

**MANUAL MATERIAL TRANSMITTED**

**MANUAL:** INCOME MAINTENANCE

**CHANGE NUMBER:** 15

**DELETE**

**INSERT OR CHANGE**

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**DATE:** December, 1995

**TO:** All Income Maintenance Manual Holders

This change is to incorporate the JOIN policy into the JOBS Program and to change the use of Block 88 in the C-219 system.

Questions should be directed to the IM Policy Unit in the Office of Family Support.

SOURCE OF INCOME	CONSIDERED AS INCOME FOR:		
	FOOD STAMPS	AFDC/U, DEEMED AFDC/U, TM, QC, P.L. PW AND CHILDREN, GA FOR DA, AFDC/U- RELATED MEDICAID	PAC, QMB, SLIMB, QDWI, CDCS, AIDS PROGRAMS, SSI- RELATED MEDICAID
ZZZ. VETERAN'S COMPENSATION OR PENSION	Unearned	Unearned	Unearned
AAAA. VISTA	See Domestic Volunteer Act	See Domestic Volunteer Act	See Domestic Volunteer Act
BBBB. WIC	No	No	No
CCCC. WINNINGS (Prizes, Awards, Lottery, Bingo, Gambling, etc.)	No	Unearned, treated as a lump sum payment.	Unearned, treated as a lump sum payment.
DDDD. WVHA (WV Housing Authority)	No, unless a <u>rent</u> supplement is paid directly to the client or to the <u>utility</u> provider. If so, it is counted as unearned income.	No	No

13.15 JOB OPPORTUNITIES AND BASIC SKILLS TRAINING PROGRAM (JOBS)

Sections which follow 13.16 through 13.28, below outline the requirements for JOBS, designate the members of the benefit group to whom the requirements apply and the penalty for failure to meet the requirements.

**NOTE:** Penalties or sanctions applied by other states for failure to cooperate in their work programs do not prohibit eligibility in West Virginia.

West Virginia began a demonstration project under a federal waiver in January, 1996 titled "Joint Opportunities for Independence" (JOIN). Mandatory JOBS participants are randomly selected by the data system for assignment to the JOIN Demonstration project, which becomes their mandatory JOBS activity. JOIN policy and procedures are included in each section where applicable.

13.25 ACTION WHEN THE CLIENT REFUSES TO COOPERATE (AFDC/U)

When the mandatory participant refuses to cooperate with W&T, procedures aimed at resolving the problem and enabling participation in a responsible manner are instituted by the W&T Worker.

The steps in this process follow.

- Determination of whether or not the individual has refused to cooperate with W&T without good cause. If good cause exists, the Worker is not notified in any part of the process. If good cause does not exist, the W&T Worker notifies the Worker to apply appropriate sanctions at the conclusion of the JOBS Conciliation Process.
- If a Fair Hearing is requested, action is delayed until the Fair Hearing is held.
- For mandatory participants, the first JOBS sanction results in removal from the benefit group until the failure or refusal ceases.
- For mandatory participants, the second such failure or refusal results in removal from the benefit group until the failure or refusal ceases, or for three months, whichever is longer.
- For mandatory participants, any subsequent failure or refusal results in removal from the benefit group until the failure or refusal ceases, or for six months, whichever is longer.
- For JOIN participants, the first penalty is removal of the participant's needs from the benefit group for 3 months.
- For JOIN participants, the penalty for the second and any subsequent failure to comply is termination of AFDC/U benefits for all members of the benefit group at the time the failure to comply occurred.
- Voluntary participants do not have a penalty applied, but may be barred from JOBS enrollment or services.

Any voluntary referral, who has been barred from enrollment and who becomes a mandatory referral during the sanction period, must be referred to W&T as a mandatory participant. W&T enrolls the client at this time, unless there is some other reason for not enrolling him.

BLOCK #	TITLE	MANDATORY ENTRY	MAX. LENGTH	ALPHA OR NUMERIC
87	AFDC/U Dependent Care Deduction	N	4	Numeric
<p>Enter the amount of out-of-pocket child care costs the AFDC/U client has. Maximum allowable amounts are found in Chapter 10. Because the maximum amount allowed varies according to the age of the child, the system contains no edit for a maximum amount.</p> <p>The amount in this Block is used to calculate the check amount. It is only subtracted from countable income when Block 84 or 85 is greater than 0 and Block 72 equals 3 or 6.</p>				
ENTERED BY	FORCES RECALCULATION	AUTO REMOVED	PROGRAMS	INTERRELATED TO OTHER BLOCKS
Worker	Y	Y	AFDC/U	72, 84, 85, 86