MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 85		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i	15	11/95	i	15	11/95
ii	15	1/97	ii	15	8/97
Appendix B	15	8/96	Appendix B	15	8/97
			Appendix C	15	8/97
DATE: July, 1997			TO: All Income Maintenance Manual Holders		

This change is being made to provide instructions for the 1997 TANF SCA. New Appendix C was added to provide SCA instructions for WV WORKS.

Questions should be directed to the OFS Policy Unit.

APPENDIX B

1997 TANF SCHOOL CLOTHING ALLOWANCE (SCA)

NOTE: See Appendix C for policy regarding cases converted to WV WORKS.   Special instructions for cases in RAPIDS are found in item X.

The amount of the 1997 TANF SCA is $100 per eligible school-age child. Vouchers will be mailed on 8/15/97 for the regular payroll.

Vouchers will be sent in an amount equal to $100 per school-age child to families eligible for a TANF check in the month of August. Some applicants in the month of August will be eligible for SCA as a special need item and will receive up to $100 per child depending on income.

The voucher system will allow clients the option to use the vouchers or return them to the Department for a replacement check in the same amount.

Clients with one eligible child will receive two (2) $50 vouchers and those with more than one eligible child will receive one (1) $100 voucher for each child.

NOTE: Foster parents will receive one check for all children in the foster home. A stuffer will accompany the check and will list the names of those children that are eligible for the allowance, e.g., if there are 3 eligible children, the check will be in the amount of $300.

A letter from the Governor and detailed instructions for their use will be included with the vouchers.

Information and instructions regarding this project are outlined below:

   I.   Eligibility for SCA

        To be eligible a child must meet the following criteria:

        -    Date of birth is 9/1/78 through 8/31/92. (Children over 18 who are students and can reasonably be expected to complete their schooling before their 19th birthday are included.)

        -    Be included in a TANF payment for August, 1997, in one of the following ways:

        1.   On the regular August 1, 1997, payroll; OR

3. Vouchers will be printed with the case name and address,
    name of the child, denomination of the voucher ($50 or $100)
    and the individual voucher number assigned by the data
    system.

4. The voucher forms are three-part, self-carboned forms and
    will be mailed in 9" X 12" envelopes. Each envelope will
    contain all vouchers for a benefit group, the instruction
    sheet and a letter from the Governor.

5. A printout entitled "1997 SCA Payments" will be run and 2
    copies sent to each county prior to the mailing. The
    printout will contain the following information:

    a. Case number and case name

    b. Grouped under each case name and number will be: the
        voucher number, child's initials, birthdate and amount
        of the voucher for each eligible child in that case

    c. Total number of vouchers per case

    d. Total value of the vouchers per case.

    NOTE: TANF and WV WORKS cases will be shown on the same
    printout when there are both types of cases in the county.

III. Applications

    A. Applications Approved for an August Payment (Pick-Up
        Payroll)

        If an application is approved for TANF on a pickup payroll
        for August, the data system will automatically write an SCA
        voucher. The procedure will be as follows:

        1. In order to qualify for the SCA, the approval date
            (Block 36) must be no later than August 31, 1997.

        2. For cases receiving a pickup payroll check in August,
            SCA vouchers will be written each week in August and
            mailed to the client. Instructions will be mailed with
            the vouchers.

        3. A printout of approved cases receiving the SCA will be
            mailed each week. This printout will contain the same
            information as the printout described in Part II.

        4. If the transaction to approve the case is transmitted
            after the August data system deadline, the Worker will
            complete (a) an AP-3 transaction for an initial TANF

NOTE: THE SCA AMOUNT <u>MUST</u> BE INITIATED BY THE USE OF <u>FORM</u> ES-SCA-AP-3.

3.   There is no requirement that the approval be transmitted by a specific date for the family to receive the SCA. It is expected that the Worker will follow the customary practice of processing work as quickly as possible.

