



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

Re: Service Provider Request for Additional Funding

Updated: April 10, 2024  
Originated: October 23, 2023  
Approved: November 9, 2023  
Revision Approved: N/A

References: WIOA Section 133(b)(4)  
20 CFR 683.130(b)

Author: Saranne Miler, Policy Manager 

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.

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- 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.

**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
04/10/2024	Saranne Miller 	Reviewed for edits. No revision necessary. Re-formatted header page.	04/10/2024

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