

**MANUAL MATERIAL TRANSMITTED**

**MANUAL: INCOME MAINTENANCE**

**CHANGE NUMBER: 176**

**DELETE**

**INSERT OR CHANGE**

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FORM WVSC-2		9/98			
FORM WVSC-3		9/98			

**DATE: JULY, 2000**

**TO: ALL INCOME MAINTENANCE MANUAL HOLDERS**

This change implements policy and procedures for the 2000 WV WORKS School Clothing Allowance (SCA) and the 2000 West Virginia School Clothing Allowance (WVSCA).

RAPIDS now has the functionality to issue vouchers for both programs. Both programs are referred to in RAPIDS as SCA. All RAPIDS screens that deal with SCA apply to WVSCA as well. The RAPIDS User Guide is being updated to include relevant procedures.

This year, the program has been moved back a month. Applications for each program will be accepted only during the month of JULY.

Both programs will provide a \$150 SCA benefit for each eligible child. Only vouchers will be issued and the voucher cannot be returned for a check.

**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 are no policy changes from last year, but the Appendix has been formatted to conform with the way the information is presented in the rest of the Manual.

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APPENDIX B

A. APPLICATION PROCESS

The application process is the same as for WV WORKS, as outlined in Section 1.25, with the following special considerations:

1. Applications Approved Beginning 7/1/00 for a July Payment

If an application is approved effective 7/1/00 or after and includes a benefit for July, RAPIDS automatically issues voucher(s) when SCA eligible children are included in the AG.

The procedure for voucher issuance is as follows:

- The eligibility begin date must be no later than July 31, 2000 for automatic voucher issuance.
- For AG's approved for July and receiving a benefit for July, vouchers will be written each week in July and mailed to the client, with the appropriate notification.

For automatic issuance of SCA with WV WORKS approval, the beginning date of eligibility must be no later than July 31, 2000. SCA vouchers for these cases are generated weekly, based on the confirmation date displayed in AGECE. All pick-up vouchers generated through Friday, July 7 will be mailed on Friday, July 14, 2000.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. After the initial mailing on July 14, vouchers will be mailed on a weekly basis on the first working day of the next week.

2. Applications Approved After Deadline in June And Prior to July 1, 2000

For AG's with an eligible child included and approved between the 6/00 deadline and prior to 7/1/00 for the month of July, 2000, SCA vouchers will be created in a process which runs on 6/30/00. The vouchers will be mailed on Friday, July 14, 2000.

client received no WV WORKS benefit and no SCA.

- When the error is due to an incorrect birthdate or relationship code.
- When an SCA eligible child is added to an active WV WORKS case.

Procedures for issuing additional vouchers in these situations are as follows:

- System action as indicated to correct the case must be taken.
- The auxiliary SCA is requested in the data system. Instructions are in the RAPIDS User Guide.
- All remarks regarding the auxiliary issuance must be entered in CMCC.

#### C. REPORTS AND ISSUANCE HISTORY

##### 1. SCA Reports

There are five reports from RAPIDS on MOBIUS which have Information about special payments.

WRRP790: School Clothing Allowance (SCA) Statistical Report

This report is created during the weekly process and lists the case number, the primary person's name, the amount of the voucher(s) issued, and indicates whether it is a WV WORKS voucher or WVSCA voucher.

The following SCA reports contain information about payments to vendors.

WRBI812A: Vendor Payment Report - By Vendor

WRBI815A: Client Payment Report - By Vendor

WRBI817A: Client Payment Report - By County

WRBI525A: Consolidated Vendor Report

The WRBI812A and WRBI815A Reports are created during the weekly process, before the Auditor's Office writes the vendor checks.

2. Denials

WV WORKS denials result in consideration of eligibility for WVSCA when "Yes" is indicated on ACPA.

G. COMMON ELIGIBILITY REQUIREMENTS.

All appropriate WV WORKS requirements in Chapter 8 apply.

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as for WV WORKS. See Section 9.21.

I. INCOME

All WV WORKS income requirements in Chapter 10 apply.

J. ASSETS

The asset limit is \$2,000. All WV WORKS asset policy outlined in Chapter 11 applies.

K. SPECIFIC REQUIREMENTS

1. Age and School Attendance

To be eligible for SCA, the child must meet the following criteria.

In addition, to being eligible for WV WORKS, the child must be enrolled in private or public school. Being enrolled includes kindergarten and college.

Children who are schooled at home are at home are also eligible. School enrollment for children ages 5 to 15 is presumed by RAPIDS. ANSE is checked by RAPIDS for enrollment for ages 4 and 16 - 18.

