

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 166-A		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
51 - 54	24	1/2000	51 - 54	24	1/2000
59 - 62	24	1/2000	59 - 62	24	1/2000
DATE: JANUARY, 2000			TO: ALL INCOME MAINTENANCE MANUAL HOLDERS		

Changes are being to correct paging errors that occurred with Change #166.

Questions Should Be directed to the OFS Policy Unit.

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

B. ALLOWABLE SUPPORT SERVICE PAYMENTS

NOTE: There is no requirement that the support services payment be issued only to those who need it to meet a work participation requirement. Requested payments are made unless there is a substantive reason to deny the payment. Denials of support service payments must be recorded on CMIC.

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	\$600/Year
JOIN	JN	\$600/Year
EIP	EI	\$600/Year
Jobs Skills/Vocational Trng.	VT	Payment limited to approved training, when uniforms or special clothing is required. \$600/Year
Job Search	JO	Payment limited to clothing appropriate for a job interview. \$600/Year
Community Services	CS, JR	Payment limited to clothing appropriate for a job interview. \$600/Year
CWEP	CW	\$600/Year
WtW-Competitive Grant	CG	\$600/Year
WtW-Formula Grant	FG	\$600/Year

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 for the days such conveyances are used.
- Those who use public transportation are reimbursed for the actual cost of the service.
- 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	\$10.00/day
41 + miles/day	\$16.00/day

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	\$1,500/lifetime, including repairs and/or insurance.
EIP	EI	
CWEP	CW	Funds must not be used to purchase a vehicle.
Jobs Skills/Vocational Trng.	VT	May be used to pay for driver's education for those without a driver's license.
Job Search	JO	Any support service payment plus other available resources for 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 a support service payment has been requested for less than was intended, an additional payment for the difference is requested on RAPIDS screen BIRQ.