

Clothing Special Allowance (SPAL) and PA WORKWEAR (PAWW) Desk Guide

02/21/2025

	PAWW Counties	Non-PAWW Counties - Clothing SPAL OTI
ELIGIBILITY	<ul style="list-style-type: none"> The CAO determines eligibility for a PAWW referral or issuing a One-Time Issuance (OTI) clothing special allowance (SPAL) Participant must be a Temporary Assistance for Needy Families (TANF) or Extended TANF (ETANF) Road to Economic Self-Sufficiency through Employment and Training (RESET) participant to receive a PAWW referral Clothing and grooming items must be required by the participant to participate in an approved work or work-related activity through RESET Participant may not receive a referral for items they already have <p><i>Note: Individuals in Transitional Cash Assistance are not eligible for a PAWW referral or OTI clothing SPAL.</i></p>	<ul style="list-style-type: none"> The CAO determines eligibility for an OTI clothing SPALs Clothing and grooming items must be required by the participant to participate in an approved work or work-related activity Participant may not receive an allowance for items they already have A clothing SPAL OTI must be issued for a participant that is receiving Supplemental Nutrition Assistance Program (SNAP) or Refugee Cash Assistance (RCA) benefits only, and not receiving TANF or ETANF <p><i>Note: Individuals in Transitional Cash Assistance are not eligible for an OTI clothing SPAL.</i></p>
WHAT TO DISCUSS WITH THE CLIENT	<ul style="list-style-type: none"> Discuss the participant's clothing needs, the timeframe of the need, and identify if PAWW is the most practical AND least costly method to meet the need Explain: <ul style="list-style-type: none"> the annual clothing special allowance limit of up to a maximum of \$150 per state fiscal year (July 1 to June 30) the remaining balance of their \$150 clothing special allowance the benefit of utilizing the PAWW program to meet their clothing needs at a lower cost to maximize their clothing special allowance the PAWW program will contact them and attempt to provide services within 5 business days verification of identity must be taken to the PAWW appointment, and they must arrive on-time and alone a receipt is not required with a PAWW referral the value of the clothing received at their PAWW appointment will be deducted from their \$150 annual clothing SPAL limit If a clothing SPAL OTI is most practical and least costly, follow the guidance under Non-PAWW Counties- Clothing SPAL OTI 	<ul style="list-style-type: none"> Explain that: <ul style="list-style-type: none"> a written estimate (which can be written by client) of the cost of the items must be provided the annual clothing SPAL limit of up to a maximum of \$150 per state fiscal year (July 1 to June 30) the clothing SPAL OTI will be issued for the estimated amount of the items up to a maximum of \$150 the participant must provide the receipt as proof that the clothing was obtained and the actual cost of the items within 14 calendar days of the OTI being issued
VERIFICATION	<ul style="list-style-type: none"> The Employment and Training (E&T) contractor or participant will identify and verify that specific clothing is required to support participation in work or work-related activities by submitting a SPAL Verification Form (PA 1883) to the CAO The CAO can use collateral contact to complete the PA 1883, if needed If a PAWW referral is identified as the most practical and least costly, the participant is not required to provide a receipt as the PAWW providers will verify the value/cost of the items using the PAWW Reconciliation Process 	<ul style="list-style-type: none"> The E&T contractor or participant will identify and verify that specific clothing is required to support participation in work or work-related activities by submitting a SPAL Verification Form (PA 1883) and providing estimates for the items The CAO or contractor can use collateral contact to complete the PA 1883, if needed The CAO may verify the client's estimated amounts, if questionable

