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MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 147		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i-ii	15	9/98	i	15	9/98
			ii	15	8/99
APPENDIX B	15	8/98	APPENDIX B	15	8/99
APPENDIX C	15	9/98	APPENDIX C	15	8/99
			FORM	OFS-SCA-1	8/99
			FORM	OFS-SCA-2	8/99
WVSC-1	FORM	9/98	WVSC-1	FORM	8/99
DATE: AUGUST, 1999 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change implements policy and procedures for the 1999 WV WORKS School Clothing Allowance (SCA) and the 1999 West Virginia School Clothing Allowance (WVSCA). Applications for each program will be accepted for the month of August only. Both programs will provide all eligible children a voucher for \$150. Only vouchers will be issued. The voucher cannot be returned for a check.

Two new forms have been developed to use for the voucher programs. Form OFS-SCA-1 is used in place of the ES-14 and DF-68 when returning SCA vouchers. Form OFS-SCA-2, Lost Voucher Affidavit, has been developed for use in both programs when requesting replacement of lost vouchers. Please make copies of these forms as needed.

Appendix B: SCA

The SCA is a special need of the WV WORKS program as outlined in Section 15.4. Eligibility is determined along with eligibility for WV WORKS.

There is no longer an addition of \$100 per child to the 100% SON and payment level when determining eligibility. This means only those eligible for a WV WORKS check will be eligible for SCA. If an applicant is not eligible for WV WORKS, he is then evaluated for the WVSCA program.

Another important change is that an applicant determined eligible for a WV WORKS payment is not required to accept it and meet all other program requirements. An applicant who does not want to apply for WV WORKS may apply for WVSCA instead. In addition, families currently ineligible because of the third sanction, or failure to meet the 24-month work requirement may apply for and receive the WVSCA, if otherwise eligible.

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APPENDIX B

1999 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)

The amount of the 1999 WV WORKS SCA is \$150 per eligible school-age child. Vouchers will be mailed on 8/13/99 for the regular payroll and first pick-up.

Vouchers will be sent in an amount equal to \$150 per school-age child to families eligible for a WV WORKS check in the month of August. All families will receive vouchers only. The voucher cannot be returned for a check.

Clients with one eligible child will receive two (2) \$75 vouchers and those with more than one eligible child will receive one (1) \$150 voucher for each child.

NOTE: Foster parents will receive one check for all children in the foster home. A stuffer will accompany the check and will list the names of those children that are eligible for the allowance, e.g., if there are 3 eligible children, the check will be in the amount of \$450.

A letter from the Governor and detailed instructions for their use will be included with the vouchers.

OFS State Office staff are responsible for paying all SCA vouchers.

Information and instructions regarding this benefit are outlined below:

A. Eligibility for SCA

1. Non-Financial Eligibility

To be eligible a child must meet the following criteria:

- Date of birth is 9/1/80 through 8/31/94. (Children in the AG who are over 18 and who are students and can reasonably be expected to complete their schooling before their 19th birthday are included.)

In addition, the child must be enrolled in a private or public school. Being enrolled includes kindergarten. Children who are schooled at home are also eligible. School enrollment for children age 5 to 15 is presumed.

NOTE: RAPIDS will issue a voucher based only on the child's age. See item D,5 for instructions on the return

Vouchers are printed with the case name and address, denomination of the voucher (\$75 or \$150) and the individual benefit and voucher number assigned by the data system. Each envelope contains all vouchers for an AG, the instruction sheet and a letter from the Governor.

RAPIDS Benefit Issuance History screens which detail information about vouchers and payments can be inquired for pertinent information regarding SCA benefits. The BI History Menu TRAN is MNBH. The screen TRANS are:

IQVS	Voucher History Disbursement
IQVD	Voucher History Detail
IQPS	Special Payment History Disbursement
IQPV	Special Payment History Address

While SCA is a special need related to eligibility, it becomes a program category code of SCA and a sub-program code of W (WV WORKS), B (Brinkley) when the voucher is created. Parameters for access to these transactions are case/category/sequence number/(voucher number/benefit number). Screen level help is available.

At the case level, when SCA vouchers are created, the voucher history screen, IQVS, displays a disposition code of IS (Issued) and the issuance date. When a voucher is redeemed, the BIVP, voucher history disposition code, is updated to RD (Redeemed) and the special payment history IQPS is updated with a disposition code of RQ (Requested). When the weekly program processes these payment requests, the disposition code on special payment history is updated with an IS (Issued).

C. Applications

1. Applications Approved Beginning 8/1/99 for an August Payment

If an application is approved 8/1/99 or after and includes a benefit for August, the data system automatically writes an SCA voucher, if there are SCA eligible children. The procedure is as follows:

- In order to qualify for the SCA, the eligibility date must be no later than August 31, 1999.
- For cases approved in August and receiving a check in August, SCA vouchers will be written each week in August and mailed to the client. Instructions will be mailed with the vouchers.

