Educational Improvement Tax Credit Program

Organization Guidelines and Application for Pre-Kindergarten Scholarship Organizations

September 2026

Pennsylvania
Department of Community & Economic Development



Commonwealth of Pennsylvania
Josh Shapiro, Governor

PA Department of Community & Economic Development
dced.pa.gov

Table of Contents

Section I – Introduction and Purpose 1

Section II – Pre-Kindergarten Scholarship Organization 1

A. Eligibility 1

B. Pre-Kindergarten Scholarship Program 2

C. Initial Application 4

D. Annual Report 4

E. Renewal Applications 4

Section IV – Program Flow Chart 6

Section III – Contact Information 7

Appendix VII Initial Application 8

Appendix VIII Renewal Application 9

Appendix IX Monitoring Report 10

Appendix X Sample Curriculum Alignment Letter 12

Appendix XI Sample Contribution Receipt 13

Section I – Introduction and Purpose

Under Article XX-B (Article) of the Public School Code of 1949, 24 P.S. Section 20-2001-B, et seq., the **Educational Improvement Tax Credit (EITC)** is to be administered by the Department of Community and Economic Development (Department). Tax credits may be awarded to business firms that make contributions to Scholarship Organizations and/or Educational Improvement Organizations and/or Pre-Kindergarten Scholarship Organizations contained on a list published by the Department. The current list of qualified organizations can be found at dced.pa.gov/pre-kindergarten-scholarship-organizations.

A business firm may receive a tax credit equal to 100% of the first $10,000 contributed to a Pre-Kindergarten Scholarship Organization during the taxable year and may receive a tax credit equal to 90% of any additional amount contributed during the taxable year, up to a maximum of $200,000 per taxable year. Agreeing to a two-year commitment will have no impact on the tax credit calculations outlined in this section.

The purpose of these guidelines is to establish the process whereby a Pre-Kindergarten Scholarship Organization may be included on the list of organizations published by the Department.

Section II – Pre-Kindergarten Scholarship Organization

A. Eligibility

An organization that desires to be included on the Department's list of Pre-Kindergarten Scholarship Organizations must meet the following criteria:

1. The organization must be a nonprofit entity.
2. The organization must be exempt from payment of federal income tax under section 501(c)(3) of the Internal Revenue Code.
3. The organization must contribute at least 90% of its annual EITC receipts to a Pre-Kindergarten Scholarship Program that meets the requirements of the Article and these guidelines; or, at least 85% of its annual EITC receipts to a scholarship program if the organization reports an annual IRS program expense percentage of greater than 90% of its federal form 990 tax filing.
4. If the organization serves as both a Scholarship Organization and a Pre-Kindergarten Scholarship Organization it must maintain separate segregated funds for contributions to each type of program.

For the purpose of the EITC, the term "annual receipts" shall mean the total amount or value of contributions received by an organization from business firms awarded tax credits during that organization's fiscal year.

B. Pre-Kindergarten Scholarship Program

A Pre-Kindergarten Scholarship Program must demonstrate all of the following characteristics:

1. The program must provide tuition to eligible Pre-Kindergarten students to attend a Pre-Kindergarten Program operated by or in conjunction with a school, or a special education school, located in this commonwealth. For the purposes of the EITC, the term "tuition" shall also include school-related fees charged by a Pre-Kindergarten Program. School-related fees shall include fees charged by a school to all students for books, instructional materials, technology equipment and services, uniforms and activities.

   A school includes any public or nonpublic pre-kindergarten, kindergarten, elementary school or secondary school at which the compulsory attendance requirements of the commonwealth may be met and which meets the applicable requirements of Title VI of the Civil Rights Act of 1964. A special education school is a school or program within a school that is designated specifically and exclusively for students with disabilities listed in 34 CFR §300.8 and meets one of the following: (1) is licensed under the Private Academic Schools Act; (2) is accredited by an accrediting association approved by the State Board of Education; (3) is a school for the blind or deaf receiving commonwealth appropriations; or (4) is operated by or under the authority of a bona fide religious institution or by the commonwealth or any political subdivision thereof.

