

State: PA

**STATE PLAN FOR
INDEPENDENT LIVING
(SPIL)**

**Chapter 1, Title VII of the Rehabilitation Act of 1973,
as Amended**

**STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM
PART B**

**CENTERS FOR INDEPENDENT LIVING (CIL) PROGRAM
PART C**

FISCAL YEARS 2017-2019

Effective Date: October 1, 2016

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PART I: Assurances

State of: PA

Section 1: Legal Basis and Certifications

- 1.1 The designated State unit (DSE) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs is PA Department of Labor & Industry | Office of Vocational Rehabilitation (insert name of DSE). *34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)*

- 1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind is N/A (insert name of separate State agency). Indicate N/A if not applicable. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)*

- 1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is PA Statewide Independent Living Council (insert name of SILC). *34 CFR 364.21(a)*

- 1.4 The DSE and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. *34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)*

- 1.5 The DSE, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. *34 CFR 76.104; 34 CFR 80.11(c)*

- 1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. *34 CFR 76.104(a)(4) and (8)*

- 1.7 The representative of the DSE and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Keri Wilkins (Name, title of DSE director) and David DeNotaris, Executive Director (Name, title of separate State agency director, if applicable). *34 CFR 76.104(a)(5) and (6)*

Section 2: SPIL Development

- 2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:
- The provision of State independent living services;
 - The development and support of a statewide network of centers for independent living; and
 - Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities. *34 CFR 364.20(f)*
- 2.2 The DSE and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. *34 CFR 364.20(g)(1)*
- 2.3 The DSE and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSE and SILC shall provide:
- appropriate and sufficient notice of the public meetings (that is, at least 30 days prior to the public meeting through various media available to the general public, such as newspapers, social media and public service announcements, and through specific contacts with appropriate constituency groups and organizations identified by the DSE and SILC);
 - reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
 - public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication. *34 CFR 364.20(g)(2)*
- 2.4 At the public meetings to develop the State plan, the DSE and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. *34 CFR 364.20(h)*
- 2.5 The DSE will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSE determines to be effective. *34 CFR 364.28*
- 2.6 The DSE and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. *34 CFR 364.20(e)*

Section 3: Independent Living Services

- 3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. *34 CFR 364.43(b)*
- 3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. *34 CFR 364.43(c)*
- 3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:
- the availability of the CAP authorized by section 112 of the Act;
 - the purposes of the services provided under the CAP; and
 - how to contact the CAP. *34 CFR 364.30*
- 3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

Section 4: Eligibility

- 4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b) is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. *34 CFR 364.40(a), (b) and (c)*
- 4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. *34 CFR 364.41(a)*
- 4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. *34 CFR 364.41(b)*

Section 5: Staffing Requirements

- 5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. *34 CFR 364.23(a)*
- 5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act. *34 CFR 364.23(b)*

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. *34 CFR 364.24*

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *34 CFR 364.31*

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.
- Availability to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under Title VII of the Act.
- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.
- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of Title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.
- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate
- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.
- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.
- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.
- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.
- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

6.5 Independent Living Plans – 34 CFR 364.43(c)

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of Title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

Section 7: Recordkeeping, Access and Reporting

- 7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:
- the amount and disposition by the recipient of that financial assistance;
 - The total cost of the project or undertaking in connection with which the financial assistance is given or used;
 - the amount of that portion of the cost of the project or undertaking supplied by other sources;
 - compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
 - other information that the Commissioner determines to be appropriate to facilitate an effective audit. *34 CFR 364.35(a) and (b)*
- 7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. *34 CFR 364.36*
- 7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. *34 CFR 364.37*

Section 8: Protection, Use, and Release of Personal Information

- 8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). *34 CFR 364.56(a)*

Section 9: Signatures

After having carefully reviewed all of the assurances in sections 1 - 8 of this SPIL, the undersigned hereby affirm that the State of Pennsylvania is in compliance and will remain in compliance with the aforementioned assurances during 2017-2019 (specify the three-year period covered by this SPIL).

The effective date of this SPIL is October 1, 2016 (year)

SIGNATURE OF SILC CHAIRPERSON	Date
<u>Keri Wilkins, PA SILC Chair</u>	
NAME OF SILC CHAIRPERSON	

SIGNATURE OF DSE DIRECTOR	Date
<u>David DeNotaris, Executive Director</u>	
NAME AND TITLE OF DSE DIRECTOR	

SIGNATURE OF DIRECTOR OF THE SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND	Date
<u>N/A</u>	
NAME AND TITLE OF THE DIRECTOR OF THE SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND	

CIL Directors' Signatures

Signature of CIL Director	Date
<u>Ralph Trainer, Executive Director (Abilities in Motion)</u>	
Name and Title of CIL Director	Date

Signature of CIL Director	Date
<u>Denise Corcoran, Executive Director (Anthracite Region CIL)</u>	
Name and Title of CIL Director	Date

Signature of CIL Director	Date
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Hillary Hasson, Executive Director (CILO)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Joshua Pittinger, Executive Director (CIL BC)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Theotis Braddy, Executive Director (CILCP)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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George Palmer, Executive Director (CILSCP)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Timothy Finegan, Executive Director (CRI)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Melissa Hawkins, Executive Director (DEC)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Chris Lloyd, CEO (DON)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Michael Burke, Executive Director (FVDE)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Amy Beck, Executive Director (LVCIL)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Thomas Earle, CEO (LRI)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Robert Mecca, Executive Director (LIFT)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Timothy Moran, CEO (NEPACIL)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Misty Dion, CEO (RTF)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Brian Shotwell, CEO (TRCIL)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Kathleen Kleinmann, CEO (TRPIL)

Name and Title of CIL Director	Date
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Signature of CIL Director	Date
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Shona Eakin, Executive Director (VFI)

Name and Title of CIL Director	Date
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Part II: Narrative

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission – 34 CFR 364.42(b)(1)

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Mission: The mission of this SPIL is to ensure the best quality of life for people with disabilities through improved access, increased funding, full inclusion, integration and the support and cooperation of governmental entities, key stakeholders and the network of CILs.

