MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			**CHANGE NUMBER:** 256		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATE	PAGES	CHAPTER	DATED
B-1 - B-8	15	7/01	B-1 - B-9	15	7/02
C-1 - C-11	15	7/01	C-1 - C-12	15	7/02
FORM WVSC-1		8/99	FORM OFS-WVSC-1		7/02
DATE: JULY 1, 2002 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change implements policy and procedures for the 2002 WV WORKS School Clothing Allowance (SCA) and the West Virginia School Clothing Allowance (WVSCA). This change is effective July 1, 2002.

SCA/WVSCA

Applications for both programs will be accepted only during the month of July.

Both programs are referred to in RAPIDS as SCA. All RAPIDS screens that deal with SCA apply to WVSCA as well.

Both programs will provide a $150 SCA benefit for each eligible child. Only vouchers will be issued and the voucher cannot be returned for a check.

APPENDIX B: SCA

The SCA is a special need of the WV WORKS program as outlined in Section 15.4. Eligibility is determined along with eligibility for WV WORKS.

Item N has been re-titled "Voucher Replacement" and has new policy concerning situations in which vouchers can be replaced.

APPENDIX C: WVSCA

The WVSCA program is not directly linked to WV WORKS eligibility and the gross non-excluded income of the applicant family is compared to 100% of the FPL.

This year, for the first time, a mail-in application, form OFS-WVSC-1, is being used. This form is being automatically mailed by RAPIDS to all families with school-age children that received WVSCA in 2001 and who have an active Food Stamp, Medicaid or WV CHIP AG in June 2002.

The policy in items A,4 and 5 has been changed to state that a face-to-face interview is no longer required for WVSCA and that form OFS-WVSC-1 must be mailed the same day an inquiry is made to the local office.

Item N has been re-titled "Voucher Replacement" and has new policy concerning situations in which vouchers can be replaced.

Eligibility questions should be directed to the OFS Policy Unit.

Questions regarding RAPIDS procedures should be directed to the RAPIDS Help Desk.