2. A Pre-Kindergarten Program is a program of instruction for three-year-old to six-year-old students other than a kindergarten, operated by a school, or in conjunction with a school, located in the commonwealth of Pennsylvania that utilizes a curriculum aligned with the curriculum of the school with which it is affiliated, and which provides a minimum of two hours of instructional and developmental activities per day at least 60 days per school year. If a provider conducts a summer program it must offer a minimum of two hours of instructional and developmental activities per day for at least 20 days over the summer recess. A provider of a Pre-Kindergarten Program must demonstrate that it will operate an eligible program by receiving a letter (for sample, see Appendix X) from a school in which the school confirms that the curricular content and methods of instruction at the Pre-Kindergarten Program are consistent with those used at the school and that the Pre-Kindergarten Program has agreed to align its instructional and developmental activities so that its students would be prepared to enter the school's kindergarten when and if they chose to do so. A copy of this letter must be submitted to the Department for each Pre-Kindergarten Program that the Pre-Kindergarten Scholarship Organization(s) want to provide scholarships for eligible children to attend.

3. An eligible student is a resident of Pennsylvania, who is three to six years of age and is enrolled in a Pre-Kindergarten Program located in this commonwealth and who is a member of a household with an annual household income of not more than $122,322 except that an additional income allowance of $21,531 is permitted for the student, including an eligible student with a disability, and for each other dependent as defined by the IRS living within the same household. To be considered an eligible student with a disability a student must meet the following criteria: (1) is either enrolled in a special education pre-kindergarten program or has otherwise been identified as a "child with a disability" as defined in 34 CFR §300.8; (2) needs special education and related services; (3) is enrolled in a pre-kindergarten program and (4) is a member of a household that does not exceed the maximum annual household income.

   With respect to an eligible student with a disability, multiply the sum of $122,322 plus the allowance(s) of $21,531 per student and dependent, by the support level factor of 1.50 if the student is not enrolled in a special education pre-kindergarten program or by the support level factor of 2.993 if the student is enrolled as a student in a special education pre-kindergarten program.

A household includes an individual living alone or an individual living with the following:

a. a spouse, parent and their unemancipated minor children;

b. other unemancipated minor children who are related by blood or marriage; or

c. other adults or unemancipated minor children living in the household who are dependent upon the individual.

4. In calculating household income for the purpose of determining student eligibility, all moneys and property received of whatever nature and from whatever source are to be included, except for the following:

   a. Periodic payments for sickness and disability other than regular wages received during a period of sickness or disability.

   b. Disability, retirement or other payments arising under workers' compensation acts, occupational disease acts and similar legislation by any government.

   c. Payments commonly recognized as old age or retirement benefits paid to persons retired from service after reaching a specific age or after a stated period of employment.

   d. Payments commonly known as public assistance or unemployment compensation payments by a governmental agency.

   e. Payments to reimburse actual expenses.

   f. Payments made by employers or labor unions for programs covering hospitalization, sickness, disability or death, supplemental unemployment benefits, strike benefits, social security and retirement.

   g. Compensation received by United States servicemen serving in a combat zone.

   h. Payments received from a governmental agency to relieve the economic effects of the COVID-19 pandemic.

5. The award of scholarships under a Pre-Kindergarten Scholarship Program must be made without limiting availability to only students of one Pre-Kindergarten Program.

6. The amount of a scholarship paid to or on behalf of a student may not exceed the actual amount of tuition charged by the program in which the student is enrolled, nor exceed the actual amount of tuition charged by the program to non-scholarship students.

7. The Pre-Kindergarten Scholarship Program must have policies in place concerning:

   a. Rebates or refunds of scholarship monies for students who withdraw from a school prior to the end of the period for which tuition has been paid; and

   b. The maintenance of confidentiality of information pertaining to student eligibility in a Pre-Kindergarten Scholarship Program, including income information.

8. Pre-Kindergarten Scholarship Organizations shall maintain full and accurate records with respect to the receipt of contributions from business firms and expenditure of those contributions. These records shall be maintained for a period of not less than three years.

9. For purposes of the Pre-Kindergarten Tax Credit (PKTC), a "contribution" from a business firm is a donation of cash, personal property or services the value of which is the net cost of the donation to the donor or the pro rata hourly wage, including benefits, of the individual performing the services.