****NOTE:** In reviewing the public comments received from statewide forums and OVR district offices, the majority of reported issues for people with disabilities in Pennsylvania were encountered at a local level. With that understanding, the following goals, objectives and action steps were developed in consultation with the local Centers for Independent Living to facilitate a flexible approach to improve these problems in a sensible and effective manner.

Goal 1: To better serve those populations that are unserved or underserved.

Goal 2: To improve the availability and access to independent living opportunities.

Goal 3: To increase access to and delivery of information utilizing all available accessible formats.

Goal 4: To ensure the SILC is financially sound.

1.2 Objectives – 34 CFR 364.42(a)(1) and (d); 34 CFR 364.32; 34 CFR 364.33

1.2A Specify the objectives to be achieved and the time frame for achieving them.

Goal(s) from Section 1.1	Objective(s) to be achieved	Time frame start date	Time frame end date
Goal 1: To better serve those populations that are unserved or underserved.	1.1 Establish outreach efforts to veterans with disabilities Action Steps: 1.1.a. Identify veterans with disabilities 1.1.b. Introduce opportunities for veterans 1.1.c . Create programs that are relevant through Requests for Proposals and/or other successful models.	10-1-16	9-30-19
Goal 1: To better serve those populations that are unserved or underserved.	1.2 Increase opportunities for chronically or unserved/underserved Action Steps: 1.2.a. Establish 4 underserved/unserved populations from public forums comments. 1.2.b. Implement efforts to address the needs of populations from public forum comments. 1.2.c. Continue and expand the programs for the underserved deafblind population. 1.2.d. Create programs that are relevant through Requests for Proposals and/or other successful models.	10-1-16	9-30-19
Goal 1: To better serve those populations that are unserved or underserved.	1.3 Improve services for Youth with disabilities Action Steps: 1.3.a. Support and collaborate with existing youth initiatives. 1.3.b. Create programs that are relevant through Requests for Proposals and/or other successful models.	10-1-16	9-30-19
Goal 1: To better serve those populations that are unserved or underserved.	1.4 Improve services for People with disabilities whose primary language is not English (i.e., ASL, ESL). Action Steps: 1.4.a. Identify the population. 1.4.b. Create programs that are relevant through Requests for Proposals and/or other successful models.	10-1-16	9-30-19
Goal 1: To better serve those populations that are unserved or underserved	1.5 Improve services for People with disabilities in underserved/unserved and rural areas. Action Steps: 1.5.a. Implement efforts to address the needs of populations from public forum	10-1-16	9-30-19

	<p>comments.</p> <p>1.5.b. Create programs that are relevant through Requests for Proposals and/or other successful models.</p>		
Goal 2: Improve availability and access to Independent Living Opportunities.	<p>2.1 Strengthen the network of CILs and enhance relationship with Pennsylvania Council on Independent Living (PCIL-CIL Membership Organization).</p> <p>Action Steps:</p> <p>2.1.a. Members of SILC that are also PCIL members will facilitate working on relationships.</p> <p>2.1.b. Increase and improve relationships with the disability community.</p> <p>2.1.c. Identify and share best practices from the network of CILs by the CILs.</p>	10-1-16	9-30-19
Goal 2: Improve availability and access to Independent Living Opportunities.	<p>2.2 Identify priorities for IL opportunities</p> <p>Action Steps:</p> <p>2.2.a. Identify issues from public forum comments.</p> <p>2.2.b. Create programs that are relevant through Requests for Proposals and/or other successful models.</p>	10-1-16	9-30-19
Goal 2: Improve availability and access to Independent Living Opportunities.	<p>2.3 Explore opportunities for expanding funding bases for the entire CIL network</p> <p>Action Steps:</p> <p>2.3.a. Work with governmental entities to explore opportunities to increase and diversify funding.</p> <p>2.3.b. Work closely with DSE to develop opportunities for transition.</p>	10-1-16	9-30-19
Goal 2: Improve availability and access to Independent Living Opportunities.	<p>2.4 Develop projects in coordination with a broad consensus of partners for IL opportunities</p> <p>Action Steps:</p> <p>2.4.a. Promote cross training and increased collaboration between CILs and state offices addressing the needs of people with disabilities.</p> <p>2.4.b. Work closely with DSE to develop opportunities for transition.</p> <p>2.4.c. Increase and improve relationships with the disability community</p> <p>2.4.d. Identify and collaborate with other key stakeholder groups.</p>	10-1-16	9-30-19

