



**Service Provider Request for Additional Funding  
Policy #P-33-10.23**

Date: October 10, 2023  
Re: Service Provider Request for Additional Funding  
Approved: November 9, 2023  
Effective: November 9, 2023  
References: WIOA Section 133(b)(4)  
20 CFR 683.130(b)  
Author: Saranne Miler *smiler*  
Attachments: Attachment A - SCPa Works Request for Additional Funding Form

**I. Policy**

A. WIOA and TANF service providers under contract with SCPa Works may request funding in addition to annual contracted amounts, and may be used to provide allowable services under WIOA/TANF programming including Occupational Skills Training, Paid Work Experience (PWE), Individual Training Accounts (ITAs), and On-the-Job Training (OJT) opportunities.

**II. Purpose**

- A. This policy provides the procedure for contracted service providers to request additional WIOA or TANF funding from SCPa Works.
- B. Requests for additional funding must reflect funding streams that are already contracted within the requesting organization's service delivery structure.
1. EXAMPLE: WIOA Youth service providers are not permitted to request WIOA Adult or Dislocated Worker funds as additional funding to support existing WIOA Youth programming.
  2. EXAMPLE: TANF Youth service providers are not permitted to request WIOA funds as additional funding to support existing TANF Youth programming.
  3. EXAMPLE: WIOA Adult/Dislocated Worker service providers are not permitted to request TANF funds as additional funding to serve Adults/Dislocated Workers within existing programming.

**III. Procedure**

- A. Submission requirements for requests for additional funding include the following:
1. Requests must be submitted using the form attached to this policy (Attachment A) to indicate:
    - a. The funding stream and the exact dollar amount requested.
    - b. The projected number of participants to be served using the additional funding.
  2. A narrative detailing the intention of and need for the additional funding to provide:
    - a. The projected level of service, provision of benefits, and the additional of staff hours.
    - b. The anticipated program strategy, projected program growth, and the provision of supportive services, incentives, and stipends.
    - c. Administrative costs and the cost of additional supplies if applicable.
    - d. A financial strategy with a line-item budget reflecting expenditures and cost principles.
  3. Submissions must include a timeline reflecting a timely plan for the implementation of the funding.
- B. Requests for additional funding are submitted to the SCPa Works Director of Programs.
- C. Applications with incomplete or insufficient information will not be approved.
- D. Under select circumstances, SCPa Works may request additional information during the review period.

SCPa Works Request for Additional Funding #P-33-10.23 ~ SCWDB Approved November 9, 2023

This is an electronically controlled document. All hard copies are considered uncontrolled.

This document is reviewed for updates every 180 days by the SCPa Works Policy Department and was last reviewed on 10/13/2023.

*Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employment/Program*

**Summary of Changes:** This policy is reviewed every 180 days by the SCPa Works Policy Department for necessary changes, edits, updates, and revisions.

Date of Change:	Changed by:	Summary of Change(s):	Effective Date

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**Service Provider Request for Additional WIOA/TANF Funding**

Date of request:

Name of organization requesting funds:

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Level of anticipated service to be funded:

- ITA
- OJT
- PWE
- Occupational Skills Training
- Special Project Title [Click or tap here to enter text.](#)

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Program/funding stream:

- WIOA ADULT
- WIOA DISLOCATED WORKER
- WIOA YOUTH
- TANF YOUTH

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Number of participants to be served using the additional funds:

Expected start date of expenditures reflecting additional funding:

Expected end date of expenditures reflecting additional funding:

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**The following attachments are required as a part of this request for funding:** (See the SCPa Works Service Provider Request for Additional Funding Policy #P-33-10.23)

- A narrative that includes the anticipated program strategy, projected program growth, additional programmatic elements (i.e. supportive services, admin costs, incentives, stipends, etc.), and increased staffing needs.
  - A funding strategy that includes a projected line-item budget reflecting cost allocations to account for all aspects of administering the additional funding (i.e. the cost of training/education/work experience, case management staff hours, admin costs, facility costs, wrap-around services costs, programmatic costs, supplies, etc.)
  - A program timeline projecting the rate of participants served, anticipated duration of new program(s), hiring process of new staff, community outreach events, and additional items reflecting the need for an increase in funding.
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**Service Provider Director Signature**

**Date**

## SCPa Works Office Staff Use Only:

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All of the following review items must answer **YES** for approval to be granted.

Any item that answers **NO** will result in the denial of the request for additional funds.

1. Does the projected level of service reflect individual career services?  
**Choose an item.**
  2. Is the requested funding stream consistent with the organization's existing funding stream? For example, is a Youth service provider requesting additional Youth funds? Is an Adult/DW service provider requesting additional Adult/DW funds?  
**Choose an item.**
  3. Does the request include a specific number of participants that will be served through the implementation of the additional funding?  
**Choose an item.**
  4. Does the request include a start date and end date indicating the period of time that the additional funding will be implemented?  
**Choose an item.**
  5. Does projected program strategy include all elements relevant to the funding stream and anticipated level of service?  
**Choose an item.**
  6. Do the project program elements reflect eligible cost principles in alignment with the funding stream and anticipated level of service?  
**Choose an item.**
  7. Does the funding strategy include a line-item budget indicating individual cost allocations reflecting all aspects of the projected programming?  
**Choose an item.**
  8. Does the program timeline clearly illustrate the implementation of additional funding?  
**Choose an item.**
  9. Is the requesting organization in good fiscal and programmatic standing with SCPa Works?  
**Choose an item.**
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## SCPa Works Determination:

- YES - This request for additional funding is approved by the SCPa Works Director of Programs.
- NO - This request for additional funding is not approved by the SCPa Works Director of Programs and is therefore denied.

**SCPa Works Director of Programs Signature**

**Date**