

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 166		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
125 - 126	1	1/2000	125 - 126	1	1/2000
126a	1	1/2000	126a	1	1/2000
52 - 53	24	1/2000	52 - 53	24	1/2000
60 - 61	24	1/2000	60 - 61	24	1/2000
DATE: JANUARY, 2000			TO: ALL INCOME MAINTENANCE MANUAL HOLDERS		

Changes are being made as follows:

1. Missing text was restored to Section 1.25. Item K was previously left out by mistake.
2. In Section 24.14 all references to the Federal FY were removed and replaced with "year".

We regret any confusion these mistakes may have caused and apologize for them.

Questions should be directed to the OFS Policy Unit.

on the OFS-AP-1 of the relative with whom the child lives.

- Work Requirements: Explain the purpose of WV WORKS; DCA payments, if appropriate; TM, child care assistance and job placement.
- Drug Attestation: Form IM-TAN-1 must be completed and signed as part of each application/redetermination for WV WORKS. Failure to complete or sign the form results in ineligibility for the entire AG. All adults normally required to be included must sign the form.
- Personal Responsibility Contract (PRC): Explanation and completion of the PRC is not required to be part of the intake interview, but it may be done at the same time. See item T below for details about the PRC requirements.
- Repayments: Discuss any outstanding repayments. See item L below.
- Eligibility: Explain beginning date of eligibility and the importance of establishing eligibility as soon as possible.
- Medicaid: Explain that Medicaid eligibility is a separate determination and how and when the medical card is issued, if appropriate.
- Lump Sum: If the client indicates he may be receiving a lump sum payment, explain the lump sum policy.
- Pregnancy: Explain the need for the client to report immediately when anyone in the AG becomes pregnant.
- Caretaker Relative Option:

NOTE: When a parent(s) is included with his own child(ren), the OFS-WVW-10 must not be signed. When the AG includes a parent(s), his child(ren) and other children for whom the parent is a specified relative, the parent is required to be included and form OFS-WVW-10 must not be signed. The form is used only when a caretaker relative receives cash assistance only for children to whom he is not a parent.

K. PAYEE

The payee is the individual in whose name the WV WORKS check is written. The payee must use his legal name whenever possible, unless there is some circumstance that justifies the use of another name. If so, the decision to allow use of another name is made by the Policy Unit, based on information submitted by the local office.

The parent with whom the child is residing is the payee. When the child lives with 2 parents, the parents choose the payee. When the child lives with a parent and a stepparent, the parent is the payee. When the child lives with one relative other than a parent, the specified relative is the payee. When a child lives with two specified relatives other than a parent, they must choose who will be the payee.

NOTE: Payments are not issued to minor parents. Instead, the parent or other responsible adult with whom the minor parent lives, or who supervises the minor parent's living arrangement, is the payee.

When a substitute payee or vendor payment status is appropriate at application, see Chapter 2.

L. REPAYMENT AND PENALTIES

Before the case is approved, the Worker must determine if there is a WV WORKS, TANF or AFDC/U claim outstanding against any member of the AG. If so, the Worker must initiate appropriate repayment procedures prior to approval.

If the client has been making voluntary payments, he must be informed that repayment must be made, when possible, from his check, i.e., recoupment.



When the AG has been sanctioned for failure to cooperate with WV WORKS, the case is subsequently closed and a reapplication made, that AG remains sanctioned until the sanction ends.

1. Collateral Expenses



NOTE: Payments for collateral expenses must not be used to pay for medical treatment or items such as eyeglasses, dentures, physical examinations, doctor visits, prescriptions, etc.

Collateral payments may be made for items such as grooming expenses, testing fees, gasoline, or other expenses necessary to obtain employment or to participate in a work activity. Persons with no earned income may be reimbursed for their day care charges of \$.25/day under collateral expenses.

Payment may be made for collateral expenses as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Subsidized, Unsubsidized, Full- or Parttime.	FU, FB, FV, PB, PU, PV	 \$300/Year 
JOIN	JN	
EIP	EI	
Jobs Skills/Vocational Trng.	VT	
Education (High School, GED, ABE, Literacy Only)	HS, AB, LS	
Community Services	CS, JR	
Job Search	JO	
CWEP	CW	
WtW-Competitive Grant	CG	
WtW-Formula Grant	FG	

Payment may be made for transportation as follows:

WV WORKS ACTIVITIES	RAPIDS Component	Limitations
N/A	PD	Payment is limited to those who are required to attend testing and/or orientation to an activity.
Employment: Subsidized, Unsubsidized, Full- or Parttime.	FU, FB, FV, PB, PU, PV	 \$400/month 
JOIN	JN	
EIP	EI	
Jobs Skills/Vocational Trng.	VT	
Education (All activities except college)	AB, LS, HS	
Community Services	CS, JR	
Job Search	JO	
CWEP	CW	
WtW-Competitive Grant	CG	
WtW-Formula Grant	FG	