

# **Policy Clarifications**

## **Employment & Training - Policy/Procedures**

### **ESA369138**

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**TR No. 1664**

**Agency: Monroe CAO**  
**Citations:**

#### **Subject: Daily Status D3057 Lists Changes That Will be Made to CCCOTI for Special Allowances**

Daily Status D3057 lists changes that will be made to CCCOTI for Special Allowances. One change will not allow CAO's to issue SPAL's for employment purposes unless CIS has a current CAEMPL screen with an acceptable employment status code. Clients often report a job start, provide verification that they are employed, and then request SPAL's for that job start. Many clients do not receive their first pay check until weeks after they've started their job, and CIS is not updated with their employment information until they've provided their first pay stub to the CAO. What SPAL codes are we to use for the allowances given for the job prior to updating CIS with the new employment? Should we update CIS with the employment information, and not enter any wages in order to be able to process the SPAL? If we do that, will it affect their child care in any way with CCMIS?

The other change being made is to not allow use of the 200 series SPAL's for clients who are employed. We have clients who are working less than their required hours and who are also participating in ETP contracted programs for additional hours. These clients need SPAL's to participate in the ETP programs, for things like interview clothes, transportation to the program, and car repairs to get to the program. We had been using the 200 series codes for these cases. Should we be using the 800 series codes even though the SPAL is for the program and not their current job? If not, how will we get past the edit? If we are to use the 800 series, what do we do when the client obtains better employment and needs SPAL's for that job (such as transportation) and we've already reached our maximum by having to use that code for the transportation to the program?

**Response By: Jennifer Wallitsch**

**Date: 12/10/08**

The systems changes outlined in Daily Status D3057 will ensure that special allowances for supportive services issued to non-working TANF families have reason codes chosen from the 200 series and those issued to working TANF families have reason codes chosen from the 800 series. Reason codes are not selected based on the type of activity that the special allowance supports, but on the employment status of the TANF family. 200 series codes are selected for special allowances issued to support approved employment and training activities for non-employed TANF families and all GA and Food Stamps-only recipients.

Individuals who have reported or verified employment but who have not received a first pay or do not yet have the wages adjusted to the benefits are not considered to be employed. 800 series codes are selected for special

allowances to support approved employment and training activities for TANF families that are employed. It does not matter whether the special allowance is issued to support the employment or issued to support another activity. The 800 series reason code is selected because the family has some income from employment and the benefits that they receive are considered non-assistance. When issuing special allowances for supportive services, CAOs must observe the timeframes discussed in CAH 138.84, Time Frames for Authorization of Payment of Special Allowances for Supportive Services. Because the CAO is required to issue allowances in advance of the date that payment is required by the provider, the need for retroactive special allowance OTIs should be rare and the reasons for issuing them well documented. **When issuing a retroactive OTI to a TANF family is necessary, the CAO should select a reason code based on the family's current work status, not based on the family's work status during the retroactive period that the OTI covers.**