

HOW TO APPLY FOR PROGRAM FUNDING BY USING DCED'S ELECTRONIC SINGLE APPLICATION (ESA):

A COMPLETE WALKTHROUGH

November 2016

DCED, Customer Service

How to Log In to Single Application

Go to dced.pa.gov - click on "Programs and Funding - then click on "Single Application" to log in. pennsylvania DEPARTMENT OF COMMUNITY Local Government - Housing & Development - Programs & Funding - Business Assistance - PA Advantages - About the - SECONOMIC DEVELOPMENT Programs & Funding - Business / pennsylvania & CEDO Login For an overview of the changes in the new Single Application, please read <u>Help</u>. User Name Q Search For Funding START A NEW BUSINES Important Note: If you registered in the old Single Application, you should not Register again. Single Application (First Time User? Click the button above)

(Forgot Your Password? Click the button above)

Quality Assurance

	Login.
PA pennsylvania	
Help Contact Us	
	Login
	User Name
	Password
Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password	1 New Usons Click the "D

to update your Account Information.

REGISTER

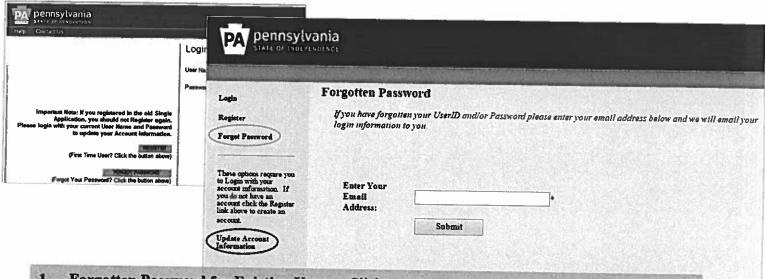
(First Time User? Click the button above)

(Forgot Your Password? Click the button above)

- New Users Click the "Register" button to create a new PA PowerPort Login Account
- 2. Existing Users Login with user name and password and update account information
- Forgotten Password for Existing Users Click on the "Forgot Password" button
 - Enter the e-mail address associated with the PA PowerPort Login Account
 - Click "Forgot Password" (e-mail automatically sent with a new password)

PA PowerPort Login/Change or Update Account

PA PowerPort website: https://www.login.state.pa.us/login/



- 1. Forgotten Password for Existing Users Click on "Forgot Password."
 - a. Enter the e-mail address associated with the PA PowerPort Login Account
 - b. Enter new password and enter again to confirm
- 2. Update PA PowerPort Login Account Information (see important note below)
 - a. Click "Update Account Information" update and save changes

IMPORTANT NOTE: This is the PA PowerPort website. You <u>must</u> return to the Single Application website to log in and complete an application.

Single Application New Registration for PA PowerPort Login—Instructions

Single /	Application	Registration	Information
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In order to use the Web Submission of Single Application for Assistance you must have a valid PA PowerPort user name and password. If you do not have a PA PowerPort profile, simply fit out the form below and press the "Submis" button To help provide a more detailed and easier process while filling out your application we are asking for information that will help us provide you with the best possible programs and screens.

t w regit ittisamened	
	* Required Fields
First Name	•
Last Name	•
Address	
City	
State	PA
Zip Code	•
Email Address:	
User Name:	
Password:	·
Confirm Password:	
Security Question:	
Security Answer:	
Single Application Information	
	Reset
Are You Applying As?	○ For Profit ○ Non Profit ○ Government

- 1. Complete all the required fields (denoted with a red diamond)
 - a. E-mail Address Used to forward forgotten password when requested. An email address cannot be used twice.
 - b. User Name Must be unique to all the user accounts within PA PowerPort
 - c. Password Case sensitive and requires a minimum of 8 characters passwords must include at least one of each of the following: uppercase letter, lowercase letter, number and symbol
 - d. Security Question/Answer protects the identity of account
 - a. Security answer is case sensitive.
 - b. Information used to reset password
 - c. Used by Customer Service Center to verify user and reset password
- 2. Single Application Information "Are you Applying As?" Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs.

IMPORTANT NOTE: PA PowerPort Registration is handled within the Single Application; however, to update your PA Login Account you <u>must</u> use the PA PowerPort website at https://www.login.state.pa.us/login/. For step-by-step instructions see PA PowerPort Login/Change or Update Account.