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VERIFICATION (continued)	<ul style="list-style-type: none"> If a clothing SPAL is determined to be the most practical and least costly, the CAO will follow the verification guidance under Non-PAWW Counties- Clothing SPAL OTI 	<ul style="list-style-type: none"> The participant must provide the receipt as verification that the clothing was obtained and the actual cost of the items within 14 calendar days of the OTI being issued CAO keeps the receipt(s) in the record with the estimate and manual 162 notice <p>Tip: Create a list of the range of local prices for commonly requested items</p>
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	PAWW Counties	Non-PAWW Counties – Clothing SPAL OTI
REFERRAL PROCESS	<ul style="list-style-type: none"> Complete all fields in the CAO section of the PA WORKWEAR Client Referral Form (PA 1836) when PAWW is the most practical and least costly method to meet the TANF or ETANF RESET participant's clothing needs CAO will submit the form through secure email to the PAWW contractor CAO will create a manual alert to be due 15 business days after sending the referral form to the PAWW program to complete the PAWW Reconciliation Process Narrate the request and action taken 	Not Applicable
WHEN TO ISSUE A CASH OTI	<ul style="list-style-type: none"> When PAWW is unable to provide the items needed, such as when a participant needs clothing with the employer logo When PAWW is unable to meet with the participant timely When reasonable accommodations are needed for: supportive services and the history of domestic violence, transportation and childcare issues, or medical related concerns 	<ul style="list-style-type: none"> To participants who do not already have the required items and who meet SPAL eligibility requirements To SNAP and RCA participants not receiving TANF or ETANF that are not eligible for a PAWW referral
APPROVAL & NOTIFICATION	<ul style="list-style-type: none"> If the participant is determined eligible for a referral to PAWW, the CAO will provide the participant with a copy of the completed PAWW Client Referral Form CAO will create a manual alert to be due 15 business days after sending the referral form to the PAWW program to complete the PAWW Reconciliation Process CAO will send a manual PA/FS 162C notice to inform the participant of their remaining clothing SPAL balance after receiving the Appointment Summary from the PAWW program No notice is required if the participant does not show up for their appointment and no services were provided by PAWW Narrate explanation and requirements given to the client and all actions taken 	<ul style="list-style-type: none"> The OTI is issued for the estimated amount of the items. Explain that a receipt is required within 14 calendar days SPAL OTI is issued w/code 256 (for non-working FS, RCA & TANF) or 856 (working FS, RCA, & TANF) Send a PA/FS 162 approving or denying the request. The manual notice must include the remaining balance of their \$150 clothing special allowance Narrate explanation and requirements given to the client and all actions taken Set a manual alert for 14 calendar days to determine if an overpayment must be processed for not receiving a receipt
RECONCILIATION PROCESS	<ul style="list-style-type: none"> The PAWW contractor will provide an Appointment Summary, via secure email, for each participant that is successfully served no later than 5 business days 	None

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RECONCILIATION PROCESS (continued)	<p>after the RESET participant was served containing the specific items provided to the participant and their value</p> <ul style="list-style-type: none"> The CAO will deduct the total donation value/ purchase price of items received from the participant's \$150 clothing SPAL balance by case noting the value of the items given and the participant's remaining clothing balance <ul style="list-style-type: none"> The participant's remaining balance, as case noted, must be used when making subsequent referrals within the same fiscal year The CAO will scan the Appointment Summary into imaging and send a manual PA/FS 162C notice to inform the participant of their remaining clothing SPAL balance The CAO will dispose of the manual alert If the PAWW program does not provide the CAO with an Appointment Summary or communicate a no-show by the date for which the manual alert was set, the CAO will contact the PAWW provider to obtain the Appointment Summary or confirm that the participant was not able to be served before disposing of the alert If a participant received a PAWW referral and requests a subsequent clothing SPAL prior to the Appointment Summary being submitted to the CAO, the CAO will reach out to PAWW to identify if the participant was served and request the total donation value/purchase price of all items the participant received to determine the remaining clothing SPAL balance to complete a second PAWW referral or issue an OTI clothing SPAL 	
OVER-PAYMENTS	<ul style="list-style-type: none"> There are no overpayments filed for a PAWW referral 	<ul style="list-style-type: none"> An overpayment exists if: <ul style="list-style-type: none"> the verification of purchase is not provided within 14 calendar days; or If the receipt shows the items cost less than the OTI amount Only file an overpayment if the difference is \$10 or more <ul style="list-style-type: none"> If the cost exceeds the estimate and OTI, issue the difference not to exceed the \$150 limit
THE PAWW APPOINTMENT	<ul style="list-style-type: none"> The PAWW contractor will: <ul style="list-style-type: none"> contact the participant upon receiving the referral form to schedule the appointment strive to serve the participant within 5 business days but must serve them in 10 business days or a new referral is needed identify and provide the clothing and grooming items necessary to fulfill the participant's interview, employment, and/or training needs 	<ul style="list-style-type: none"> Not Applicable

PA WORKWEAR FLOWCHART