10. The Pre-Kindergarten Scholarship Organization will be responsible for supplying a contribution receipt to the business firm. Receipts shall include the following information: company's name, amount of the contribution and, if applicable, date of check, and date check received. If a company has multiple entities each entity should be receipted separately. If an organization has both a Scholarship Organization and a Pre-Kindergarten Scholarship Organization listing, the organization type that is accepting the contribution should also be reflected on the receipt. The Pre-Kindergarten Scholarship Organization shall use the name by which they have been approved by the Department for participation in the PKTC program on their receipts. For a sample receipt, see Appendix XI.

C. Initial Application

If an organization desires to be placed on the list of Pre-Kindergarten Scholarship Organizations published by the Department, the organization must submit the following to the Department:

1. A completed organization profile, in the format set forth in the Appendix VII to these guidelines.
2. A copy of the organization's exemption under section 501(c)(3) of the Internal Revenue Code, or documentation showing that the organization is included within a group ruling for exemption under section 501(c)(3). [Note: This 501(c)(3) documentation is not necessary if the applicant organization is already listed as a Scholarship Organization under the EITC.]
3. A description of the Pre-Kindergarten Scholarship Program operated by the organization. The description must address all of the criteria for a Pre-Kindergarten Scholarship Program as set forth in these guidelines, including the application and review process and income verification procedures utilized by the organization and curriculum alignment letter for each program for which a scholarship is to be provided.

Completed applications will be reviewed by the Department and the applicant will be notified within 60 days from date of receipt whether or not the application has met the requirements of the Article and these guidelines. If the Department determines that the application meets the requirements, the applicant's name will be included on the Department's list of Pre-Kindergarten Scholarship Organizations for the fiscal year in which the application was received.

D. Annual Report

All listed Pre-Kindergarten Scholarship Organizations are required to report on their accomplishments on an annual basis, in the format set forth in Appendix IX to these guidelines. Appendix IX must be submitted annually on or after November 1 and should reflect information concerning the most recently completed organizational fiscal year. This report will enable the commonwealth to communicate the benefits of the program to the administration, the legislature and the citizens of the commonwealth.

E. Renewal Applications

1. For each fiscal year (July 1 through June 30) following the fiscal year in which a Pre-Kindergarten Scholarship Organization has been initially included on the Department's list of Pre-Kindergarten Scholarship Organizations, the organization may submit a renewal application to the Department in order for the organization to continue to be included on the Department's list. A renewal application may be submitted to the Department anytime on or after November 1.

