

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 315		
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			72	24	10/03
			DFA-WVW-70	New form	3/04
<b>DATE: March 1, 2004</b>					
<b>TO: ALL INCOME MAINTENANCE MANUAL HOLDERS</b>					

The following changes were made in Chapter 10, Chapter 13, and Chapter 24.

Section 10.24, C., 2., a: Benefit Reductions and Incentives. Under “an individual who meets all the following requirements does not cause a 25% reduction in benefits”, the 4<sup>th</sup> bullet was removed which had required that a sibling between the ages of 18 and 22 be enrolled in post secondary education.

Section 13.8, H, 4<sup>th</sup> bullet: The NT code for awaiting test results has been eliminated.

Chapter 24, Table of Contents: Page numbers and appendices were corrected.

Section 24.3, A: The definition of a two-parent family has been clarified. The second and fifth bullets on page 4 have been removed which stated that to meet the two-parent family criteria both parents are age 20 or over and that neither parent is providing care for a severely disabled child.

Section 24.4, B.: The list of mandatory RAPIDS Work Programs (WP) screens in which to record assessment results was corrected to include the updated WP screens. The screens used are WPED, WPAW, WPJR, and WPEH.

Section 24.4, C., 4: Language omitted from Manual Change #307 was added. The mental health screening (EHI Inventory) is voluntary. Information regarding completion of the waiver form, DFA-WVW-40, was included. Instructions were added for scheduling current WV WORKS clients for the EHI who previously completed TABE or CASAS and when to schedule additional EHI screenings.

Section 24.4, K.: Corrected mandatory referral to an intensive case management agency previously listed at 48 months of receipt of WV WORKS to 42 months.

Section 24.10, H., I.: Addition of SPOKES/EXCEL and Community Access under Community Service Programs. All SPOKES/EXCEL participation is entered under the SP component in WP. All Community Access participation and other activities are entered in the IC component.

Section 24.13: Language was added to clarify that college is defined as a 2- or 4-year undergraduate degree program. This definition mirrors the information outlined in WV State Law (Senate Bill 577) about attendance by WV WORKS recipients in educational activities. Information regarding the use of the VT component for WV WORKS clients in college has been added to this section. The lifetime limit for VT is 12 months. This information was omitted in error when Appendix E was eliminated in a previous manual change.

Section 24.14, C., 1, 2, 4, 8, 9, and 10: Vehicle Repair and Vehicle Insurance Support Service Payments may be processed for WV WORKS clients in the Community Service (CS) component. In addition, a new component was established for the SPOKES/EXCEL program activity, Community Service - SPOKES (SP). Available Support Services are now the same for both CS and SP components. All appropriate Support Services charts were updated to reflect this change. Component JR for job readiness activities has been eliminated. Participation in job readiness activities is to be entered in component CS.

Section 24.16: The six-month continuation for all support services is available to WV WORKS clients any time the WV WORKS case is closed and the individual meets the eligibility requirements outlined in 24.16, C. This eliminates the current one-time limit for the 6-month continuation of services.

New form DFA-WVW-70 has been created for referrals to WV WORKS activities. This is an update of previously obsoleted WT-70.

**Change 315**

**DW-17**

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