C.   Applicants Eligible for SCA Only - No Earned Income

NOTE: Receipt of an SCA payment counts as 1 month toward the 60-month limit whether or not the client is eligible for a TANF payment.

There may be applicants who are ineligible for a regular TANF payment due to excessive income, but whose income is not sufficient to meet the family's needs with the special clothing need added.

The special need cases found to be eligible will receive the SCA by voucher rather than check even though the amount will vary in each case.

The requirements and procedures for these cases are as follows:

1.   The family must meet all of the specific eligibility requirements of the TANF Program other than financial eligibility. Refer to the NOTE under item 5 in Part III, A.

2.   Procedures for determining financial eligibility and amount of the SCA are:

a.   Countable income will be determined in accordance with the instructions in Chapter 10 of the Income Maintenance Manual.

b. $100 per eligible child will be added to Appendix A in Chapter 10, 185% of Need amount for the appropriate benefit group size. If the gross income exceeds the 185% amount plus the special need, the family will be ineligible for the SCA.

c.   If the gross income is less than the 185% amount plus the special need, the family may be eligible.

d.   When the countable income is all unearned income, the Worker will then add $100 per eligible child to the appropriate payment amount and subtract the

family's income (minus the Standard Deduction for Work Expenses and the child care deduction, if applicable) tested against this amount.

2. If the income exceeds 100% of Need plus special needs, the family is ineligible for $30 plus 1/3 disregard and, therefore, totally ineligible, as its countable income will exceed the payment amount.

3. When the income is less than 100% of Need plus special needs, the family may now be eligible for the $30 plus 1/3 disregard if all other eligibility criteria for the deduction are met.

4. If the family has received assistance in any one of the four months prior to the month of August, it will be entitled to receive the $30 plus 1/3 disregard of earned income without meeting the 100% of Need test described in item 1. The appropriate order of the disregards then becomes:

    a. Standard Work Deduction

    b. $30 + 1/3 Disregard

    c. Child Care Deduction.

5. When all appropriate deductions and disregards have been made, the special needs amount ($100 per school-age child) will be added to the payment amount and countable income deducted. The remainder will be the amount of SCA to be paid to the family.

EXAMPLE 2: A family of four has earned income of $2,219. There are 3 eligible school-age children. They have never received TANF before and are not now eligible for an ongoing TANF payment as their total income exceeds 185% of Need. Financial eligibility for the SCA will be determined as follows:

Step 1: $2,212   185% of Need
           + 300   Special Need ($100 per eligible child)
           $2,512

Gross income of $2,219 is less than 185% of Need plus special needs so the client is eligible for the Standard Work Expense Deduction. There is no day care expense.

Step 2: $2,219   Gross Income
           -   90   Work Expense Deduction
           $2,129

6.   Cases in which the client has received TANF in one of
      the four months prior to the month of application will
      be entitled to the $30 plus 1/3 disregard without the
      test described in item 2 if the 185% of Need plus
      special need test is met and all other eligibility
      criteria for the $30 + 1/3 disregard are met.

EXAMPLE 4:   A family of five has $2,612 earned income. They
have received TANF within the past four months but are now
ineligible as the total income exceeds 185% of Need.   There
are four school-age children, but no child care costs.
Eligibility for the SCA is determined as follows:

Step 1: $2,592   185% of Need
           + 400   Special Need
           $2,922

The gross income of $2,612 is less than 185% of Need plus
special needs, so the client is eligible for the work
expense deduction and the $30 + 1/3 disregard.

Step 2: $2,612   Gross Income
           -   90   Work Expense Deduction
           $2,522
           - 860 $30 + 1/3 Disregard
           $1,662   Countable Income

Step 3: $360   Payment Level
           +400   Special Need
           $760

           $760   Payment Level plus Special Need
         $1,662   Countable Income

   The family is ineligible for the SCA.

