

APPENDIX C

2001 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)

A. APPLICATION PROCESS

1. Application Forms

An OFS-2 or WVSC-1 is used.

2. Complete Application

The application is complete, when the client signs a WVSC-1, OFS-2 or OFS-5 which contains, at a minimum, his name and address.

NOTE: When the applicant has completed the interactive interview, and there is a technical failure that prevents printing the OFS-2, form OFS-5 must be signed by the applicant and filed in the case record with the subsequently printed OFS-2. He must not be required to return to the office to sign the OFS-2 when an OFS-5 has been signed.

An application is considered incomplete when the client chooses not to sign the OFS-2 or WVSC-1. It is a withdrawal, and appropriate data system action and client notification must be completed. The recording in Case Comments must specify that the client did not want to sign the application so there is no misunderstanding that he was denied the right to apply.

3. Date of Application

The date of the application is the date that the OFS-2 or WVSC-1, which contains, at a minimum, the applicant's name and address, is signed.

4. Interview Required

A face-to-face interview is required.

5. Who Must Be Interviewed

A specified relative with whom the child lives must participate in the intake interview.

If the child is living with only one specified relative who is unable to participate in the interview, a

representative may participate in the intake interview. A written statement, signed by the specified relative, which gives the representative authority to apply on his behalf, is required.

6. Who Must Sign

The individual(s) who is interviewed must sign the OFS-2 or OFS-5 or WVSC-1. Only one signature is required.

7. Content of the Interview

In addition to the requirements outlined in Section 1.2, the following specific requirements apply.

- An Applicant for WVSCA only is not required to cooperate with BCSE, but must be made aware of their services and referred, if appropriate.
- Explain Categorical Eligibility and that, if approved for WVSCA, the AG is Categorically Eligible until the voucher expiration date. See Section 1.4,R,3.

8. Due Date of Additional Information

The client and the Worker agree on the date by which additional verification must be obtained.

9. Agency Time Limits

So long as the application is made by 7/31/01 and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA may be approved, if the family is otherwise eligible. All applications must be processed by 8/30/01.

10. Agency Delays

If an application has not been acted upon within the required time limit due to agency error, corrective action must be taken immediately.

11. Payee

The payee is the individual in whose name the vouchers are written. The specified relative with whom the

child is living is the payee.

12. Repayment and Penalties

WVSCA vouchers are subject to repayment. The procedures in Section 20.3 apply.

A WV WORKS AG that has been closed for a third sanction, or the 24-month work requirement, is eligible to apply for WVSCA. In addition, if ineligible according to 1.25,M, the AG may be eligible for WVSCA.

13. Beginning Date of Eligibility

Eligibility is determined for the month of July only. When additional information is required, and the application is made by 7/31/01, and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA may be approved, when the family is otherwise eligible.

When an application is approved 7/1/01 or after, RAPIDS automatically issues voucher(s).

The procedure is as follows:

- In order to qualify for automatic issuance of the WVSCA, the eligibility begin date must be no later than July 31, 2001.
- For cases approved in July, vouchers will be written each week in July and mailed to the client, with the appropriate notification.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. WVSCA cases confirmed between July 1-7 will be mailed on July 13. After that, vouchers will be mailed on a weekly basis on the first working day of each week.

14. Redetermination Schedule

There is no redetermination schedule for WVSCA.

15. Expedited Processing

There are no requirements for expedited processing. Cases are approved in the order in which eligibility is established. It is expected that the Worker will follow the customary practice of processing

applications as quickly as possible.

16. Client Notification

a. Approvals

RAPIDS automatically issues an approval notice. In addition, instructions to the client and the Governor's letter will be included with all WVSCA vouchers mailed from the State Office. A copy of the instruction sheet is included with this Appendix.

b. Denials

RAPIDS automatically issues a denial notice. See Chapter 6 and the RAPIDS User Guide.

17. The Benefit

The amount of the 2001 WVSCA is \$150 per eligible school-age child. All families will receive vouchers only and the voucher cannot be returned for a check.

Clients with one eligible child will receive two \$75 vouchers and those with more than one eligible child will receive one \$150 voucher for each child.

Vouchers are printed with the case name and address, denomination of the voucher (\$75 or \$150) and the individual benefit and voucher number assigned by the data system. Each envelope contains all vouchers for the AG, an instruction sheet and a letter from the Governor.

OFS staff are responsible for paying vendors who accept vouchers.

NOTE: Vouchers must be redeemed by 10/31/01. Those cases which are Categorically Eligible for Food Stamps based solely on receipt of WVSCA, have their categorical eligibility end on 10/31/01. See Section 1.4,R,3.

18. Personal Responsibility Contract (PRC)

A PRC is not required when an application is made for WVSCA only.

19. Orientation

Attending WV WORKS orientation is not an eligibility

requirement when an application is made for WVSCA only.

B. CORRECTIVE ACTION

Corrective action for WVSCA is required in the following circumstances:

- When the error is due to an incorrect birthdate of relationship code.
- When an WVSCA eligible child is added to WVSCA case already approved for 7/01.

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

- System action as indicated to correct the case must be taken.
- The corrective WVSCA voucher is requested in the data system. Instructions are in the RAPIDS User Guide.
- An explanation about the corrective voucher must be entered in CMCC.

C. REPORTS AND ISSUANCE HISTORY

1. WVSCA Reports

There are five reports from RAPIDS on MOBIUS which have information about special payments.

WRRP790: School Clothing Allowance (SCA) Statistical Report

This report is created during the weekly process, and lists the case number, the primary persons's name, the amount of the voucher(s) issued, and indicates whether it is a WV WORKS SCA voucher or WVSCA voucher.

