

24.16 CONTINUATION OF SERVICES

Some individuals may continue to receive services for 12 consecutive months following WV WORKS AG closure. Services may include case management; support service payments; continuation of and payment for activities such as, but not limited to, job search, job readiness and skill training. All support services available to active WV WORKS recipients are available to those who receive continued services. Item C below also identifies a support service available to only those who have lost eligibility for a monthly WV WORKS check.

Unless case management services are being provided after AG closure, the client must actually request support services or otherwise make his needs known in order to receive assistance. When case management services are provided, the Worker is responsible for identifying or for soliciting from the client his statement of need.

A. DETERMINING THE 12-CONSECUTIVE-MONTH PERIOD

NOTE: For all WV WORKS AG's closed effective 12/99 or earlier, the 12-consecutive-month eligibility period began 1/00. For all AG's closed effective 1/00 or later, the 12-consecutive-month eligibility period begins the month following the effective month of AG closure.

NOTE: Payment may be made in the 13th month after case closure for expenses from the 12th (final) month of support service eligibility. Payment may not be made for any expenses from the 13th month. All support service payments for the 12-consecutive month period must be entered in RAPIDS by the last work day in the 13th month.

The following general rules apply.

- The 12-consecutive-month eligibility period begins the month after the effective month of closure and continues through the end of the 12th month. This is the period of time for which support services may be paid.

EXAMPLE: When a WV WORKS AG is closed effective March, his 12 consecutive months begin April 1st and ends the following March 31st.

EXAMPLE: A WV WORKS AG is closed effective November. He continues to receive support service payments for transportation from December through March. In April he begins riding with another employee and support service payments for transportation stop. The employee who was providing transportation to the client leaves his job in August and the client has no reliable transportation to get to work. The Worker and the client agree to repairs to the vehicle he drove before he began car-pooling. He receives a support service payment for repairs and begins receiving transportation payments again in August. In November, his car needs new brakes and he requests help to pay for the repairs. His 12 consecutive months ended on October 31st, so his request for payment must be denied. Transportation payments also end in October.

- A new 12-consecutive-month period begins upon each AG closure. When the client starts receiving a monthly WV WORKS check again during his 12 consecutive months, or any other time, a new 12-consecutive-month period begins upon AG closure.

EXAMPLE: A WV WORKS AG is closed effective February due to acceptance of a temporary full-time job. After closure, the family continues to receive support services for transportation and clothing. In June, the temporary job ends and the family begins receiving WV WORKS again. In August, the client obtains full-time, permanent employment and the AG is closed effective September. A new 12-consecutive-month period begins in October.

- When the AG is closed due to imposition of the 3rd or subsequent sanction, the 12-consecutive-month period begins the month after the effective month of closure. However, the family does not qualify for support service payments until the 6-month sanction ends. Therefore, these families are eligible for only 6 months of support service

payments because they are still under sanction for the first 6 months. Case management services must be provided as needed during the first 6 months, but no payment may be made.

EXAMPLE: A WV WORKS AG is sanctioned for the 3rd time effective August. The sanction period is August through January. In October, an adult in the home becomes employed and requests help with transportation. Because the 6-month sanction period has not expired, the family does not qualify for support services for transportation. However, the Worker must assist the client in trying to find a means of transportation to and from work. In February, if the need still exists, he may receive support service payments for transportation. Eligibility for support services ends July 31st.

EXAMPLE: The same situation as above, except that the client reapplies for WV WORKS in February, after the sanction period ends. He continues to work and the case is approved with support services being used for transportation expenses. In June, the client marries a woman who is working full-time. Her earnings, when added to his, make the family ineligible and the AG is closed effective July. August is the 1st month of the new 12-consecutive-month period of eligibility for continued services. The client is eligible for support service payments throughout the 12 months since the AG was not closed due to a sanction.

! When the family, but not necessarily the AG, includes an individual who meets all of the following criteria at the time of case closure, special considerations apply.

- The individual is normally required to be included in the AG, according to Section 9.21,A,1, or has chosen to be in the AG according to Section 9.21,A,2 (non-parent caretaker) and is still within the 12-month inclusion period; and
- The individual is excluded from the AG, according to Section 9.21,A,3; and

- The individual is the sole working adult in the family.

The 12-consecutive-month period begins the month after the effective month of closure and ends at the end of the 12th month. If needed, case management services are provided throughout the 12 months. No payments may be made during this 12 months until the reason for the exclusion ends. If the reason for the exclusion is indefinite or permanent ineligibility, and all of the above criteria are met, the family is not eligible for support service payments. If the exclusion is time-limited and the timed exclusion does not expire within the 12 months, the family is not eligible for support service payments. If the exclusion is time-limited and the exclusion expires within the 12 months, the family is eligible for support services only between the months the exclusion expires and the end of the 12 months.

