

**Announcement PKC #26-01;
HSSAP #26-01**



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

Pennsylvania Office of Child Development and Early Learning
Bureau of Early Learning Policy and Professional Development

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Subject: Grant Integrity Training Requirements for Pennsylvania Pre-K Counts (PA PKC) and Head Start Supplemental Assistance Program (HSSAP) Grantees

From: *Shante A. Brown*

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PURPOSE

The purpose of this announcement is to provide information related to required grant integrity training for all PA PKC and HSSAP grantees, beginning fiscal year 2026-2027.

BACKGROUND

The PA PKC program and HSSAP are intended to support access to high-quality early childhood education for children and families across the Commonwealth. Funds are provided to grantees to implement programming that is responsive to the needs of their communities and support positive early learning experiences.

As a core part of its values, OCDEL strives to support children, families, and providers by addressing complex issues, from a place of creativity, innovation, and adaptability. OCDEL also leans on the importance of collaboration and leverages shared knowledge by working across systems and departments.

Through collaborative discussions with our PKC/HSSAP grantees and the teams supporting them; it's been noted that the complexities of managing a state funded grant can be challenging. Additionally, staff turnover and personnel changes frequently erode an organization's institutional knowledge causing a wider gap in effective oversight.

To support providers in meeting required integrity provisions of the PKC and HSSAP grant agreements, OCDEL has engaged the Office of State Inspector General (OSIG) to provide their Grantee Integrity Training (GIT). This training is designed to help grantees better understand their responsibilities when managing public funds and equip grantees with essential tools and practical strategies to navigate grant guidelines, prevent financial missteps, and maximize the impact of their award.

DISCUSSION

As part of the contracting process for PA PKC and HSSAP grants, all awarded providers confirm compliance with the Pennsylvania Department of Education (PDE) Master Standard Terms and Conditions (MSTC). In agreeing to the PDE MSTC, grantees understand that they must establish and implement a written business integrity policy that includes, at a minimum, the requirements of Grantee Integrity Provisions as they relate to PKC/HSSAP activity with the Commonwealth and to ensure that its employees comply with the policy. Grantees are also expected to “maintain the highest standards of honesty and integrity.”

Furthermore, PA PKC regulations at § 405.63. Attendance at Department Sponsored Meetings and Trainings. state “approved providers shall attend any mandatory meetings and training sessions arranged by the Department.” In addition, the Special Program Terms of the HSSAP grant require providers to “participate in scheduled meetings of the HSSAP, hosted by the PDE.”

Beginning in Fiscal Year 2026-2027, PA PKC and HSSAP grantees will be required to participate in GIT. The training will be mandatory and required annually for the individuals primarily responsible for the oversight of the PKC/HSSAP grant including the chief authorized officer, overall grant contact and assigned fiscal contact, if applicable. Other PKC/HSSAP staff may attend, however, will not fulfill the requirements listed for mandatory participants.

OCDEL will cross reference attendance at these sessions with the individuals identified in the PELICAN system as ‘Chief Authorized Official’, Overall Contact’ and ‘Fiscal Contact’ for the PKC/HSSAP grant to verify all grantees have complied with this mandate. If a grantee fails to attend this required training, the grantee will be expected to attend the GIT at a later date and will receive reduced points for their Program Review Instrument (PRI) under the criteria of ‘Meeting/Training Attendance’ and ‘Fiscal Reporting.’ Failure to attend a second time may result in reduction or loss of funding.

Should a situation present itself where one of the designated individuals is unable to attend one of the training dates below due to extenuating circumstances, the grantee must inform their Preschool Program Specialist by August 3, 2026, to avoid point

reductions on their PRI. The grantee will be expected to attend a GIT offered at a later date.

Please review the training dates and times below and register for your preferred option by clicking the associated link. As a reminder; the overall contact and fiscal contact for PKC/HSSAP must attend.

- [Thursday, August 6th 10:00 am- 11:00am](#)
- [Thursday, August 13th 12:30 pm-1:30 pm*](#)
 - *Regularly scheduled PKC Office Hours will run from 1:30-2:30pm. Grantees who would like to participate in office hours should also register using this link to ensure they are able to access the August meeting.
- [Monday, August 17th 3:00pm- 4:00pm](#)

NEXT STEPS

1. Review the information contained in this document with relevant staff.
2. Register for one (1) training session to meet compliance in FY 2026-2027.
3. Please direct any questions to your Preschool Program Specialist.