

2.17 WV WORKS

A. SOURCES OF INFORMATION

In addition to the sources in Section 2.1, case maintenance action may also originate from the following sources:

- **Division of Children and Adult Services:** This includes, but is not limited to, Child Care, CPS and Foster Care.
- **Bureau for Child Support Enforcement (BCSE):** This may include the return of the absent parent or the receipt of child support in excess of the WV WORKS check. **The OSCAR System is used by BCSE. Workers can inquire into this system to determine the child support an AG is receiving each month. Information is used to determine unearned income and whether or not the AG is eligible for the Child Support Incentive Payment.**
- **WV WORKS/FSE&T and BEP:** This may include a change in work registration status, a request for application of a penalty or sanction or a report of new income or a change in income.
- **OFS-FS-2:** Although **this form is used by the client to** report changes in his Food Stamp **benefits**, the information **may affect** the WV WORKS **benefit**.
- **Periodic Reporting Form:** Although this is a mail-in redetermination for Medicaid, the information may affect the WV WORKS benefits.
- **RAPIDS System Alerts:** These alerts notify the Worker that changes have occurred or are expected to occur and the information must be reviewed and appropriate action taken. All actions must be recorded in case comments. The following alerts directly effect WV WORKS eligibility but a chart of all alerts can be found in Appendix H of the RAPIDS User Guide:
 - **Social Security Information**
 - 124 – Incorrect SSN
 - 126 – SDX need to evaluate (Social Security has confirmed benefits)
 - 501 – SDX need to open (Social Security has approved SSI)
 - 511 – Name mismatch with Social Security
 - 513 – Social Security number provided not on file

- **Household Composition**
 - 035 – Absent Parent moves into household
 - 038 – Child custody changed
 - 104 – Youngest Child turns 6
 - 094 – 19 year old graduating from high school
 - 095 – 18 year old graduating from high school
 - 169 – Pregnancy Due this month.
 - 110 – Pregnancy Past Due
 - 100 – Child turning 1
- **Income**
 - 503 – Check DXNH for new hire information
 - 129 – Direct Child Support reported
 - 242 – CSI initiated
 - 241 – CSI ended
 - 240 – Evaluate for CSI auxiliary
- **Miscellaneous WV WORKS Program Information**
 - 078 – Expected change set by worker on ACEC
 - 067 – Check “CO” on APGI
 - 066 – Check “Other” as reason on APGI
 - 243 – 30 Day employment follow-up
 - 244 – 60 day employment follow-up
 - 096 – Last work component completed
 - 233 – Work hours due on WPCS
 - 216 – Enter hours completed on WPCS
 - 018 – PRC sanction ending
 - 074 – Run eligibility confirmation
 - 076 – Requested verification due
 - 214 – WP client completing component
- **DXRL: Information regarding the use of RAPIDS Data Exchange can be found in the RAPIDS User Guide. This system provides information about Social Security, Medicare, and unemployment information. The Worker uses a pin number or Social Security Number to check this information when a RAPIDS System alert is received. More detailed information regarding what the Worker finds in the Data Exchange may be found by checking the SOLQ system.**

- **State On-line Query (SOLQ):** This system includes verified information for Social Security programs RSDI and SSI, Medicare, and Alien Status. Access to this system is granted through the same process as RAPIDS. The information includes individuals known to RAPIDS within the last 5 years. Inquiries in the system are monitored and restricted to the primary Case Worker and his immediate Supervisor.
- **Workers' Compensation (E-Comp):** All Economic Services and Family Support staff have access to the Workers' Compensation data system. Staff may check for active or inactive Workers Compensation claims, benefit amounts, and dates benefits were issued. For access staff should contact the Family Support Policy Unit.
- **MOBIUS Reports:** All reports regarding the WV WORKS Program are accessed through the RAPIDS TPX Menu.
- **MACC System:** This is used by Bureau of Employment Programs (BEP)/One-Stop staff for enrolling individuals, providing case management services, and training and employment placement. All Workers/Supervisors have access to this system to track client activity/progress. Supervisors must contact the Family Support Policy Unit to request access for staff. User guides may be obtained from the Family Support Policy Unit.
- **UC Benefit System (ESABPS):** This system is accessed from the TPX Menu and shows dates and amounts of Unemployment Compensation (UC) benefits received by individuals. Access is available only to Supervisors. Requests and instructions for access must go to the Family Support Policy Unit.

B. REPORTING REQUIREMENTS

1. What Must Be Reported

All changes in income, assets, household composition and other circumstances must be reported.

When the client receives his WV WORKS benefit by direct deposit, he must report changes in bank account information to the Auditor's Office.

