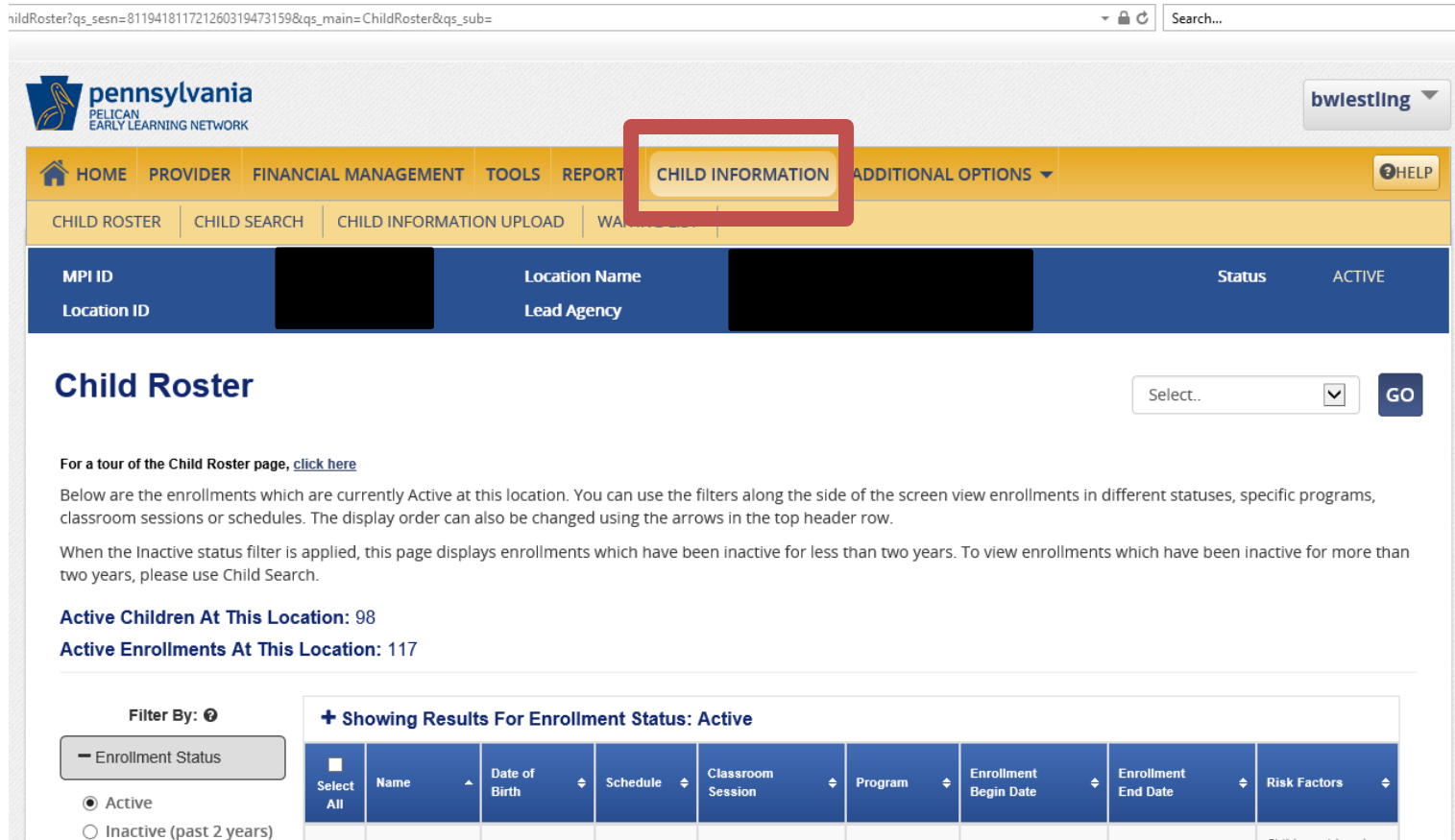
Classroom Session Role: *(required)*

Staff Classroom Session Start Date: *(required)*

Staff Classroom Session End Date:

Classroom Session Lead

After the classroom session is created and a staff member is attached, you can then enroll a child by clicking “Child Information” to view the child roster.



Child Roster?qs_sesn=811941811721260319473159&qs_main=ChildRoster&qs_sub=

Search...

bwlestling

HOME PROVIDER FINANCIAL MANAGEMENT TOOLS REPORT **CHILD INFORMATION** ADDITIONAL OPTIONS HELP

CHILD ROSTER CHILD SEARCH CHILD INFORMATION UPLOAD

MPI ID Location ID Location Name Lead Agency Status ACTIVE

Child Roster

Select.. GO

For a tour of the Child Roster page, [click here](#)

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 98
Active Enrollments At This Location: 117

Filter By: ?

Enrollment Status

Active
 Inactive (past 2 years)

+ Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
------------	------	---------------	----------	-------------------	---------	-----------------------	---------------------	--------------

Click the "Create New Child" button at the bottom of the screen

ster?qs_sesn=811941811721260319473159&qs_main=ChildRoster&qs_sub= Search...