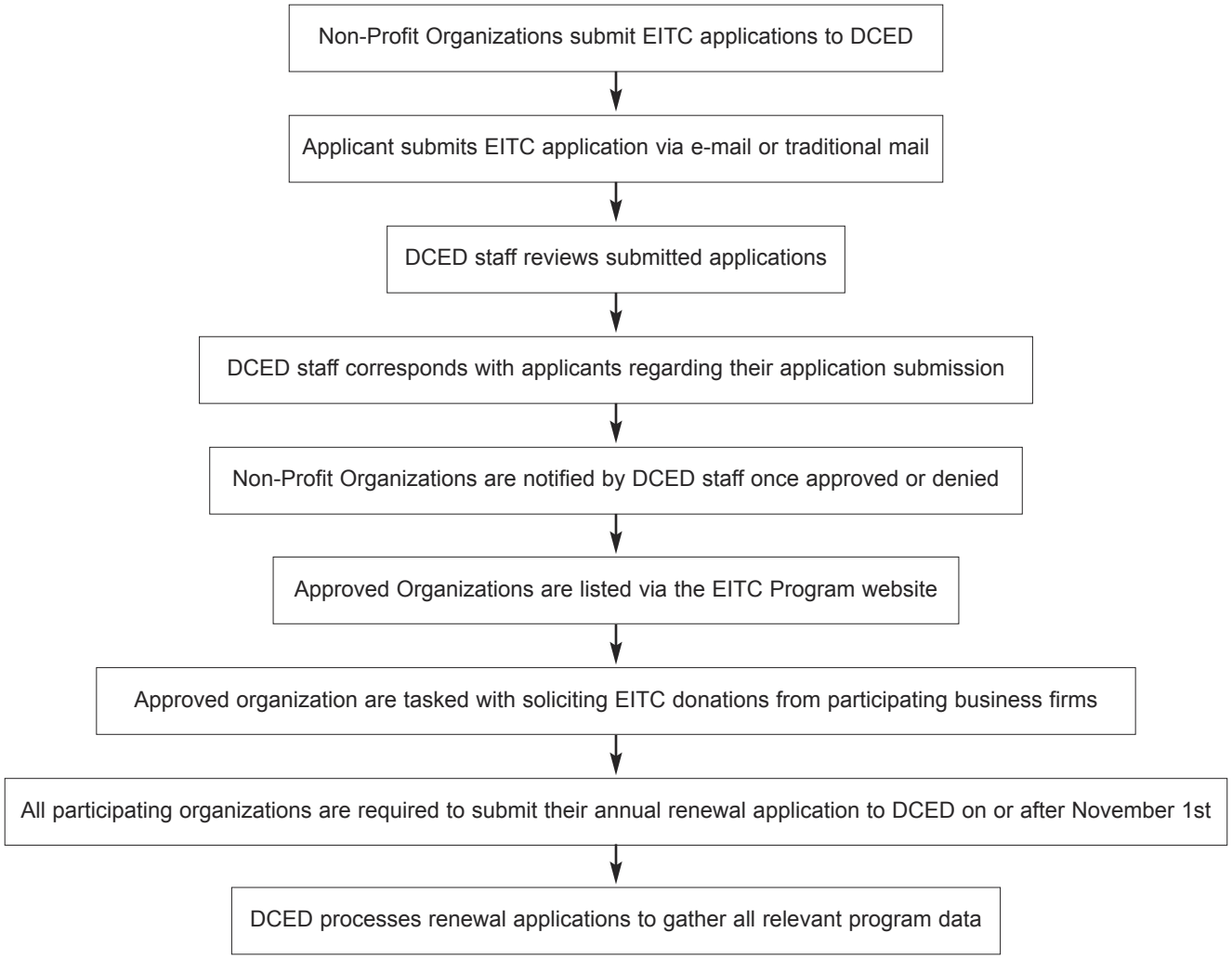
2. To be considered for renewal, the organization must submit to the Department an updated organization profile, in the format set forth in the Appendix VIII to these guidelines. A curriculum alignment letter must be submitted for each program for which a scholarship is to be provided, along with the organization's federal form 990 or other federal form indicating the tax status of the organization for federal tax purposes. In addition, a copy of a compilation, review or audit of the organizations financial statements conducted by a certified public accounting firm must be submitted.

3. If the Department determines that the Pre-Kindergarten Scholarship Program continues to comply with the requirements of the Article and these guidelines, then the organization will remain on the list of Pre-Kindergarten Scholarship Organizations published by the Department.

4. If an organization fails to contribute at least 90% of its annual EITC receipts or 85% for those eligible to a Pre-Kindergarten Scholarship Program or if the Department determines that the Pre-Kindergarten Scholarship Program no longer meets the requirements of the Article and these guidelines, then the Department will remove the organization's name from the list at the beginning of the next fiscal year and the organization may not reapply for inclusion on the list until the fiscal year thereafter.

5. To be considered for renewal, the organization must submit Appendix IX to the Department for its most recently completed organizational fiscal year. Renewal applications for which no Appendix IX has been submitted will not be considered for renewal.

Section IV – Program Flow Chart



Section III – Contact Information

For program inquiries or delivery of applications via mail, fax, e-mail or in person:

Department of Community and Economic Development
Educational Improvement Tax Credit Program
Pre-Kindergarten Tax Credit
Center for Business Financing – Tax Credit Division
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225

Telephone: (717) 787-7120
Fax: (717) 772-3581
E-mail: ra-eitc@pa.gov

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
TAX CREDIT DIVISION

2027 INITIAL LISTING

Profile to be completed by Pre-Kindergarten Scholarship Organization **Appendix VII**

GENERAL INFORMATION

ORGANIZATION NAME:			FEIN:
ADDRESS:			
CITY:	STATE:	ZIP:	COUNTY:
CONTACT NAME:		TITLE:	
PHONE:	FAX:	EMAIL:	
WEBSITE:			FISCAL YEAR END:

Please check the box that applies:

- ☐ The organization is registered with the Pennsylvania Department of State, Bureau of Charitable Organizations.
- ☐ The organization has filed for registration with the Pennsylvania Department of State, Bureau of Charitable Organizations.
- ☐ The organization is exempt or excluded from registration with the Pennsylvania Department of State, Bureau of Charitable Organizations.

