

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 206		
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PAGES	CHAPTER	DATED	PAGES	CHAPTE	DATED
i-iii	24	9/00	i - ii	24	4/01
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6a - 6b	24	1/00	6a - 6b	24	4/01
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			10	24	5/98
20d	24	10/00	20c	24	1/01
			20d	24	4/01
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20g	24	1/01	20g	24	4/01
20h	24	10/00	20h	24	4/01
			20i - 20o	24	4/01
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			40	24	1/00
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62a - 62c	24	10/00	62a - 62d	24	4/01
APPENDIX A-1 - A-3	24	5/98	APPENDIX A-1 - A-3	24	4/01
APPENDIX B-1 - B-4	24	5/98	APPENDIX B-1 - B-4		4/01
			APPENDIX E-1 - E-5	24	4/01
		1/00	FORM OFS-ESP-1 (NEW 1/01)	24	1/01
DATE: MARCH, 2001			TO: ALL INCOME MAINTENANCE MANUAL HOLDERS		

This change is being made to add to the Manual information about: the college component for WV WORKS, WVEP, In-Service to WV, BEP Job Development and BEP Job Retention. Because the WV WORKS Worker continues to be the primary case manager for those placed in In-Service to WV, it is suggested that these cases be carried by the WV WORKS staff, even though the monthly payment stops.

In addition, the following changes were made:

- ▶ 24.3-Information about absences due to holidays was added.
- ▶ 24.4,I-The requirement to explain the importance of keeping scheduled vision and dental appointments was added.
- ▶ 24.10,C-Clarification was added about meeting the work requirement by providing dependent care. This was previously discussed with WV WORKS Supervisors and released as a Q & A over GroupWise.
- ▶ 24.13 and 24.13,E-The use of college attendance for meeting the federal and state work participation requirement was added.
- ▶ 24.14,B-The need for support services must be verified **when possible**. This was added to the Section.
- ▶ 24.14,C-New component codes were added as follows: PL (**Thanks to Warren Schurdell** for pointing out the need for this some time ago), SE, IW, JD, JK.
- ▶ 24.14,C,9-Clarification was added to show that vehicle repairs may be made only for vehicles licensed or **leased** in the name of an adult AG member. Joint ownership is acceptable. Clarification was also added that a referral to WV WHEELS may be made instead of paying for vehicle repairs when the cost of making it road-worthy exceeds its value.
- ▶ A corresponding change was made to Section 24.4,J.
- ▶ 24.14,C,10-Clarification was added to show that vehicle insurance may be paid only when the vehicle is licensed or **leased** in the name of an adult AG member. Joint ownership is acceptable.
- ▶ NEW ITEM-24.14,C,11-A new support service type was added to cover expenses related to drivers license reinstatement when suspension was due to DUI. This includes 3 months of ignition interlock services, when appropriate. Some expenses cannot be paid and these are specified in the new item. **Thanks to Jim Valkovic** for his frequent reminders about the need to implement this quickly.
- ▶ NEW ITEM-Appendix E-The chart comparing the WV WORKS Education Component and WVEP that was previously released over GroupWise was added to the Manual as Appendix E. Some clarification was added
- ▶ Several pages were reprinted only to correct spacing and outlining problems.

- ▶ The requirement that the client be placed in VT for 12 months prior to eligibility for WVEP has been removed from Appendix E. This was done to allow those with fewer than 12 months of WV WORKS eligibility left, to participate in WVEP.
- ▶ Section 24.14, B was changed to address payment for pre-paid phone cards. When the only telephone service the client has is pre-paid phone cards, these may not be paid for because the cost is an ongoing living expense. However, when the client has other telephone service and he is required to make toll calls as part of his work activity, a pre-paid phone card may be purchased.
- ▶ The maximum support services payment for relocation has been increased to \$1,500 in Section 24.14,C,7.
- ▶ The requirement that the client be an adult WVW recipient when the vision and/or dental service begins has been removed. The individual need only be an adult recipient when the referral is made.

Thanks to Karen Thornton, Sue Buster, Leslie Ventura, Brenda Crawford, Cecilia Matheny, Dianna Scarbro, Rita Dobrich and Jim Hensley for working out the details of the In-Service to WV, Job Development/Retention projects.

Questions related to BEP's role in In-Service and Job Development/Retention should be directed to the OFS WV WORKS Unit.

Questions about RAPIDS entries should be directed to the RAPIDS Help Desk.

All other questions should be directed to the OFS Policy Unit.