2. Timely Reporting

For WV WORKS case, all changes in a client's circumstances must be reported immediately. In addition, new earned income must be reported within 10 days of the date new employment begins to avoid certain penalties. See Chapter 10.

When a dependent child, included in a WV WORKS payment, will be absent from the home for a period of 30 consecutive calendar days or more, the parent or other caretaker must notify the Department by the end of the **5th calendar day after** the date it becomes clear to the parent/caretaker that the child will be absent for at least 30 days.

C. AGENCY TIME LIMITS

The agency must act on reported changes **to be** effective with the next month's benefit, when advance notice requirements permit. Benefits must be restored to the client or repaid to the agency when changes cannot be made in a timely manner. See Chapter 20.

D. TYPES OF CHANGES

1. Change In Case Name

The case name may be changed from one individual to another at the request of the individuals involved or when a change in circumstances requires it. In the case of a minor parent, the payee will be the major parent or other responsible adult.

A new OFS-2 must be completed and signed by the individual now being designated as payee, unless his signature is on the most recent OFS-2. However, if the case is in a protective payment status due to a request from **Division of Children and Adult Services**, a substitute payee is not required to sign the OFS-2.

When the Worker changes the primary person, the existing EBT card is deactivated and a new card and PIN are issued. This includes a change from one type of primary cardholder to another. The EBT benefits can not be accessed until the new card and PIN are received. This occurs even if the primary person is changed back to the original primary person on the same day. Any changes in spelling, middle initial or last name do not deactivate the existing EBT card. If the payee requests a new card to reflect the name change, it is requested on AIRQ the same date the RAPIDS change is entered or by contacting the EBT Helpline.

The Worker must adhere to advance notice requirements when the name change involves an adverse action. The inaccessibility of EBT benefits due to a name change does not constitute an adverse action.

In addition, if the client reports non-receipt of the newly-issued card and the Worker issues another, the newly-issued card is deactivated and cannot be used if or when the client receives it. Cards are mailed from the vendor only on week days, federal holidays not included.

Workers must inform all clients at the time of a **change of primary person** that the current card will be **deactivated and funds are inaccessible** during this time. The Worker may delay the entry of the change to give the client time to access enough benefits to provide for the AG until the new card is received.

NOTE: For EBT, changes in the payee, address and authorized cardholder can be made immediately since files are sent to the vendor overnight and changes are not restricted to RAPIDS deadline.

2. Change Of Address

A change of address is made in the data system as soon as the client reports it. Any other changes which the client reports, in addition to the address change, are also acted on at the same time, when notice requirements permit. A change made prior to the deadline date is effective the following month.

When the address change is made after the deadline date, the change is effective 2 months after the change is made. See item E for instructions for returned benefits.

A change of address after deadline does not affect receipt of WV WORKS **benefits** in an EBT account. When the client requests a replacement EBT card and his address has changed, the address change must be made before the new card is issued to insure the card is sent to the correct address.

NOTE: For EBT, changes in the payee, address and authorized cardholder can be made immediately since files are sent to the vendor overnight and changes are not restricted to RAPIDS deadline.

3. Change In The AG

Additions: Additions to the AG are effective the month the change occurs, provided the individual is otherwise eligible.

An individual who is added to an existing AG is treated as an applicant. No OFS-2 is required. Benefits for the individual are prorated from the date that all eligibility requirements are met, including signing the PRC and attending orientation. Eligibility cannot begin earlier than the date the individual entered the home.

Deletions: Deletions from the AG are effective the month after the change occurs and the advance notice period expires. Repayment is sought for any overpayment that occurs. When a parent leaves the household, referral procedures to BCSE apply.

4. Continued Benefits After Case Closure

a. Continuation of Food Stamp Benefits After WV WORKS Closure

If a WV WORKS AG, also certified for Food Stamp **benefits**, is closed and there is sufficient information, Food Stamps must continue uninterrupted.

A new OFS-2 is not required. See Chapter 1 for establishing the redetermination date.

The closure notice sent to the client must state that the AG continues to be eligible for Food Stamp **benefits**. If the benefit increases or decreases, appropriate notification must be sent. See Chapter 6.

b. Medicaid Eligibility When a WV WORKS Case is Closed

Because Medicaid eligibility is not linked to receipt of WV WORKS, Medicaid eligibility does not end automatically when WV WORKS eligibility ends. However, the circumstances which led to ineligibility for WV WORKS may have some bearing on Medicaid eligibility, so the Worker must evaluate continuing Medicaid eligibility based on the new circumstances. See Chapter 16 for details about all Medicaid coverage groups.

c. Ineligibility for Food Stamps

When the WV WORKS recipient is ineligible for Food Stamp **benefits** for any reason, such as excess income, the Food Stamp AG is closed and the WV WORKS AG, if eligible, remains open.