EXAMPLE 5:   A family of 5 has earned income of $850/month.
There are 4 school-age children. An increase in income in
February made them ineligible even with the $30 disregard.
The $30 + 1/3 disregard expired in January. They are
ineligible for TANF due to excessive income.

Step 1: $2,592   185% of Need
           + 400   SCA (4 children)
           $2,992

Income is less than the 185% of Need amount (with or without
the special need), so the client receives the Standard
Deduction for Work Expenses.

a. Approve the application with code 4 in Block 72.
    The month in Block 36 must be August and <u>the
    reason code must be 007</u>.

    The code in Block 72 will prevent the issuance of
    a check. However, these cases are not 4-month
    extended medical cases so the reason code for
    extended medical must <u>not</u> be used. Reason codes
    for approval of regular TANF must not be used as
    the case is not eligible for TANF without the
    special need. Manual letters <u>must</u> be completed
    for client notification. The letter must indicate
    that the client is eligible for SCA for 8/97 only.

    Be sure to code all members of the benefit group
    as having a registration status of "S" and code
    Block 31 with "SCA Only".

b. These cases will automatically be closed by the
    system at deadline in 8/97. A printout will be
    sent listing the cases automatically closed.

4. If the approval cannot be transmitted prior to the
    August deadline date, the following action <u>must</u> be
    taken to prevent issuance of an incorrect medical
    identification card.

    a. A telephone call will be made to Supervisor of
        Check Control, Financial Services, requesting that
        the medical I.D. card be held. <u>This call must be
        made the same day the approval is transmitted.</u>

        NOTE: This process can only be used for cases
        approved for SCA only and when the approval is
        transmitted after the August deadline. For
        August, September and October, the medical cards
        for all cases approved after the deadline date are
        forwarded to the Supervisor of Check Control.
        The cards are held there until the following
        morning when they are mailed to the client unless
        a telephone call was made on the date the case was
        transmitted to request the card be held.

    b. A follow-up ES-14 will be completed as follows and
        submitted to Finance.

        (1) Section A - check item 4.

        (2) Section C - check item 3 and write in the
             address of the county office.

Consideration - School Clothing Allowance Only" at the top of the ES-RT-2 when submitting them to the MRT.

IV. Corrective Action

Corrective action in relation to the SCA will be required in the following circumstances. In these cases, form ES-SCA-AP-3 will be used.

A. Corrective or Retroactive Assistance Payments

If corrective or retroactive action is taken to correct an TANF underpayment made to the client because of a Departmental error, it may, at the same time, be necessary to take corrective action in relation to the SCA. This will be the case when, as a result of the error, the client received no TANF check or received a TANF check less than his entitlement <u>and</u> received no SCA or received an SCA less than his SCA entitlement.

EXAMPLE 6: A client reported the return of an 8-year-old eligible child to his home on July 10, but the Worker failed to add the child to the benefit group prior to the July deadline. In this case, the family would qualify for a corrective TANF payment for July and August (unless they were already at the maximum) <u>and</u> for an additional $100 SCA. Policy and procedures regarding correction of SCA amount in these situations are as follows:

1. C-219 system action as indicated to correct the case is to be taken.

2. The corrective SCA is to be authorized via <u>form</u> ES-SCA-AP-3 and sent to the Office of Family Support as described in Part V of this Appendix.

3. If a corrective TANF payment is also being authorized, an AP-3 <u>transaction</u> is to be used.

4. Since there is no time limit on retroactive payments, there will be no time limit on authorization of SCA's which are made in conjunction with retroactive payments, however, SCA authorizations after September 30, 1997 must be made by corrective payment via ES-AP-3 marked "SCA", as vouchers will not be written after that date.

example, that a child is no longer in the home or that a caretaker relative meeting the eligibility criteria for a child received an SCA, the overpayment of the SCA must be recovered. Whenever possible, recovery of the overpayment is to be accomplished by the client's returning the voucher(s) to which he was not entitled. Otherwise, normal repayment procedures apply. The following actions will be taken to recover overpayments by means of returned vouchers.

