

### 1.3 APPLICATION FORMS

The forms listed below are used to make an application for the Foo Stamp, WV WORKS and Medicaid Programs. Within the Medicaid Program, some coverage groups use special forms. No Program-specific instructions for completion or usage are described here. Refer to application procedures under each Program and coverage group.

#### A. OFS-2

The OFS-2 serves these purposes:

- It is used for gathering client information. This data is used to determine eligibility and the need for other services offered by the Department.
- It is a fact sheet containing relevant information about the AG and other members of the household who are not included in the benefit.
- It serves as a legal document and may be used in any court case.

#### 1. OFS-2 Generated by RAPIDS

The OFS-2 is generated by RAPIDS after completion of the interactive interview and is the primary application form. Since this form is used for all 3 major Programs, denial of an application for one Program may lead to approval for another.

**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, attached and filed in the case record with the subsequently printed OFS-2. The OFS-RR-1 must also be completed and signed. He must not be required to return to the office to sign the OFS-2 when an OFS-5 has been signed.

**NOTE:** Even though Poverty-Level pregnant women and children, CHIP, QC's, QMB's, SLIMB's, QI-1's and QI-2's have separate application forms, these special forms need not be completed if a CAF is completed for another Program or coverage group. However, when the client is only interested in applying for one of these programs, that special application is used as found below.

2. OFS-2 Shelf Document

When circumstances do not permit completion of the application process in RAPIDS, the OFS-2 shelf document is used to make an application for most OFS Programs.

B. OFS-RR-1

The OFS-RR-1 is required each time an OFS-2 or OFS-5 is completed. The client must read, or have read to him, all the statements preceding his signature before signing the form. He must also indicate his understanding of, or agreement with each statement by checking the appropriate block inside the statement.

The Worker must provide any explanation and information the client needs to understand the statements. After completing all applicable sections, the client signs the form in the presence of the Worker. Failure to sign the form results in ineligibility.

**NOTE:** When a client checks "no" to an item, it does not result in immediate ineligibility. The client has to actually fail to comply with the requirement in order to result in ineligibility.

**EXAMPLE:** The client applying for Food Stamps checks "no" to the statement concerning the requirement to cooperate with Quality Assurance. The AG is eligible and certified for 3 months. QA selects the case for review in the second month. The client refuses to cooperate and only then is notice of closure sent.

**NOTE:** In all situations where case information is released to another organization or agency, the information must have form OFS-CI-1 attached to it.

C. OFS-MCAT-2

The OFS-MCAT-2 is used for QMB, SLIMB, QI-1 and QI-2 applications only. The form is self-explanatory. No OFS-RR-1 is required.

D. OFS-PW-4

The OFS-PW-4 is used for Poverty-Level pregnant women, Poverty-Level children and QC's. If a child who is eligible for CHIP is listed on the OFS-PW-4, he may be approved for CHIP without having to complete a CHIP-1. No OFS-RR-1 is required.

E. WV CHIP-1

The WV CHIP-1 is used to apply for WV CHIP. If an eligible Poverty-Level Pregnant Women, Poverty-Level Child or QC are listed on WV CHIP-1, an OFS-PW-4 is not required. No OFS-RR-1 is required.

F. REAPPLICATIONS NOT REQUIRING A NEW FORM

**NOTE:** When an application has been made for WV WORKS and/or Medicaid and the application is denied, withdrawn or approved for DCA, the AG must not be required to make an additional application for Food Stamps. Food Stamp eligibility must be determined based on the information provided for the other programs.

**NOTE:** AG's reopened without completion of an application form must remain in the same redetermination cycle in effect when the case was last closed. The only exception is for Medicaid AG's for which the last case action was a denial due solely to failure to meet spenddown within the application processing time limit. In this case, the POC and/or POE is backdated, if appropriate, based on the date the client requests reconsideration of his application.

Reapplications do not require completion of a new application form when all of the following conditions are met:

- The reapplication occurs no later than the end of the second month following the month of the most recent case closure.
- The case was closed for reasons other than failure to complete a redetermination, and a redetermination was not due the effective month of closure.
- The AG, Needs Group and Income Group composition, income and other eligibility factors have not changed appreciably.
- The deprivation factor (AFDC or AFDC-Related Medicaid) or category of relatedness (Medicaid) has not changed.
- The information provided by the client is not questionable.
- The latest application form contains the appropriate signatures.

**NOTE:** AFDC and SSI-Related Medicaid AG's which do not have a spenddown, but are closed due to a change in the AG's circumstances which results in a spenddown, are not required to reapply or complete an OFS-2 for the new POC which follows AG closure. See Section 2.16.

**NOTE:** When the latest application form is an OFS-PW-4, WV CHIP-1 or OFS-MCAT-2, the case may only be reopened for a Medicaid coverage group for which such forms are appropriate.

Even though a new application form is not required, the client must indicate his interest in having the case reopened and provide information necessary to determine eligibility. The Worker must record such information in RAPIDS Case Comments.

G. ADDITION OF ANOTHER BENEFIT TO AN ACTIVE CASE WHEN NEW APPLICATION FORM IS NOT REQUIRED

When a member of the Food Stamp AG applies for WV WORKS or Medicaid, or when an active WV WORKS or Medicaid AG member applies for Food Stamps, a new application form is not required when all of the following conditions are met:

- The latest application or redetermination for the existing Program or coverage group was completed using an OFS-2.
- Sufficient information about eligibility requirements for the new Program or coverage group is on the latest OFS-2.
- Verification required for the new Program or coverage group is in or recorded in RAPIDS or the case record.
- The OFS-2 contains the signatures required for the new Program or coverage group.
- Program sections on the OFS-RR-1 were previously completed.

**NOTE:** A recording in CMCC must justify the lack of an OFS-2.

**EXAMPLE:** A WV WORKS recipient does not receive Food Stamps at the time of approval in November. In January, she decides to apply for Food Stamps. In checking the case record, the Worker finds that the OFS-2 mentions that there are two of her adult nephews in the home, but that information about their income and assets was not collected, since it was not needed for the WV WORKS application. Since the food is purchased and prepared for everybody together, the nephews are required to be included in the same Food Stamp AG. Since the latest OFS-2 does not reflect any information about the nephews, a new OFS-2 is required for the Food Stamp application.

**EXAMPLE:** Same situation as in the Example above except that the nephews have no income or assets. A new OFS-2 is still required to reflect the circumstances of the nephews.

**EXAMPLE:** An AFDC-Related Medicaid client applies for Food Stamps after receiving Medicaid only for several months. The OFS-2 used to approve the Medicaid shows that the OFS-RR-1 section dealing exclusively with the Food Stamp Program was not previously completed. The OFS-2 cannot be altered once it is signed by the client. Therefore, a new OFS-2 and OFS-RR-1 are required.

**NOTE:** At redetermination for one Program or coverage group, the client may want to apply for an additional benefit. If so, the same OFS-2 is used as an application for the new benefit and a redetermination for the active case, regardless of the Program or coverage group.

