

DUE TO RECENT FEDERAL COURT SETTLEMENT YOUR
WV WORKS CASE CLOSURE MAY BE REVIEWED
FOR ADDITIONAL SERVICES.

If you believe that you were unfairly sanctioned and/or did not receive a six month extension due to a physical, mental illness or learning disability in the WV WORKS Program, **please return the attached form within sixty (60) calendar days**. Failure to return this request form within the time frame stated will be considered a waiver of any rights that you may have under the settlement.

If you return the form, there will be:

(1) A Letter to You. The dates of any sanctions applied to your case will be sent with a request that you provide within 30 days medical documentation showing you were disabled at the time. If you were found disabled by the Social Security Administration within two years from the date a sanction was applied, you only need to provide a copy of your disability determination.

(2) Case Review. After reviewing this documentation, we will review your case to determine if you were unfairly sanctioned due to a disability.

(3) Six month Extension of Benefits. If we determine that you were unfairly sanctioned and/or did not receive a six month extension, your case will be submitted to the 60-Month Extension Committee with a recommendation that you be referred for a vocational assessment and rehabilitation, or other appropriate services. In the event that the Department is unable to reach a determination, you may be referred to a medical or mental health professional for further examination, at no cost to you.

(4) Right to Appeal Adverse Decision. If at any point during the review process the Department's decision goes against you, you will receive notice of your right to appeal the adverse decision to the Department's Board of Review.

REQUEST FOR CASE REVIEW

Case Name: _____

Social Security Number: _____

Address: _____

I am requesting that the sanctions of my WV WORKS case be reviewed.

Signature

Date

To make a request send this form to:
West Virginia Department of Health and Human Resources
Division of Family Assistance
350 Capitol Street, Room B-18
Charleston, West Virginia 25301