1.   Client Returns the Total Number of Vouchers

     In this event, the Worker will give the client a receipt (R-4) for the vouchers and return the vouchers to the Office of Family Support attached to a properly-completed ES-14. If appropriate, data system action will be taken to close the case or correct it as appropriate.

2.   Client Returns a Portion of the Vouchers

     a.   The Worker will ask the client to return the number of vouchers to which he was not entitled.

     b.   The Worker will issue a receipt (R-4) to the client and forward the vouchers to the Financial Clerk.

     c.   The Financial Clerk will return the vouchers to Family Support and attach a completed form DF-68.

V.   Instructions for Completing ES-SCA-AP-3 for SCA

     NOTE: IN ORDER THAT ALL ELIGIBLE CLIENTS RECEIVE A COPY OF THE GOVERNOR'S LETTER AND INSTRUCTIONS, THERE MUST BE NO DATA SYSTEM ENTRIES TRANSMITTED BY THE COUNTY OFFICE FOR ES-SCA-AP-3 TRANSACTIONS FOR THE SCHOOL CLOTHING ALLOWANCE AND THE PROCEDURES OUTLINED BELOW MUST BE FOLLOWED.

     A.   General Directions

          All cases requiring ES-SCA-AP-3's will receive a voucher even if the amount is for less than $100/child.

          The amount of the SCA to be issued via the ES-SCA-AP-3 is to be entered in Number 5.

          If the application is being approved for a one-time-only special SCA need, the amount will be computed according to instructions in Part III, C above. In all other cases, the amount will be $100 multiplied by the number of children in the benefit group who qualify for the allowance.

4.   Corrective Action When Error is Due to an Incorrect
       Relationship Code

   a.   Complete an ES-SCA-AP-3, including the amount,
          child's name and birthdate.

   b.   In the "Remarks" section enter the date of the
          transmission to correct the birthdate and/or
          relationship code of the child and explain the
          action taken, e.g. "Incorrect birthdate 12/97 has
          been corrected to 12/79".

   c.   Send to Family Support, ATTN: Rita Dobrich.

VI.   Vouchers Returned For Checks

   Clients who choose to return the voucher for a check must sign
   the appropriate statement on the vouchers and return them to
   the Office of Family Suport. The check will be mailed to the
   client within 45 days of receipt of the request.

   Any vouchers sent to the county offices must be routed
   immediately to the Office of Family Support.

   When handling vouchers in the county offices, please remember
   that these are negotiable and should be handled in the same
   manner as cash.

   Vouchers returned to the Office of Family Support unsigned or
   signed incorrectly will be returned to the client with a letter
   of explanation. The client may then correct the form and
   return it to the Office of Family Support.

VII. Cases With Less Than $10 Payment Amounts

   The TANF amount for the month of August will be paid, in
   addition to the SCA, even if the ongoing TANF amount is under
   $10. This is true because the addition of the special need
   brings the amount due to over $10. These payments will be
   handled manually at the State Office. The clients will receive
   SCA vouchers as all other active cases. In addition, checks
   will be manually written in each case for the amount of the
   TANF payment.

   An ES-NL-B will be sent with each check informing the client
   that this is a one-time-only payment in connection with the
   SCA. A copy of the ES-NL-B will be sent to the appropriate
   county office.

   EXAMPLE: Case is currently eligible for a payment of $3.00.
   Since this amount is less than $10, the client does not receive

will generate vouchers when initial eligibility is confirmed. After August 15th, these vouchers will be mailed every Friday.

