



1505.5: Allocation of State Funds - Special Allocation

A Unit may request a special allocation to meet extraordinary expenses due to circumstances beyond the control of the GA Unit, such as a sudden caseload increase or an unexpected increase in administrative expenses. Request the special allocation by completing and submitting the original and 2 copies of Request for Special Allocation (Form 787B) to the DHS local office. Indicate on Form 787B the expenses for which the special allocation is needed. This request must contain detailed justification as to why the special allocation is needed. The DHS local office forwards the request to the DHS Office of Fiscal Services within 2 workdays of receipt.

Legally available taxes including tax anticipation warrants are considered for special allocations. The special allocation will only be considered if:

- a. legally available taxes equal zero, **or**
- b. legally available taxes are greater than zero **and** the cash balance is less than actual reported expenses for the past month.

The GA Unit is notified in writing of the decision on their request for a special allocation. If the GA Unit's request is denied, the notice tells the reason for the denial. If the request is approved, the notice gives the approximate date the special allocation will be received by the County Treasurer.

Refer to [PO-1530 General Records of Account](#) , for reporting and recording procedures.