When a child is added to the AG the Worker must complete form ES-SCA-AP-3 and forward to OFS. See Item E below.

There is no requirement that the addition be transmitted by a specific date for the family to receive the SCA. It is expected that the Worker will follow customary practice of processing work as quickly as possible.

D. Corrective Action

Corrective action for the SCA will be required in the following circumstances. In these cases, form ES-SCA-AP-3 is used. The Worker uses the procedures in item A,2 above to determine eligibility and SCA amount.

1. Corrective or Retroactive Assistance Payments

If corrective or retroactive action is taken to correct a WV WORKS underpayment made to the client because of a Departmental error, it may, at the same time, be necessary to take corrective action in relation to the SCA. This will be the case when, as a result of the error, the client received no WV WORKS check or received a WV WORKS check less than his entitlement and received no SCA or received an SCA less than his SCA entitlement.

EXAMPLE: A client reported the return of an 8-year-old eligible child to his home on July 10, but the Worker failed to add the child to the AG prior to the July deadline. In this case, the family would qualify for a corrective WV WORKS payment for July and August (unless they were already at the maximum) and for an additional \$150 SCA. Policy and procedures regarding correction of SCA amount in these situations are as follows:

- System action as indicated to correct the case must be taken.
- The corrective SCA is to be authorized via form ES-SCA-AP-3 and sent to the Office of Family Support as described in item E of this Appendix.
- If a corrective WV WORKS payment is also being authorized, system action is taken.

2. Corrective Action When Error is Due to Incorrect Birthdate/Relationship Code

If the client reports, or it is otherwise brought to the Worker's attention, that the client did not receive an SCA for which he was eligible or received less than the amount

5. Overpayments of SCA's

SCA's are subject to repayment according to the WV WORKS repayment policy as found in Section 20.3 of the Income Maintenance Manual. If the Worker learns, for example, that a child is no longer in the home or that a caretaker relative that meets the eligibility criteria for a child received an SCA, the overpayment of the SCA must be recovered. Whenever possible, recovery of the overpayment is to be accomplished by the client returning the voucher(s) to which he was not entitled. Otherwise, normal repayment procedures apply. The following actions are taken to recover overpayments by means of returned vouchers.

a. Client Returns the Total Number of Vouchers

The Financial Clerk gives the client a receipt (R-4) for the vouchers and return the vouchers to the Office of Family Support attached to a properly-completed OFS-SCA-1. If appropriate, the Worker takes data system action to close the case or correct it.

b. Client Returns a Portion of the Vouchers

- (1) The Worker asks the client to return the number of vouchers to which he was not entitled.
- (2) The Financial Clerk issues a receipt (R-4) to the client.
- (3) The Financial Clerk returns the vouchers to OFS and attaches a completed form OFS-SCA-1.

E. Instructions for Completing ES-SCA-AP-3 for SCA

THE PROCEDURES OUTLINED BELOW MUST BE FOLLOWED.

All cases requiring ES-SCA-AP-3's will receive a voucher.

The amount of the SCA to be issued via the ES-SCA-AP-3 is to be entered in Number 5.

If the application is being approved for a one-time-only special SCA need, the amount is \$150 multiplied by the number of children in the AG who qualify for the allowance.

All ES-SCA-AP-3's for the SCA must be sent to the Office of Family Support.

RAPIDS generates Special Payments Report WRBI817A. This report is generated by RAPIDS on a weekly basis and available through MOBIUS to Supervisors and Financial Clerks in the County Offices.

APPENDIX C

1999 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)

The eligibility requirements and application process for WVSCA are different from the 1999 WV WORKS SCA. All eligible families receive vouchers only. The voucher cannot be returned for a check.

Clients with one eligible child will receive two(2) \$75 vouchers and those with more than one eligible child will receive one(1) \$150 voucher for each child.

A. Eligibility for WV SCA

1. Non-Financial Eligibility

a. Age and School Attendance

To be eligible, a child must meet the following criteria:

Date of birth is 9/1/80 through 8/31/94. (Children in the AG who are over 18 and who are students and can reasonably be expected to complete their schooling before their 19th birthday are included.)

In addition, the child must be enrolled in a private or public or approved home school. Being enrolled includes kindergarten. School enrollment for children age 5 to 15 is presumed.

