

APPENDIX B

2004 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)

A. APPLICATION PROCESS

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

1. Applications Approved Beginning **July 1 of the Current Program Year.**

When an application is approved effective **July 1 of the current program year** 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, **2004** 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, **2004**. SCA vouchers for these cases are generated weekly, based on the confirmation date displayed in AGECE. All pick-up vouchers generated through **Friday, July 2nd**, will be mailed **by mid-July 2004**.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. After the initial mailing, 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, **2004**

For AG's with an eligible child included and approved between the **6/04** deadline and prior to **7/1/04** for the month of July **2004**, SCA vouchers will be created in a process which runs on **6/30/04**. The vouchers will be mailed **by mid-July 2004**.

3. The Benefit

All families will receive vouchers only and the voucher cannot be returned for a check.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

Vouchers for active WV WORKS AG's will be mailed **by mid-July**.

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

Vouchers are printed with the case name and address, denomination of the voucher and the individual benefit and voucher number assigned by the data system. Each envelope contains all vouchers for one 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 Child and Adult Services and no OFA application is necessary.

The staff of BCF, Office of Finance and Administration at the State Office is responsible for paying vendors who accept vouchers.

NOTE: Vouchers must be redeemed by 10/31/**04**. Those cases which are categorically eligible for Food Stamps, based solely on receipt of SCA, have their Categorical Eligibility end on 10/31/**04**. See IM Manual 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 birth date or relationship code.
- When an SCA eligible child is added to an active WV WORKS AG.

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

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

C. REPORTS AND ISSUANCE HISTORY

1. SCA Reports

There are three 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

WRBI818A: Special Payment Report - By County

The WRBI526A is created during the weekly process, before the Auditor's Office writes the vendor checks. The WRBI818A 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 accessed 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.

When vouchers are created at the case level, 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

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. The WV WORKS asset policy in Chapter 11 applies.

K. SPECIFIC REQUIREMENTS**1. Age and School Attendance**

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

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

- Eligible for WV WORKS for July **2004**
- Enrolled in public or private school.

School enrollment includes: kindergarten, college, **approved** home-schooling.

NOTE: The WV WORKS policy for including 18-year-olds requires that the 18-year-old be enrolled in secondary school, i.e., high school, vocational training that substitutes for high school, etc. College is not secondary school. Therefore, the following statements apply:

- An 18-year-old in college is not eligible for the SCA.
- A 17-year-old in college meets the school enrollment requirement.
- An 18-year-old in high school meets the school enrollment requirement.

The following activities are not considered school enrollment: preschool, nursery school Head Start, GED correspondence **or internet course.**

School enrollment for children ages 5 through 15 is presumed by RAPIDS. RAPIDS uses information on ANSE to confirm enrollment for ages 4 and 16 through 18. **Children who have attained the age of five by 9/1/04 are assumed to be enrolled in kindergarten. West Virginia State law also permits 4-year olds who will attain the age of 5 by 12/31/04 to enroll, if approved by the Superintendent. The statement of a parent or other specified relative is sufficient and no other verification is required to document enrollment.**

RAPIDS will provide a voucher for any 4-year-old enrolled in kindergarten when ANSE shows an enrollment status of FU, LH or HA.

NOTE: A 5-year-old who is not enrolled in kindergarten is not eligible for the SCA just because RAPIDS presumes enrollment. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions.

- Included in the WV WORKS payment as a dependent child.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

- An individual who is included in the AG as a caretaker relative is not eligible for SCA, even though he may meet the age and enrollment requirements.
- Minimum age requirement is met when the child will be age 5 on or before 9/01/04.
- Maximum age requirement is met when the child is not yet age 19 on 7/01/04.
- Eligible age range is 7/02/85 through 9/01/99.

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

The instruction sheet directs the SCA recipient to return the voucher(s) when the child is no longer in the home or will not be returning to school.

2. Requirements Specific to DCA Recipients

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

3. Requirements Specific to Withdrawals and Ineligible Cases

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

An applicant determined eligible for WV WORKS who does not want to accept the benefit and meet all WV WORKS requirements, may withdraw his application and apply for WVSCA only.

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, lump sum payment policy or because of the 45-day quit policy, may be evaluated for and receive the WVSCA, if otherwise eligible.

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

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 in error, 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 must be accomplished by the return to the local office of the voucher(s) for which the client was not eligible. Vouchers which are returned by the client and which are to be voided must be forwarded with an OFA-SCA-1 to BCF Office of Finance and Administration, 350 Capitol Street, Room 730, 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 BCF with a completed OFA-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 OFA-SCA-1 and returns the vouchers to BCF.

N. VOUCHER REPLACEMENT

Outlined below are situations in which the WV WORKS SCA vouchers may be replaced. If replaced prior to **September 30, 2004**, this may be done in RAPIDS. For replacements after **September 30, 2004**, contact the RAPIDS Help Desk for instructions.

Any situations that arise after October 31, **2004** must be sent to **BCF Office of Finance and Administration** for an evaluation of replacement on a case-by-case basis.

For situations not addressed below, contact the **BCF Office of Finance and Administration**. Those situations will be evaluated for replacement 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 OFA-SCA-2, from the client and issue the replacement voucher through RAPIDS.

Only the following situations result in a replacement SCA voucher:

- The voucher was not delivered by USPS (Auxiliary Reason - 926)
- 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 BCF **Office of Finance and Administration**

Vouchers which cannot be delivered by the postal service are returned to BCF **Office of Finance and Administration**.

Communication between the state and county offices regarding returned vouchers will be outside RAPIDS. BCF **Office of Finance and Administration** 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 BCF **Office of Finance and Administration**. 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 SCA denial was inappropriate, the Worker must issue the vouchers to the applicant.

5. Agency Delay/**Error**

If an application has not been acted on within the required time limit due to agency delay/**error**, corrective action must be taken immediately. The Worker must issue the 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 BCF **Office of Finance and Administration** 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.