

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 249		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
35 - 36	1	1/01	35	1	1/01
			36	1	6/02
37	1	2/01	37	1	6/02
38	1	10/01	38	1	10/01
115	1	5/00	115	1	5/00
116 - 118	1	3/02	116 - 117	1	6/02
			118	1	3/02
123 - 127	1	7/00	123 - 127	1	6/02
128	1	5/00	128	1	6/02
129 - 130	1	1/01	129 - 130	1	6/02
			130a - 130b	1	6/02
	10	10/01	203	10	10/01
204			204	10	6/02
208c - 208d	10	3/02	208c	10	6/02
			208d	10	3/02
17 - 18	13	1/01	17 - 18	13	6/02
37 - 38g	15	6/01	37 - 38g	15	6/02
v	24	3/02	v - vi	24	6/02
20q - 20u	24	3/02	20q - 20u	24	6/02
49	24	4/01	49	24	6/02

50 - 52a	24	3/02	50 - 52	24	6/02
53 - 60	24	4/01	53 - 60	24	6/02
61	24	10/01	61	24	10/01
62 - 62b	24	4/01	62 - 62b	24	6/02
62c	24	9/01	62c	24	6/02
62d - 62i	24	10/01	62d - 62g	24	6/02
			62j	24	6/02
63	24	10/01	63	24	6/02
			64	24	1/00
65 - 68	24	2/00	65 - 68	24	6/02
69	24	10/01	69	24	6/02
70 - 71	24	2/00	70 - 72	24	6/02
			OFS-WVW-NL-2		6/02
			OFS-WVW-NL-3		6/02
			FS-SS-2		6/02
			OFS-WVW-25		6/02
			OFS-WVW-3		6/02
DATE: June 1, 2002 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made to implement changes in the WV WORKS Program made necessary by budget constraints. The changes are as follows:

1. The DCA payment amount has been reduced from 4 x the maximum monthly payment to 3 x the maximum. NOTE: This change impacts on FS Categorical Eligibility and a corresponding change was made. The OFS-WVW-3 was revised. In addition, a change was made in the determination of whether or not a DCA payment is appropriate. Support service payments, including continued support services, may not be considered when determining if the client's need can be met by the DCA amount plus other resources. A corresponding change was made to the eligibility requirements for support services. Support service payments may not be issued for any month covered by a DCA payment.
2. The earned income disregard has been reduced from 60% to 40%.
3. Most support service payments have been reduced, or the existing limit has been changed to a lifetime limit instead of an annual limit. Some support service payments have been reduced and the time limit changed. Vehicle repair remains at the same level/lifetime, but

the payment limit now applies to the AG instead of each adult in the AG. These apply to recipients and to continued support service recipients.

4. Achievement bonuses have been eliminated except for the GED bonus and the 6-month job retention bonus. In addition, the requirement for payment of the job retention bonus has changed so that the client must have been employed full-time for the entire 6-month period following AG closure.
5. Continued support services may be received for only 6 months, instead of 12. In addition, there is a limit of one 6-month time period/lifetime. Any person who has already received a period of time during which he was eligible for and could have received continued support services, is not eligible for additional payments. This applies whether payments were actually issued or not.
6. An application process for Continued Support Services has been developed and is now item A in Section 24.16. The exception is ongoing transportation expenses; an application is only required for the initial payment. No application is required for active recipients.

Form OFS-SS-2 is the application form to be completed by the client. A denial notice is required when the request is denied. The form is OFS-WVW-NL-3. It is now a paper form, but will be added to RAPIDS as a Worker requested notice as soon as possible.

The WV WORKS Policy Work Group made this recommendation, which was approved by the OFS Management Team, to protect the Worker from allegations that Support Service payments were issued to inactive AG's but were not requested by the client. This offers an audit trail to support the Worker's issuance of a payment. **This recommendation was approved long before the decision to reduce continued support services was made.** It is not one of the budget-reduction changes also included in this change.

7. A denial notice is also now required for active recipients whose request has been denied. This is form OFS-WVW-NL-2. It is now a paper form, but will be added to RAPIDS as a Worker-requested notice as soon as possible.
8. When the Welfare Reform law was implemented, WV chose the Family Violence Option contained in that law. This allows for a temporary exemption from work participation and also means that the State of WV will provide reasonable comfort and safety to these victims whenever possible. For that reason, persons who are battered or subjected to extreme cruelty may be approved multiple times for an extension of their 60-month time limit and the total of all extension time limits may exceed 6 months.
9. A requirement was added to Section 13.8 that all adults and emancipated minors who claim incapacity or disability **must** be referred to MRT prior to their 24th month of receipt.
10. Form WT-25 is obsolete with the effective date of this change. It is now the OFS-WVW-25. It now tells the client that reimbursement for travel requires a separate form. You may continue to use the old form until the stocked supply is depleted as long as the client understands that an application for payment must be made.
11. The 10-day processing requirement for completion of the application, PRC and orientation has been changed to 10 working days in Section 1.25.I.

All of these changes are effective June 1, 2002, for applicants and recipients. Client notice will be accomplished by a mass mailing of 2 sets of letters, one to active recipients and one to AG's closed in the past 11 months. The letters will be mailed on or about May 15, 2002, and will offer the opportunity for a Fair Hearing.

RAPIDS will provide you the list of all cases that will be affected by the earned income disregard change. The Worker must run SFED on all of these AG's prior to the deadline in May, effective June. This is to ensure that all applicants and recipients are treated the same beginning June 1, 2002.

Support service payment for May must be entered in RAPIDS on or before June 15, 2002. **There are no exceptions to this**. Any recipient or former recipient who has already received support services equal to, or in excess of, the **new** limit (by type) may not receive additional support services of that type on or after June 1, 2002.

Questions should be directed to the OFS Policy Unit.