The following Benefit Issuance reports contain information about WVSCA payments to vendors.

WRBI526A Consolidated Vendor Report

WRBI812A Vendor Payment Report - By Vendor

WRBI815A Client Payment Report - By Vendor

WRBI817A Client Payment Report - By County

The WRBI812A and WRBI815A Reports are created during the weekly process, before the Auditor's Office writes the vendor checks. The WRBI817A 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 inquired for pertinent information regarding WVSCA 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.

At the case level, when vouchers are created, 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

WVSCA is a means-tested program and all appropriate WV WORKS verification requirements in Chapter 4 apply.

E. POTENTIAL RESOURCES

There are no potential resource requirements for WVSCA.

F. NOTIFICATION

Notification is required.

1. Approvals

RAPIDS automatically issues an approval notice. In addition, instructions to the client and the Governor's

letter will be included with all WVSCA vouchers mailed from the State Office. A copy of the instruction sheet is included with this Appendix.

2. Denials

RAPIDS automatically issues a denial notice. See Chapter 6 and the RAPIDS User Guide.

G. COMMON ELIGIBILITY REQUIREMENTS.

The WV WORKS requirements in Chapter 8 apply to WVSCA

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as WV WORKS in Section 9.21.

NOTE: The Caretaker Relative Option form, OFS-WVW-10, is for inclusion in a WVW cash assistance payment only. It is not used for WVSCA.

I. INCOME

Gross non-excluded income for the AG is totaled and compared to 100% FPL. See Chapter 10, Appendix A. There are no deductions from the gross non-excluded income, whether is is earned or unearned. Income sources are treated according to the WV WORKS column in Section 10.3. Income is prorated and converted as appropriate to arrive at a monthly amount as it is for any other program. See Section 10.4,A.

If the gross non-excluded income is equal to or greater than 100% FPL, the family is ineligible for WVSCA.

J. ASSETS

The asset limit is \$2,000. All WV WORKS asset policy outlined in Chapter 11 applies to WVSCA. If countable assets exceed \$2,000, the case is not eligible for WVSCA.

K. SPECIFIC REQUIREMENTS

1. Requirements for all WVSCA

To be eligible for WVSCA, the child must meet the following criteria:

- The child must live with a specified relative as specified in Section 15.2,B and for emancipation in 15.2,D apply to WVSCA.
- Date of birth is 9/1/82 through 8/31/96. A child in an AG who is over 18 but not yet age 19 and is enrolled in secondary school is included.

In addition, the child must be enrolled in private or public school. Schools include kindergarten and college. Children who are schooled at home are also eligible. School enrollment for children ages 5 to 15 is presumed.

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

The WVSCA voucher will be paid for dependent children only. An individual who is included in the AG as a caretaker relative is **NOT** eligible for WVSCA even though he may be under age 18 and in school or over 18 and expected to complete secondary schooling before his 19th birthday.

Children in some counties may be able to attend kindergarten at an earlier age than specified above. This does not apply to preschool or nursery school attendees, only those attending kindergarten. Verification of kindergarten enrollment for the fall of 2001 must be provided. If the client is unable to obtain such verification, the Worker must assist him. RAPIDS provides WVSCA for kindergarten-enrolled children. To evaluate children age 4 for WVSCA, indicate on ANSE they have an enrollment status of FU for full-time.

A statement was added to the instruction sheet indicating that if a child is no longer in the home or will not be returning to school, the voucher must be returned.

2. WV WORKS Eligibility and WVSCA

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

NOTE: All WV WORKS withdrawals must be entered in RAPIDS. In addition, families currently ineligible for WV WORKS because of a third sanction, or failure to meet the 24-month work requirement, or ineligible due to the 45-day quit policy in 1.25,M, may be evaluated for and receive the WVSCA, if otherwise eligible.

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply to WVSCA.

M. OVERPAYMENT OF WVSCA

When WVSCA is received ineligibly, it is subject to repayment according to the WV WORKS repayment policy in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child that meets the eligibility criteria as a caretaker relative has received WVSCA, the overpayment of WVSCA must be recovered.

Whenever possible, recovery of the overpayment is to be accomplished by the client returning the voucher(s) to which he was not entitled. Vouchers which are returned by the client and are to be voided must be forwarded with an OFS-SCA-1 to the OFS State Office. Otherwise, normal repayment procedures apply. The following actions are taken to recover overpayments by means of returned vouchers.

1. Client Returns the Total Number of Vouchers

- The Financial Clerk gives the client a receipt (R-4) for the vouchers and returns the vouchers to OFS with a completed OFS-SCA-1 attached.
- If appropriate, the Worker takes data system action to correct the case.

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 attached a completed form OFS-SCA-1 and returns the vouchers to OFS.

N. LOST/STOLEN/NOT RECEIVED AND RETURNED VOUCHERS

1. Lost/Stolen/Not Received Vouchers

Should a voucher become lost prior to receipt, stolen, etc., the same procedures that apply to other special payment warrants are applied. See Section 21.3. The Worker will secure an affidavit of loss, form OFS-SCA-2, from the client, and issue the replacement voucher.

Only the following situations result in a replacement WVSCA voucher:

- The voucher was not delivered by USPS (WVSCA Auxiliary Reason-926)
- There has been a change in payee (Reason 929)
If there is a need to change the payee, the original voucher must be returned.

NOTE: Do not issue the amount to be replaced from EA funds.

2. Vouchers Returned to OFS

Vouchers which cannot be delivered by the postal service are returned to the OFS State Office.

Communication between the state and county offices regarding returned vouchers will be outside RAPIDS. OFS will notify the CSM's designee in each county of the return by electronic mail. The Worker must reply in a message which includes the original message sent to him.