|  |  |
| --- | --- |
| **Who is eligible to receive an E&T SPAL?** | * Individuals who verify need for the SPAL to participate in approved Cash or SNAP E&T activities as outlined on their Agreement of Mutual Responsibility (AMR) or Employment Development Plan (EDP). See **CAH** [**135.6**](http://services.dpw.state.pa.us/oimpolicymanuals/cash/135_Employment_and_Training_Requirements/135_6_Special_Allowances_for_Supportive_Services.htm) or **SNAP HB** [**535.4**](http://services.dpw.state.pa.us/oimpolicymanuals/snap/535_SNAP_Employment_and_Training/535_4_Work_Requirements.htm)
 |
| **How do individuals know about SPALs?** | The CAO is responsible to inform individuals orally and in writing of the availability of E&T SPALs to support approved E&T activities at application, renewal, and when the AMR/EDP is created or updated.  |
| **When is an individual eligible for SPALs?** | * After the individual has agreed to participate, or is participating, in an approved activity on their current AMR/EDP and is enrolled in the corresponding project on the ETP Enrollment screen in eCIS.

**NOTE:** For SNAP the corresponding E&T activity must also be open. * The item or service is verified as needed to support participation in work or an approved E&T activity.
* The item or service is not available from another source or at no cost to the individual.
* The individual does not already have an adequate or functioning item.
* The item or service has not already been paid for or obtained

**NOTE:** There are no reimbursements for SPALs except in instances when the issuance is delayed by the CAO or third party.* Participation is not possible or appropriate without the item or service.
 |
| **What is the timeframe for issuing SPALs?** | * 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.
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| **How does the CAO know that the SPAL is required?** | * [Use the SPAL](http://services.dpw.state.pa.us/oimpolicymanuals/cash/PA_1883_3-16_UF.pdf) [Verification Form (PA 1883)](http://services.dpw.state.pa.us/oimpolicymanuals/cash/PA_1883_3-16_UF.pdf).
* The E&T Program may reach out to the CAO to request the SPAL via email, CWDS, or other secure digital methods.
* The individual may request the SPAL and provide other verification.
* The CAO may make collateral contact.
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| **How does the CAO know the amount to issue for the SPAL?** | * 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.
 |
| **How does the CAO know if the SPAL was used for the intended purpose?** | 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. **NOTE:** A money order is NOT a receipt for verification purposes. |
| **When is an overpayment filed?** | * When a required receipt is not provided, or a falsified/erroneous 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 period that the SPAL was intended to cover without good cause
* The difference between the amount issued and the amount spent is $10 or more

**NOTE:** The overpayment processing deadline is 30 workdays for TANF and 10 workdays for SNAP. SNAP overpayments are not subject to recoupment. |
| **Is the SPAL documented in any other way?** | * Narrate when issuing a SPAL. See **CAH** [**135.64**](http://services.dpw.state.pa.us/oimpolicymanuals/cash/135_Employment_and_Training_Requirements/135_6_Special_Allowances_for_Supportive_Services.htm?rhtocid=_17_5_0#135.64_Processing_Requests_for_Special_Allowances_for_Supportive_Servicesbc-1) or **SNAP HB** [**535.4**](http://services.dpw.state.pa.us/oimpolicymanuals/snap/535_SNAP_Employment_and_Training/535_4_Work_Requirements.htm).
* Maintain documentation in the case record scanning the information.
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| **NOTE:** Because SPALs are issued in advance of need, and potentially in advance of participation, individuals do **NOT** need to be compliant with participation requirements to receive SPALs. |
| ***Type of Allowance*** | ***Description*** | ***Reason Codes*** | ***Allowable*** | ***Maximum Allowance*** |
| ***Not Working*** | ***Working*** | ***CASH*** | ***SNAP*** |
| Transportation | Bus | 268 | 868 | **Yes** | **Yes** | $1500 annually (7/1-6/30) |
| Taxi | 272 | 872 |
| Car/Van Pool | 267 | 867 |
| Mileage (includes parking & tolls if required) | 250 | 850 |
| Motor Vehicle Repair | 262 | 862 |
| Motor Vehicle Expense •Driver's License •State Inspection Fee •Emission Control •License Plate •Vehicle Registration Fee | 260 | 860 | **Yes** | **No** |
| Moving/Relocation | 244 | 844 | **Yes** | **No** | $200 annually (7/1-6/30) (this amount is subtracted from the $1500 transportation limit) |
| Clothing | Clothing for Employment/Training | 256 | 856 | **Yes** | **Yes** | $150 annually (7/1-6/30) |
| Vehicle Purchase | Vehicle Purchase | 261 | 861 | **Yes** | **No** | One vehicle up to $1500 in a lifetime |
| Work, Education, & Training | Tools/Equipment/Electronic Device\* | 257 | 857 | **Yes** | **Yes** | $1000 in a lifetime |
| Books/Supplies | 278 | 878 |
| Fees/Child Care Registration Fees  | 264 | 864 |
| Union Dues/Professional Fees | 258 | 858 | **Yes** | **No** |
| **\*NOTE:** SPALs for electronic devices are only available for approved educational and training activities. |