



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III  
Governor

Bureau for Children and Families  
Office of Finance and Administration  
350 Capitol Street, Room 730  
Charleston, West Virginia 25301-3711  
Telephone: (304) 558-8562 Fax: (304) 558-6646

Martha Yeager Walker  
Secretary






June 22, 2009

Dear Vendor:

The West Virginia Department of Health and Human Resources (WVDHHR) will be distributing the annual 2009 Temporary Assistance for Needy Families (TANF) School Clothing Allowance (SCA) in mid-July. The maximum authorized amount on the vouchers will be either \$100.00 or \$200.00 each. Customers may receive two \$100.00 vouchers. The expiration date on the vouchers for the coming year will be October 31, 2009. The deadline for submission of vouchers for payment is January 31, 2010.

The voucher remains the same as last year. Customers will be presenting a single page form voucher. The upper section is retained by the vendor, and the lower section is to be returned to our office for payment. An **itemized cash register receipt must be attached** to the section returned for payment. (Please attach the receipt to the back of the voucher.)

WVDHHR recommend that stores share the SCA packets with all personnel who will be working with customers using the vouchers. Enclosed with this letter are the following:

-  an example of a correctly completed voucher;
-  a list of items which may be purchased with the voucher;
-  a list of items that cannot be purchased with the voucher;
-  a list of commonly asked questions and answers; and
-  a checklist for making sure each voucher is filled out correctly and completely.

WVDHHR is looking forward to working with you on the SCA program and appreciate your continued support. If you have any questions, please contact this office at (304) 558-6664, 558-3293 or 558-0997. You may also e-mail [dhhrbcfpayment@wv.gov](mailto:dhhrbcfpayment@wv.gov) with any questions or comments.

Sincerely,

Douglas M. Robinson  
Assistant Commissioner

DMR:pan  
Enclosures

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**John Doe**  
**123 Name that street**

**Anytown, WV 12345**

Governor  
(*name*)

Secretary  
(*name*)

### SCHOOL CLOTHING ALLOWANCE VOUCHER

**Case Number: 1234567891    Benefit Number: 1234567    Voucher Number: 123456**

**VOUCHER AMOUNT: \$XXX.00**

**INVOICE AMOUNT: \$XXX.00**

The purchase is exempt from sales tax by Certificate #55-6000771.  
This voucher is NOT valid for purchases after **October 31, 2009**.

#### REQUIREMENTS OF MERCHANT

1. Purchases limited to wearing apparel for school-age children and sewing materials.
2. Discounts are encouraged, but no cash rebates are allowed.
3. If customer returns clothing purchase with this voucher, do not refund in cash.
4. Ensure the INVOICE AMOUNT does not exceed VOUCHER AMOUNT.
5. Attach register receipt.
6. Both the customer and the merchant must sign this document.
7. Tear at perforation and submit signature section for payment to Office of Finance and Administration, Division of Payments and Vendor Maintenance at the above address.

#### CERTIFICATION OF SCA VOUCHER REDEMPTION

**John Doe**  
**123 Name that Street**

**Case Number: 1234567891**  
**Benefit Number: 1234567**  
**Voucher Number: 123456**

**Anytown, WV 12345**

**VOUCHER AMOUNT: \$XXX.00**

**INVOICE AMOUNT: \$XXX.00**

I CERTIFY THAT I HAVE RECEIVED MERCHANDISE  
EQUAL TO THE INVOICE AMOUNT REFLECTED ABOVE.

I CERTIFY THAT ALL MERCHANT REQUIREMENTS HAVE  
BEEN MET AND THAT CLOTHING HAS BEEN DELIVERED  
TO THE CUSTOMER.

Customer's Signature

Date

Merchant's Signature

Date

Store Name (and Number): STORE NAME  
Location: ANY STREET HIGHWAY  
Address: 123 NAME THAT STREET  
City, State Zip: ANYTOWN, WV 12345  
FEIN: 123456789

Remittance Address: (If different from local address)  
PO BOX 12345  
ANYTOWN, WV 12345

## INELIGIBLE ITEMS

***Accessories: Anything listed as "Accessories", "Basics", "Miscellaneous", "Fixtures", "and Furnishings", etc., will automatically be deducted from the total owed to the store.***

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**Back Packs**

**Bandanas**

**Belt Bags**

**Belt Buckles**

**Billfolds**

**Book Bags**

**Calculators**

**Dancewear**

**Duffle Bags**

**Exercise Wear**

**Food Items: Candy, Potato Chips, etc**

**Hair Accessories: Hair bows, Ribbons, Barrettes, Combs, Brushes, Ponytail holders, Hair bands, Hair wrap, etc.**

**Health and Beauty Aids**

**Infants Clothing**

**Jewelry: Earrings, Watches, Necklaces, Bracelets, etc.**

**Key Rings**

**Paper, Notebooks, etc.**

**Pencils, Pens, Crayons, Pencil Sharpeners, Erasers, Pencil Case**

**Pouches**

**Promo Bags**

**Purses**

**Rulers, School Box, Scissors**

**Scarves and Headbands**

**Scout uniforms, Scout scarf, Scout scarf holder**

**Sewing Supplies: Needles, Lace, Appliqués, Ribbons, Bobbins, Baste & Sew Stick**

**Shoe Cleaner - Garment Dye**

**Sleepwear: Pajamas, Nightgowns, Dorm shirts, Slippers (house shoes), Robes (housecoats), Sleep shirt, Slipper socks, Two (2) piece lounge set (pj's)**