3. Auxiliary Issuances for Special Cases

There are three situations in which a supplemental SCA voucher will be created through the auxiliary issuance function:

- Children who are added to an existing benefit group (reason 925)
- Children who enroll in kindergarten at an early age (reason 926)
- Correct the dollar amount of a previously issued voucher (reason 928)

Office of Family Support (OFS) staff at the State Office will be responsible for requesting and redeeming all auxiliary vouchers. The Worker is to send requests for supplemental and replacement vouchers through Office Automation to WE#1229. You must include case number/category/sequence and amount of request. Additionally, provide a reason for the request.

There are three situations in which a replacement SCA voucher will be created:

- The voucher was not delivered by USPS (reason 924)
- The voucher was lost by the client (reason 927)
- There has been a change in payee (reason 929)

4. Cases Confirmed After RAPIDS Deadline in July

To qualify for the SCA, the beginning date of eligibility (the filing date on ACCH, or if an override was entered, the override date recorded on ACPA) must be no later than August 31, **1997**. Checks and SCA vouchers for these cases will be generated daily, based on the confirmation date displayed on AGEC. All "pick-up" vouchers generated through Thursday, August 14 will be mailed on Friday, August 15, 1997.

Vouchers for new SCA confirmations in RAPIDS will be created during the nightly batch process and OFS State Office staff will mail them out on a weekly basis.

When a benefit group is found to be eligible for an SCA amount that will not divide evenly between or among the eligible children, the remainder will be added to the last voucher created.

B. MAINTENANCE

1. Returned Vouchers

Vouchers which cannot be delivered are returned to OFS
where they will be reported as returned (through BISV).
RAPIDS will send an alert to the Worker when a voucher
is returned. Presently, RAPIDS does not have a
Release/Remail function for vouchers and special
payments. The Worker must inform the State Office
through Office Automation (WE#1229) of the action
needed for returned vouchers.

2. Replacing Vouchers

The OFS State Office requests replacement vouchers
using BIPV. The replacement will be an exact replica
of the original voucher: The name and address of the
Primary Person or the amount of the voucher cannot be
changed. Established procedures are to be followed
regarding the replacement of a voucher including
securing a signed affidavit of loss from the client.
Whenever the original SCA voucher is in an issued (IS)
status it may be replaced. Valid reasons for
replacement are: DM (damaged), DS (destroyed) or ST
(stolen). The replacement vouchers are generated
during the nightly batch process, they will have a new
voucher number and a new benefit number with a benefit
reason of RP (replaced) displayed on the voucher
detail history screen.

3. Cancel Vouchers

The OFS State Office staff only has access to BICV to
cancel vouchers which are returned and are not to be
reissued.

4. Payment of Vouchers

OFS State Office staff will have responsibility for
paying all SCA vouchers. They are processed for
payment through the Request Voucher Payment (BIVP)
function.

Through a weekly batch process run every Friday night,
RAPIDS creates files of all voucher payment requests
from which the Auditor's Office writes checks for the
SCA program to individuals and businesses.

These reports contain information about payments to vendors. Payments to PINS do not appear on these reports.

SCA voucher payments can be made to the PIN of the primary person or it can be paid to an SC type vendor maintained in RAPIDS (see IQVN and BIVN).

After the Auditor writes the checks, RAPIDS generates Special Payments Report WRBI817 which is similar in format to the AFDC report WRBI365. This report 00 is generated by RAPIDS on a weekly basis and available through MOBIUS to Supervisors and Financial Clerks in the County Offices.

6. Special Benefit Stop Payment Request

Vouchers are redeemed for a money payment and checks are written to clients and to vendors. Should these checks become lost, stolen, etc, the same procedures that apply to other special payment warrants are to be applied. The Worker will secure an affidavit of loss from the client, and forward to the State Office. Stop payment requests and replacement checks will be issued by the State Office.

Attachment

WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES

1997 SCHOOL CLOTHING ALLOWANCE PAYMENT

INSTRUCTIONS

(Please read carefully before using vouchers.)

You should have in this envelope, vouchers totaling $100 for each of your eligible school-age children.

