

APPENDIX B

2002 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)

A. APPLICATION PROCESS

The application process is the same as for WV WORKS, as outlined in Section 1.25, with the following special considerations:

1. Applications Approved Beginning 7/1/02 for a July Payment

When an application is approved effective 7/1/02 or after and includes a benefit for July, RAPIDS automatically issues vouchers when SCA eligible children are included in the AG.

The procedure for voucher issuance is as follows:

- The eligibility begin date must be no later than July 31, 2002 for automatic voucher issuance.
- For AG's approved for July and receiving a benefit for July, vouchers are written each week in July and mailed to the client, with the appropriate notification.

For automatic issuance of SCA with WV WORKS approval, the beginning date of eligibility must be no later than July 31, 2002. SCA vouchers for these cases are generated weekly, based on the confirmation date displayed in AGECE. All pick-up vouchers generated through Friday, July 5 will be mailed on Friday, July 12, 2002.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. After the initial mailing on July 12, vouchers are mailed on a weekly basis on the first working day of the next week.

2. Applications Approved After Deadline in June And Prior to July 1, 2002

For AG's with an eligible child included and approved between the 6/02 deadline and prior to 7/1/02 for the month of July, 2002, SCA vouchers will be created in a process which runs on 6/28/02. The vouchers will be mailed on Friday, July 12, 2002.

3. The Benefit

The amount of the 2002 SCA is \$150 per eligible school-age child.

Vouchers for active WV WORKS AG's will be mailed on 7/12/02.

Vouchers will be sent in an amount equal to \$150 per school-age child to families eligible for a WV WORKS benefit for the month of July. All families will receive vouchers only and the voucher cannot be returned for a check.

Families with one eligible child will receive two \$75 vouchers and those with more than one eligible child will receive one \$150 voucher for each eligible child.

Vouchers are printed with the case name and address, denomination of the voucher (\$75 or \$150) and the individual benefit and voucher number assigned by the data system. Each envelope contains all vouchers for an AG, an instruction sheet and a letter from the Governor.

NOTE: Foster parents will receive one check for all children in the foster home. This is handled by the Office of Social Services and no application with OFS is required.

OFS State Office SCA staff are responsible for paying vendors who accept vouchers.

NOTE: Vouchers must be redeemed by 10/31/02. Those cases which are categorically eligible for Food Stamps, based solely on receipt of SCA, have their Categorical Eligibility end on 10/31/02. See Section 1.4,R,3.

B. CORRECTIVE ACTION

Corrective action will be required in the following circumstances:

- As a result of Departmental error, the client received no WV WORKS benefit and no SCA.
- When the error is due to an incorrect birthdate or relationship code.

- When an SCA eligible child is added to an active WV WORKS case.

Procedures for issuing additional vouchers in these situations are as follows:

- Data system action must be taken to correct the case.
- The corrective SCA voucher is requested in the data system. Instructions are in the RAPIDS User Guide.
- An explanation about the corrective voucher must be entered in CMCC.

C. REPORTS AND ISSUANCE HISTORY

1. SCA Reports

There are five reports on MOBIUS which have information about special payments.

WRRP792: School Clothing Allowance (SCA) Statistical Report

This report is created during the weekly process and lists the case number, the primary person's name, the amount of the voucher(s) issued, and indicates whether it is a WV WORKS voucher or WVSCA voucher.

The following Benefit Issuance reports contain information about SCA payments to vendors.

WRBI526A: Consolidated Vendor Report

WRBI812A: Vendor Payment Report - By Vendor

WRBI815A: Client Payment Report - By Vendor

WRBI817A: Client Payment Report - By County

The WRBI526A and the WRBI812A are created during the weekly process, before the Auditor's Office writes the vendor checks. The WRBI817A Report is created after the check is written and displays the warrant number.

2. Issuance History

RAPIDS Benefit Issuance History screens which detail information about vouchers and payments can be inquired for pertinent information regarding SCA benefits. The BI History Menu TRAN is MNBH. The screen TRANS are:

IQVS Voucher History Disbursement

IQVD Voucher History Detail

IQPS Special Payment History Disbursement

IQPV Special Payment History Address

Parameters for access to these transactions are case/category/sequence number/(voucher number/benefit number). Screen level help is available.

At the case level, when vouchers are created, IQVS displays a disposition code of IS (Issued) and the issuance date. When a voucher is redeemed, the voucher history disposition code is updated to RD (Redeemed) and the special payment history IQPS is updated with a disposition code of RQ (Requested). Once the check is written, IQPS is updated to IS.

D. VERIFICATION

All appropriate WV WORKS verification requirements in Chapter 4 apply.

E. POTENTIAL RESOURCES

All appropriate WV WORKS requirements in Chapter 5 apply.

F. NOTIFICATION

Notification is required.

1. Approvals

RAPIDS automatically issues an approval notice. In addition, instructions to the client and the Governor's letter will be included with all SCA vouchers. A copy of the instruction sheet is included with this Appendix.

2. Denials

WV WORKS denials result in consideration of eligibility for WVSCA when the response to SCA is "y" on ACPA.

G. COMMON ELIGIBILITY REQUIREMENTS

All appropriate WV WORKS requirements in Chapter 8 apply.

H. ELIGIBILITY DETERMINATION GROUPS

The Eligibility Determination Groups are the same as for WV WORKS. See Section 9.21.

I. INCOME

All WV WORKS income requirements in Chapter 10 apply.

J. ASSETS

The asset limit is \$2,000. All WV WORKS asset policy outlined in Chapter 11 applies.

K. SPECIFIC REQUIREMENTS

1. Age and School Attendance

To be eligible for the SCA, the child must meet the following criteria.

In addition to being eligible for WV WORKS, child must be enrolled in private or public school.

