

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 293		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i	24	5/03	i	24	12/03
ii - v	24	7/03	ii - v	24	12/03
			17	24	7/03
18			18	24	12/03
20a	24	7/03	20a	24	12/03
			20b	24	7/03
			25	24	4/03
26	24	5/98	26	24	12/03
27	24	1/00	27	24	12/03
28	24	5/98	28	24	12/03
			29	24	5/98
30	24	5/98	30	24	12/03
31 - 33	24	1/00	31 - 33	24	12/03
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46	24	7/02	46	24	12/03
48a	24	7/03	48a	24	12/03
62c	24	4/03	62c	24	12/03
			62d	24	4/03
			APPENDIX C-1-C-3	24	12/03
			APPENDIX D-1-D-3	24	12/03
OFS-EIP-1		1/00	DFA-EIP-1		12/03
OFS-TA-34		1/00	DFA-TA-34		12/03
WT-JC-1		5/97	DFA-JD-1		12/03

WT-J-3		5/97	DFA-J-3		12/03
WT-J-1		5/97	DFA-J-1		12/03
WT-J-3A		5/97	DFA-J-3A		12/03
WT-CWEP-3		5/97	DFA-CWEP-3		12/03
WT-CWEP-1		5/97	DFA-CWEP-1		12/03
WT-CWEP-3A		5/97	DFA-CWEP-3A		12/03
WT-70		2/91			
WT-15		1/91			
WT-35		4/91			
WT-EIP-1A		10/94			
WT-J-2		5/97			
DATE: DECEMBER 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

The purpose of this change is to update several of the current WV WORKS contracts and associated forms. This change is effective 12/1/03. The changes are as follows:

1. Section 24.,C - under Assessment Testing, reference to WT-3A was corrected to DFA-WVW-3A. 24.4,C, 3 - reference to WT-70 removed as this form has been eliminated.
2. Section 24.7,B - Requirement that out-of-state training sites must be within 15 miles of the WV border has been removed.
3. Employer Incentive Program (EIP) Agreement - - A line to enter the Worker's Comp. No. has been added to the first page. "DOT Code" on the first page has been corrected to "SOC/DOT code" as the Department of Labor SOC codes will soon be used to replace DOT codes. Legal language on pages 2 and 4 have been updated. The form has been renamed OFA-EIP-1. All EIP Agreement numbers will begin with the word "EIP-...".
4. Section 24.7,B, and C.- - EIP. Page 27, and 28 have been updated to correct the name of the time sheet and to add a paragraph regarding the maximum EIP reimbursement rate (50%) to the employer. This information regarding the reimbursement rate was not previously included in this section. It is currently listed in Section 24.15, Payments To Employers and Training Facilities. A bullet was added in 24.7,C stating that EIP placements cannot begin until the EIP agreement is signed by all parties.
5. Appendix C, pages C-1 and C-2 - - Instructions For Completion of DFA-EIP-1. Instructions have been updated. Form WT-EIP-1A, EIP addendum is now obsolete. Changes in EIP's require a new EIP agreement be completed.

6. Form OFS-TA-34 Training Agreement has been renamed DFA-TA-34. "JOBS VENDOR NUMBER" on the first page has been corrected to "RAPIDS VENDOR NUMBER" and legal language on page 2 of the contract has been updated.
7. Sec. 24.12, C,1 1. - - Reference to WT-34 has been corrected to read DFA-TA-34. The training agreement addendum, form WT-35 is now obsolete, and reference to this has been removed from this section. Changes in Training Agreements require a new DFA-TA-34 be completed.
8. Chapter 24, Appendix D - - Instructions for both the Training Agreement has been added to Chapter 24 under new Appendix D, "Instructions For Completion Of Training Agreements".
9. Form DFA-JD-1, Job Experience Description has been updated and renamed. This form replaces the WT-JC-1. References to this form in Chapter 24 have been corrected. Changes in training agreements are to be done by completing a new agreement.
10. The JOIN contract and associated forms have been updated and simplified. The attachments to the JOIN contract will mirror the CWP contract. The WT-J-3 JOIN Contract has been renamed DFA-J-3. A line for the Worker's Comp. No. has been added to the top. All JOIN contracts will begin with the word "JOIN-...". A line has been added near the top of the contract to fill in the name of the JOIN Contractor. Legal language in the contract has been updated. The requirement to place the client in Job Search while participating in JOIN has been removed. The Worker can still assign this job search activity if he wishes, however, this change gives the Worker flexibility in using other activities to supplement JOIN if the JOIN hours will not meet the minimum required hours of the client.
11. The 32 hour per week maximum participation has been eliminated. Clients can be placed in JOIN up to 40 hours per week, using the same calculation as for CWP. The WT-J-3 Attachment B, JOIN Learning Outcome and the WT-J-2, JOIN Participant Orientation List have been eliminated. Language covering the participant orientation has been included on page 2, I. 7 of the DFA-J-3 JOIN Contract. The attached sample forms to the JOIN Contract, formerly referred to as Appendices, are now labeled Attachments A - D and must be included when completing a JOIN contract with a copy given to JOIN contractor.
12. The JOIN Individual Participation Agreement, form DFA-J-1 replaces the WT-J-1. Reference to the 32 hours per week participation has been removed from the Participation Agreement.
13. Section 24.9 JOIN - - Page 34 - Language has been removed regarding the 6 hours per week individual Job Search. Language was added that clients may participate for no more than 40 hours per week. References to the time sheet WT-J-12 have been corrected to OFS-TS-12. References to the JOIN Participant Orientation List have been removed. Language has been added to note that JOIN contract numbers will begin

with the word "JOIN-..." Language was added specifying that form DFA-JD-1 be used for the job descriptions. Reference to weekly participation has been corrected to monthly participation. Step 5 regarding converting monthly obligation to weekly obligation has been removed.

14. Section 24.13,F - - Section F, referring to the WT-15 has been deleted.
15. Section 24.14, Payment of Support Services. The chart under Transportation Support Service has been corrected to indicate clients are to receive the one time transportation payments while participating in JOIN only until the next pay period in which the JOIN Contractor will pay the client his \$1 per hour transportation stipend. Effective with this change, only one transportation support service payment is to be made to the JOIN participant.
16. Form WT-J-3A, JOIN Addendum/Renewal has been updated and renamed DFA-J-3A.
17. The CWEP Contract and associated forms have been updated. The WT-CWEP-3 has been renamed DFA-CWEP-3. Worker's Comp. No. line has been added to the top of the first page. A line was added to list the name of the contractor. All CWEP contract numbers will begin with the word "CWEP-...". All references to "Sponsor" have been corrected to "Contractor". Legal language has been updated. The attached sample forms with the CWEP Contract have been changed from "Appendices" to "Attachments". These attachments must be included when completing a CWEP Contract.
18. The CWEP Individual Participation Agreement, formerly called the WT-CWEP-1, has been updated and renamed DFA-CWEP-1.

Form WT-CWEP-3A, CWEP addendum renewal has been updated and renamed DFA-CWEP-3A.
19. Section 24.8, CWEP - - This section has been updated to reflect the changes in the names of the CWEP forms. Reference to beginning contract numbers with "CWEP-..."has been added.
20. Section 24.8,D, has been deleted. This section referred to CWEP placement in DHHR offices which was discontinued in 2002. Section E. has been renamed Section D.
21. Form WT-15 and WT-70 have been eliminated. The OFS-Release-1 was issued in place of the WT-15.