1. If you have only one eligible school-age child, you should have received two (2) $50 vouchers.

2. If you have more than one eligible school-age child, you should have received one (1) $100 voucher for each eligible child.

We have distributed the vouchers in this way to allow you the flexibility of shopping in more than one store.

If you did not receive vouchers equal to $100 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.

IT CAN PAY TO "SHOP AROUND"

Stores have been encouraged to offer discounts. Therefore, we advise you to shop around and learn which stores in your area offer the best prices.

All of your vouchers do not have to be used in the same store. For example, if you receive two $50 vouchers, you can use one in each of two stores. You cannot, however, use part of a voucher one store and the rest in another store.

If you purchase less than the amount of a voucher, the remainder cannot be refunded to you. For example, if you have taken a $100 voucher to the store, but only

APPENDIX C

1997 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)

NOTE: See Appendix B for policy regarding cases not yet converted to WV WORKS. Special instructions for cases in RAPIDS are found in Appendix B, item X.

The amount of the 1997 WV WORKS SCA is $100 per eligible school-age child. Vouchers will be mailed on 8/15/97 for the regular payroll.

Vouchers will be sent in an amount equal to $100 per school-age child to families eligible for a WV WORKS check in the month of August. Some applicants in the month of August will be eligible for SCA as a special need item and will receive up to $100 per child depending on income.

The voucher system will allow clients the option to use the vouchers or return them to the Department for a replacement check in the same amount.

Clients with one eligible child will receive two (2) $50 vouchers and those with more than one eligible child will receive one (1) $100 voucher for each child.

A letter from the Governor and detailed instructions for their use will be included with the vouchers.

Information and instructions regarding this project are outlined below:

I. Eligibility for SCA

    To be eligible a child must meet the following criteria:

    -   Date of birth is 9/1/78 through 8/31/92. (Children over 18 who are students and can reasonably be expected to complete their schooling before their 19th birthday are included.)

    -   Be included in a WV WORKS payment for August, 1997, in one of the following ways:

    1. On the regular August 1, 1997, payroll; OR

    2. As an approved case for the month of August, 1997 (on the August pick-up payroll); OR

    3. As a one-time-only payment for the month of August, 1997; OR

5. A printout entitled "1997 SCA Payments" will be run and 2
    copies sent to each county prior to the mailing. The
    printout will contain the following information:

    a. Case number and case name

    b. Grouped under each case name and number will be: the
        voucher number, child's initials, birthdate and amount
        of the voucher for each eligible child in that case

    c. Total number of vouchers per case

    d. Total value of the vouchers per case.

    NOTE: TANF and WV WORKS cases will be shown on the same
    printout when there are both types of cases in the county.

III. Applications

    A. Applications Approved for an August Payment (Pick-Up
        Payroll)

        If an application is approved for WV WORKS on a pickup
        payroll for August, the data system will automatically write
        an SCA voucher. The procedure will be as follows:

        1. In order to qualify for the SCA, the approval date
            (Block 36) must be no later than August 31, 1997.

        2. For cases receiving a pickup payroll check in August,
            SCA vouchers will be written each week in August and
            mailed to the client. Instructions will be mailed with
            the vouchers.

        3. A printout of approved cases receiving the SCA will be
            mailed each week. This printout will contain the same
            information as the printout described in Part II.

        4. If the transaction to approve the case is transmitted
            after the August data system deadline, the Worker will
            complete (a) an AP-3 transaction for an initial WV
            WORKS payment and (b) an ES-SCA-AP-3 for the SCA with
            the notation "School Clothing Allowance" submitted to
            the Office of Family Support. (See Part V) A supply of
            this form is being sent to each office.

        5. There is no requirement that the approval be
            transmitted by a specific date for the family to
            receive the SCA. It is expected that the Worker will
            follow the customary practice of processing
            applications as quickly as possible. However, all

C. Applicants Eligible for SCA Only

NOTE: Receipt of an SCA payment counts as 1 month toward
the 60-month limit whether or not the client is eligible for
a WV WORKS payment.