Single Application New Registration Account Information

Continued

Account Informati	ion	Continucu
Are You Applying As?	For Profit ONon Profit OGovernm	ent Other
Company/Entity Type:	Limited Liability Partnership Sole Proprietorship S Corporation	Partnership Limited Liability Company C Corporation
gistered to do business in PA? Company/Entity Name: CEO: CEO Title: Application Contact Name: Application Contact Title: Phone:	Yes Yes Yes Testing Test Test Test Person Testing (123)-321-4567 (xxx-xxx-xxxx) Abc@pa.gov	This information is used to display the programs the organization may be eligible for based on the information provided. Are You Applying As? — Selection will determine the choices available under Company/Entity Type. Company/Entity Type — Choose one of the options available Federal Employers Identification Number (FEIN) — provide FEIN of the company/organization applying (*do not enter the dash). SAP Vendor Number — will be required only if receiving monies from the state Required fields are denoted by a red diamond. •
Gity [test +	•

Single Application – USER SETTNGS –Account Information FOR PROFIT Companies

Are You Applying As?	For Profit Non Profit Government Other	н	
Company/Entity Type: FEIN: SAP Vendor#:	Limited Liability Partnership Sole Proprietorship	Partnership Eimited Liability Company C Corporation	The Single Application Account Information is used to display the programs the company/organization may be eligible for based on the information provided.
Incorporated in PA? gistered to do business in PA? Company/Entity Name: CEO: CEO Title: Application Contact Name:	Testing Test Test Test Test Test Person Test Person	For pre-existing Login accounts - complete this information correctly display the programs eligible to the business For newly registered Login accounts - review and complete additional information to correctly display the programs eligito the business.	
Phone: Fax: E-mail: Mailing Address: City:	1. Are You Ap Company/E abc@pa gov 2. Company/E 3. Federal En business (w FALL * 17120 5. Update Acc	Entity Type * Entity Type nployers Ide without the da or Number — count Inforn	- Selection will determine the choices available under FOR PROFIT - Choose one of the options available ntification Number (FEIN) - provide FEIN of the sh) will be required only if receiving monies from the nation - make appropriate changes, click "Update" oted by a red diamond •

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Single Application – USER SETTNGS –Account Information NON PROFIT Companies

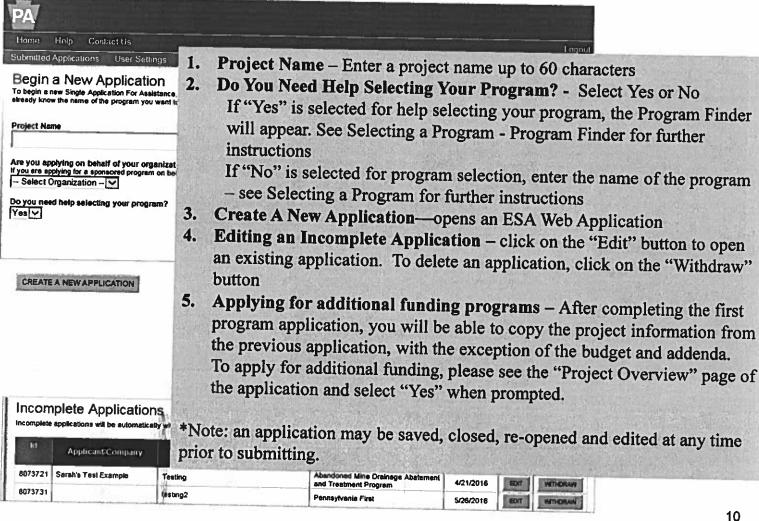
Are You Applying As	Reset	0		The Single Application Assessed L.C.
Entity/Company Type	e: College/Univer	lon Profit Government	Other	The Single Application Account Information is used to display the programs the organization may be eligible for based on the information provided.
SAP Vendor & Charitable organization Entity/Company Name CEO	Yes Testing		For newly additional	existing Login accounts - complete this information to display the programs eligible to the organization. y registered Login accounts — review and complete any linformation to correctly display the programs eligible anization.
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Zip Code:	17120	+ UPDAT	-	8