**NOTE:** RAPIDS will issue a voucher based only on the child's age. See item L,2 below for instructions on the return of vouchers when the child is not eligible.

The SCA voucher will be paid for a dependent child only. An individual who is included in the AG as caretaker relative is **NOT** eligible for SCA, even though he may be under age 18 and in school or over age 18 and

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply.

M. OVERPAYMENT OF SCA

When SCA is received ineligibly, it is subject to repayment according to the WV WORKS repayment policy found in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child who is a caretaker relative has received SCA, the overpayment of 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. Vouchers which are returned by the client and which are not to be reissued must be forwarded with an OFS-SCA-1 to the OFS State Office in the Diamond Building, 350 Capitol Street, Room B-18, Charleston, WV 25301. Otherwise, normal repayment procedures apply. The following outlines actions which are taken to recover an overpayment by returning the voucher.

1. Client Returns the Total Number of Vouchers

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

2. Client Returns a Portion of the Vouchers

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

N. LOST/STOLEN/NOT RECEIVED AND RETURNED VOUCHERS

1. Lost/Stolen/Not Received Vouchers

APPENDIX C

2000 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)

A. APPLICATION PROCESS

1. Application Forms

An OFS-2 or WVSC-1 is used.

2. Complete Application

The application is complete, when the client signs a WVSC-1, OFS-2 or OFS-5 which contains, at a minimum, his name and address.

**NOTE:** When the applicant has completed the interactive interview, and there is a technical failure that prevents printing the OFS-2, form OFS-5 must be signed by the applicant and filed in the case record with the subsequently printed OFS-2. He must not be required to return to the office to sign the OFS-2 when an OFS-5 has been signed.

An application is considered incomplete when the client chooses not to sign the OFS-2 or WVSC-1. It is a withdrawal, and appropriate data system action and client notification must be completed. The recording in Case Comments must specify that the client did not want to sign the application so there is no misunderstanding that he was denied the right to apply.

3. Date of Application

The date of the application is the date that the OFS-2 or WVSC-1, which contains, at a minimum, the applicant's name and address, is signed.

4. Interview Required

A face-to-face interview is required.

5. Who Must Be Interviewed

A specified relative with whom the child lives must participate in the intake interview.



11. Payee

The payee is the individual in whose name the vouchers are written. The specified relative with whom the child is living is the payee.

12. Repayment and Penalties

WVSCA vouchers are subject to repayment. The procedures in Section 20.3 apply.

A WV WORKS AG that has been closed for a third sanction, or the 24-month work requirement, is eligible to apply for WVSCA. In addition, if ineligible according to 1.25,M, the AG may be eligible for WVSCA.

13. Beginning Date of Eligibility

Eligibility is determined for the month of July only. When additional information is required, and the application is made by 7/31/00, and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA may be approved, when the family is otherwise eligible.

WVSCA applications may only be entered in RAPIDS from July 1 to July 31.

When an application is approved 7/1/20 or after, RAPIDS automatically issues voucher(s).

The procedure is as follows:

- In order to qualify for automatic issuance of the WVSCA, the eligibility begin date must be no later than July 31, 2000.
- For cases approved in July, vouchers will be written each week in July and mailed to the client, with the appropriate notification.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. WVSCA cases confirmed between July 1-7 will be mailed on July 14. After that, vouchers will be mailed on a weekly basis on the first working day of each week.



OFS State Office staff are responsible for paying vendors who accept vouchers.

**NOTE:** Vouchers must be redeemed by 10/31/00. Those cases which are Categorically Eligible for Food Stamps based solely on receipt of WVSCA, have their Categorical Eligibility end on 10/31/00. See Section 1.4,R,3.

18. Personal Responsibility Contract (PRC)

A PRC is not required when an application is made for WVSCA only.

19. Orientation

Attending WV WORKS orientation is not an eligibility requirement when an application is made for WVSCA only.

B. CORRECTIVE ACTION

Corrective action for WVSCA is required in the following circumstances:

- When the error is due to an incorrect birthdate of relationship code.
- When an WVSCA eligible child is added to WVSCA case already approved for 7/00.

Procedures for issuing additional vouchers in these situations are as follows:

- System action as indicated to correct the case must be taken.
- The auxiliary WVSCA is requested in the data system. Instructions are in the RAPIDS User Guide.
- All remarks regarding the auxiliary issuance must be entered in CMCC.

C. REPORTS AND ISSUANCE HISTORY

1. WVSCA Reports

There are five reports from RAPIDS on MOBIUS which have information about special payments.

(Redeemed) and the special payment history IQPS is updated with a disposition code of RQ (Requested).

D. VERIFICATION

WVSCA is a means-tested program and all appropriate WV WORKS verification requirements in Chapter 4 apply.

