**Policy Clarifications**

**Cash Assistance – All**

**PCA-19404-138**

**Submitted: May 1, 2019 Agency: CAOs**

**Subject: CAOAA Petty Cash Disbursements**

**Question:** We have a client that reported for a face-to-face TANF interview. Petty cash was requested. What actions are the CAO to take? The PA 122-PC now has a checkbox and states “Immediate Need” next to it. What is this checkbox for and who is responsible for it? Also, are GA clients eligible for petty cash as well?

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| **Response by: Division of Family Assistance** | **Date: 5/8/2019** |
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CAH 138.43 states that Petty Cash may be offered to TANF and GA applicants and recipients when the CAO is advised of transportation barriers and when applicants and recipients are required:

* To explore job referrals at the request of the CAO or Job Service,
* To obtain a medical examination at the request of the CAO,
* To report for an office interview at the request of the CAO,
* To report for an office interview at the request of Domestic Relations Section under the child support program, OR
* To attend a citizen’s advisory meeting at the request of the Department.

The CAO must narrate in case comment that petty cash was offered and whether the client declined or accepted Petty Cash. When a client accepts Petty Cash, the IMCW completes the [PA 122-PC](http://docushare.dpw.lcl/docushare/dsweb/Get/Document-5831151/PA%20122%20PC.pdf) with the client. The IMCW checks the box next to “Immediate Need” after verifying the Petty Cash disbursement meets the criteria in CAH 138.43.

Regulations at 55 Pa. Code § 229.24(e)(10)(i) limit disbursements from the Petty Cash fund to TANF and GA applicants and recipients while 55 Pa Code § 229.24(a) addresses an applicant’s critical need for cash.

Examples of Petty Cash for Applicants:

Mr. Q submitted his GA application. He receives a notice advising when his interview appointment is. Mr. Q calls the caseworker to explain that his car broke down. He has no means to fix it and lives 26 miles from the CAO. The caseworker offers mileage reimbursement at $0.12 per mile to be disbursed at the interview. Mr. Q’s neighbor drives him to the interview and he gives the mileage reimbursement to his neighbor to pay for gas.

Mrs. X and her child come into the CAO near closing time wanting to apply for assistance. It is not safe for them to return home and they have no place to go. The CAO offers petty cash to Mrs. X, so she and her child can get to the local women’s and children shelter.

CAH 138 will be revised to clarify this policy.