Single Application – USER SETTNGS –Account Information GOVERNMENT

Are You Applying A	For Profit Non Profit Governme:	nent Other
	PA Legislative Office	The Single Application Assourt Inc.
	Municipatity Other Government	The Single Application Account Information is used to display the programs the Government entity may be eligible for based on the information provided.
FEIN SAP Vendor # Entity/Company Name	*	For pre-existing Login accounts - complete this information to correctly display the programs eligible to the Government entity.
CEO Title		For newly registered Login accounts – review and complete any additional information to correctly display the programs eligible to the Government Entity.
Application Contact Title:	Testing 1. Are You A (xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	pplying As? – Selection will determine the choices available under Entity Type *GOVERNMENT
Fax: E-mail: Mailing Address:	2. Company/abc@pa.go 3. Federal En	Entity Type – Choose one of the options available mployers Identification Number (FEIN) – provide FEIN of the t entity (without the dash)
City:	test state.	or Number – will be required only if receiving monies from the
Zip Code:	o opuate Ac	count Information — make appropriate changes, click "Update" ields are denoted by a red diamond ◆
		UPDATE CANCEL

9

Single Application—BEGIN A NEW APPLICATION



Single Application -Select Program -Program Finder elect Program

	Select Program		
Non-Profit/Government Em Authority College/University Economic Development Types of organizations in Corporations (EDC), indus and Regional Export Netw. Municipality - County Gave Other Government or No Programs that are available section for additional fund for potential programs and Use of DCED Funds Advanced Technology - a Community Services - Pr	For-Profit Enterprise Types (Display Non-Profit Advanced Technology - Including Biotechnol Agriculture - Including Agri-Processors and Agriculture - Including Export Manufacturing and Export - Including Export Manufacturing and Export - Including Export Manufacturing Financial Institutions - Including Angel Investigation of Industrial & Manufacturing Financial Services Real Estate Developer Retail & Commercial Small Business - Definition of small business programs under this option.	1. Toggle between Non- Profit Enterprise Tyl defaulted based upon 2. Sort By – Programs d Programs First or alph 3. Display Page Results	Profit/Government and For pes – Selection displayed is the account information provided. isplayed by Single Application abetically by Program name – click additional page numbers to
Financial Assistance Infrastructure / Site Deve Machinery and Equipme Planning / Marketing - En Workforce Development Sort By Show Single Application Pre	Use of DCED Funds Financial Assistance - Including Loan Guare under this eption. Infrastructure / Site Development - Includin and Building Acquisition. Machinery and Equipment Research and Development, Marketing - Workforce Development - Including Educatio Sort By Program Name	"Apply" button will be factsheets or guideline program name. 5. Additional Information	ly directly for the program, the e displayed; to view program s click on the link below the on – click to view program fact ibility or submission requirements
Alternative and Clean	IN Programs a valiable in Single Application. Click the Apply link to select the pro- tional Funding Sources sections below. Energy Program	gram. There may be additional funding source relevent to your project in	the

11

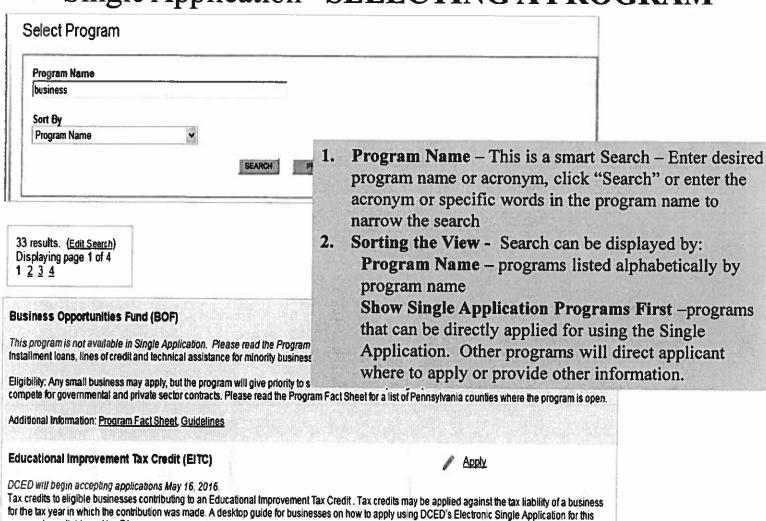
Eligibith: A business; an economic development organization; or a political subdivision, includes municipalities, counties and school districts. As defined in Section II B, political subdivisions may not apply for loans for Alternative Energy Production Projects.

