

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 275		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTE	DATED	PAGES	CHAPTER	DATED
	24	4/01	i	24	4/01
ii	24	3/02	ii	24	3/1/03
20i - 20p	24	3/02	20i - 20m	24	3/1/03
20q - 20u	24	6/02	20n - 20u	24	3/1/03
FORM OFS-R-1		1/00	FORM OFA-R-1		3/1/03
DATE: MARCH 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made to change the vision/dental pre-employment referrals.

The Office of Maternal, Child and Family Health (OMCFH) has noticed an increase in the number of persons referred for dental and/or vision services who are waiting long periods of time, sometimes years, before making or keeping their first appointments for dental and/or vision services.

If the WV WORKS case remains active, the Worker can follow-up to make sure services are received. However, if the case is closed, some former recipients are attempting to begin these services. Service providers are holding DHHR liable for payment for all services provided when a referral is presented, regardless of the referral date. Therefore, this change initiates a 6-month time limit for the client to have his first service appointment. It is the client's responsibility to find a provider who can schedule an appointment for within 6 months of the referral date. The Worker may issue another referral form if the client has tried and is unable to get an appointment within the time limit. However, if the reason he was unable to get an appointment was a delay in starting the process, he is permitted only one additional referral.

The OFS-R-1 was updated and changed to the OFA-R-1. A supply will be distributed as soon as they are printed. The first page of the new form will be released to you by GroupWise as soon as the Manual change is posted to the Internet site. This will be done for your information only. DO NOT MAKE

COPIES OF THE NEW FORM FOR USE UNTIL THE NEW PRINTED FORMS ARE RECEIVED. INSTEAD, CONTINUE TO USE THE OFS-R-1 UNTIL THE SUPPLY IS DEPLETED. PLEASE WRITE THE TIME LIMIT ON THE OLD FORM UNTIL THE NEW FORMS ARE RECEIVED. Distributing copies of the new form prior to printing would be very confusing because the providers are accustomed to receiving a color copy of an NCR form and may have to contact you to make sure the referral is valid.

OMCFH is responsible for notifying the service providers that the referral is now time-limited. For a while, medical providers will continue to receive old forms which were issued prior to this change. If the form was issued prior to the effective date of this change, it will be honored.

When the client is referred for both services at the same time, only one referral form is completed and each service provider is to receive the appropriate colored copy.

We have also removed sections related to BEP Job Development and Job Retention because these activities are no longer contracted with BEP.

Questions should be directed to the Policy Unit.