Please attach the following items to this profile:

1. A written narrative describing: (a) the organization's program, which addresses all of the requirements of 24 P.S. Section 20-2001-B, et seq., and these guidelines; and a description of the organization's application and review process for funding individual scholarships.
2. A description of how the organization will meet the requirement of maintaining accurate receipt and expenditure records in relation to the receipt of contributions and expenditure of those contributions.
3. Curriculum alignment letters for each Pre-Kindergarten Scholarship Program that will receive scholarship funds. For an example, see Appendix X.
4. A copy of the organization's exemption under Section 501(c)(3) of the Internal Revenue Code.

CERTIFICATION

I hereby certify (1) that all information contained in this profile and attachments thereto are true and correct to the best of my knowledge, (2) that the organization will contribute at least 90% or 85% for those eligible of its annual receipts to its program, and (3) I am authorized by the organization to submit an application and sign documents on its behalf. If I knowingly make a false statement to obtain inclusion on the list published by the Department of Community and Economic Development, I (company, entity and signed) may be subject to criminal prosecution.

Signature:_____ Date: _____

Print Name:_____ Title: _____

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
TAX CREDIT DIVISION

2027 RENEWAL LISTING

Profile to be completed by Pre-Kindergarten Scholarship Organization **Appendix VIII**

GENERAL INFORMATION

ORGANIZATION NAME:			FEIN:
ADDRESS:			
CITY:	STATE:	ZIP:	COUNTY:
CONTACT NAME:		TITLE:	
PHONE:	FAX:	EMAIL:	
WEBSITE:			FISCAL YEAR END:

ATTACHMENTS

Please attach the following documents to the renewal listing:

- ☐ **Appendix IX**
- ☐ **Updated Curriculum Alignment Letters**
- ☐ Federal Form 990 (or Federal Form indicating Tax Status)
- ☐ Compilation, Review or Audit from a CPA Firm

CERTIFICATION

I hereby certify that:

1. The organization is exempt from taxation under section 501(c)(3) of the Internal Revenue Code. If there has been a change in exemption status, that change is described in an attachment to this Profile.
2. The organization is registered with the Pennsylvania Department of State, Bureau of Charitable Organizations, or is exempt or excluded from registration.
3. There has been no change in the operation of the organization's program from the description submitted by the organization' in its initial application to the Department. If there has been a change, that change is described in an attachment to this Profile.
4. The organization will contribute at least 90% or 85% for those eligible of its annual EITC receipts to its approved program that meets the requirements of 24 P.S. Section 2001-B, et seq., and these guidelines. For renewals submitted, Appendix IX has been attached to this profile or has been previously submitted to the Department.
5. Copies of curriculum alignment letters to each Pre-Kindergarten Scholarship Program receiving scholarships, signed by an appropriate school official, are attached. For an example, see Appendix X.
6. All information contained in this profile and attachments thereto are true and correct to the best of my knowledge. If I knowingly make a false statement to obtain inclusion on the list published by the Department of Community and Economic Development, I (company, entity and signed) may be subject to criminal prosecution.

Signature:_____ Date: _____

Print Name:_____ Title: _____

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
TAX CREDIT DIVISION

PRE-KINDERGARTEN SCHOLARSHIP ORGANIZATION MONITORING REPORT

Appendix IX

Appendix IX is two pages in length. It should be submitted with Appendix VIII for renewal.

ORGANIZATION NAME:

PART I – FISCAL REPORT *(for most recently completed Fiscal Year, not current Fiscal Year)*

Annual Report for Organization's most recently completed Fiscal Year, not current Fiscal Year	
1. Organization's most recently completed fiscal year end date as of **November 1, 2026** (mm/dd/yyyy):	
2. From line 1, contributions from business firms earning EITC:	$
3. From line 2, amount of contributions awarded in scholarships:	$
4. From line 2, amount of contributions earmarked to the following fiscal year:	$
5. Prior year's renewal application earmarked funds expended:	$

PART II – PERFORMANCE REPORT

This information should be reported for the **2025-26** school year. It is necessary to monitor performance under Act 44-05.
Please note that this report carries over to a second page.