E. POTENTIAL RESOURCES

There are no potential resource requirements for WVSCA.

F. NOTIFICATION

Notification is required.

1. Approvals

Instructions to the client and the Governor's letter will be included with all WVSCA vouchers mailed from the State Office. A copy of the instruction sheet is included with this Appendix.

2. Denials

Form ES-NL-A is used for denials. See Chapter 6 and the RAPIDS User Guide.

G. COMMON ELIGIBILITY REQUIREMENTS.

The WV WORKS requirements in Chapter 8 apply to WVSCA

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as WV WORKS in Section 9.21.

I. INCOME

Gross non-excluded income for the AG is totaled and compared to 100% of the FPL. See Chapter 10, Appendix A. There are no deductions from the gross non-excluded income, whether is is earned or unearned. Income sources are treated according to the WV WORKS column in Section 10.3. Income is prorated and converted as appropriate to arrive at a monthly amount as it is for any other program. See Section 10.4,A.

2000 must be provided. If the client is unable to obtain such verification, the Worker must assist him.

RAPIDS provides WVSCA for kindergarten-enrolled children. To evaluate children age 4 for WVSCA, indicate on ANSE they have an enrollment status of FU for full-time.

A statement was added to the instruction sheet indicating that if a child is no longer in the home or will not be returning to school, the voucher must be returned.

## 2. WV WORKS Eligibility and WVSCA

An applicant determined eligible for a WV WORKS payment is not required to accept the benefit and meet all WV WORKS requirements. An applicant who does not want WV WORKS may withdraw his application and apply only for WVSCA.

**NOTE:** All WV WORKS withdrawals must be entered in RAPIDS. In addition, families currently ineligible for WV WORKS because of a third sanction, or failure to meet the 24-month work requirement, or ineligible due to the 45-day quit policy in 1.25,M, may be evaluated for and receive the WVSCA, if otherwise eligible.

## L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply to WVSCA.

## M. OVERPAYMENT OF WVSCA

When WVSCA is received ineligibly, it is subject to repayment according to the WV WORKS repayment policy in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child that meets the eligibility criteria as a caretaker relative has received WVSCA, the overpayment of WVSCA 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. Vouchers which are returned by the client and are not to be reissued must be forwarded with an OFS-SCA-1 to the OFS State Office. Otherwise, normal repayment procedures apply. The following actions are taken to recover overpayments by means of returned vouchers.

Communication between the state and county offices regarding returned vouchers will be outside RAPIDS. OFS will notify the CSM's designee in each county of the return by electronic mail. The Worker must reply in a message which includes the original message sent to him.

## **WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

### **2000 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE PAYMENT**

#### **INSTRUCTIONS**

**(Please read carefully before using vouchers.)**

**You should have in this envelope, vouchers totaling \$150 for each of your eligible school-age child(ren).**

**If you did not receive a total of \$150 voucher(s) 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.**

### 20.3 CASH ASSISTANCE CLAIMS AND REPAYMENT PROCEDURES

Repayment is pursued for cash assistance overpayments made under the former AFDC/U Program, WV WORKS, the former TANF Program, WV WORKS School Clothing Allowance, and the West Virginia School Clothing Allowance.

**EXCEPTION:** DCA and EA overpayments are not subject to repayment, unless fraud is established.

The establishment, notification and collection of cash assistance claims are the responsibility of the Claims and Collections Unit, IFM.

When an AG has received more cash assistance than it was entitled to receive, corrective action is taken by establishing a claim for the overpayment. The claim is the difference between the amount of benefits received and the amount of benefits to which the AG was entitled. The policy by which cash assistance claims are referred, established, collected and maintained follows.

**NOTE:** Referrals must be made for all overpayments, regardless of the dollar amount. However, IFM does not write claims for under \$100 unless there is a liable debtor approved for cash assistance at the time the claim is processed. Claims under \$100 are written and collected by check reduction. See Item F below.

**NOTE:** A claim must be written, or a decision made that there is no claim, by the end of the calendar quarter following the quarter in which the referral was received.

Once the claim is established, there are no hardship provisions or exceptions which delay, suspend or terminate efforts to collect the claim.

#### A. REFERRAL PROCESS

Upon discovery of a potential cash assistance claim, the Worker refers the case to the RO by completion of the BVRF screen in RAPIDS.

**NOTE:** If either of the following conditions exist, see the fraud referral process in Section 20.6:

- The amount of the cash assistance overpayment due to client misrepresentation is greater than \$500; or
- The cash assistance overpayment in combination with other overissued benefits due to client misrepresentation is greater than \$500;