MANUAL MATERIAL TRANSMISSION WV INCOME MAINTENANCE MANUAL

DATE: March 1, 2005 **CHANGE NUMBER:** 346

TO: ALL INCOME MAINTENANCE MANUAL HOLDERS

DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
9 - 10	1	7/04	9	1	7/04
			10	1	3/05
25 - 36	1	7/03	25	1	7/03
			26 - 28a	1	3/05
47 - 52	1	7/03	47	1	7/03
			48 - 51	1	3/05
			52	1	7/03
i - iii	2	7/03	i - iii	2	3/05
iv	2	10/02	iv	2	10/02
1 - 2	2	9/95	1 - 18	2	3/05
3 - 4	2	1/00	23	2	7/03
5	2	9/98	24	2	3/05
6 - 7	2	7/03			
8	2	11/03			
9 - 10	2	7/04			
11 - 16	2	7/03			
17 - 18	2	11/03			
23 - 24	2	7/03			
1 - 2	14	10/02	1 - 2	14	3/05

This change is effective March 1, 2005 and being made for various reasons.

Section 1.4,B - This change is being made to clarify that when an application is incomplete due to the applicant leaving or ending an interview without stating that he wants to withdraw the application, it is considered withdrawn and appropriate action is taken.

Section 1.4,D - This change is being made to establish procedures for conducting phone interviews. Information regarding signatures on the OFS-2 and OFS-RR-1 has been added.

Section 1.4,T - This section has been updated due to the implementation of EBT and to add the Food Stamp benefit staggered issuance schedule.

Section 2.1,A - This section has been updated due to Simplified Reporting requirements.

Section 2.1,B - This section has been updated to change the procedure for closure due to loss of contact based on returned mail.

Section 2.2,B - This section has been updated to clarify the reporting requirements of AG's subject to Simplified Reporting and when reported changes are effective.

Policy questions should be directed to the DFA Economic Services Policy Unit.