<p>Goal 3: To increase access to and delivery of information utilizing all available accessible formats.</p>	<p>3.1 Develop a relevant website and strong social media presence Action Steps: 3.1.a. Maintain and update website with important disability information. 3.1.b. Increase social media presence. 3.1.c. Disseminate action alerts. 3.1.d. Distribute periodic newsletters</p>	<p>10-1-16</p>	<p>9-30-16</p>
<p>Goal 3: To increase access to and delivery of information utilizing all available accessible formats.</p>	<p>3.2 Improve the capacity of the SILC Board. Action Steps: 3.2.a. Be a resource to the administration. 3.2.b. Invite speakers and have dialogue with members of current administration. 3.2.c. Offer assistance on issues of interest to current administration. 3.2.d. Do presentations to other disability stakeholder groups and share updates. 3.2.e. Invite other (non-CIL) disability organizations to speak at SILC board meetings and on SILC Action Committee calls and share updates. 3.2.f. Increase outreach to other organizations including Non-disability organizations and other governmental related entities not already in SILC network.</p>	<p>10-1-16</p>	<p>9-30-19</p>
<p>Goal 4: Ensure the SILC is financially sound.</p>	<p>4.1. Address SILC approach regarding current and future financial opportunities Action Steps: 4.1.a. Create a resource development team that will diversify funding streams. 4.1.b. Examine private sector opportunities- donations and advertising revenues 4.1.c. Hire a resource development/fundraising professional 4.1.d. Increase current board financial contributions 4.1.e. Recruit new board members from the private sector including financial institutions and businesses that support the IL philosophy. 4.1.f. Develop strategies to address the lack of board appointments by Governor 4.1.g. Work with Federal and State public</p>	<p>10-1-16</p>	<p>9-30-19</p>

	policy makers and disability stakeholders to address issues which benefit SILC.		
Goal 4: Ensure the SILC is financially sound.	4.2. Discharge the SILC debt Action Steps: 4.2.a. Develop strategies to discharge and/or reduce the debt over targeted time frame.	10-1-16	9-30-19

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations. This section of the SPIL must:

- Identify the populations to be designated for targeted outreach efforts;
- Identify the geographic areas (i.e., communities) in which the targeted populations reside;

Pennsylvania is a state with 2.1 million persons with disabilities living in large metropolitan areas, medium sized cities and rural agricultural communities. Due to the vast differences in the population, it is necessary to determine where the designated population resides.

The CILs work plans outreach efforts include: presentations; agency contacts; website; public service announcements; exhibits/displays; and other outreach opportunities as they arise.

The DSE and the Federal CILs are all now mandated to make transitioning students from school to work a priority; it is one prong of the fifth core service for centers. It is imperative that OVR and CILs work together to coordinate services for students, to ensure they receive necessary services and are well prepared for finding employment or going on to post-secondary education opportunities.

OVR counselors should be encouraged to seek out center staff in order to develop a joint transitioning plan for students ready to leave high school. Training opportunities may be available at the centers that can assist the OVR counselors with a student’s preparation for employment.

Each Federal CIL will develop outreach materials designed specifically to target individuals who meet the definition of youth, as defined by WIOA.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

The PASILC believes that plans for outreach to individuals with significant disabilities from minority group backgrounds are best handled at the local level. Strategies that CILs may consider for implementation include:

1. Work with county officials, disability organizations, and other local contacts in underserved counties.

2. Work with community organizations serving underserved disability and minority groups.
3. Recruit board and staff members from underserved disability types and/or minority groups.
4. Promote outreach activities in nursing homes or other institutions serving individuals with significant disabilities.

With each goal, the PASILC will work with the lead organization and key partners to identify the specific geographic area for implementation of the objectives and activities to reach the identified unserved/underserved population identified by the comments received from the public forums.

1.3 Financial Plan – 34 CFR 364.42(a)(2) and (3); 34 CFR 364.29

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

- Insert additional rows for the specific funding sources and amounts expected within the categories of Other Federal Funds and Non-Federal Funds.

Year 1 - Approximate Funding Amounts and Uses

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B	\$333,943.00			\$372,057.00
Title VII Funds - Chapter 1, Part C			\$2,567,100.00	

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal Funds - Other				
Non-Federal Funds -State Funds	\$33,394.00			\$37,206.00
Non-Federal Funds - Other				

Year 2 - Approximate Funding Amounts and Uses

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B	\$333,943.00			\$372,057.00
Title VII Funds - Chapter 1, Part C			\$2,567,100.00	
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal Funds - Other				

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Non-Federal Funds -State Funds	\$33,394.00			\$37,206.00
Non-Federal Funds - Other				

Year 3 - Approximate Funding Amounts and Uses

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B	\$333,943.00			\$372,057.00
Title VII Funds - Chapter 1, Part C			\$2,567,100.00	
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)				
Other Federal Funds - Other				
Non-Federal Funds -State Funds	\$33,394.00			\$37,206.00
Non-Federal Funds - Other				

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Part B funding will be used to provide independent living services to people with significant disabilities and to support activities in the objectives.

Part C funding will continue to be used to support CIL operations.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

Pennsylvania will create programs that are relevant through Requests for Proposals and/or other successful models, in coordination with the DSE for the following CILs:

- Abilities in Motion
- Anthracite Region CIL
- Center for Independent Living Opportunities
- CIL of Bucks County
- CIL of Central Pa
- CIL of South Central PA
- Community Resource for Independence
- Disability Empowerment Center
- Disability Options Network
- Freedom Valley Disability Enablement
- Lehigh Valley Center for Independent Living
- Liberty Resources
- Life & Independence for PA
- Northeast PA Center for Independent Living
- Road to Freedom CIL of North Central PA
- Three Rivers CIL Services
- Tri-County Patriots for Independent Living
- Voices for Independence

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

The DSE develops and manages all grants to the PASILC and state-funded CILs. The DSE also manages the funds distribution in accordance with Commonwealth policies and procedures. While it is necessary to maintain separate funding streams, the DSE and PASILC work cooperatively to assure consistency of services, based on, federal, state and local needs irrespective of whether a CIL is state-funded or Part C funded.