Additional information: Program Fact Sheet, Guidelines

Single Application—Program Search Continued

Select Program o search for programs based on your organization and/or project, click the Program Finder button below. Sea	rch by Program Name or Acronym
Program Name	No Gabriero
Abandoned Mine	Non-ProBMG-retrament Extemprise Types (<u>Stoom Fir Print Provint Trader</u>) If you are applying on briefle of a company, you may want to earth the Far-ProB Program Finder (click the this above).
	□ Authority □ College/Iniversity
Sort By	Economic Development Provides Types of organizations between the area to later in: Area Lean Crystellusius; (ALD), Community Development Francisi Institution, (CDP), Economic Development Corporations (CDP), Economic Development Corporations (CDP), Economic Corporations (CDP),
Program Name	Nursicipatity - County Government and Councils of Devernments (COGs) sheerd also check this space for slightly programs © Other Government or Hos-Profit
SEARCH PROGRAM FINDER	Currer Committees of Pipel-right Program before or Pipel-right Program before or Pipel-right Program before or Pipel-right Benefit in the Committee of Pipel-right Benefit in the Committee of Pipel-right Benefit in the Committee of Pipel-right Finders in the Committee of Pipel
	Use of OCED Funds Be our to care big-mod the Program Fact Shoot and Cultimities to make care the project costs are objets for DCED twoday. If the project does not exist may be greated to the control of the project does not exist may be greated to the control of the project does not exist may be greated to the control of the project does not exist may be greated to the control of the project does not exist may be greated to the control of the project does not be greated to the control of the project does not be greated to the project d
results (Edit Search)	Advanced Technology - including dissociatelycy, Life Sciences, and Navarachassay
Canala Daguita	Construrity Services - Estamples Include Law Income Assessment properties and Emergency Responsers programs. Infrastructure / Site Development / Housing - Including Construction, Environment Assessments and Clinic Line and
Search Results	THE PARTY AND ADDRESS OF THE PARTY AND ADDRESS
elow is an alphabetical listing of all DCED programs matching the search criteria above. If you are eligible to apply, e program,	Planning / Markstring - Ecomposes a write range of physicis, including Conceiling Services, Municipal Research and Developing and Tearing Repeates.
PROPERTY OF CONTRACTOR OF THE STATE OF THE S	Worldorce Development - Including Education and Job Trability.
Abandoned Mine Drainage Abatement and Treatment Program App	
Applications accepted between 3/1 and 6/30	Show Single Application Programs First
Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately streams from the Department of Environmental Resources Impaired Waters list.	
Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Wate For-Profit Business other than "producers" of oll and gas	
	Single Application Programs The february CCD programs are existed as Steph Application. Class the Apply less to water the program. There may be additioned funding interior referred to your propert in the COLD Revision Programs and Additional Funding Sources sections below.
Additional Information: <u>Program Fact Sheet, Guidelines</u>	Abandoned Mine Drainage Abatement and Treatment Programs

Single Application – SELECTING A PROGRAM



program is available on NewPA.com.

13

Single Application -Selecting a Program Continued

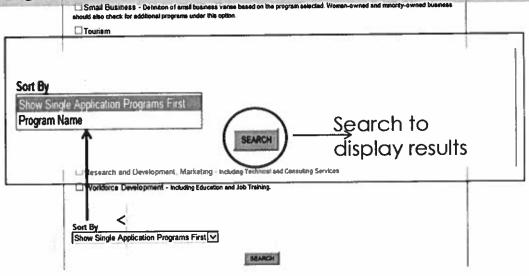
Select Program

Below is a listing of the types of organizations and projects that are most commonly funded by DCED. You may select more than one option. If no options are selected, all programs will display,

Advanced Technology - including Biotechnology, Life Sciences, and Nanotechnolog

* Program Finder:

- · Displays programs for specific entity type and/or use of funds selected
- Sort By:
- Single Application Programs First (alphabetically)
- Program Name



Single Application –Program Finder Results

66 results. (Edit Search)
Displaying page 1 of 7
1 2 3 4 5 6 7

Program Results

Single Application Programs

Apply for Program

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevent to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Abandoned Mine Drainage Abatement and Treatment Program

Apply Apply

Applications accepted between 3/1 and 6/30.

Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately, to remove these streams from the Department of Environmental Resources impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Watershed Organization, For-Profit Business other than "producers" of oil and gas

Additional Information: Program Fact Sheet, Guidelines.

Guidelines

Unique to ea

Unique to each Program's requirements

Program Fact Sheet

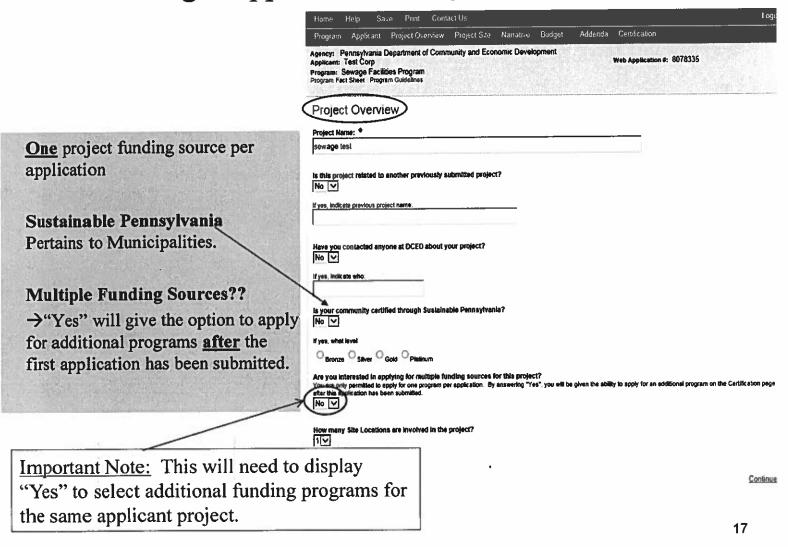
- Detailed Overview
- Eligibility & Deadlines

Single Application-Applicant Information

: Help Saire Print Cornact t Prin Applicant Project Overnew	Project Site Norratine	Budget Addenda	Logout Certification		
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	Government		n-Profit Corporation		
	Sole Proprietorship S Corporation	C Lim	ited Liability Corporation	2.09	
Applicant Name:	- verposator		Orporation		
NAICS Code:					r .
FEIN.	•	P	Required Fields	11 Gald :41 1	
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Contact Name. Contact Title: Phone: (to Enterprise Type Indicate the types of enterprises the Advanced Technology Business Financial Services Computer & Clencial Operators Exempt Facility	Agri-Processor Call Center Defense Related Export Manufacturing	Agri-Producer Child Care Center Economic Dev. Provide Export Service	ntered in your user Interprise Type — s t more than one type. Authority Commercial	Biotechnology Life Sciences Community Dev. Provider Emergency Responder	
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16

Single Application – Project Overview



Single Application—Project Site Location(S)

Project Site Location(s)

s add Project Site Locations, plea	ase see the <u>Project Overview</u> sectio	n.
Address: City: State: Zip Code: County: Municipality: PA House: *	PA Cumberland South Middleton Township Will Tellman (193) Patricia Vance (31)	Additional Project Sites – to change the number of project sites go to "Project overview" tab; change number of sites (six sites maximum). County – select project County from dropdown menu; choose statewide if project spans multiple counties or exact location is unknown. Municipality – Based on the County selection. Choose from the available list of municipalities or countywide. Legislators – Based on the Municipality selection – choose the appropriate legislator(s) (If you do not know which legislator to choose, you may select them all).
US House: Current Employees: Jobs To Be Created:	Bill Shuster (9)	Current Employees, Jobs To Be Created – though these fields are not denoted with a red diamond, they do require a numerical value association, even if the number is zero (0).
Jobs that Pay:	\$37,785.00 Created Retained Jobs that Pay John that Pay is Part Of Cove	Jobs that Pay: average annual wage in your selected county. Created: number of jobs being created at/over average annual wage. Retained: number of jobs retained at/over average annual wage.

Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.

