

# TRAINING BULLETIN

Number 165

COMMONWEALTH OF PENNSYLVANIA

October 2021

## COUNTY REIMBURSEMENTS FOR TRAINING

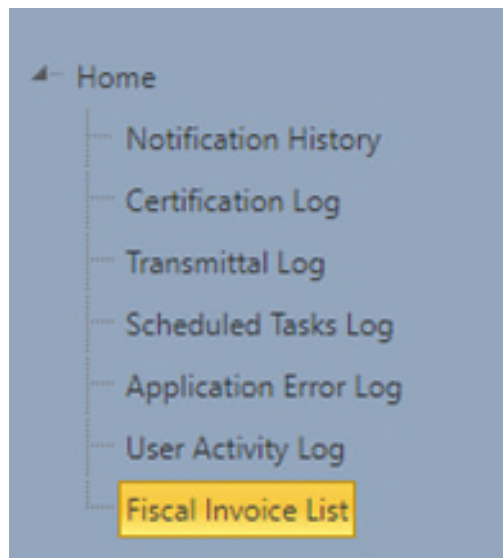
In 2017, the Sheriff and Deputy Sheriff Education and Training Board decided to pause payments to counties for reimbursement of salaries and incidentals related to Board training due to a training fund shortfall. As of 9/30/2021, 4,864 reimbursement requests have been submitted and are pending payment with obligations of \$5,627,428.

With the passage of Act 134-2020 and the recent increase in training fee submissions by the counties, the Board has determined that \$2,000,000 of training reimbursements can be paid at this time, while still maintaining the Board's training programs.


PCCD has begun to process the first 1,656 claims in the order they were submitted based on first in/first out. The claims are prioritized by the date they were submitted, not on when the training occurred. This may take some time to work through this initial list.

Periodically (at least yearly), the Board will review the status of the training fund and authorize additional reimbursement payments.

You can review the status of your reimbursements in the Sheriff and Deputy Sheriff Information System (SDSIS) by selecting the Fiscal Invoice List at the left on your SDSIS Home Page.



Once there you can sort by the status of your invoices. **Processed** means it has been submitted by PCCD and sent for payment.

County Reimbursement Invoices 

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**Invoice Search Criteria**

Last Name:

Status:

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**County Reimbursement Invoices**

## Invoice Status Definitions & Actions

1. **In Process** – automatically created after PCCD accepts grades. Waiting County Action.
2. **Returned** – includes Invoices returned to a County requiring additional attention/correction. Waiting County Action.
3. **Pending** – the county has submitted, and it is awaiting PCCD action. County can open for edit.
4. **Approved** – includes invoices approved by PCCD Fiscal which have not yet been sent to the Comptroller's office.
  - a. Very short term.
  - b. County cannot open for edit.
5. **Processed** – includes invoices:
  - a. Approved by PCCD and submitted to Treasury for payment.
  - b. County cannot open for edit.
6. **Cancelled** – includes invoices canceled by PCCD or the County. Created partly to allow Counties to cancel invoices that no reimbursement is requested. Removes invoice from the In Process list.
7. **Expired** – includes invoices which were not submitted within 18 months of creation. **County can no longer request reimbursement per Board Policy.**

**Inquiries:**

Once an invoice is processed by PCCD it usually takes 4 to 6 weeks before your county receives reimbursement. PCCD cannot track whether your county was reimbursed by Treasury.

The Payable Services Call Center is open from 8:00 a.m. to 4:30 p.m. EST, Monday through Friday (except state holidays).

**Toll-free:** 1 (877) HELP363 [1 (877) 435-7363]

**Local:** (717) 346-2676

Vendors may also contact Payable Services Center staff using the following email addresses:

- [RA-PSCPayerInquire@pa.gov](mailto:RA-PSCPayerInquire@pa.gov) – Email this account for payment status inquiries that cannot be addressed through the Payment Lookup tool.

You will need to provide the invoice number, invoice date, invoice amount and your SAP Vendor Number.

If you are not sure of your SAP Vendor Number, you can view it by selecting print for the Invoice in question. The vendor number appears on the document.

**SDSIS INVOICE**  
**Location Code 81PCCD**

Processed

Date Approved: 09/25/2015

SAP Vendor Number: 159012-001



**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
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