1.3B(4) Provide any additional information about the financial plan, as appropriate.

Pursuant to Section 705 (c)(d)(e) of the Act and proposed rule 45 CFR Part 1329; the PASILC does not engage in activities beyond statutory duties, authorities, and responsibilities.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans – 34 CFR 364.42(c) and (e)

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

The State Plan for Independent Living reflects the beliefs of the PASILC and the PA CILs in promoting a philosophy of independent living including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy to maximize the leadership, empowerment, independence, and productivity of individuals with significant disabilities and to promote and maximize the integration and full inclusion of individuals with significant disabilities into the mainstream of American society.

The SPIL encourages coordination, cooperation, and communication between the PASILC and PA CILs as well as the DSE (PA OVR). This provides an opportunity to help ensure that all stakeholders are advised of, sensitive and responsive to the needs of individuals with significant disabilities identified by the centers in their service areas; the plans of the centers to address those needs; and that the PA CILs operate in a manner consistent with the SPIL. (34 CFR 364.42(c))

1.4B Describe how, in developing the SPIL objectives, the DSE and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

The PA CILs, the PASILC, and the DSE are all part of the SPIL planning team. Every effort is made to ensure that all stakeholders have ample opportunities to provide input into the development of the objectives for the SPIL, as well as the other elements of the State Plan. The PA CILs provided leadership in the development of the objectives, action steps, and outcomes for this SPIL. The PASILC and the PA CILs consider the CIL work plans, developed by the individual centers in compliance with section 725(c) (4) of the Act, when developing or revising the SPIL. At the same time, as each center develops its work plan for each 704 Report, they include in their work plan the objectives outlined in the current SPIL for which they have responsibility.

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities – 34 CFR 364.26

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSE, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

- The description must identify the entities with which the DSE and the SILC will cooperate and coordinate.

The SILC, OVR, CILs and the Rehabilitation Council (PaRC) have a strong partnership that includes cooperative strategizing, planning, communication, and coordinated efforts.

The Director of OVR provides a report at each SILC meeting to share an update on the agency and to provide a forum for questions, expression of concerns, and sharing of information.

The PASILC Executive Director has quarterly meetings with the DSE/OVR Executive Director to maintain good communication and share pertinent information on a regular basis.

The PASILC Executive Director is, and will continue to be, an active member of other boards, councils, and organizations that provide an opportunity for coordination and improvement of services and supports for people with disabilities. PASILC has provided a voting seat for the PaRC council member who provides opportunities for communication and collaboration. The PASILC, CILs, and DSE will cooperate and coordinate with any agency, council, or public or private entity when such a relationship is consistent with the SPIL and the Act to ensure persons who have disabilities have access to community-based resources that promote personal choice and facilitate the achievement of their independent living goals. Through such cooperation and coordination, the SILC will advocate for the rights and needs of persons who have disabilities and for policy and system changes which address those needs and promote the independent living philosophy.

In addition, the PASILC will be an active member of the National Council on Independent Living (NCIL), the Association of Programs for Rural Independent Living (APRIL), and other organizations to improve services and the lives of Pennsylvanians with disabilities.

The PASILC, CILs, and DSE will cooperate and coordinate with the Legislature and Congress by providing information and technical assistance upon request from legislators and/or legislative staff.

The PASILC strives and will continue to strive to ensure representation from state agencies and entities necessary to develop, foster, and maximize working relationships that will benefit efforts to achieve our mission and goals.

The PASILC intends to conduct the following coordination/cooperation activities, with consideration to the new SILC authorities in the Act:

- Work with other organizations, identify and, as necessary, develop materials to increase the knowledge and understanding of the public and public policy makers about disabilities, the rights of people with disabilities, working with people with disabilities, and the benefits of inclusiveness.
- Collaborate with the CILs to create a communication campaign to:
 - improve the visibility of SILC and CILs
 - promote the idea of independence
- Collaborate with the CILs to improve disability resource information available through 211 and on-line resource databases in Pennsylvania.
- Collaborate with the CILs to educate Pennsylvania's Congressional delegation and national associations about the impact of, and the need to revise, the current funding formula for Part C funding.

1.6 Coordination of Services – 34 CFR 364.27

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and

local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

DSE, PA CILs and PASILC make concerted efforts to use existing programs to gain maximum benefit of Title VII, Chapter I funds. Through consumer and professional liaison interactions with state and local entities information regarding program application and eligibility, scope of services and policy modifications is shared with the disability community on a regular basis.

The composition of the PASILC assures a broad, cross representation of these entities, as well as the opportunity to disseminate information/updates as applicable, to the membership.

The DSE is charged with referring interested individuals to appropriate resources that would enhance their independent living capacity, while addressing vocational rehabilitation issues.

The DSE and the CIL's are all now mandated to make transitioning students from school to work as a priority; it is one prong of the fifth core service for centers. OVR counselors are to work with students while they are in school and the centers are to work with students once they have left post-secondary education. It is imperative that OVR and CILs work together to coordinate services for students, to ensure they receive necessary services and are well prepared for finding employment or going on to post-secondary education opportunities. OVR counselors should be encouraged to seek out center staff in order to develop a joint transitioning plan for students ready to leave high school. Training opportunities may be available at the centers that can assist the OVR counselors with a student's preparation for employment.