Half Day
 Full Day

APPLY
[Reset Filters](#)

<input type="checkbox"/>	[Redacted]	Full Day	PreK Red	Keystone STARS	08/22/2019		Child considered at risk in another category (Select from List Below)
<input type="checkbox"/>	[Redacted]	Full Day	PreK Red	PA Pre-K Counts	08/22/2019		Child considered at risk in another category (Select from List Below)
<input type="checkbox"/>	[Redacted]	Full Day	PreK Red	Keystone STARS	08/22/2019		
<input type="checkbox"/>	[Redacted]	Full Day	Toddlers	Keystone STARS	08/22/2019		
<input type="checkbox"/>	[Redacted]	Full Day	Onesies	Keystone STARS	07/29/2019		
<input type="checkbox"/>	[Redacted]	Full Day	PreK Green	PA Pre-K Counts	08/22/2019	[No Title]	Multiple
<input type="checkbox"/>	[Redacted]	Full Day	Infants	Keystone STARS	09/09/2019		
<input type="checkbox"/>	[Redacted]	Full Day	PreK Red	PA Pre-K Counts	08/22/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[Redacted]	Full Day	PreK Green	PA Pre-K Counts	08/22/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[Redacted]	Full Day	PreK Green	Keystone STARS	08/22/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[Redacted]	Full Day	Onesies	Keystone STARS	06/17/2019		

Number of Results: 117 [Next](#) Page of 6 [Go](#) Children Selected: 0

CREATE ENROLLMENT **END DATE ENROLLMENT** **CREATE NEW CHILD** **CHILD UPLOAD SUMMARY**

If the child is already on the child roster at your location, you do not need to create a new child. You just have to add their ITCS enrollment. To do this, you can search for your child and click on their name to view the Child Information Summary. Under the Enrollment Information for this Location you will click "Add Enrollment".

Location ID: 6666 Lead Agency: LEARN AND PLAY CENTERS INC

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section. EXPAND ALL

- Child Demographic Information

Full Name: CECILIA HANDY	Date of Birth: 06/14/2016
Gender: Female	Race: Unknown
Ethnicity: Unknown	Programs: PA Pre-K Counts
Outcome ID: 692648657	

+ Parent/Legal Guardian Information

+ Income Information

+ Risk Factor Information

- Enrollment Information for This Location

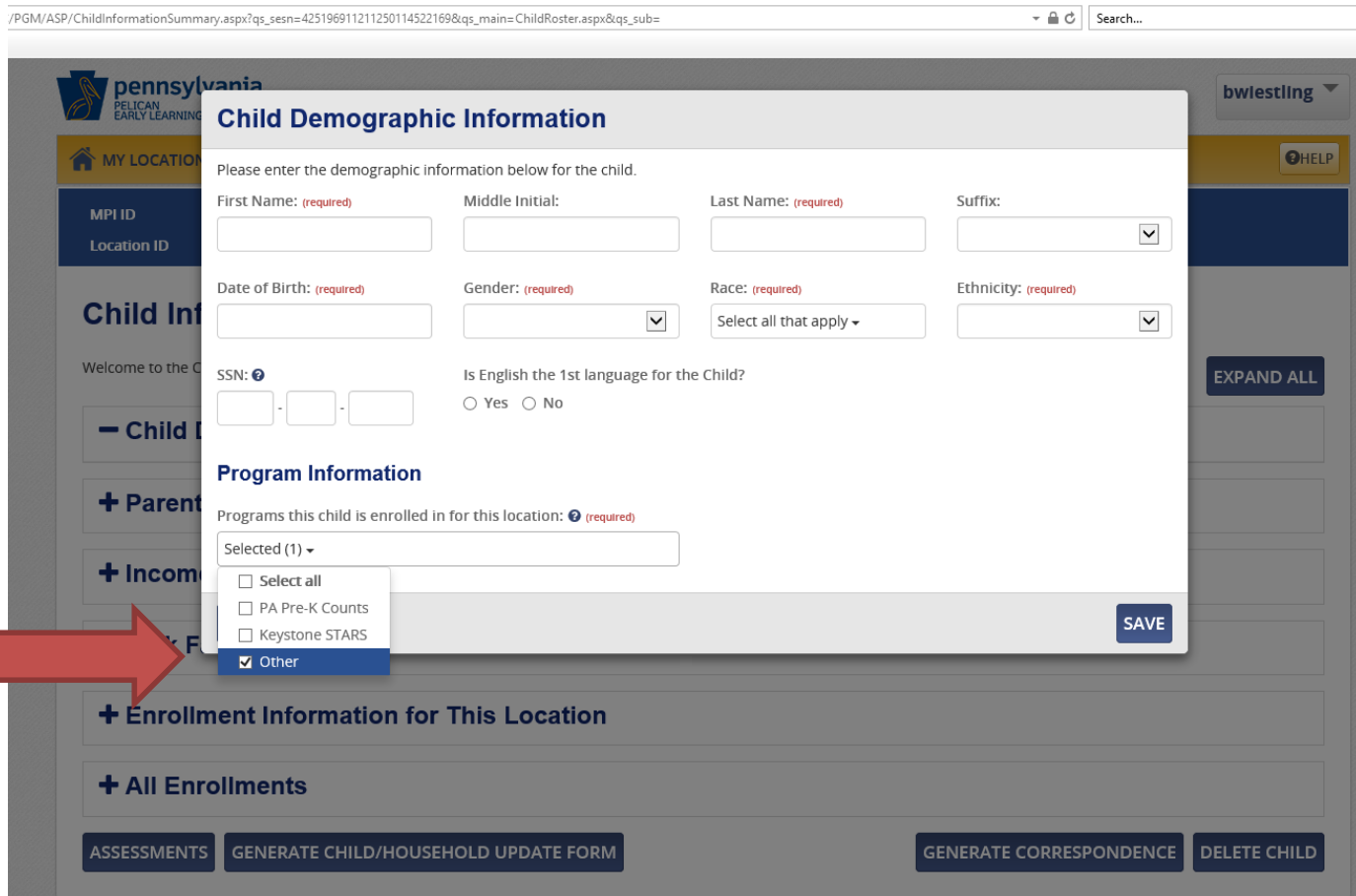
Classroom Session Name: Pioneers	Physical Room: 7
Program: PA Pre-K Counts	Schedule: Full Day
End Date:	

