



Date: May 28, 2001

To: District Directors  
Employment and Income  
Assistance

From: Pam Goulet and John Petersen  
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Subject: **Special Needs – Extenuating Circumstances**

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In an effort to address those exceptional special needs requests of Employment and Income Assistance (EIA) participants that currently require Director's approval in a more timely and efficient manner, please be advised that effective immediately, EIA Directors may approve such special need requests up to a value not exceeding \$1,000.00.

Section 21.1.3 of the *EIA Administrative Manual* outlines the Director's previous authority level regarding such requests.

“In extenuating situations where a participant requests funding for a special need which is outside the circumstances described above, the District Director may approve up to \$250.00 per year per case, subject to existing delegation of authority. All recommendations for approval of requests over \$250.00 in these extenuating situations must be forwarded to the Program Specialist for consideration.”

Accordingly, the EIA Administrative Manual will be revised shortly to reflect this change in authority. It must be noted that requests exceeding the \$1,000.00 authorization level must continue to be forwarded to the Program Specialist for review.