1.7 Independent Living Services for Individuals who are Older Blind – 34 CFR 364.28

Describe how the DSE seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSE determines to be effective.

N/A

Section 2: Scope, Extent, and Arrangements of Services

2.1 Scope and Extent – 34 CFR 364.42(b)(2)(3); 34 CFR 364.43(b); 34 CFR 364.59(b)

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSE (directly and/or through contract or grant).

Table 2.1A: Independent living services	Provided by the DSE (directly)	Provided by the DSE (through contract and/or grant)	Provided by the CILs (Not through DSE contracts/grants)
Core IL Services - Information and referral	N/A	YES	YES
Core I L Services - IL skills training	N/A	YES	YES
Core IL Services - Peer counseling	N/A	YES	YES
Core IL Services - Individual and systems advocacy	N/A	YES	YES
Counseling services, including psychological, psychotherapeutic, and related services	N/A	YES	YES
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	N/A	YES	YES
Rehabilitation technology	N/A	YES	YES
Mobility training	N/A	YES	YES
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	N/A	YES	YES
Personal assistance services, including attendant care and the training of personnel providing such services	N//A	YES	YES
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	N/A	YES	YES
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	N/A	YES	YES
Education and training necessary for living in the community and participating in community activities	N/A	YES	YES
Supported living	N/A	NO	NO
Transportation, including referral and assistance for such transportation	N/A	YES	YES
Physical rehabilitation	N/A	NO	NO
Therapeutic treatment	N/A	NO	NO
Provision of needed prostheses and other appliances and devices	N/A	YES	YES

Table 2.1A: Independent living services	Provided by the DSE (directly)	Provided by the DSE (through contract and/or grant)	Provided by the CILs (Not through DSE contracts/grants)
Individual and group social and recreational services	N/A	NO	NO
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	N/A	YES	YES
Services for children with significant disabilities	N/A	YES	YES
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	N/A	YES	YES
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	N/A	YES	YES
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	N/A	YES	YES
Other necessary services not inconsistent with the Act	N/A	YES	YES

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

Service priorities include:

- Veterans with disabilities
- Chronically underserved/unserved
- Youth with disabilities
- People with disabilities whose primary language is not English (i.e., ASL, ESL)
- People with disabilities in underserved/unserved and rural areas.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
-

- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

N/A

2.2 Arrangements for State-Provided Services – 34 CFR 364.43(d) and (e)

2.2A If the DSE will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

All IL services under Title VII, Part B are provided through contracts to the Part C funded Centers for Independent Living to provide IL services to people with significant disabilities. State IL funds are provided through grants to Part C funded CILs to provide IL services.

Determination of eligibility for all IL services lies with the CIL providing services to the individual. All projects provide program and financial reports to the DSE as well as making a presentation at a PASILC meeting at least annually.

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

The State does not award any funds to a center for their general operation, so this section is N/A.

Section 3: Design for the Statewide Network of Centers

3.1 Existing Network – 34 CFR 364.25

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

1. Abilities in Motion

210 North Fifth Street
Reading, PA 19601
610-376-0010 V
610-288-2310 TTY
888-376-0120
610-376-0021 FAX

www.abilitiesinmotion.org

Counties Served: Berks

2. Anthracite Region CIL

8 West Broad Street, Suite 228
Markle Building
Hazleton, PA 18201
570-455-9800 V/TTY
800-777-9906

570-455-1731 FAX

www.anthracitecil.org

Counties Served: Carbon, Luzerne, Schuylkill

3. Center for Independent Living Opportunities

127 W. Market Street, Suite 100

York, PA 17401

717-849-0991

800-956-0099

717-849-0996 FAX

717-849-0995 TTY

www.cilopportunities.org

Counties Served: Adams, Franklin, York

4. CIL of Bucks County

1226 Veterans Highway

Suite F-14 Box 820

Bristol, PA 19007

215-781-5070

215-781-5080 FAX

www.cilbc.org

Counties Served: Bucks

5. CIL of Central PA

207 House Ave., Suite 107

Camp Hill, PA 17011

717-731-1900

800-323-6060

717-731-8150 FAX

717-737-1335 TTY

www.cilcp.org

Counties Served: Cumberland, Dauphin, Perry, Juniata, Mifflin

6. CIL of South Central PA

2900 Beale Avenue, Suite 118

Altoona, PA 16601

814-949-1905

800-237-9009

814-949-1909 FAX

814-949-1905 TTY

www.cilsepa.org

Counties Served: Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana, Somerset

7. Community Resources for Independence

3410 West 12th Street

Erie, PA 16505

814-838-7222

800-530-5541

814-838-8491 Fax

814-838-8115 TTY

www.crinet.org

Counties Served: Clarion, Crawford, Warren, Forest, Venango, Erie

8. Disability Empowerment Center

941 Wheatland Ave, Suite 201

Lancaster PA 17603

717-394-1890 (Lancaster)

717-273-1057 (Lebanon)

866-394-1890 (Toll Free)

