

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 139		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
			49	24	11/98
50-58	24	11/98	50-58	24	4/99
			59	24	11/98
60-62	24	11/98	60-62	24	4/99
DATE: March, 1999 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made for the following reasons:

1. Two new components have been added to RAPIDS WP to Identify WtW participants. These components were added to the support services charts in Section 24.14,B. In addition, information was added to identify the other RAPIDS components which may NOT be used simultaneously with either WtW component. These are primarily educational activities which are included in the WtW component.
2. A new recording requirement was added to the 5th bullet in Section 24.14,A.
3. The limit of one payment only for vehicle repairs was removed from Section 24.14,B,9. Any number of payments may be made as long as the total amount for all vehicle repairs does not exceed \$500. In addition, the requirement which limited payment for insurance to the legal minimum liability coverage has been removed.

As discussed at the recent supervisor's meeting, other changes related to Support Services payments are being considered. Please send any suggestions you may have to the OFS Policy Unit.

Questions should be directed to the OFS Policy Unit.

24.14 SUPPORT SERVICES

Payment for support services may be authorized to assist clients in securing or maintaining employment, or participating in other activities. A client whose case is in a 1st or 2nd sanction period is eligible to receive support services payments. There is no reduction in the amount of the support services payment due to imposition of the 1st or 2nd sanction. Those whose cases are closed due to imposition of the 3rd or subsequent sanction are not eligible for payment for support services.

Benefit Issuance screens for Work Programs are used to request (BIRQ), stop payment (BIWS) and to replace (BIPL) support service payments. Inquiry screens related to support service payments are IQWH, IQWD and IQVN.

A. GENERAL REQUIREMENTS

The following general information applies to all support service payment.

- Alternative resources must be explored prior to issuing payment. Support payments cannot be made when other resources are available, but may be used to supplement the alternative resource. When used to supplement, the support payment is limited to the difference between the Department's maximum support payment for which the client is eligible and the amount provided by the alternative resource.
- Support payments are not required to be paid at the maximum rate available. The amount of the payment is based on the verified need, but may not exceed the maximum amounts.
- When the client participates in more than one activity, payment may be made for each activity. However, the total may not exceed the maximum payment for each expense.

EXAMPLE: During one 12-month period, a client participates in job search, CWEP and part-time employment. As a job search participant, he receives \$75 for clothing. While a CWEP participant, he receives an additional \$150 for clothing. When he finds employment he is only eligible for an additional \$75 for his special clothing needs.

- Multiple payments may be issued, unless specifically limited to one payment only in item B below.

B. ALLOWABLE SUPPORT SERVICE PAYMENTS

Additional information about the specific types of support services that are allowed is contained in this item. No other support service payments may be made.

RAPIDS' Work Programs screen BIRQ is used to request support service payments.

The following chart shows the type of support service payments available and lists the WV WORKS activities and RAPIDS components for which such payments may be made.

WV WORKS recipients may be participating in more than one activity simultaneously and entered as such in RAPIDS. However, the WtW participant may not be shown in WtW and any of the following RAPIDS components at the same time:

- AB
- CO
- HS
- JO
- JR
- LS
- PD
- TB

WtW participants may be entered in WtW and any employment-based RAPIDS component at the same time, including CW, JN and EI, and with VT.

2. Clothing

Clothing may be authorized for a verified offer of employment, or to attend short-term training that is expected to lead directly to employment. This expense includes uniforms or work clothing, including shoes or boots, but may include dress clothing when the client accepts a job that requires it. Payments may be made incrementally, as long as the maximum amount is not exceeded.

Payment may be made for clothing as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Subsidized, Unsubsidized, Full- or Parttime	FU, FB, FV, PB, PU, PV	\$300/12-month period
JOIN	JN	\$300/12-month period
EIP	EI	\$300/12-month period
Jobs Skills/Vocational Trng.	VT	Payment limited to approved training, when uniforms or special clothing is required. \$300/12-month period.
Job Search	JO	Payment limited to clothing appropriate for a job interview. \$300/12-month period.
Community Services	CS, JR	Payment limited to clothing appropriate for a job interview. \$300/12-month period.
CWEP	CW	\$300/12-month period.
WtW-Competitive Grant	CG	\$300/12-month period.
WtW-Formula Grant	FG	\$300/12-month period.

