

## MANUAL MATERIAL TRANSMITTED

<b>MANUAL:</b> WV Income Maintenance Manual			<b>CHANGE NUMBER:</b> 331		
<b>DELETE</b>			<b>INSERT OF CHANGE</b>		
<b>PAGES</b>	<b>CHAPTER</b>	<b>DATED</b>	<b>PAGES</b>	<b>CHAPTER</b>	<b>DATED</b>
All	Section 13.8		All	Section 13.8	
All	Section 15.2		All	Section 15.2	
Appendix B All	15	7/03	Appendix B All	15	7/04
Appendix C All	15	7/03	Appendix C All	15	7/04
SCA Instruction Sheet	15	7/03	SCA Instruction Sheet	15	7/04
All	Section 24.4		All	Section 24.4	
All	Section 24.8		All	Section 24.8	
All	Section 24.9		All	Section 24.9	
All	Section 24.13		All	Section 24.13	
<b>DATE:</b>	July 1, 2004				
<b>TO:</b>	ALL INCOME MAINTENANCE MANUAL HOLDERS				

### 2004 SCA and WVSCA Changes

This change is being made to provide the policy for the 2004 WV WORKS School Clothing Allowance (SCA) and the West Virginia School Clothing Allowance (WVSCA).

The following changes were made in Chapter 15, Appendices B and C:

- The voucher mailing date was changed to mid-July instead of a specific date

- The amount of the voucher for 2004 is undecided. No amount is shown in the policy. The amount of the 2004 SCA will be announced at a later date.
- A clarification of kindergarten age for enrollment

WV inROADS may be used to apply for the WV School Clothing Allowance (WVSCA) for program year 2004. Applications will be accepted from July 1, 2004 – July 31, 2004.

Attached is the revised 2004 SCA and WVSAC contacts, DFA-SCA/WVSCA.

### WV WORKS Changes

The following are WV WORKS changes in Chapters 13, 15 and 24. The changes concern the definition of emancipation, clarification regarding assessment testing, calculation of college hours, and CWEP/JOIN calculations.

Section 13.8, H and I – Under other WP Codes, wording was added in the first paragraph and to the end of the note at the top of page 21 regarding an individual who may not be meeting the minimum participation hours. This section clarifies stand-alone components and those in which other activity components can also be entered. This functionality already exists in RAPIDS.

Section 15.2, D, 2 – Previously, for WV WORKS, a child was not considered emancipated if the child married and was under age 16. Due to State law, this age requirement is being removed. A child who marries is considered emancipated, regardless of his age.

Section 24.4, C, 2, a. – An additional exception to completing TABE or CASAS testing was added. This change is being made to eliminate the TABE or CASAS testing of most college and vocational/technical education students.

Section 24.13, E, 2 – A corrected example was included to show the calculation for college participation hours.

Sections 24.8 and 24.9 – Clarification was added regarding rounding down to the nearest whole number of the monthly obligation hours for CWEP and JOIN. An example was added under Step 4 in the CWEP maximum monthly participation obligation. This example is the same for JOIN.

Policy questions should be directed to the DFA Family Support Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.

2004 SCA and WVSCA  
Bureau for Children and Families Contacts

Name	Phone	E-Mail**
<b>Financial Issues:</b>		
Vanessa Flowers	(304) 558-6664 Fax 558-6646	** <a href="mailto:bcf@wvdhhr.org">bcf@wvdhhr.org</a>
David Nyiirro	(304) 558-8824 Fax 558-6646	** <a href="mailto:bcf@wvdhhr.org">bcf@wvdhhr.org</a>
Patricia Nelson	(304) 558-0997 Fax 558-6646	** <a href="mailto:bcf@wvdhhr.org">bcf@wvdhhr.org</a>
<b>Policy Issues:</b>		
Frances Plemons (policy only)	(304) 558-8290 Fax 558-2059	<a href="mailto:francesplemons@wvdhhr.org">francesplemons@wvdhhr.org</a>

Mail: WVDHHR, BCF, Office of Finance and Administration,  
350 Capitol Street, Room 730, Charleston, WV 25301

\*\*Also available through GroupWise BCF Payment or Payment, BCF