+ADD ENROLLMENT +ADD TO WAITING LIST

+ All Enrollments

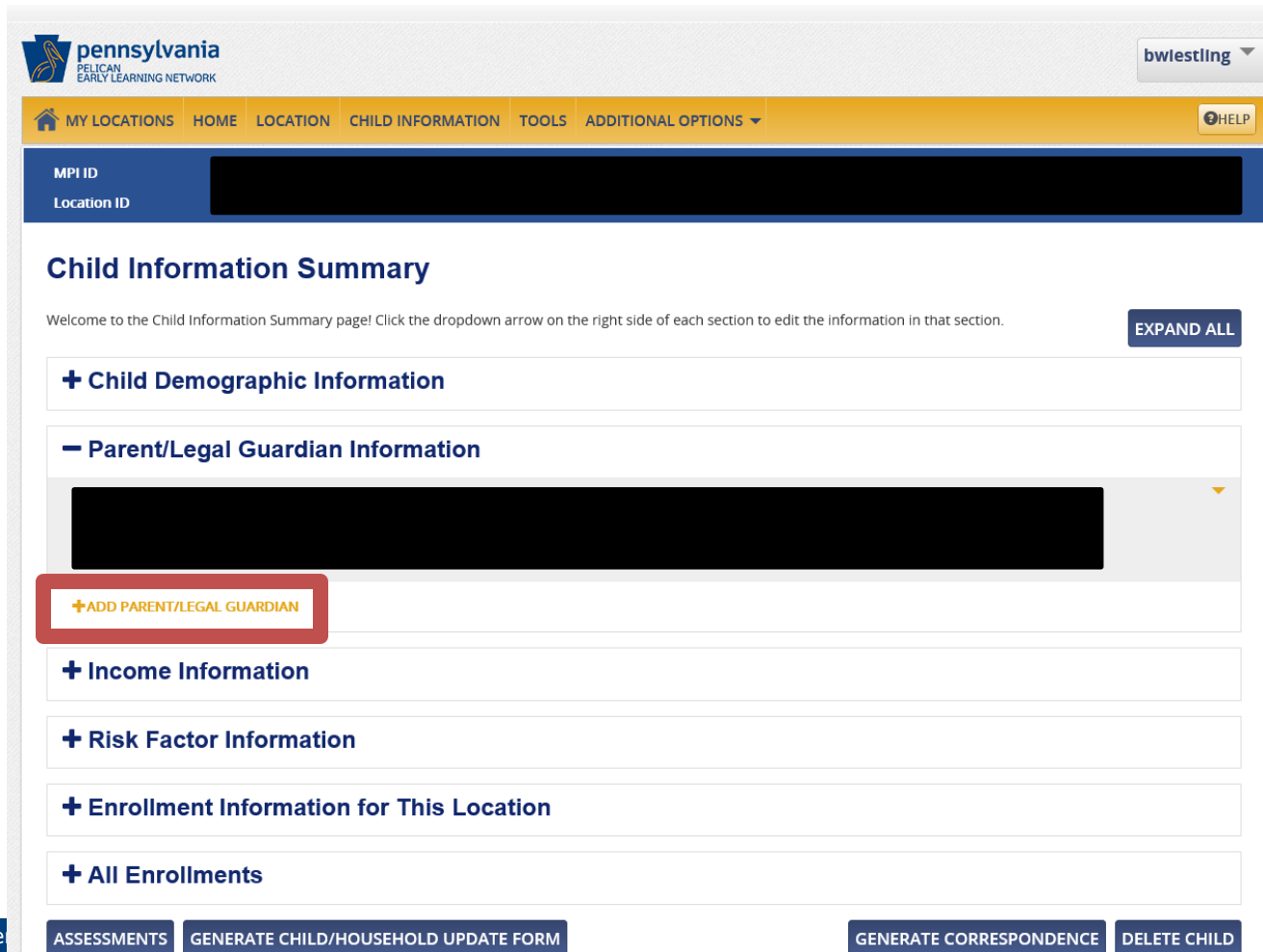
ASSESSMENTS GENERATE CHILD/HOUSEHOLD UPDATE FORM GENERATE CORRESPONDENCE DELETE CHILD