**Sporting Goods, Hunting outfits, Fishing accessories**

**Sun Glasses**

**Sweat Bands**

**Swimwear**

**Umbrellas**

**Visors**

**Wallets**

**Wrist Bands**

## **ELIGIBLE ITEMS**

**Belts**

**Blouses**

**Boots**

**Bow Ties**

**Caps**

**Coats**

**Dresses**

**Ear Muffs**

**Gloves**

**Handkerchiefs**

**Hats**

**Hosiery**

**Insoles**

**Jackets**

**Jeans**

**Mittens**

**Mufflers**

**Neckties**

**Pants**

**Piece Goods - Patterns, Thread, Zippers, Buttons, Shoulder Pads, Elastic Material**

**Raincoats**

**Shirts**

**Shoes**

**Shoestrings**

**Shorts**

**Skirts**

**Slacks**

**Socks**

**Suspenders**

**Sweaters**

**Tennis Shoes**

**Underclothes - Panties, Bras, Briefs, Under Shorts, T-Shirt, Slips**

**Vests**

## CHECKLIST FOR COMPLETION OF VOUCHERS

### PRIOR TO SUBMITTING FOR PAYMENT

1. Vouchers must be completed in ink; not pencil. Be sure all employees **check the expiration date** to verify the voucher is valid.
2. Complete the Store Name, Number if applicable, Location, and complete address which includes your zip code. The FEIN field must be completed. This is normally a nine or 10 digit number. Corporate offices (Wal-Mart, Kmart, etc) must use their 12 digit FEIN number. Smaller stores will use their West Virginia state tax number. There is also a section where remittance address should be listed if different from the local address.
3. The State of WV will only reimburse the merchant for items listed on the **ELIGIBLE** listing. **INELIGIBLE** items will be deducted from the invoice amount and must be removed from your Accounts Receivable ledger.
4. Invoice Amount - This is the amount WV DHHR owes to the store. This amount cannot exceed the voucher amount printed on the invoice. The Invoice Amount must be entered in **two** places, the upper portion of the voucher and the lower portion. Please be sure that these figures are legible. This purchase is exempt from sales tax by Certificate# 55-6000771.
5. Customer's Signature & date – It is the responsibility of the store to have the customer sign and date the voucher **before the customer leaves the store**. This signature should match the name on the left hand side of the voucher or be the spouse of that person.
6. Merchant/Vendor=s Signature & date - Must be signed by any store employee – initials are not acceptable. **Note - This is not the store name.**
7. Attach the **itemized** cash register receipt to the **back** of the bottom section of the voucher.
8. Separate the document at the perforation and return the bottom section with the itemized cash register receipt to the following address:

Bureau for Children & Families  
Office of Finance and Administration  
350 Capitol Street, Room 730  
Charleston, WV 25301

## QUESTIONS AND ANSWERS

**1. Q. When should we submit the completed vouchers for payment?**

*A. Vendors are encouraged to submit the completed vouchers to our office weekly - submitting the vouchers only once a month will slow down the payment process. The Office of Finance and Administration audits and processes vouchers daily - using the first in first out method. Checks are processed once a week.*

**2. Q. Must we enter the FEIN number (Federal Employee Identification Number) on all vouchers?**

*A. Yes*

**3. Q. What do we send in for payment?**

*A. Separate the voucher at the perforation and return the bottom section with the **itemized** cash register receipt attached to the back.*

**4. Q. Can a parent buy clothes for more than one child on a voucher?**

*A. Yes.*

**5. Q. Do we include sales tax?**

*A. No, the purchase is exempt from sales tax by Certificate #55-6000771.*

**6. Q. When the customer uses the voucher to purchase school clothing items and later returns the clothing, are we to give them cash?**

*A. No. If the clothing is returned you may use your store policy pertaining to this **EXCEPT THAT YOU MAY NOT** give the customer cash.*

**7. Q. Is it permissible for a customer to purchase adult clothing with the voucher?**

*A. Yes. Many children wear adult size clothing. Infant clothing, however, should never be purchased on the school clothing allowance voucher.*

**8. Q. Who should sign the voucher?**

*A. Vouchers should be signed by the customer (or spouse) whose name appears on the voucher and a store employee.*

9. **Q. Should the store manager sign the voucher or is it permissible for any store employee to sign the voucher?**

A. *This would be the decision of store management. Remember initials are not acceptable.*

10. **Q. Do we include shipping and handling or lay away fees?**

A. *No, we do not pay for shipping and handling or lay away fees; this is the responsibility of the customer.*

11. **Q. May we accept vouchers even if the deadline date has passed?**

A. **ONLY UNDER SPECIAL CIRCUMSTANCES.** *Prior approval must be obtained by the vendor. Please contact the Office of Finance and Administration at the following numbers for prior approval: (304) 558-6664, (304) 558-8562, (304) 558-8824 or (304) 558-0997. If the store accepts a voucher without prior approval from the Office of Finance and Administration, **the voucher will not be paid.** The expiration date is printed on each individual voucher.*

12. **Q. Does the customer get a copy of the voucher?**

A. *No*

13. **Q. What information is needed in order to check the payment status of a voucher?**

A. *In order for us to check the payment status of a voucher, we must have the case number (ten digits), the voucher number (seven digits) and the invoice amount. Please e-mail this information to [dhhrbcfpayment@wv.gov](mailto:dhhrbcfpayment@wv.gov) or you may use our fax number (304) 558-6646. Our staff will respond to your request after it has been reviewed.*