5. **Change In The Personal Responsibility Contract And Self-Sufficiency Plan**

The Worker is responsible for ensuring, on an ongoing basis, that the participation status of each recipient is consistent with the terms of his Personal Responsibility Contract. **Any changes in household circumstances must be evaluated and the PRC changed as appropriate.**

6. **Special Procedures**

a. Child Care

When a WV WORKS client requests, or the Worker otherwise recognizes the need, a referral for assistance with child care expenses is made to **Division of Children and Adult Services**. The referral is made using a DHS-1 which shows the client's name, case number, address, telephone number and the reason child care is needed. The Child Care Worker is responsible for determining eligibility for such assistance and for notifying the client of his status.

b. Protective Payments

NOTE: The client may request a Fair Hearing any time he is placed on protective payments or he questions the substitute payee selected.

Protective Payments are payments which are made to a substitute payee or by vendor payment.

There are two situations which require that the client be placed on protective payments. These are:

(1) Money Mismanagement

A Social Worker, providing protective services to the family, may request the case be placed in protective payment status.

When the Social Worker determines that protective payments are necessary due to money mismanagement, he sends a DHS-1 to the Worker requesting the case be placed on protective payments and indicates the substitute payee and the date protective payments are to begin. The name of the substitute payee is provided by the Social Worker.

The Case Maintenance Process

When the case is placed on protective payments, the bills paid are those chosen by the client or with his participation and consent, to the extent possible.

With the conversion to EBT, any cash benefits which are not directly deposited into a bank account will be deposited into an EBT account. The person named as the protective payee will receive the EBT card and PIN and is able to spend the AG's benefits.

Even though other cash benefits and Food Stamp **benefits** go into the EBT account, the WV WORKS and CSI benefit can be directly deposited into the local office account so that the check may be written by the Financial Clerk to pay the family's expenses. The client must complete the appropriate direct deposit form and designate the account of the local office. Because only the monthly WV WORKS and CSI benefit is direct deposited, other cash benefits such as DCA or initial or supplemental WV WORKS and supplemental CSI benefits go into the EBT account.

If the direct deposit method is used for the WV WORKS benefit, the Financial Clerk does not have to be designated as the payee in RAPIDS.

In order for the client to access his other cash benefits and Food Stamp benefits, he must be the payee, unless another individual protective payee is chosen for the EBT benefits.

(2) Protective Payments at the Client's Request

When the client requests a substitute payee in writing, the Worker must honor his request and advance notice is not required. The Worker takes the action as soon as possible after the request. The protective payments are discontinued as soon as possible after the client makes a request in writing.

(3) Choosing the Substitute Payee

When a substitute payee is used, the selection of a substitute payee is made by the client, or with his participation and consent, to the extent possible. When it is in the best interest of the client for a staff member of a

The Case Maintenance Process

private agency or any other appropriate organization to serve as a substitute payee, the selection is made, preferably, from the staff of an agency or that part of the agency providing protective services.

The substitute payee cannot be an immediate member of the client's family. Immediate family members include parents, grandparents, children, spouse, uncle or aunt, brother or sister. In addition, the substitute payee cannot be living in the same home with the client.

No employee of the Department can be a substitute payee, except when it is in the best interest of the client for a staff member of the Department to serve as such. The substitute payee is selected **by Division of Children and Adults Services** Protective Service staff. Landlords, grocers or other vendors of goods, services or items who deal directly with the client may not be a substitute payee.

The substitute payee must agree to accept the responsibility, and must be at least age 18.

A review of the way in which a substitute payee's responsibilities are carried out is conducted as frequently as indicated by the client's circumstances, and at least once every 12 months.

See the RAPIDS User Guide.

c. Special Procedure When a WV WORKS Recipient Becomes Eligible for SSI

When a WV WORKS recipient is determined eligible for SSI, SSA is required to count his portion of the cash assistance payment as income. When determining the amount of SSI to which the individual is entitled, the SSA must have this information before the SSI claim can be processed.

Although children are not removed from the WV WORKS check, the child's portion must be determined and provided to SSA.

The following method is used to determine the individual's portion of the check:

- Step 1: Determine the amount of the check with the individual included in the AG. This includes all applicable incentives, reductions or sanctions.
- Step 2: Determine the amount of the check with the individual not included in the AG. This includes the same applicable incentives, reductions or sanctions which were applied in Step 1, even if not including the individual in the payment could eliminate the incentive, reduction or sanction. In addition, do not apply the 25% reduction simply because the check amount is being computed without including the individual.
- Step 3: Subtract the amount in Step 2 from the amount in Step 1. The remainder is the individual's portion of the check.