717-394-3228 TTY

717-394-7930 FAX

www.decpa.org

Counties Served: Lancaster, Lebanon

9. Disability Options Network

1929 E. Washington Street, Suite 1

New Castle, PA 16101

724-652-5144

724-652-5152 TTY

724-652-5158 FAX

www.disabilityoptionsnetwork.org

Counties Served: Lawrence, Beaver, Butler, Mercer

10. Freedom Valley Disability Enablement

3607 Chapel Rd, Suite B

Newtown Square, PA 19073

610-353-6640

800-427-4754

610-353-6753 FAX

610-353-8900 TTY

<http://fvdc.net/index.htm>

Counties Served: Chester, Delaware, Montgomery

11. Lehigh Valley Center for Independent Living

713 N. 13th Street

Allentown, PA 18102

610-770-9781

800-495-8245

610-770-9801 FAX

610-770-9789 TTY

www.lvcil.org

Counties Served: Lehigh, Northampton

12. Liberty Resources, Inc.

714 Market Street Suite 100

Philadelphia, PA 19106

215-634-2000

888-634-2155
215-634-6628 FAX
215-634-6630 TTY

www.libertyresources.org

Counties Served: Philadelphia

13. Life & Independence for Today (LIFT)

503 East Arch Street
St. Marys, PA 15857
814-7 81-3050 Main/TTY
800-341-5438
814-781-1917 FAX

www.liftcil.org

Counties: Cameron, Clearfield, Elk, Jefferson, McKean, Potter

14. Northeast PA Center for Independent Living

1142 Sanderson Avenue, Suite 1
Scranton, PA 18509-2623
570-344-7211
800-344-7211 V/TTY
570-344-7218 FAX

www.mycil.org

Counties: Bradford, Columbia, Lackawanna, Luzerne, Pike, Monroe, Sullivan, Susquehanna, Wayne, Wyoming

15. Roads to Freedom : CIL of North Central PA

24 East Third Street
Williamsport, PA 17701
570-327-9070
800-984-7492
570-327-8610 FAX

www.cilncp.org

Counties: Centre, Clinton, Lycoming, Montour, Northumberland, Snyder, Tioga, Union

16. Three Rivers CIL Services, Inc.

901 Pennsylvania Ave.
Pittsburgh, PA 15233
412-371-7700
412-335-0274
800-633-4588 (within PA)
412-371-9430 FAX
412-371-6230 TTY

www.trcil.org

Counties: Allegheny, Armstrong, Westmoreland

17. Tri-County Patriots for Independent Living

69 E. Beau Street
Washington, PA 15301

724-223-5115
724-223-5119 FAX
724-228-4028 TTY

www.tripil.com

Counties: Fayette, Greene, Washington

18. Voices for Independence

1107 Payne Ave
Erie, PA 16503
814-874-0064 V/TTY
866-407-0064
814-874-3497 FAX

www.vfciil.org

Counties: Clarion, Crawford, Warren, Forest, Venango, Erie

3.2 Expansion of Network – 34 CFR 364.25

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

Priority 1

Advocate for increased Title VII, Part C funding for the current Centers for Independent Living while meeting the Federal standards and indicators for CILs.

Priority 2

As new Part C funding is appropriated, additional new CILs should be added, with priorities based on input from public meetings. Regardless of funding source, the use of funding to expand the network and establish new CILs will be directed by this SPIL in compliance with PA State Code. If new Part C funds are appropriated to start a new CIL, a time and place discernment process will be determined by the existing Centers for Independent Living.

3.3 Section 723 States Only – 34 CFR 364.39

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSE director and the SILC chair have agreed upon. Indicate N/A if not applicable.

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

Section 4: Designated State Unit (DSE)

4.1 Administrative Support Services – 34 CFR 364.4; 34 CFR 364.22(b)

4.1A Describe the administrative support services to be provided by the DSE for the SILC (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program.

The PA Labor & Industry Division of Rehabilitation Services (OVR) is the Designated State Unit for administration of the State plan for vocational rehabilitation and supported employment programming under the Act.

The chairperson of the Statewide Independent Living Council and the directors of the state's centers for independent living have requested OVR to serve as the Designated State Entity (DSE) for the State Independent Living Services program (Part B). OVR has agreed to accept that responsibility. In carrying out its duties as DSE, OVR assures that it will:

- (1) Receive, account for, and disburse funds received by the State under Part B;
- (2) Keep such records and afford such access to such records as the Administrator (of the Administration for Community Living) finds to be necessary with respect to the programs;
- (3) Submit such additional information or provide such assurances as the Administrator (of the Administration for Community Living) may require with respect to the programs;
- (4) Retain not more than 5 percent of the funds received by the State for any fiscal year under Part B, for the performance of these services;
- (5) Adopt fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for federal funds provided to centers for independent living, the Statewide Independent Living Council, and/or other services providers under the Independent Living Services program;
- (6) Comply with all applicable federal and state laws and regulations, including those in 45 CFR part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards);
- (7) Arrange for the delivery of independent living services under Title VII, Part B, of the Act;
- (8) Arrange for the necessary and sufficient resources needed by the Pennsylvania Statewide Independent Living Council to fulfill its statutory duties and authorities, as authorized in the approved State Plan for Independent Living; and,
- (9) Perform such other duties and functions consistent with the Pennsylvania State Plan for Independent Living as may be mutually agreed upon by the parties.

PA OVR further assures that as DSE it also will carry out its other responsibilities under the Act, including, but not limited to, arranging for the delivery of independent living services under Part B of the Act, and for the necessary and sufficient resources needed by the Pennsylvania Statewide Independent Living Council to fulfill its statutory duties and authorities, as authorized in the approved State Plan for Independent Living.

