**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 is to be offered to TANF and GA applicants and recipients when 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.