4. Drivers/Chauffeurs License

Payment may be made for a drivers or chauffeurs license as follows:

<p>Employment: Subsidized, Unsubsidized, Full- or Parttime.</p> <p>JOIN</p> <p>EIP</p> <p>Jobs Skills/Vocational Trng.</p> <p>Education (High School, GED, ABE, Literacy Only)</p> <p>Community Services</p> <p>Job Search</p> <p>CWEP</p> <p>WtW-Competitive Grant</p> <p>WtW-Formula Grant</p>	<p>FU, FB, FV, PB, PU, PV</p> <p>JN</p> <p>EI</p> <p>VT</p> <p>HS, AB, LS</p> <p>CS, JR</p> <p>JO</p> <p>CW</p> <p>CG</p> <p>FG</p>	<p style="text-align: center;">↓</p> <p>\$60/lifetime.</p> <p>Payment for WV drivers license or chauffeurs license, but not both.</p> <p>Payment must not be made for the test required due to traffic violations or for classes required for DUI convictions.</p> <p style="text-align: center;">↑</p>
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6. Professional License

A professional license may be paid for when required to work in a specific occupation. The client must have a job offer, or the Worker must be reasonably certain that the client can obtain employment after obtaining the license.

Payment may be made for a professional license as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Subsidized, Unsubsidized, Full- or Parttime.	FU,FB,FV,PB,PU,PV	\$300/lifetime
EIP	EI	\$300/lifetime
JOIN	JN	\$300/lifetime
Job Skills/Vocational Trng.	VT	Payment limited to the cost of the license when not included in the cost of the course and obtaining the license is part of the course completion. \$300/lifetime.
WtW-Competitive Grant	CG	\$300/lifetime.
WtW-Formula Grant	FG	\$300/lifetime.

8. Transportation

Payments are made to a client who is beginning to participate in an activity to assure that transportation is not a barrier. A prepayment for travel requires an estimate of the daily mileage for two weeks.

Transportation payments may be authorized only if expenses have been incurred or are reasonably expected to be incurred.

General limitations, in addition to those in item A above, are as follows. Limitations specific to an activity are shown in the chart below.

- Clients who must travel one mile or less to their place of employment or other participation site are not eligible for payment. In making this determination, consideration must be given to the distance traveled to deliver children to day care.
- Those who ride school buses or other conveyances without cost are not eligible for transportation payments.
- Those who use public transportation are reimbursed for the actual cost of the service.
- Those who use a private vehicle when public transportation is available are reimbursed at the lowest available transportation rate.
- When clients share private transportation, only the owner of the vehicle is entitled to a payment. However, if the owner of the vehicle charges the other passengers, the passengers may be reimbursed for their charges. Members of the owner's AG may not be reimbursed when traveling in the same vehicle.

NOTE: If the owner of the vehicle charges his passengers for transportation, the amount he receives is counted as unearned income to the owner.

- Those who use a private vehicle are reimbursed as follows:

2-40 miles/day	\$5.00/day
41 + miles/day	\$8.00

9. Vehicle Repair

Payment can be made for items such as, but not limited to, tires, mufflers or brakes necessary to pass a State inspection. State inspection stickers, license plates and vehicle insurance may also be purchased.

Payment may be made for vehicle repair as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Subsidized, Unsubsidized, Full- or Parttime.	FU, FB, FV, PB, PU, PV	↓
JOIN	JN	\$500/lifetime, including repairs and/or insurance.
EIP	EI	
CWEP	CW	Funds must not be used to purchase a vehicle.
Jobs Skills/Vocational Trng.	VT	
Job Search	JO	Any repairs must make the vehicle roadworthy.
WtW-Competitive Grant	CG	↑
WtW-Formula Grant	FG	

C. CORRECTING THE SUPPORT SERVICE CHECK AMOUNT

When the Worker discovers that support service payment has been requested for less than was intended, an additional payment for the difference is requested on RAPIDS screen BIRQ. However, some support services are limited to the issuance of one payment only. See item B above for limitations. No additional payment may be issued in this situation. Instead, the Worker must contact the client to have the check returned before a corrective payment may be issued. When the check is recovered, the check and a completed ES-14 is sent to