This amount must be determined for each month for which SSA requests the information.

7. Cost-Of-Living Increases In Federal Benefits

Recipients of federal benefits such as RSDI, SSI, Black Lung or VA Benefits may receive periodic cost-of-living increases (COLA's). RSDI/SSI increases are handled in accordance with instructions in Appendix B of this Chapter. All other federal benefit cost-of-living increases are treated as any other change.

8. EBT Cash Conversion Request

EBT cash benefits are not converted to checks or cash. The EBT card must be used to access cash benefits. The client may elect direct deposit of his regular monthly benefit into his own checking or savings account.

9. Change In EBT Authorized Cardholder

When the client wishes to change the authorized cardholder for EBT, the Worker must delete the current cardholder on RAPIDS screen AIRQ and enter the new cardholder's information, including the benefit(s) to which the cardholder has access. The client may terminate cardholder access immediately by calling the **EBT Helpline** or DHHR Customer Service Center. **Only DHHR Customer Service Center staff and the EBT Helpline CSR can deactivate a card.**

When the client calls the **EBT Helpline** first to stop cardholder access, he must still notify the DHHR Customer Service Center or the local office of the cardholder change.

NOTE: For EBT, changes in the payee, address and authorized cardholder are sent to the vendor overnight and not restricted to RAPIDS deadlines.

10. Inactive, Dormant And Expunged EBT Accounts

a. Inactive Account - 45 Days

When the AG does not use cash benefits for 45 days, the Worker receives an alert and RAPIDS automatically sends a letter to notify the client of the inactivity. The Worker must contact the client to attempt to determine the reason for no account activity. If the client contacts the Worker and wishes to continue to receive benefits, the account activity date is reset by use of the administrative function. If the client does not contact the Worker or if he request AG closure, WV WORKS benefits are stopped after proper notice. Unused benefits remain in the account.

b. Dormant Account - 180 Days

When the AG does not use cash benefits in the account for 180 days, the account becomes dormant, i.e., inaccessible. An alert is sent to the Worker in the local office and, when there is an open claim on RAPIDS screen BVCL, an alert is also sent to the RI. A letter is sent automatically from RAPIDS to notify the client he cannot access his account, i.e., use benefits, unless he contacts the local office. The letter also informs the client that if he does not contact the local office within 13 days, benefits in the account will be applied to any outstanding cash assistance claim(s). If the client contacts the local office, the Worker resets the account activity date and benefits cannot be applied to a claim(S) unless the client requests. If there are no claims and the client does not contact the local office, the benefits remain in the account.

NOTE: When the Worker is notified of a dormant account, and the AG is still active, the Worker must contact the client to determine if he wishes to continue to receive benefits. If the client does not respond, the AG is closed after proper notice. So long as the AG remains active, benefits are deposited into the EBT account.

If the account activity date is not reset, the RI, after contact with the local office Worker to check for client contact, takes action to apply the benefits to any outstanding claim(s). Any benefits which are not applied to a claim(s) remain in the account until expunged. See item c.

Closure of the WV WORKS AG does not affect or close the EBT account.

c. Expunged Accounts - 270 Days

When the AG does not use cash assistance benefits for 270 days, benefits are expunged, i.e., removed, from the EBT account. An alert is sent to the Worker in the local office and to the RI, when there is an open claim(s) indicated on RAPIDS screen BVCL. A letter is automatically sent from RAPIDS to notify the client that all benefits in his account have been expunged. Expunged cash benefits may be used to reduce any outstanding cash assistance claims.

E. CORRECTIVE PROCEDURES

1. Correcting The Benefit Amount

Prior to issuing a corrective payment, the Worker must determine if the AG owes an overpayment. If so, the corrective payment must be offset by the amount of the overpayment. See Section 20.3, items D,4 and E,3.

NOTE: DCA payments must not be used to offset an overpayment.

a. Underpayments

A corrective payment is made to the client when he did not receive a benefit for which he was eligible, or the amount he received was less than that to which he was entitled.

The amount of the corrective payment is the difference between the benefit the client received and the amount he was entitled to receive, over the period involved, as determined using RAPIDS procedures. See the RAPIDS User Guide.

For current recipients, or persons who would have been recipients, had the error causing the underpayment not occurred, the corrective payment is made when it is discovered. It does not matter when the error occurred or who was at fault. For inactive

clients, the corrective payment is made when it is discovered, no matter who was at fault, provided the underpayment occurred on or after June 1, 1988.