EXAMPLE: An AG is closed because a mother fails to report her only child is temporarily out of the home and has been gone for 60 days. After case closure, the mother's part-time employment becomes full-time and she requests help with additional uniforms and transportation. She is excluded indefinitely according to Section 9.21,A,3 and is not eligible for support services because her exclusion will not expire before the 12-consecutive-month period.

EXAMPLE: An AG is closed effective May due to the receipt of a lump sum payment. At the time of closure, it is determined that the family will remain ineligible for WV WORKS through September. The family has already spent all of the lump sum payment by the end of June. The parents reapply for WV WORKS in June and are denied. In July, the mother and father both begin working part -time. They both request support services in July to help with transportation. Neither is eligible because the family remains in a period of ineligibility due to receipt of the lump sum payment. They ask for assistance again in August and September and remain ineligible for support

services. In October, they again request assistance and both qualify for support services. Their 12-month period began in June, the month after closure, and continues through May 31st. However, they are only eligible to receive support services from October, the month the period of ineligibility ends, through May 31st.

EXAMPLE: A child-only WV WORKS case is closed effective February due to the new earnings of the mother. The mother was originally included in the AG, but was subsequently removed due to a 1998 conviction for the distribution of a controlled substance. Normally she would not qualify for continued support services since her ineligibility period due to the conviction has no expiration date. However, in May, 3 months after her case is closed, her conviction is overturned on appeal. In August, she requests assistance to help her relocate to another county to accept an offer of a better job. Her 12-continuous-month period runs from March through February. She is eligible to receive support services from May through February, so she qualifies for a payment in August.

B. ELIGIBILITY REQUIREMENTS

Individuals who meet all of the following requirements may continue to receive support services within the time frame specified in item A above.

- ! Gross family income is 185% or less of the current FPL; and
- ! The family resides in West Virginia; and
- ! One adult in the family meets all of the following requirements:
 - Is employed; and
 - Received a monthly WV WORKS check, not solely a DCA payment, either as a child or an adult; and
 - Has his, or his spouse's dependent child in the home. Dependent child is defined in the WV WORKS parts of Sections 15.2,A, C and D.

EXAMPLE: A woman receives WV WORKS for herself and her 2 children. She marries a man who is employed and his earnings close the case effective April. The 12-consecutive-month period begins on May 1st and ends April 30th. In August the family requests support services to fix the husband's car. Even though the family is within the 12-month period, the request must be denied because the working adult has not received a WV WORKS check.

EXAMPLE: A husband and wife receive WV WORKS for their 4 children. The 16-year-old child quits school and moves out on his own effective October. He starts working at a fast-food restaurant in October and requests support services to help maintain his employment. Since he last received WV WORKS in September, his 12-consecutive-month period begins October 1st and ends September 30th. Even though his is within the time frame for receipt of support services and is working, he is ineligible for support services for the following 2 reasons: He is not an adult and there is no dependent child living with him.

EXAMPLE: A woman receives WV WORKS for herself and her 2 children. She is working part-time and marries a man who is working full-time. Counting his income makes the AG ineligible for WV WORKS effective November. The 12-consecutive-month period begins December 1st and continues through October 31st. In February, the husband has a wreck and they request support services to repair the vehicle. He meets all of the requirements except that he was not a WV WORKS recipient. However, his wife meets all of the requirements so the family qualifies for support services to repair his vehicle.

C. HEALTH INSURANCE PREMIUMS

One type of support service payment is available only to those who meet all of the conditions described above, but not to current WV WORKS recipients. The Department will pay for health insurance coverage for the employed adult and/or spouse when such coverage is available through the employer. Payment is limited to a maximum of \$125/month for each adult who is working. If the amount will not buy coverage for the non-working

spouse, payment is made for the employed adult only. If the maximum amount will not meet the entire cost of the insurance for the employee and/or spouse, the maximum amount is made available to the client only when he agrees to pay the difference between \$125 and the cost of the coverage. The employer's coverage for the child(ren) must not be included in the payment, except when it is required by the employer as a condition of coverage for the employee.

The Worker must encourage the client to apply for Medicaid and/or WV CHIP coverage for the children when the children have no other medical insurance.

Payment may be made as a reimbursement to the employee(s) when the employer withholds the employee's share from his pay. Payment may also be made directly to the employer when such arrangements are agreeable to all parties. The Worker is encouraged to make such payments to the employer for time periods greater than 1 month to reduce the administrative duties of the payment process. Again, such arrangements must be agreeable to all parties.