NOTE: Jobs that Pay required data by the Department is for reporting purposes only and will NOT be used as a

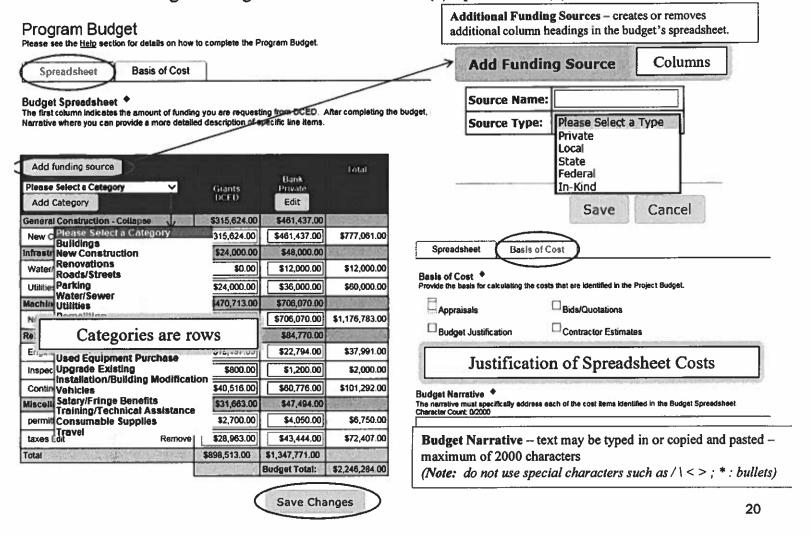
criteria for awarding loans, loan guarantees, grants or tax credits.

Single Application—Project Narrative

Project Narrative Adequate answers to the Project Narrative questions below are required; a minis documents are no longer permitted in this section of the application. If a more de Addends section or the Program Guidelines.	imum of 100 characters has been established for each anawer. Uploaded attachments or mailed stalled narrative is required for the Program selected, instructions will either be provided in the Program
What do you plan to accomplish with this project? Identify the problem(s) that need to be resolved. Character Count: 0/1000 characters	Note: The character counters will display a count down of characters. See maximum amount of characters allowed.
How do you plan to accomplish it? Include expected outcomes that are measurable, obtainable, clear a created or retained, people trained, land or building acquired, housin Character Count: 0/1000 characters	 Minimum 100 characters for each question; Max 1,000 30 minute session time-out ✓ save often & after completing each question to avoid losing data. Do not use special characters ✓ Examples: (\/* & %)
How do you plan to use the DCED funds? Should include specific use of DCED funds and reflect the budget pr Character Count: 0/1000 characters Projected Schedule and Key Milestones and Dates A detailed schedule of activities, including key milestones and dates Character Count: 0/1000 characters	

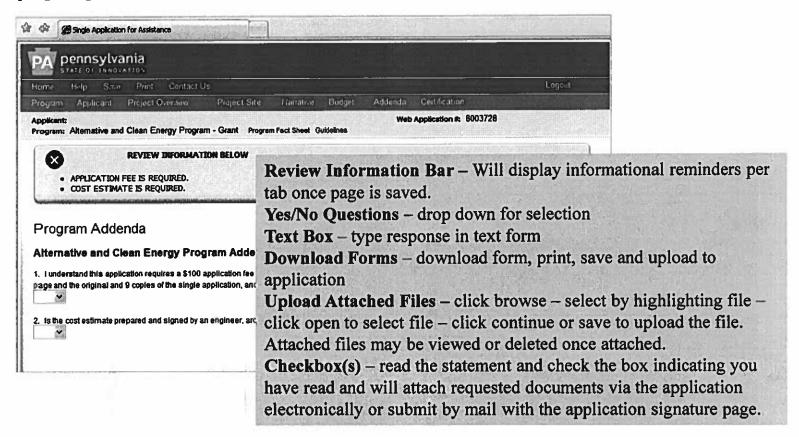
Single Application—Program Budget

Program Budget consists of 2 sections (1) Spreadsheet (2) Basis of Cost

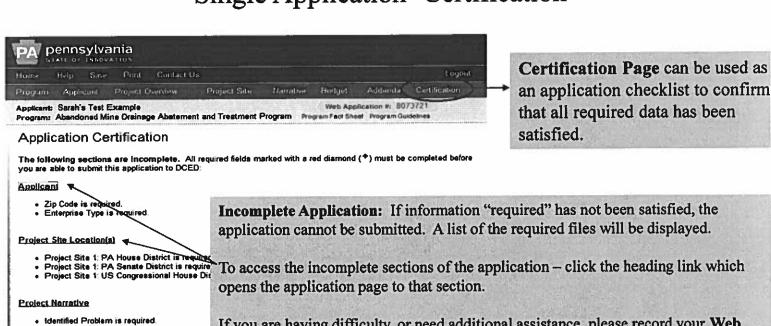


Single Application—Program Addenda

Program Addenda – Program specific information required by the program in accordance with the program guidelines. Addenda varies per program and may be required up front.