4.1B Describe other DSE arrangements for the administration of the IL program, if any.

N/A

Section 5: Statewide Independent Living Council (SILC)

5.1 Resource plan – 34 CFR 364.21(i)

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSE for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

– Refer to the SPIL Instructions for more information about completing this section.

The PASILC resource plan includes:

Salaries and Benefits - projected expenses needed to employ SILC staff

Equipment Purchase - projected expenses to purchase equipment as necessary

Equipment Lease & Maintenance - cost of leasing and/or maintenance agreements

Audit- projected cost of an annual audit to fulfill state and federal contract requirements.

Computer Software - projected cost to purchase computer software

Consultation - consultation services in specialized areas related to the SILCs mission

Dues/Subscriptions/Fees - costs related to memberships in disability related organizations/groups

Educational Fees - projected expenses for training in personal development

Insurance/Directors & Officers - projected cost for Directors- and Officers- insurance

Insurance/Property - projected cost for property insurance

Meeting Charges - Funds to cover the costs of having quarterly and committee meetings

Payroll Services - projected cost for payroll services, reports, and tax filing purposes.

Postage - projected cost for typical mailings of correspondence

Printing - projected cost of purchasing professional printing services

Reasonable Accommodations - projected cost for disability-related support

Rent - projected cost for office space and off-site storage.

Supplies - typical clerical supplies, binders, miscellaneous materials and supplies

Telephone - projected cost for telephone and computer network expenses

Travel//Lodging, Meals, PAS, and Transportation - projected cost of lodging expenses for board members, staff, and attendants

The PASILC intends to conduct activities under the new authorities provided for the Act as follows:

- Conduct advocacy activities to ensure state policies and services are in place that ensures all Pennsylvanians are valued equally and participate fully in their communities.
- Develop and implement a resource development plan to support the activities of the SILC.
- Collaborate with the CILs on resource development to expand capacity of current CILs and to establish new CILs.
- Conduct leadership development activities for current and potential SILC members.
- Conduct outreach to and leadership development activities for youth with disabilities.
- Educate SILC members and staff on the new federal prohibitions against lobbying.
- Conduct research to gather data on the return on investment and the economic impact of CILs.

5.1B Describe how the following SILC resource plan requirements will be addressed:

The PASILC has an internal process for proper expenditure of funds. See Section 6.4 below for details. In addition to this process, the Finance Committee meets regularly to ensure the funds meet the program responsibilities as well as being properly accounted for. The PASILC also has an annual program audit. The PASILC is in continual communication with the DSE to ensure the resources are expended properly both before the passage of the plan and during the implementation.

As a contractor, PASILC agrees, as follows, to be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided hereunder which will be in the form pursuant to generally accepted accounting procedures.

In addition, the PASILC has in place fiscal policies and procedures which address internal controls, safe-guarding assets, expenditures, inventory, cash receipts, cash disbursements, bank statement reconciliation, management information systems, inter-fund borrowing, non-expendable property, compliance with all federal and state laws and regulations, and the annual budget process. PASILC develops a budget, to the maximum extent possible, based on existing net assets and anticipated assets under current agreements. Budget revisions are made, as needed, when new funding is received during the fiscal year.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

There are no conditions or requirements that are imposed by the DSE or any other entity that may compromise the independence of the PASILC, and the PASILC relies to the maximum extent possible on the resources in existence during the period of the implementation of the SPIL.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

All funds included in the SPIL are based on current fiscal year appropriations and are subject to continued appropriations. Should appropriations cease, be decreased, or be increased, the PASILC and PA CILs will review, and revise as needed, the funding amounts in the SPIL. Any circumstances impacting the availability of funds for the SILC resource plan will result in the SILC and DSE renegotiating the funding for the SILC resource plan.

5.2 Establishment and Placement – 34 CFR 364.21(a)

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSE and all other State agencies.

- Refer to the SPIL Instructions for more information about completing this section.

The PASILC is an independent 501(C)(3) entity that operates with a governing board of directors. The DSE and the PASILC work in collaboration as described by the Rehabilitation Act as amended.

5.3 Appointment and Composition – 34 CFR 364.21(b) – (f)

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b).

- Refer to the SPIL Instructions for more information about completing this section.

Members of the PASILC are appointed by the Governor of the state of Pennsylvania. An application process is in place to ensure the SILC composition and qualification requirements are met. The chairperson is elected, from among the voting members of the SILC, by the voting members of the SILC. Term limits are maintained through record-keeping and by filling vacancies for full terms or partial terms, as applicable. Vacancies are filled in the following manner: The appointed members of the PASILC conduct an annual solicitation of applications for SILC membership statewide. Applications include demographics, background information, experience, and other information necessary to ensure compliance with the composition requirements and to bring the skills, experience, and representation needed for effective functioning of the SILC. Applications received are reviewed by a committee of the SILC considering all federal requirements, current make-up of the PASILC, and upcoming vacancies. The committee develops recommendations for appointment and presents them to the full

PASILC for consideration. Final recommendations are approved by the PASILC and are submitted to the Governor as nominations for appointment. Information presented to the Governor includes the demographic mix of the PASILC and how each nomination lends to compliance with composition requirements, any resume's provided by applicants, justification for the appointment of each nominee, and the recommended appointment term for each nominee.