If you are creating a new child you will enter all the child information and select “Other” for program.



The screenshot displays the 'Child Demographic Information' form in the PCIS. The form includes fields for First Name, Middle Initial, Last Name, Suffix, Date of Birth, Gender, Race, and Ethnicity. Below these are fields for SSN and a radio button for 'Is English the 1st language for the Child?'. The 'Program Information' section shows a dropdown menu for 'Programs this child is enrolled in for this location: (required)'. The dropdown is open, showing options: 'Select all', 'PA Pre-K Counts', 'Keystone STARS', and 'Other'. A red arrow points to the 'Other' option, which is selected. A 'SAVE' button is visible at the bottom right of the form.

You will then add parent/legal guardian information for the child. You do not need to enter income or risk factor information.



pennsylvania
PELICAN
EARLY LEARNING NETWORK

bwlestring

MY LOCATIONS HOME LOCATION CHILD INFORMATION TOOLS ADDITIONAL OPTIONS

HELP

MPI ID
Location ID

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section. [EXPAND ALL](#)

+ Child Demographic Information

- Parent/Legal Guardian Information

+ ADD PARENT/LEGAL GUARDIAN

+ Income Information

+ Risk Factor Information

+ Enrollment Information for This Location

+ All Enrollments

ASSESSMENTS GENERATE CHILD/HOUSEHOLD UPDATE FORM GENERATE CORRESPONDENCE DELETE CHILD

The next step is to add an enrollment. Click “Add Enrollment” under Enrollments at this Location.

Location ID: 6666 Lead Agency: LEARN AND PLAY CENTERS INC

Child Information Summary

Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section. EXPAND ALL

- Child Demographic Information

Full Name: CECILIA HANDY	Date of Birth: 06/14/2016
Gender: Female	Race: Unknown
Ethnicity: Unknown	Programs: PA Pre-K Counts
Outcome ID: 692648657	

+ Parent/Legal Guardian Information

+ Income Information

+ Risk Factor Information

- Enrollment Information for This Location

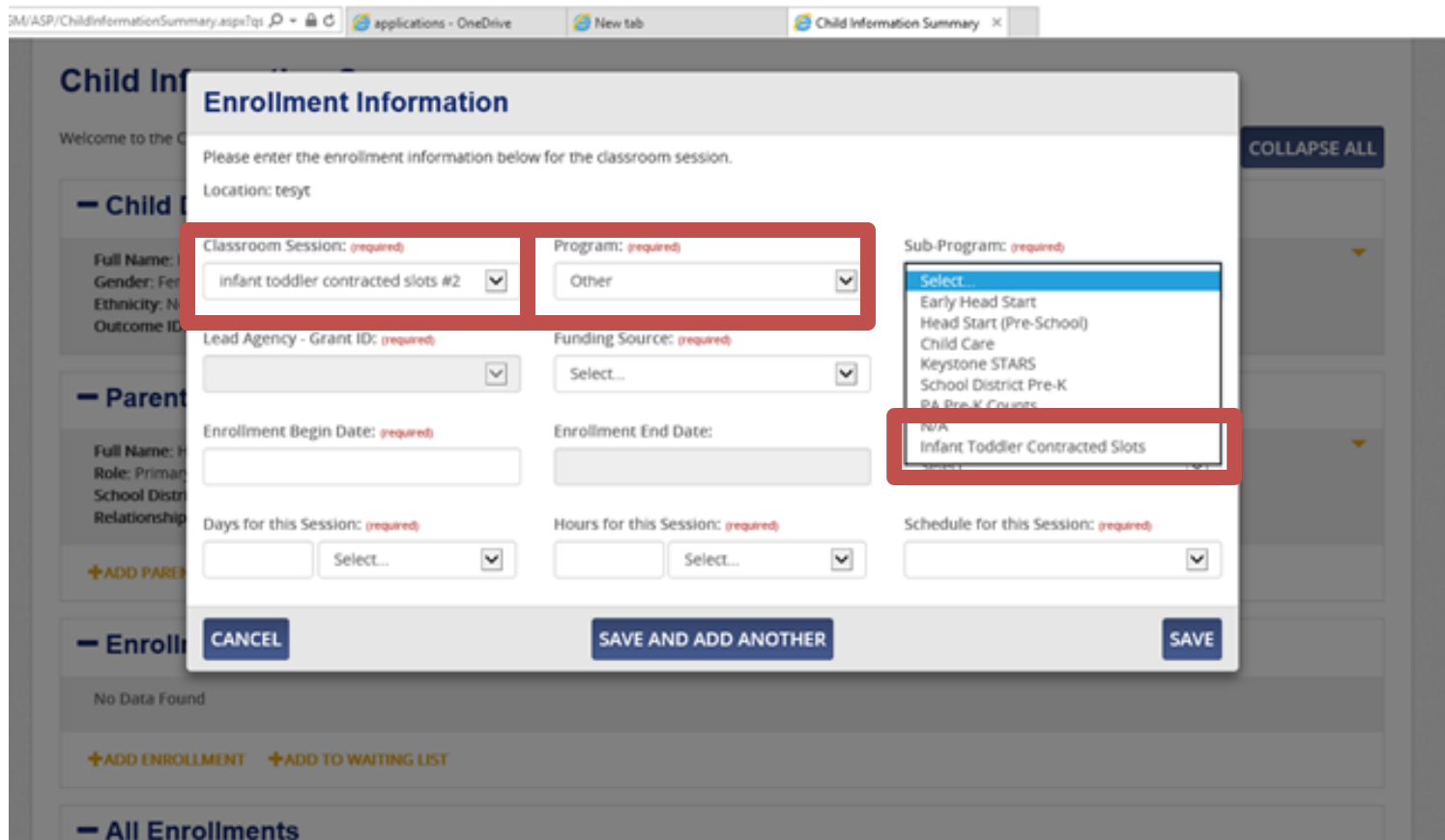
Classroom Session Name: Pioneers	Physical Room: 7
Program: PA Pre-K Counts	Schedule: Full Day
Begin Date: 09/03/2019	End Date:

+ADD ENROLLMENT **ADD TO WAITING LIST**

+ All Enrollments

ASSESSMENTS GENERATE CHILD/HOUSEHOLD UPDATE FORM GENERATE CORRESPONDENCE DELETE CHILD

Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"



Enrollment Information

Please enter the enrollment information below for the classroom session.

Location: tesyt

Classroom Session: (required) infant toddler contracted slots #2

Program: (required) Other

Sub-Program: (required) Infant Toddler Contracted Slots

Lead Agency - Grant ID: (required) [Select...]

Funding Source: (required) [Select...]

Enrollment Begin Date: (required) [Date field]

Enrollment End Date: [Date field]

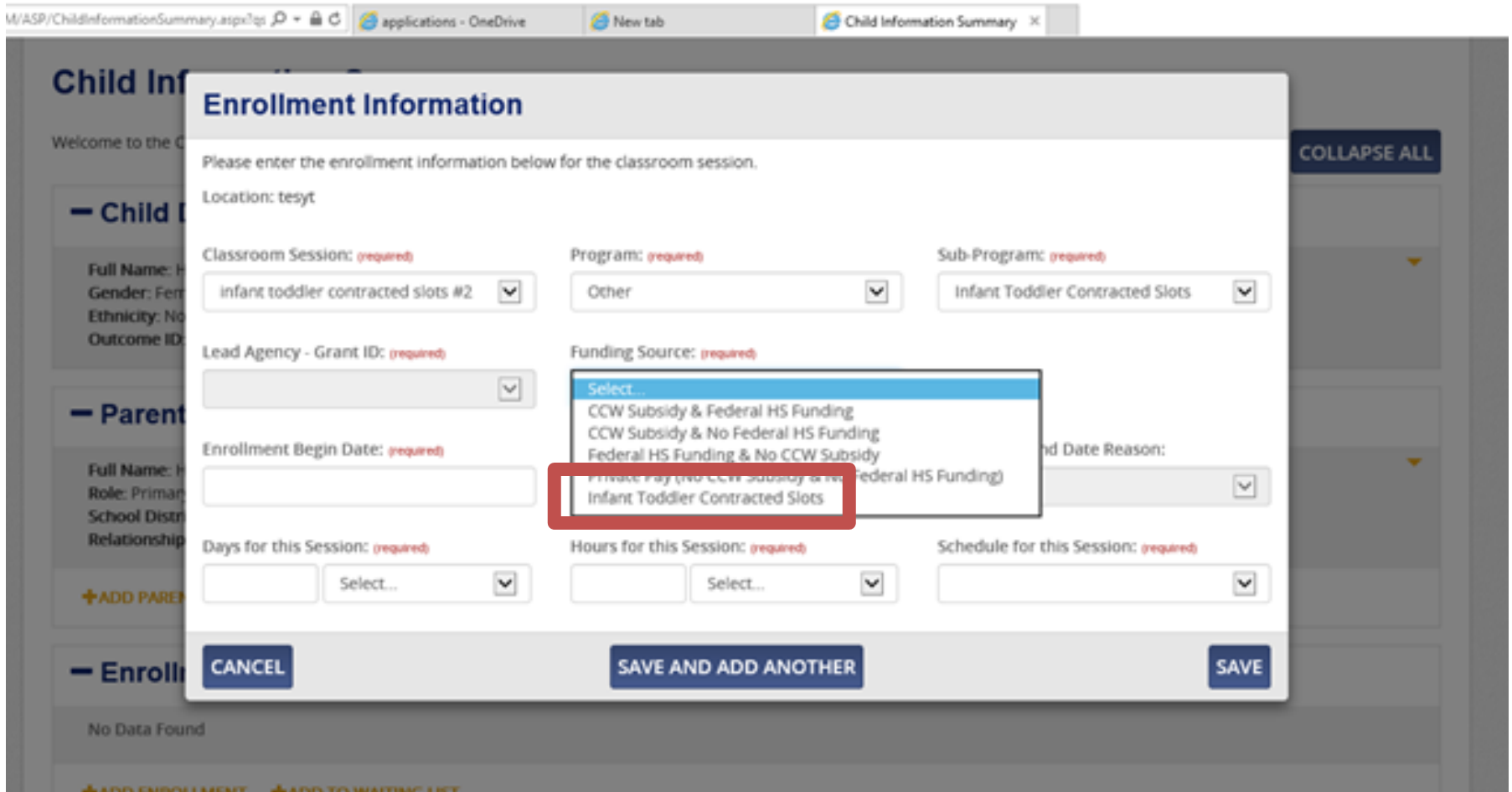
Days for this Session: (required) [Select...]