NOTE: A corrective payment for an addition to the AG is made only for the time the new AG member was eligible to be included, but was not.

Corrective payments are made to active and inactive recipients in RAPIDS. See the RAPIDS User Guide.

NOTE: When a corrective payment is used to offset an overpayment, due to fraud or an intentional client error, the amount offset is counted as Food Stamp income, if the corrective payment would normally have been counted. See Chapter 10 to determine when corrective payments are counted as Food Stamp income.

NOTE: Only the monthly WV WORKS and CSI benefits may be received by direct deposit.

b. Retroactive Payments

A retroactive payment is made when, at any time during the appeal process, it is found that, due to a Department error, the client did not receive a payment for which he was eligible, or that the payment he received was less than that to which he was entitled. The appeal process begins when the client requests a formal appeal. The retroactive payment covers the period over which the error occurred and is computed in the same manner as a corrective payment. Payment is made using the RAPIDS system. See the RAPIDS User Guide.

Retroactive payments are also made when eligibility is determined in a month(s) following the month of application and the client is eligible for benefits in the prior month(s).

NOTE: Only the monthly WV WORKS and CSI benefits may be received by direct deposit.

Any WV WORKS cash benefit which is not directly deposited into a bank account is deposited into an EBT account.

2. Correcting The Address

When a WV WORKS **support service** check is returned to **Accounts Receivable, Office of Accounting**, the return is entered into RAPIDS and the Worker receives an alert.

When the Worker receives the alert, he must determine the correct disposition of the check and enter the appropriate information in RAPIDS. See the RAPIDS User Guide. The new address must be entered into RAPIDS as soon as possible to insure that the check is mailed to the correct address when released by Accounts Receivable.

The Worker receives an alert when the returned benefit is released.

With the conversion to EBT, cash benefits are not returned due to an incorrect address.

EBT cards which are sent to an incorrect address are returned to the card vendor and destroyed. When the client reports non-receipt of a card, the Worker must correct the address and indicate that a new card is required. A new card is then issued to the correct address. The Worker can check EBT card issuance on the administrative terminal.

NOTE: For EBT, changes in the payee, address and authorized cardholder are sent to the vendor overnight and changes are not restricted to RAPIDS deadlines.

3. Correcting The Payee

Effective May 2003, all WV WORKS benefits are issued by EBT or direct deposit. If the new payee wishes to use direct deposit, he must enroll for himself. Otherwise he will receive an EBT card in his name to access benefits in the EBT account. See item D,1 above for correcting the payee for EBT benefits.

NOTE: For EBT, changes in the payee, address and authorized cardholder are sent to the vendor overnight and are not restricted to RAPIDS deadlines.

4. Canceling The Benefit

When the benefit issued by direct deposit is returned, the Worker receives an alert in RAPIDS. If the client does not report a new address after an attempt to contact him, the AG is closed. The benefit must be cancelled. The Worker uses appropriate RAPIDS procedures. See the RAPIDS User Guide.

When cancellation is requested, data system action to close the AG must be taken. If the benefit issued by direct deposit is returned and cancelled, it is not counted toward the 60-month time limit.

When a WV WORKS AG is closed, EBT benefits remain in the account until the AG uses the benefits or until there is no account activity for 270 days, i.e., no withdrawal or use of benefits. See item D,9 above for expunged EBT benefits. See item 7 below for benefits voluntarily returned from an EBT account.

5. Holding The Benefit

The benefit, either direct deposit or EBT, cannot be held under any circumstances.

6. Reissuing A Returned Direct Deposit

The Accounts Receivable Office receives a list of direct deposits which cannot be completed and updates RAPIDS benefit issuance history and cancels the benefit. The Worker receives an alert in RAPIDS, and after contact with the client, must use the appropriate RAPIDS procedure to issue the benefit by EBT.

See the RAPIDS User Guide. Under no circumstances is a direct deposit reissued by an additional direct deposit. If the client cannot be contacted and information obtained to issue a check, the benefit is cancelled. See item 4 above.

7. Returned EBT Benefits

A client may not return benefits unless he was ineligible for the cash benefits received in the EBT account and wishes to return them. The client is referred to the RI, when such staff is available in the local office. The RI completes a claim and removes the benefits from the EBT account, using the administrative terminal, and credits the benefits as a repayment on the claim. The client must sign form IFM-EBT-1. The RI completes the bottom of the form to indicate the benefits were removed.

If the RI staff is not available in the local office, a Supervisor in the local office completes the IFM-EBT-1, removes the benefits from the EBT account, using the administrative terminal. The Supervisor completes a referral through RAPIDS to IFM for the claim and forwards the original IFM-EBT-1 to the RI.