1. Please fill out the table below with the number, dollar value and average amounts of scholarships awarded to eligible students by grade level:

Number of Scholarships	Total Amount Awarded	Average Scholarship
	$	$

2. Please fill out **Page 2 "By County Report"** on the following page with the number and total amount of scholarships awarded to eligible students by county of residence.

3. Total number of scholarship applications processed:	
4. The amounts of any application fees charged, either per scholarship application or in the aggregate through a third-party processor:	$

CERTIFICATION

Two signatures are required. *Signatures of the highest-ranking executive and chief financial officer or comparable organization officials are required.*

We hereby certify that all information contained in this report and attachments thereto are true and correct to the best of our knowledge. If we knowingly make a false statement to obtain inclusion on the list published by the Department of Community and Economic Development, the organization and signing officials may be subject to criminal prosecution.

Signature:_____ Date: _____

Print Name:_____ Title: _____

Signature:_____ Date: _____

Print Name:_____ Title: _____

ORGANIZATION NAME:

County	# of Scholarships	Total Amount Awarded	County	# of Scholarships	Total Amount Awarded
Adams		$	Lackawanna		$
Allegheny		$	Lancaster		$
Armstrong		$	Lawrence		$
Beaver		$	Lebanon		$
Bedford		$	Lehigh		$
Berks		$	Luzerne		$
Blair		$	Lycoming		$
Bradford		$	McKean		$
Bucks		$	Mercer		$
Butler		$	Mifflin		$
Cambria		$	Monroe		$
Cameron		$	Montgomery		$
Carbon		$	Montour		$
Centre		$	Northampton		$
Chester		$	Northumberland		$
Clarion		$	Perry		$
Clearfield		$	Philadelphia		$
Clinton		$	Pike		$
Columbia		$	Potter		$
Crawford		$	Schuylkill		$
Cumberland		$	Snyder		$
Dauphin		$	Somerset		$
Delaware		$	Sullivan		$
Elk		$	Susquehanna		$
Erie		$	Tioga		$
Fayette		$	Union		$
Forest		$	Venango		$
Franklin		$	Warren		$
Fulton		$	Washington		$
Greene		$	Wayne		$
Huntingdon		$	Westmoreland		$
Indiana		$	Wyoming		$
Jefferson		$	York		$
Juniata		$	**TOTAL**		$

Appendix X

Sample Curriculum Alignment Letter

Landisville Elementary School

555 United Boulevard
Your Town, PA 17000
Tel. 717-555-1212

March 24, 2026

John Headmaster, Executive Director
ABC Pre-Kindergarten Program
11 Main Street
Capitol City, PA 17000

Dear Mr. Headmaster:

The curriculum content and methods of instruction at ABC Pre-Kindergarten Program are consistent with those used at Landisville Elementary School. The ABC Pre-Kindergarten has agreed to align its instructional and developmental activities so that its students would be prepared to enter Landisville Elementary School when and if they choose to do so.

Respectfully,

Jane Smith, Principal

Appendix XI

Sample Contribution Receipt

Pre-Kindergarten Scholarship Organization Letterhead

555 United Boulevard
Your Town, PA 17000
Tel. 717-555-1212

March 24, 2026

John Q. Businessman
President
XYZ Company
123 Business Park
Capitol City, PA 17000

Dear Mr. Businessman:

Thank you for your generous contribution made recently to the (name of organization). Your contribution will be used for our approved Pre-Kindergarten Scholarship program in the Educational Improvement Tax Credit Program.

Please forward a copy of this receipt to the Department of Community and Economic Development within 90 days from the date of your approval letter so that your company may have its tax credits properly posted.

Again, many thanks for your support.

Amount of Cash Contribution: $111,111 **Check No. 123456**
Date of Check: 3/20/2026 **Contribution Received: 3/23/2026**
Valuation of Property/Services: 0
(Attach schedule of description, dates of services or personal property if contributed.)

Sincerely,

Susan Bee
Executive Director

No goods or services were provided in exchange for this donation.



Commonwealth of Pennsylvania

PA Department of Community & Economic Development
Commonwealth Keystone Building | 400 North Street, 4th Floor | Harrisburg, PA 17120-0225 | +1-866-466-3972 | **dced.pa.gov**