Hours for this Session: (required) [Select...]

Schedule for this Session: (required) [Select...]

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

For Funding Source, select "Infant Toddler Contracted Slots"



W/ASP/ChildInformationSummary.aspx?qs applications - OneDrive New tab Child Information Summary X

Child Information Summary

Welcome to the Child Information Summary

Enrollment Information

Please enter the enrollment information below for the classroom session.

Location: testy

Classroom Session: *(required)* infant toddler contracted slots #2

Program: *(required)* Other

Sub-Program: *(required)* Infant Toddler Contracted Slots

Lead Agency - Grant ID: *(required)*

Funding Source: *(required)*

- Select...
- CCW Subsidy & Federal HS Funding
- CCW Subsidy & No Federal HS Funding
- Federal HS Funding & No CCW Subsidy
- Private Pay (no CCW subsidy & no Federal HS Funding)
- Infant Toddler Contracted Slots**

Enrollment Begin Date: *(required)*

End Date Reason:

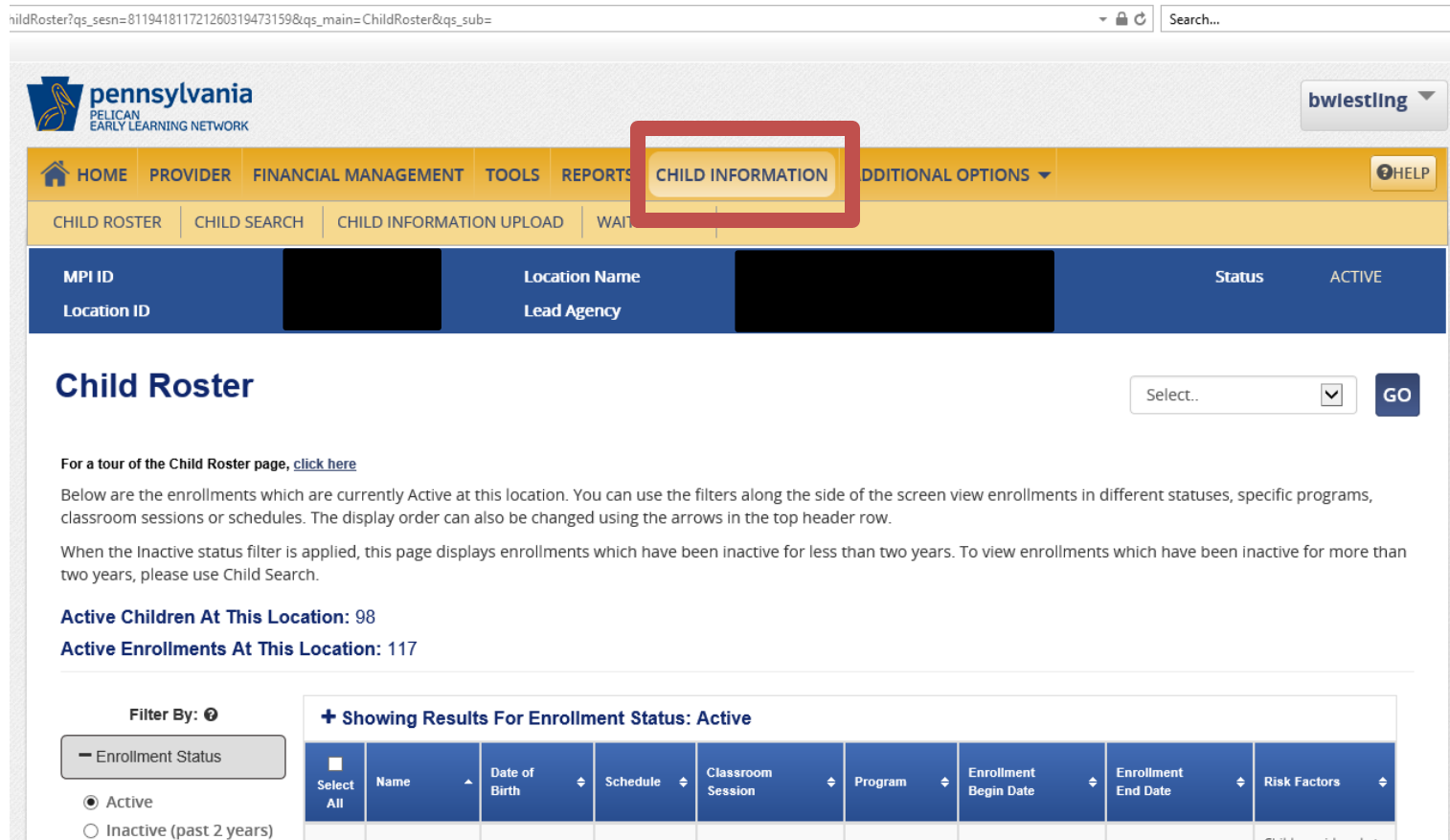
Days for this Session: *(required)* Select...

