

PDE-352 Guidelines

School-Based ACCESS Program

Funds that are reimbursed from the federal Medicaid School-Based ACCESS Program (SBAP) for direct health-related services are kept in Local Education Agency (LEA) specific accounts at the Pennsylvania Department of Education (PDE). To receive these funds, each LEA must complete form PDE-352 and submit it to the Bureau of Special Education (BSE) along with a short narrative explaining what the funds will be used for and how they will expand or enhance special education programs.

The chief administrative officer must sign this form. Funds may be used to support the education of any special education student, not only those who are Medicaid eligible. Once the funds have been approved for disbursement, PDE-352 is sent to the Comptroller's office for processing. Funds are transferred to the LEA's local bank account approximately two months after the request is received by BSE. Narratives are filed along with copies of the PDE-352.

Do not send copies of invoices or purchase orders. Provide a general description of the items or services purchased and their effect on the special education program. If possible, bundle several small requests and submit on one form. It is more cost effective to process two or three large requests per year per school district than ten or twelve small ones. The Comptroller's office will not process requests that are under \$1,000.00.

There are several restrictions on the use of ACCESS funds. They must be used within the special education program. They may not be used to supplant professional positions that the LEA has been supporting. They may not be transferred to the district general fund and used outside the special education program.

To request funds, the LEA must complete a *SBAP Funds Request Form (PDE-352)*. Guidelines for using this PDE-352 and link to download a copy can be found at:

http://www.education.state.pa.us/portal/server.pt/community/financial_documents/7676/pde-352_guidelines/509071

Requests should be mailed to the Bureau of Special Education, at the mailing address listed below. As with any SBAP documents, the LEA should retain a photocopy of all funds related documents sent to PDE.

**PA Department of Education
Bureau of Special Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333**

SBAP and Withdrawing Funds from Restricted Account



FAI Portal Help Desk

For registration to the portal and questions regarding roles to be assigned or connectivity issues for the FAI system, please contact:

FAI Portal Help Desk:

717-506-2317

1-888-498-8129 (toll free)

For additional information, please contact:

Karen Porambo | Budget Analyst

Pennsylvania Department of Education - Bureau of Special Education

333 Market Street | Harrisburg, PA 17126-0333

Phone: 717.705.5186 | Fax: 717.783.6139

kporambo@pa.gov | www.education.state.pa.us