Schools include kindergarten and college.

Children who are schooled at home are also eligible. School enrollment for children ages 5 to 15 is presumed by RAPIDS. ANSE is checked by RAPIDS for enrollment for ages 4 and 16 - 18.

NOTE: See item L,2 below for instructions on the return of vouchers when the child is not eligible.

The SCA voucher is paid for a dependent child only. An individual who is included in the AG as caretaker relative is **NOT** eligible for SCA, even though he may be under age 18 and in school, or over age 18 but not yet age 19 and still enrolled in secondary school.

Children in some counties may be able to attend kindergarten at an earlier age than specified above. Preschool, nursery school or Head Start attendees, are not eligible. Verification of kindergarten enrollment for the fall of 2002 must be provided. If the client is unable to obtain such verification, the Worker must assist.

RAPIDS provides SCA for kindergarten-enrolled children. To evaluate children age 4 for SCA, indicate on ANSE they have an enrollment status of FU for full-time.

The instruction sheet indicates that if the child is no longer in the home or will not be returning to school, the voucher must be returned.

2. Requirements Specific to DCA Recipients

An applicant who is approved for DCA for a time period including July is not automatically eligible for SCA. Eligibility for WVSCA must be determined.

3. Requirements Specific to Withdrawals and Ineligible Cases

To receive WV WORKS SCA, an applicant must apply for, be determined eligible for and accept a WV WORKS payment.

An applicant determined eligible for a WV WORKS payment is not required to accept the check and meet all WV WORKS requirements. An applicant who does not wish to receive WV WORKS may withdraw his application and apply for WVSCA only.

NOTE: All WV WORKS withdrawals must be entered in RAPIDS.

In addition, families currently ineligible for WV WORKS because of the third sanction, failure to meet the 24-month work requirement, reaching the 60-month lifetime limit, or because of the 45-day quit policy, may be evaluated for and receive the WVSCA, if otherwise eligible.

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply.

M. OVERPAYMENT OF SCA

When SCA is received ineligibly, it is subject to repayment according to the WV WORKS repayment policy found in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child who is a caretaker relative has received SCA, the overpayment of SCA must be repaid.

Whenever possible, repayment of the overpayment is to be accomplished by the client returning the voucher(s) to which he was not entitled. Vouchers which are returned by the client and which are to be voided must be forwarded with an OFS-SCA-1 to OFS, 350 Capitol Street, Room B-18, Charleston, WV 25301. Otherwise, normal repayment procedures apply. The following outlines actions which are taken to recover an overpayment by returning the voucher.

1. Client Returns the Total Number of Vouchers

- The Financial Clerk gives the client a receipt (R-4) for the vouchers attached and returns the vouchers to OFS with a completed OFS-SCA-1.
- If appropriate, the Worker takes data system action to close the case or correct it.

2. Client Returns a Portion of the Vouchers

- The Worker asks the client to return the number of vouchers to which he was not entitled.
- The Financial Clerk issues a receipt (R-4) to the client.
- The Financial Clerk attaches a completed form OFS-SCA-1 and returns the vouchers to OFS.

N. VOUCHER REPLACEMENT

Outlined below are situations in which the WV WORKS SCA vouchers may be replaced. If replaced prior to August 31, 2002, this may be accomplished in RAPIDS. For replacements after August 31, 2002, contact the RAPIDS Help Desk for instructions.

Any situations that arise after October 31, 2002 must be sent to the OFS Policy Unit for an evaluation on a case-by-case basis.

For situations not addressed below, contact the OFS Policy Unit. Those situations will be evaluated on a case-by-case basis.

1. Lost/Stolen/Not Received Vouchers

If a voucher is stolen or lost prior to receipt, the same procedures that apply to other special payment warrants are applied. See Section 21.3. The Worker must secure an affidavit of loss, form OFS-SCA-2, from the client and issue the replacement voucher through RAPIDS.

Only the following situations result in a replacement WVSCA voucher:

- (1) The voucher was not delivered by USPS WVSCA (Auxiliary Reason - 926)
- (2) There has been a change in payee (Auxiliary Reason 929). If a payee change is requested, the original voucher must be returned.

NOTE: Do not issue the amount to be replaced from EA funds.

2. Vouchers Returned to OFS

Vouchers which cannot be delivered by the postal service are returned to the OFS State Office.

Communication between the state and county offices regarding returned vouchers will be outside RAPIDS. OFS will notify the CSM's designee in each county of the return by

electronic mail. The designee's reply must include all of the information in the original message.

3. Mutilated/Destroyed Vouchers

When a voucher is torn, water damaged, etc., to the extent that the vendor will not accept it, the voucher may be replaced. The remnants of the voucher must be brought to the local office and returned to the OFS State Office. The Worker issues the replacement through RAPIDS.

Vouchers that have been completely destroyed, such as in a house fire, may be replaced. The Worker must record the circumstances on CMCC.

4. Application Denial is Reversed in a Fair Hearing

When a Hearings Officer rules in a Fair Hearing that the WVSCA denial was inappropriate, the Worker must issue replacement vouchers to the applicant.

5. Agency Delay

If an application has not been acted on within the required time limit due to agency error, corrective action must be taken immediately. The Worker must issue replacement vouchers to the applicant.

6. Voided Vouchers

When a voucher has been voided by a vendor, it may be replaced. The client must return the voided voucher to the local office. The local office returns it to the OFS State Office and the Worker issues the replacement through RAPIDS.

7. Destroyed Clothing Purchased With Vouchers

When clothing that has been purchased with vouchers is destroyed, such as in a house fire, replacement vouchers cannot be issued. Instead, EA policy concerning replacement of clothing in Chapter 19 is followed.