Hours for this Session: *(required)* Select...

Schedule for this Session: *(required)*

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

To un-enroll children in ITCSP in PELICAN you must first get them to show up on your child roster.



childRoster?qs_sesn=811941811721260319473159&qqs_main=ChildRoster&qqs_sub=

Search...

pennsylvania
PELICAN
EARLY LEARNING NETWORK

bwlestling

HOME PROVIDER FINANCIAL MANAGEMENT TOOLS REPORTS **CHILD INFORMATION** ADDITIONAL OPTIONS HELP

CHILD ROSTER CHILD SEARCH CHILD INFORMATION UPLOAD WAIT

MPI ID	Location Name	Status
Location ID	Lead Agency	ACTIVE

Child Roster

Select.. GO

For a tour of the Child Roster page, [click here](#)

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 98
Active Enrollments At This Location: 117

Filter By:

Enrollment Status

Active
 Inactive (past 2 years)

+ Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
------------	------	---------------	----------	-------------------	---------	-----------------------	---------------------	--------------

Access the child roster, and uncheck "Pre-K Counts" and "HSSAP" under Program. Then click "Apply"

ster?qs_sesn=519216911231250143551015&qs_main=ChildRoster&qs_sub=

Child Roster

For a tour of the Child Roster page, [click here](#)

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 15
Active Enrollments At This Location: 15

Filter By:

- Enrollment Status
 - Active
 - Inactive (past 2 years)
 - In-Process
 - On Waiting List
- Classroom Sessions
 - Selected (2)
 - Infant Toddler Contracted Slots
 - Pioneers
- Program
 - PA Pre-K Counts
 - Keystone STARS
- Schedule
 - Half Day
 - Full Day

Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	10/01/2019		Child's Family or Living Structure (select all that apply)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/23/2019		Child's Family or Living Structure (select all that apply)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/04/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		English Language Learner
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		English Language Learner
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		English Language Learner

APPLY

After you click "Apply", you will have to filter by "Program" at the top of the Child Roster. Click "Program" to filter.

ster?qs_sesn=519216911231250143551015&qs_main=ChildRoster&qs_sub=

Child Roster

Select.. GO

For a tour of the Child Roster page, [click here](#)

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 15
Active Enrollments At This Location: 15

Filter By:

Enrollment Status

- Active
- Inactive (past 2 years)
- In-Process
- On Waiting List

Classroom Sessions

Selected (2)

- Infant Toddler Contracted Slots
- Pioneers

Program

- PA Pre-K Counts
- Keystone STARS

Schedule

- Half Day
- Full Day

APPLY

+ Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	10/01/2019		Child's Family or Living Structure (select all that apply)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/23/2019		Child's Family or Living Structure (select all that apply)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/04/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		English Language Learner
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		English Language Learner
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		Child has None of the Risk Factors Listed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	09/03/2019		English Language Learner

You can then scroll and find your children enrolled in Program "Other" to be able to end date the enrollment.

