MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 159		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i - ii	3	5/99	i	3	11/01/99
	3	1/97	ii	3	5/99
1	3	5/99	1	3	11/01/99
			2	3	5/99
3-4	3	5/99	3	3	5/99
			4	3	11/01/99
5 - 6	3	5/99	5 - 6a	3	11/01/99
DATE: NOVEMBER 15, 1999 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change adds the Workers' Compensation Exchange to Chapter 3. The exchange will provide detailed payment information, type of injury, payee and payee representative information.

Policy questions should be directed to the OFS Policy Unit.

Questions concerning RAPIDS procedure should be directed to the RAPIDS Help Desk.

The SSN of each applicant and recipient of the following benefits is used to obtain IEVS information: Food Stamps, WV WORKS and all Medicaid coverage groups.

A data exchange occurs when:

- A new case is created; or

- A new person is added to a benefit; or

- A person's demographic information is changed; or

- The Worker uses the DXRQ screen to make a Wire Third Party Facility (WTPY) Request. RAPIDS collects all WTPY requests in batch and sends them to SSA on a nightly basis. Responses are usually received within 48 hours.

It also occurs on a periodic basis for all individuals in RAPIDS, depending on the type of benefit being received.

A broadcast message alerts the Worker that an exchange has taken place.

The DXRL screen contains a listing of all targeted responses in the Worker's caseload that require Worker action.

NOTE: See the RAPIDS User Guide

This provides the Worker with a list of individuals in his caseload who have been identified as having discrepancies between the information provided by BEP and that which is in RAPIDS. Only Primary Caseload Workers will see the list for their caseload and this list is not available to alternate Workers. Supervisors and Supervisor Alternates will see a list for the entire Supervisory Unit. Detailed information can be obtained by a selection from the DXRL section.

Detail information is available on DXDU.

NOTE: The RAPIDS User Guide contains information on the use of the data exchange screens, DXRL, DXUS and DXRU. Help Screens are also available.

For cases where the Worker must determine if the SSN in the data system is correct, the procedure is as follows:

-       An incorrect SSN must be corrected so that the next UCI match will reflect the client's corrected UCI information.

-       If the information in the data system is already correct, and it is determined that the problem is with BEP, the Worker must send a memorandum with this information to the OFS Policy Unit.

verified and what DX has provided, independent
verification is required. See Section 3.4C.

5.   Income Sources

Chapter 10, Section IIII identifies income
sources.