

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 251		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
OFS-RR1		6/99	OFS-RR1		3/02
DATE: APRIL 9, 2002			TO: ALL INCOME MAINTENANCE MANUAL		

This change is being made to update the OFS-RR1. The Policy Unit requested suggestions from all Supervisors and some additional legal and policy issues needed to be updated. These are reflected on the revised form.

PLEASE DESTROY ALL OLD VERSIONS OF THIS FORM AND BEGIN USING THIS ONE IMMEDIATELY UPON RECEIPT OF THE ADVANCE FORM. Copies can be made for use until the initial supply is released. It is very important that the new legal and policy information be used immediately.

Deletions from the form: The statement about a client's name being listed in the county clerk's office was removed since this is no longer done.

Additions to the form: Two statements were added about the new FS reporting requirements for earned income cases. These are new statements 9 and 10.

Changes to the form:

FS Program Section

- ✓ Item #3, the ABAWD statement, was reworked to make it a little clearer.
- ✓ Item #5, the assumption that FS have been received unless we are notified, was rewritten.
- ✓ Item #7 was reworded to include the understanding that the client must also repay benefits for Departmental errors.
- ✓ Old items #9 and #10 (new items #11 and 12) now contain statements that these reporting requirements do not apply to households with employed adults.

Medicaid Section

- ✓ Medical assistance was changed to Medicaid where appropriate.
- ✓ A new statement, item #18 was added to help explain spenddown.

All Programs Section

- ✓ Old item #26 (new item #28) was rewritten to simplify it.
- ✓ Old item #29 (new item #31) was changed to show that the general reporting requirements do not apply to FS AG's with a working adult. Clarification was added to E showing that the child must be expected to be gone more than 30 days.
- ✓ Old item #35 (new item #37) was corrected to show that the client is not required to allow the

QA Reviewer into his home. Not being required to allow ES or FS Workers in is addressed in another item.

- ✓☐ Throughout, “the department” and “ the West Virginia Department of Health and Human Resources” were changed to DHHR, or WV DHHR to cut out some of the words that have to be waded through.
- ✓☐ BY OVERWHELMING POPULAR DEMAND: Old item #36, permission to obtain information, has been rewritten and changed to item #44 WHICH PUTS IT ON THE SAME PAGE AS THE CLIENT’S SIGNATURE.

The Policy Unit would like to offer thanks to the following people for offering suggestions for changes: **James Woolfitt, Peggy Wikle, Phyllis Curry, Pam Smarr, Scott Skeens (for Cabell County), Debbie Mullins.**

Not all of the suggestions were acted on with this change, specifically the ones requesting combining of some statements. There is a group working on simplifying application forms and some application processes. This group is examining the OFS-RR1 for ways to make it shorter and simpler. The suggestions that were not used this time have been forwarded to them for consideration. This revision is an interim measure until the full revision can be made.

Questions should be directed to the OFS Policy Unit.