5.4 Staffing – 34 CFR 364.21(j)

Describe how the following SILC staffing requirements will be met:

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

PASILC staff members are employees of the non-profit corporation. The executive director is hired and supervised by the PASILC executive committee. All other staff are hired and supervised by the executive director. The PASILC is in compliance with all state and federal employment laws and completes all necessary reporting and documentation. Staffing is maintained using the SILC resource plan funds and PASILC contracts and grants.

- Non-assignment of duties to SILC staff and other personnel made available by the DSE, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

The DSE does not interfere in any way with the SILC staff. There is no staff made available to the SILC by the DSE or any other entity that would create a conflict of interest.

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

All providers of IL services in PA under the SPIL are centers for independent living funded under Title VII, Part C of the Act. All grantees under the SPIL must comply with the Standards and Assurances for CILs under Section 725 of the Act and as a result are Part C funded CILs. Therefore, all service providers meet the following requirements as directed by and monitored by ACL.

The CILs ensure staff are specialists in the field of independent living, alternative communication, and to the maximum extent possible, provide staff who can communicate in native languages, and alternative forms of communication.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes

and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Each center maintains a list of interpreters, peer counselors, and other individuals who may assist with various forms of communication when necessary.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

All CILs provide new staff orientation and training, using their individually developed procedures manuals and other independent resources that are available through outside sources. (ILNET, ILRU, NCIL, etc.)

All CILs provide staff development opportunities via the ILNET program, attendance at conferences such as NCIL, private training seminars, college classes, and web-based training opportunities. All staff are required to complete an individual training needs survey for the annual 704 Report, which are then tallied into the priorities of each CIL.

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

All PA CIL members take affirmative action to advance in employment qualified individuals with disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under Section 503 of the Act.

6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

Process for disbursement of funds:

Request for funds (RFFs) are prepared based on monthly expenses and sent to OVR for approval

Manager of Finance and Administration verifies and codes invoices and records entries into Quick Books Accounting software and runs a select for payment report.

Executive Director approves and then sends the report onto the PA Chair and Treasurer for approval.

Executive Director signs all checks under \$5,000. A second signature is required for checks higher than that amount by PASILC Chair or Treasurer

6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

All fiscal records are maintained in each center's corporate office in accordance to the IRS requirements as to the number of years and types of records to be maintained. A list of those IRS requirements have been obtained by independent auditors to ensure compliance with those requirements.

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

All centers will file the annual performance report by the designated date, as required by the continuation award notice received by each federally funded CIL. Centers will maintain the supporting documentation for fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for Federal funds. Centers will also submit any other reports/data as may be requested by the Secretary or Administrator.

- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

All records that are maintained by the centers, both fiscal and programmatic, are kept in secure locations to ensure that independent auditors, State of PA auditors, and any Federal representative may review them at any time necessary.

6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

Eligibility is determined based solely on presence of significant disability for core services.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Information and referral can be obtained through various mechanisms of the IL program. If necessary, follow-up services will be provided.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

Eligibility is determined according to the law.

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL

services.

Eligibility is not determined based on age, color, creed, gender, national origin, race, religion, or type of significant disability.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

In Pennsylvania, all persons with disabilities can receive services regardless of any state or local residency requirements.

6.5 Independent Living Plans – 34 CFR 364.43(c)

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

All recipients of IL services either have an IL Plan or a waiver.

6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

All CILs have policies and procedures in place. All CILs will notify individuals seeking or receiving IL services of CAP in accessible format

6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

Policies and procedures will be in place ensuring the proper level of confidentiality.

Section 7: Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program. 34 CFR 364.38

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
<p>Goal 1: To better serve those populations that are unserved or underserved.</p> <p>Goal 2: Improve availability and access to Independent Living Opportunities</p> <p>Goal 3: To increase access to and delivery of information utilizing all available accessible formats.</p> <p>Goal 4: Ensure the SILC is financially sound</p>	<p>Strategies for monitoring and evaluating objectives in the SPIL work plan include the following:</p> <ol style="list-style-type: none"> 1. Review the SPIL at each SILC meeting and evaluate whether timelines are being met: <ul style="list-style-type: none"> - If action steps and/or objectives have not been accomplished, analyze why and determine what adjustments need to be made; - Develop strategies for measuring whether indicators have been met. 2. Work with PA CILs to determine how data will be gathered. 3. Review the annual Consumer Satisfaction Survey Report summarizing responses from consumers receiving independent living services during the year. 4. Review the quarterly and annual Community Living Services Program reports. 5. Review the 704 Reports (Part II) from the PACIL members. 6. Review ACL/ILA Site Review reports of CILs when available. 7. Invite each CIL to do an annual presentation at a SILC meeting to discuss their programs and operations. 9. Review the 704 Report (Part I) for Pennsylvania. <p>The PASILC will review these strategies annually and will adjust and further develop the Evaluation Plan as needed.</p>

Section 8: State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL. Indicate N/A if not applicable. 34 CFR 364.20(h)

In 1994, disability advocates in Pennsylvania helped to secure state passage of the Independent Living Services Act (Act 139). It is nearly identical to the Rehab Act which was reauthorized

within Workforce Innovation and Opportunity Act (WIOA) and will ensure the intent of the Rehab Act will always be protected in Pennsylvania.

The state act is identical to the federal legislation with one key difference: 50 percent of Centers for Independent Living in Pennsylvania must be members of the SILC. Due to this requirement, which the SILC had supported, the number of SILC members has automatically increased as the number of CILs in Pennsylvania has grown. Although they are members of the SILC, they do not add into the number of persons with a disability.