There may be applicants who are ineligible for a regular WV
WORKS payment due to excessive income, but whose income is
not sufficient to meet the family's needs with the special
clothing need added.

The special need cases found to be eligible will receive the
SCA by voucher rather than by check, even though the amount
will vary in each case.

The requirements and procedures for these cases are as
follows:

1. The family must meet all of the specific eligibility
    requirements of WV WORKS other than financial
    eligibility. Refer to the NOTE under item 5 in Part
    III, A.

2. Procedures for determining financial eligibility and
    the amount of the SCA are:

        DETERMINING ELIGIBILITY - 100% of Need Test

The benefit group is ineligible if its non-excluded
(according to IM Manual, Chapter 10) monthly gross
income exceeds 100% of the Standard of Need. The test
is applied as follows:

Step 1:   Add together the total non-excluded gross
          earned income, the gross profit from self-
          employment and the non-excluded gross
          unearned income of the benefit group and any
          disqualified person(s).

Step 2:   Determine the 100% of Need amount in Appendix
          A of Chapter 10 for the appropriate benefit
          group size, excluding the disqualified
          person(s).

Step 3:   Add $100 for EACH school-age, eligible child
          to the amount determined in Step 2.

Step 4:   If the amount in Step 1 is greater than the
          amount in Step 3, the benefit group is

Step 8:   If the amount arrived at in Step 4 is less than the amount in Step 6, the amount of the SCA is determinedby subtracting Step 4 from Step 6.

EXAMPLE 2: Continuation of Example 1. All of the income in the family is earned income. After application of the $551 Earned Income Disregard, there is $899 in countable earnings remaining. The family pays day care for all 3 children at $175/each for a total of $525. After this is subtracted, $374 remains. The family would normally be ineligible for a WV WORKS check because countable income exceeds the payment amount of $360. However, $100/eligible child is added to the maximum payment amount, so that income is tested against $660 instead of $360, and the family is eligible for an SCA of $286.

D.   Procedures for Approving Cases for SCA Only

1.   The one-time SCA will be authorized via form ES-SCA-AP-3 completed in accordance with instructions in Part V of this Appendix. This form is to be submitted to the Office of Family Support as soon as possible after data system approval of the application but no later than September 30, 1997.

2.   Usual procedures for processing applications in a timely manner are to be followed.

3.   The following C-219 action is to be taken on applications found eligible for the clothing allowance only.

a.   Approve the application with code 4 in Block 72. The month in Block 36 must be August and the reason code must be 007.

The code in Block 72 will prevent the issuance of a check. However, these cases are not 4-month extended medical cases so the reason code for extended medical must not be used. Reason codes for approval of regular WV WORKS must not be used as the case is not eligible for WV WORKS without the special need. Manual letters must be completed for client notification. The letter must indicate that the client is eligible for SCA for 8/97 only.

that date must be returned when the client does not qualify under another coverage group.

6. If a case is on Extended or Transitional medical coverage and the payee applies for the SCA, the procedure will be:

   a. An ES-2 will be completed.

   b. A determination of eligibility for the SCA and of the amount (if eligible) will be made in accordance with instructions in Item C.

   c. The decision as to eligibility will be recorded but there will be no data transmission on the case.

   d. If eligible, a form ES-SCA-AP-3 will be issued and completed according to information in Part V and submitted to the Office of Family Support.

7. Any WV WORKS case which is eligible only because of the addition of the SCA will not have the work requirements applied. (code them as "S"). Neither will these cases be referred to CSED; code Block 31 as "SCA Only".

IV. Corrective Action

Corrective action in relation to the SCA will be required in the following circumstances. In these cases, form ES-SCA-AP-3 will be used.

