

DPW's Revised Special Allowance for Supportive Services Regulations Address the Concerns Raised in Auditor General Wagner's August 2009 Audit

AG Wagner Audit Finding/Recommendation	DPW Revised Regulations and Policy Addressing Audit Findings
<p>Ensure CAOs maintain adequate documentation of each special allowance payment, including how it verified the need and special allowance amount.</p>	<ul style="list-style-type: none"> • Individuals must verify that the item or service is "REQUIRED" by the employer or training provider in order to work or participate in an E&T activity. Revised 55 Pa. Code §165.44(a)(1)(i). • Regulatory language that had required verification of need for a special allowance only where the need is "not readily apparent" deleted. As a result, verification that the SPAL is "required" for the participation is mandatory in all cases. Revised 55 Pa. Code §165.44(a)(2). • Standard "Special Allowance Verification Procedure" and "Special Allowance Verification Form" to be used and retained in the file in every case. <i>DPW Operations Memorandum, "Special Allowances Policy and Procedure," No. 090801, revised 10-21-09.</i>
<p>Require receipts to show that special allowance payment was used as intended</p>	<ul style="list-style-type: none"> • Individuals must provide a receipt verifying that the special allowance was used to purchase the intended item or service. Revised 55 Pa. Code §165.44(b)(1)(i). • CAOs must process an overpayment referral to recover a special allowance payment to the extent it was misused. Revised 55 Pa. Code §165.44(b)(2). • Receipts verifying that the special allowance was used to purchase the intended item or service must be provided within 14 days of receiving the benefit. If verification is not provided within that time, the allowance is deemed an overpayment subject to recovery by DPW. <i>DPW Operations Memorandum, "Special Allowances Policy and Procedure," No. 090801, revised 10-21-09</i>
<p>Prohibit CAOs from issuing recurring special allowances</p>	<ul style="list-style-type: none"> • In January 2008, DPW stopped issuing recurring special allowances for transportation and began having CAOs verify participation and issue monthly allowance only if the individual is participating as required. (See, <i>AG Wagner Audit, Appendix A, DPW's Response to Recommendations.</i>) • The above procedure was incorporated into DPW Operations Memorandum, "Special Allowances Policy and Procedure, No. 090801, revised 10-21-09. • In 2007, DPW transferred responsibility for child care subsidies to CCISes, eliminating child care as a CAO-issued special allowance.