Child Roster

For a tour of the Child Roster page, [click here](#)

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 15
Active Enrollments At This Location: 15

Filter By:

- Enrollment Status
 - Active
 - Inactive (past 2 years)
 - In-Process
 - On Waiting List
- Classroom Sessions
 - Selected (2)
 - Infant Toddler Contracted Slots
 - Pioneers
- Program
 - PA Pre-K Counts
 - Keystone STARS
- Schedule
 - Half Day
 - Full Day

Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	1/28/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	1/28/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	5/29/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	1/28/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	9/03/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	1/28/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	1/28/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Infant Toddler Contracted Slots	Other	1/28/2019		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Full Day	Pioneers	PA Pre-K Counts	10/01/2019		Child's Family or Living Structure (select all that apply)

APPLY

Enrollment Monitoring

Enrollment reports will be monitored on a monthly basis. Your ITCS specialist will follow up with each ELRC if issues are found. Issues could include:

- Under Enrollment (Less than 100%)
- Over Enrollment (More than 100%)
- Data Entry errors
- Children not being end dated correctly

Policy Statement: Attendance

Providers must monitor attendance and establish a means to maintain attendance information so that it is available upon request. The PELICAN system may be used for this purpose; however, attendance data reporting within the PELICAN system will not be required.

The maximum number of allowable annual absences for a child funded with Infant Toddler Contracted Slots funding will be 40 days. Consecutive absences should not exceed 5 unless approved by the provider.

Policy Statement: Attendance

Guidance and Clarifications:

Annual absences will be tracked by fiscal year.

Absences will be tracked based on the child's enrollment schedule.

Families must be contacted when children are absent for 3 consecutive days to learn the nature of the absence and offer support, as appropriate.

When children have more than 5 consecutive unexcused absences, the provider and family, together, must discuss the reasons for the absence and determine ways to support the child's attendance in school.

Providers may approve consecutive absences over 5 days for extenuating circumstances, such as families experiencing homelessness, significant child or family illness.

Tracking of child attendance is found under "location information."

3M/ASP/LocationMaintenance.aspx?qs_sesr applications - OneDrive New tab Location Information x

pennsylvania PELICAN EARLY LEARNING NETWORK t-test4

MY LOCATIONS HOME LOCATION CHILD INFORMATION TOOLS ADDITIONAL OPTIONS HELP

LOCATION INFORMATION STAFF ATTENDANCE FUNDING INFORMATION

MPI ID 10200000000000000000 Location Name TESYT Status ACTIVE
 Location ID 14274 Lead Agency 123 BACK TO BASICS LLC

Location Information

Select.. GO EXPAND ALL

Welcome to the Location Information page! The below information shows all of the Location Information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

+ Contact Information

+ Physical Rooms

- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show: Active

Classroom Session Name	Classroom Session Lead	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
infant toddler contracted slots #2	Fred Smith	toddler room King		1	8	Creative Curriculum	01/01/2019	
infant toddler contracted slots #3	Joan King	toddler room Smith		0	8	Creative Curriculum	01/01/2019	

+ADD CLASSROOM SESSION PROVIDER DETAILS

Select "other" as program before entering attendance information. Operational days per month must be entered, as well as the number of days each child attended per month.

UI/Attendance?qs_sesn=111141712721021202: applications - OneDrive New tab Attendance

pennsylvania
PELICAN EARLY LEARNING NETWORK

MY LOCATIONS HOME LOCATION CHILD INFORMATION TOOLS ADDITIONAL OPTIONS

LOCATION INFORMATION STAFF ATTENDANCE FUNDING INFORMATION

MPI ID: 102035204-0005 Location Name: TESVT Status: ACTIVE
 Location ID: 14274 Lead Agency: 123 BACK TO BASICS LLC

Attendance

Select.. GO

Please select a Classroom Session, School Year, and Program, then click "GO" to view and enter attendance data. Please note that attendance must be entered one program at a time. PRINT

Classroom Session (required): infant toddler contracted slots #2 School Year (required): 2018-19 Program (required): Other

GO

Year: July 01, 2018 - June 30, 2019

Operational Days per Month							Enter the Number of Days Each Child Attended per Month												Total		
#	Child Name	Program	Sub Program	Schedule	Enrollment Status	Enrollment Start Date	Enrollment End Date	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
1	Wise, Hannah	Other	Infant Toddler Contracted Slots	Full Day	Active	01/01/2019		0	0	0	0	0	0	0	0	0	0	0	0	0	0

BACK TO LOCATION HOME Page 1 of 1 SAVE

Timeline

Pelican ELN

- Programs need to have classrooms, staff, and children entered into PELICAN ELN by the last day of the child enrollment month.

PD Registry

- Programs must have staff entered and verified in the PD Registry within 90 days of staff assignment to an ITCS classroom.

*Programs will be monitored on a monthly basis to ensure data is entered and correct.

Resources

PELICAN ELN Getting Started

<https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-getting-started/>

PELICAN ELN Resources

<https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-resources/>

PA PD Registry Resources

<https://www.pakeys.org/get-professional-development/professional-development/professionals-resources/>

ITCSP Resources

<https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/infant-toddler-contracted-slots/>

PELICAN ELN Help Desk

Phone: 1-877-491-3818

E-mail: ra-eln@pa.gov

Questions?

