

Desk Guide: Special Allowances for Employment and Training (Revised 05/07/12)

<p>Who is eligible to receive a SPAL?</p>	<ul style="list-style-type: none"> • Individuals participating in approved Cash or SNAP activities including approved education and training
<p>How do individuals know about SPALs?</p>	<ul style="list-style-type: none"> • The CAO is responsible to inform individuals of the availability of special allowances (SPALs)
<p>What is the timeframe for issuing SPALs?</p>	<ul style="list-style-type: none"> • SPALs are issued in advance of the need for the service or item to enable participation in an approved employment and training activity • When verification is received within five calendar days, payment is authorized no later than ten days after the date of request • When verification is received after five calendar days, payment is authorized no later than five calendar days after the receipt of verification • A notice of the decision must be sent within 15 days of an individual's request for the SPAL.
<p>When is an individual eligible for SPALs?</p>	<ul style="list-style-type: none"> • After the individual has agreed to participate in an allowable E&T activity approved on the individual's current PA 1661 Agreement of Mutual Responsibility (AMR) or PA 1531 Employment Development Plan (EDP) • The item or service is <u>required</u> to support participation in work or an approved activity • The item or service is not available from another source or at no cost to the individual • The individual does not already have the item • The item or service has not already been paid for or obtained • Participation is not possible without the item or service
<p>How does the CAO know that the SPAL is required?</p>	<ul style="list-style-type: none"> • Use the SPAL Verification FORM (PA 1883) • The individual may provide other verification • The CAO may make collateral contact
<p>How does the CAO know the amount to issue for the SPAL?</p>	<ul style="list-style-type: none"> • The individual must provide an estimate for the cost of the requested item or service • The amount of the SPAL cannot be greater than the maximum limit allowed • It is determined to be the least costly and most practical item or service that will meet the need
<p>How does the CAO know if the SPAL was used for the intended purpose?</p>	<ul style="list-style-type: none"> • The recipient of a SPAL must provide an original receipt showing that it was used for its intended purpose within 14 days of receiving the benefit
<p>When is an O/P filed?</p>	<ul style="list-style-type: none"> • When no receipt is provided • When the SPAL is not used for its intended purpose • If the individual does not participate in the approved activity for the amount of time the SPAL was intended to cover • The difference between the amount issued and the amount spent is \$10 or more
<p>Is the SPAL documented in any other way?</p>	<ul style="list-style-type: none"> • Narrate when issuing a SPAL. See CAH 135.64 • Maintain documentation in the case record scanning the information

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Types of allowances	Subcategory	Reason Codes	Reason Codes Working TANF	TANF Frequency	SNAP Frequency	Maximum Allowance
Transportation	Bus (May include Subway, Commuter Rail and Para Transit)	268	868	As required for job interviews, approved activities or for employment. May be authorized for the period up to the date of the first pay.	As required for job interviews, or approved activities or to accept employment. May be authorized for the period up to the start date.	\$1,500 annually; follows the state budget year (7/1 - 6/30)
	Taxi	272	872			
	Mileage (Includes parking and tolls if required)	250	850	As required for job interviews, approved activities or for employment. May be authorized for the period up to the date of the first pay. Paid at \$0.20 per mile	As required for job interviews, or approved activities or to accept employment. May be authorized for the period up to the start date.	
	Car / Van Pool	267	867	As required for job interviews, approved activities or for employment. May be authorized for the period up to the date of first pay.	As required for job interviews, or approved activities or to accept employment. May be authorized for the period up to the start date.	
	Motor Vehicle Repair	262	862	As required for work or approved activities	As required for job interviews, or approved activities or to accept employment. May be authorized for the period up to the start date.	
	Motor Vehicle Expenses • driver's license • state inspection fee • emission control • inspection fee • license plates • vehicle registration fee	260	860	As required for work or approved activities	NOT ALLOWABLE	
	Moving / Relocation	244	844	Issued to accept a verified offer of gainful, permanent employment. Maximum \$200.00 annually.	NOT ALLOWABLE	
Clothing	Clothing for Employment / Training	256	856	As required for work or approved activities	As required for approved activities or if required to accept employment. May be authorized for the period up to the start date.	\$150 Annually; follows the state budget year (7/1 - 6/30)

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Vehicle Purchase	Vehicle Purchase	261	861	As required for work or approved activities	NOT ALLOWABLE	One vehicle up to \$1,500 in a lifetime
Work, Education and Training	Tools / Equipment	257	857	As required for work or approved activities	As required for approved activities or if required to accept employment. May be authorized for the period up to the start date (Personal computers are NOT ALLOWABLE)	\$1,000 in a lifetime
	Books / Supplies	278	878	As required for work or approved activities	As required for approved activities or if required to accept employment. May be authorized for the period up to the start date.	
	Fees	264	864	As required for work or approved activities	As required for approved activities or if required to accept employment. May be authorized for the period up to the start date.	
	Union Dues / Professional Fees	258	858	May be authorized for the period up to date of first pay	NOT ALLOWABLE	