Single Application - Certification



If you are having difficulty, or need additional assistance, please record your Web

Application # and contact DCED Customer Service: 1-800-379-7448.

Program Budget

 Abandoned Mine Drainage Abatement and Treatment Program requires matching funds. Please enter them in the Additional Project Funding Sources section on the Funding Sources tab. Read the Program Guidelines for details

Basis of Cost

Cost Basis is required.

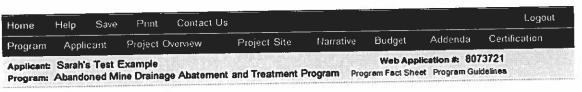
 Project Plan is required Use of Funds is required.

Budget Narrative is required.

Program Addenda

. Application Fee is required

Single Application- Certification cont.



Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it to DCED for processing. After submitting, you will no longer be able to make changes.

DCBK Electronic Signature Agreement:

By checking this box and typing you single application and supporting mate and accurately represent the status ar of the applicant, I have verified with an and accurately represents the status make a false statement or overvalue a may be subject to criminal prosecution authory (s) and 31 U.S.C. §§ 3729 and

l ayn the applicant

I am an authorized representative

OI am a DCED "Certified" Partner

Type Name Here:

NAME HERE

Once all required information and/or errors have been satisfied; Submit Application button is displayed.

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- ✓ Application cannot be modified or updated once submitted.
- ✓ Contact the Program Office if modifications need to be made to a Submitted Application.
- ✓ Check ALL Boxes on application page and type your name PRIOR to clicking submit application button.

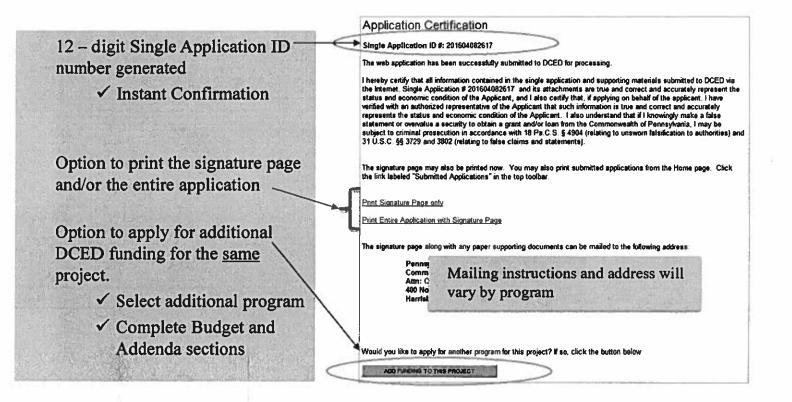
DCP Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to DCED please print and send a copy of your E-Signature and mail it to DCED along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.



Single Application- Certification cont.

Successfully Submitted Application: Displays option to print application and/or signature page, where to mail documents and (if selected in project overview) option to create another application.



User Tips:

- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and have to re-enter it.
- · Save frequently.
- Electronic Single Application works best when accessed through Internet Explorer
- Once you have created a Single Application, there are 2 ribbons that will help you navigate through the entire process; BLUE and RED.



BLUE Ribbon Links: HOME (will take you to the home screen to see your submitted applications and incomplete applications).

- Home will allow you to view "User Settings" and submit applications. RED Ribbon Links: Page-by-page Navigation through the single application.
- Certification Page: a checklist for completion. At any time during the
 application process, you can click on Certification to see if you've satisfied
 all required information for each page. If not, a link to the page and a list
 of errors will appear.
- Once all required information has been submitted, submit application will appear.



For additional assistance please contact:

Customer Service Center

1-800-379-7448 ra-dcedcs@pa.gov

Kristopher Adams
Christina Kurtz
Melody Miller
Sarah Smith

-800-379-7448 Ra-dcedcs@pa.gov