A. Corrective or Retroactive Assistance Payments

If corrective or retroactive action is taken to correct a WV WORKS underpayment made to the client because of a Departmental error, it may, at the same time, be necessary to take corrective action in relation to the SCA. This will be the case when, as a result of the error, the client received no WV WORKS check or received a WV WORKS check less than his entitlement and received no SCA or received an SCA less than his SCA entitlement.

EXAMPLE 3: A client reported the return of an 8-year-old eligible child to his home on July 10, but the Worker failed to add the child to the benefit group prior to the July deadline. In this case, the family would qualify for a corrective WV WORKS payment for July and August (unless they were already at the maximum) and for an additional $100 SCA. Policy and procedures regarding correction of SCA amount in these situations are as follows:

3. Do not issue the amount to be replaced from EA funds.

D. SCA Vouchers Returned to the State Office

When SCA vouchers are returned to the State Office, the
Office of Family Support will notify the Supervisor designee
in each office via Office Automation on the DF-10-SCA form.
The Worker will submit a response to OFS (WE#1229) via
Office Automation by completing the DF-10-SCA originally
released to them.

E. Overpayments of SCA's

SCA's are subject to repayment according to the normal WV
WORKS repayment of overpayments policy. WV WORKS repayment
policy is the same as the AFDC/U policy found in Section
20.3 of the Income Maintenance Manual. If the Worker
learns, for example, that a child is no longer in the home
or that a caretaker relative meeting the eligibility
criteria for a child received an SCA, the overpayment of the
SCA must be recovered. Whenever possible, recovery of the
overpayment is to be accomplished by the client's returning
the voucher(s) to which he was not entitled. Otherwise,
normal repayment procedures apply. The following actions
will be taken to recover overpayments by means of returned
vouchers.

1. Client Returns the Total Number of Vouchers

In this event, the Worker will give the client a
receipt (R-4) for the vouchers and return the vouchers
to the Office of Family Support attached to a
properly-completed ES-14. If appropriate, data system
action will be taken to close the case or correct it as
appropriate.

2. Client Returns a Portion of the Vouchers

a. The Worker will ask the client to return the
number of vouchers to which he was not entitled.

b. The Worker will issue a receipt (R-4) to the
client and forward the vouchers to the Financial
Clerk.

c. The Financial Clerk will return the vouchers to
Family Support and attach a completed form DF-68.

b. Complete form ES-SCA-AP-3 and send to Family Support, ATTN: Rita Dobrich.

c. Show the name and birthdate of each child in the benefit group on the same ES-SCA-AP-3.

d. If a corrective or retroactive payment cannot be made because of the family maximum, explain this in the "Remarks" Section of the ES-SCA-AP-3 completed for the SCA. Also explain in "Remarks" Section if payment is being authorized for a child attending kindergarten at an early age.

e. Item VI, enter the date of transmission to correct the error on the case. If a transmission is not indicated (because the case was inaccurate in August, 1997, but currently is accurate), explain this in the "Remarks" Section.

4. Corrective Action When Error is Due to an Incorrect Relationship Code

a. Complete an ES-SCA-AP-3, including the amount, child's name and birthdate.

b. In the "Remarks" section enter the date of the transmission to correct the birthdate and/or relationship code of the child and explain the action taken, e.g. "Incorrect birthdate 12/97 has been corrected to 12/79".

c. Send to Family Support, ATTN: Rita Dobrich.

VI. Vouchers Returned For Checks

Clients who choose to return the voucher for a check must sign the appropriate statement on the vouchers and return them to the Office of Family Suport. The check will be mailed to the client within 45 days of receipt of the request.

Any vouchers sent to the county offices must be routed immediately to the Office of Family Support.

When handling vouchers in the county offices, please remember that these are negotiable and should be handled in the same manner as cash.

Vouchers returned to the Office of Family Support unsigned or signed incorrectly will be returned to the client with a letter of explanation. The client may then correct the form and return it to the Office of Family Support.