NOTE: Children in some counties may be able to attend kindergarten at an earlier age than specified above. This does not apply to preschool or nursery school attendees, only those attending kindergarten. Verification of kindergarten enrollment for the fall of 1999 must be provided. If the client is unable to obtain such verification, the Worker must assist.

b. Non-Eligibility for WV WORKS SCA

An applicant determined eligible for a WV WORKS payment is not required to accept the check and meet all other program requirements. An applicant who does not want to apply WV WORKS may apply for WVSCA instead. In addition families currently ineligible because of the third sanction, or failure to meet the 24-month work requirement, may apply for and receive the WVSCA, if otherwise eligible.

B. Application Process

1. Application Form

The application form is the WVSC-1. It is completed and signed by the applicant and returned to the office in the county in which he resides. A face-to-face interview is completed.

After a determination of eligibility, the Worker completes the appropriate data transmission form and forwards it to the Office of Family Support, West Virginia SCA, Capitol Complex, Building 6, Room 749.

If the client is determined eligible, the Worker completes form WVSC-2. All WVSC-2's must be received in OFS by September 30, 1999.

If the client is determined ineligible, the Worker completes form WVSC-3.

2. Processing Procedures

a. Approvals

State Office staff is responsible for entering approvals into a data system for production of vouchers. The vouchers are mailed from the State Office with a letter from the Governor and instruction sheet.

b. Denials

When an application is determined ineligible at the county office, the Worker sends a manually completed ES-NL-C. The Worker states the reason for ineligibility and cites the appropriate Manual section. The WVSC-3 is completed and sent to OFS State Office.

3. Lost/Not Received WVSCA Vouchers

Should a voucher become lost, stolen, etc., the same procedures that apply to other special payment warrants are applied. The Worker will secure an affidavit of loss, form OFS-SCA-2, from the client and forward to the State Office. Replacement vouchers will be mailed by the State Office.

Lost WVSCA vouchers are treated as cash and are not replaced.

WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES

1999 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE PAYMENT

INSTRUCTIONS

(Please read carefully before using vouchers.)

You should have in this envelope, vouchers totaling \$100 for each of your eligible school-age child(ren).

If you did not receive a \$100 voucher for each of your eligible school-age children, please contact your local Worker as soon as possible.

If you receive a voucher for a child who is no longer in your home or who will not be attending school, you must return the voucher to your local Department of Health and Human Resources Office.

HOW VOUCHERS ARE USED

Vouchers can be used only for the purchase of your children's clothing and shoes. If you sew, you may purchase materials appropriate for making clothing.

By using a voucher you actually get more for your money, as you do not pay sales tax on these purchases. You actually receive 6% more than with the same amount of cash.

West Virginia School Clothing Allowance

Case Number

State Office Use Only

County

Case Name

Last

First

Current Mailing Address

Street Address

City, State

Zip

ELIGIBLE CHILDREN

- | | | | |
|----|-------|-------|-----------|
| 1) | _____ | _____ | _____ |
| | Last | First | Birthdate |
| 2) | _____ | _____ | _____ |
| | Last | First | Birthdate |
| 3) | _____ | _____ | _____ |
| | Last | First | Birthdate |
| 4) | _____ | _____ | _____ |
| | Last | First | Birthdate |
| 5) | _____ | _____ | _____ |
| | Last | First | Birthdate |
| 6) | _____ | _____ | _____ |
| | Last | First | Birthdate |

Worker's Signature

Date

West Virginia School Clothing Allowance

DENIAL

County _____

Case Name _____
Last First

Mailing Address

Street Address

City, State Zip

Number of School Age Children in AG _____

REASON FOR DENIAL: _____

West Virginia Department of Health & Human Resources

Voucher Remittances

Case Number _____ County _____

Case Name _____

Last

First

Address _____

Returning Voucher Number(s) _____

Reason for Returning: _____

Pertinent Information - If a Rewrite Is Necessary: _____



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Cecil H. Underwood
Governor

LOST VOUCHER AFFIDAVIT

Joan E. Ohl
Secretary

I, _____, of _____
(Print Name) (Print Address)
_____, in _____ County, West Virginia,

being first duly sworn, do depose and say that the State of West Virginia Department of Health and Human Resources Voucher Number(s) _____
_____, dated _____, payable to my order, in the amount of
_____ dollars (\$_____) has never been endorsed by me; that I did not
authorize anyone to endorse same for me, nor has the amount represented by said voucher or any part
thereof been received by me, nor did I authorize anyone to receive all or any part of said amount for me
or for my credit. I also further state that any signature appearing on the voucher purporting to be my
endorsement is not my signature.

Under penalty of law, I hereby affix my signature.

Signature: _____

Witness: _____

(If unable to sign, my mark above.)

STATE OF _____
COUNTY OF _____

Taken, subscribed and sworn to before me this the _____ day of _____.
My commission expires _____.

OR, (in lieu of notary)

(Notary Public)

In accordance with West Virginia Code § 9-5-8:

Representative
West Virginia Department of Health and Human Resources