

**Policy Clarification –
Employment & Training
ESA- 18925-135**

Submitted: May 8, 2018

Agency: Bureau of Employment Programs

Subject: SPAL Requests

Question: Are Employment and Training (E&T) contractors required to submit all Special Allowance (SPAL) requests electronically via the Commonwealth Workforce Development System (CWDS)?

Response By: Morgan Williams-Fake

Date:

Response: E&T contractors may now submit SPAL requests for participants through CWDS in addition to all methods currently in place. Once the E&T contractor requests a SPAL for a participant on CWDS, an alert is created on the County Assistance Office (CAO) caseworker's dashboard prompting them to review the requests. The processing deadline is from the date the alert is created; verification (PA 1883), eligibility, and notification processes will remain unchanged.

While E&T contractors are encouraged to utilize CWDS to request SPALs, all previous methods for requesting SPALs are still allowed. SPAL requests will be processed by the CAO regardless of submission method.