



TANF EARN & Work Ready Vehicle Purchase Policy

Purpose

Partner4Work aims to implement a Vehicle Purchase Pilot to support Temporary Assistance for Needy Families (TANF) and Extended TANF (ETANF) Employment and Advancement Retention Network (EARN) and Work Ready program participants in obtaining reliable transportation, thereby enhancing their employment prospects and overall economic stability. This policy outlines the framework, eligibility criteria, and responsibilities associated with the pilot program.

Affected Parties

This policy applies to all TANF and ETANF participants in Allegheny County EARN and Work Ready programs. Allegheny County EARN and Work Ready staff and contracted partners are responsible for implementing this policy.

References

- [55 Pa. Code § 165.46.](#)
- [PA DHS Cash Assistance Handbook](#)
- [P4W EARN & Work Ready Supportive Services Policy](#)

Introduction

Under the current Partner4Work EARN & Work Ready Supportive Services policy, participants receiving \$1,500 toward vehicle purchase through a County Assistance Office (CAO)-issued special allowance (SPAL) may access an additional \$1,500 match in P4W supportive service dollars.

In an effort to increase access to this opportunity, Partner4Work has developed a pilot program-in partnership with Travelers Aid- wherein supportive service funds up to \$3,500 will be applied to the approved SPAL, providing a one-time total of \$5,000 toward the purchase* of a qualifying automobile for an individual to participate in an approved work or work-related activity.

*This may include the cost of tax, title, and fees. Any costs exceeding \$5,000 are the responsibility of the prospective buyer.

Eligibility Requirements

To be eligible for the Vehicle Purchase Pilot, EARN and Work Ready participants must:

- Be a participant in the Allegheny County EARN/Work Ready program, in good standing with program requirements and expectations.
- Undergo a comprehensive household assessment that identifies strengths and barriers to employment and family economic security.
- Demonstrate that there is no other type of practical transportation available or that other

available transportation is more expensive.

- Have a valid driver's license.
- Not have a current car loan nor be a co-signer on a current car loan.

Policy

The following requirements must be met to purchase a vehicle under this pilot:

- All requirements are met under the CAO Special Allowance Verification Packet Checklist-Auto Purchase.
- Participant must complete a financial information session related to vehicle ownership.
- Participant can demonstrate their ability to maintain monthly payments (if applicable) once the vehicle is in their possession.
- All referrals need to follow the established procedures and steps.
- Only authorized accredited dealerships will be used for vehicle purchases.
- The total purchase price of the vehicle must not exceed \$8,000.
- The vehicle must pass state inspection and emissions testing.
- Participant must have insurance to be able to drive the approved purchased vehicle off the lot.

Policy Exceptions

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted using the [PolicyException Form](#).

Exception requests will be reviewed based on their allowability under any applicable legislation, regulation, and policy. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

Effective Date: September 30, 2024

Last Reviewed: May 1, 2025

Policy Updates

Date	Policy Update
03/25/2026	<ul style="list-style-type: none">• The Policy Exceptions subsection has been updated to direct users to the new request form.