

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 211		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
1 - 2	12	12/97	1 - 2	12	6/01
i - ii	15	7/2000	i	15	7/2000
			ii	15	6/01
36 - 37	15	2/01	36 - 37	15	6/01
38	15	2/98	38	15	6/01
			38a - 38g	15	6/01
DATE: JUNE, 2001 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made to add procedures for determining which WV WORKS AG's will be approved for an extension of the 60-month lifetime limit for the receipt of TANF benefits. The change is in Section 15.6. One addition was made to Section 12.1 as part of the process of determining extensions.

All decisions will be made at the State Office level by the OFS Extension Committee in an attempt to apply extensions uniformly statewide. The Committee will consist of one person from each of the following groups: OFS Policy Unit, OFS WV WORKS Unit, MRT, OFS Monitoring Unit, Office of Social Services, Region I, Region II, Region III, Region IV. No member of the OFS Management Team will serve on the Committee. The names of the Committee members will be released to you once they have all been named.

Please read the change carefully. RAPIDS instructions will be issued separately.

There are details that have yet to be worked out because it is the responsibility of the Extension Committee to set its own procedures and the Committee has not yet met. Additional information will be forthcoming, but this change is what you need to initiate the policy. Even after procedures are issued by the Committee there will be adjustments that need to be made since this will be an evolving process. However, even though procedures may change, the decisions made will remain uniform because members of the Committee will be long term members and no substitutes will be permitted to participate in the absence of a member.

Please consult report WRRP919A on MOBIUS. This report lists individuals who have received TANF benefits for at least 48 months. Because of Worker intervention, some of the totals are incorrect. To avoid having a client lose benefits in error, it is necessary to recalculate and validate the number of months accumulated toward the 60-month limit. This

will be a requirement for all cases submitted for an extension decision, but it must also be done for those who do not request an extension.

Letters will be automatically sent based on the number of accumulated months shown in RAPIDS, so it is to the Worker's advantage, as well as the client's, to validate the number of months as soon as possible. NO CASE IS TO BE CLOSED DUE TO HAVING RECEIVED BENEFITS FOR 60 MONTHS UNTIL THE NUMBER OF THE MONTHS OF RECEIPT HAS BEEN VALIDATED.

Please note the statement in Section 15.6,C about the number of extensions allowed by federal regulations. DHHR is under no obligation to exempt the maximum number. Also keep in mind that the maximum number applies to the statewide caseload. Trying to determine if your county is over or under the 20% maximum based on the county's caseload has no validity in the determination of whether or not the State is exempting too many cases.

Questions about RAPIDS procedures should be directed to the RAPIDS Help Desk. All other questions should be directed to the OFS Policy Unit.

