

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 307		
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PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
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			73, 74	24	12/15/03
OFS-RR-1		3/02	DFA-RR-1		12/03
OFA-PRC		7/03	DFA-PRC		12/03
			DFA-WVW-40	New	12/03
OFS-RR-1- EBT		2/03			
OFS-FS-10		5/02			
DATE: December 1, 2003 and December 15, 2003					
TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

Two policy changes are being addressed. The first change is effective December 3, 2003 as follows. This change addresses new policy and procedures due to the *Vance v. Nusbaum* case. Another change has been made adding a note to clothing under Support Services.

An emphasis is being placed on recognizing possible physical and mental conditions which may affect WV WORKS recipients participation in employment and training activities. Referrals to available services must be offered by staff when these issues are recognized. This includes but is not limited to: appropriate referrals to the Medical Review Team (MRT), referrals to the appropriate medical and/or mental health professionals, and referrals to the Division of

Rehabilitation Services (DRS). Additional questions regarding physical and mental health had already been added to the OFA-WVW-3A WV WORKS Initial Self-Sufficiency Appraisal when the form was revised in 5/03. An additional question was also added to the Learning Needs Screening on page 4 regarding medical problems that may affect a client's participation in work or training activities. A new mental health screening will be completed on all WV WORKS AG adults and changes have been made on the OFS-RR-1 and OFA-PRC-1 renamed DFA-RR-1 and DFA-PRC-1. A Support Service has been added to cover the cost of referrals to the Division of Rehabilitation Services for vocational evaluations and assessments for WV WORKS clients who would not be eligible for DRS services.

Chapter 12.10.A. Language has been added to regarding the composition of the MRT physicians - the General Practitioners and the addition of a Psychiatrist to the Medical Review Team. In addition reference to the new form OFS-RT-3M has been included for those clients with mental disability issues.

Chapter 24.4,C. Language has been added under the second paragraph, Learning Needs Screening, regarding the new waiver form. Only the Assessment Specialists and full-time ABE teachers will administer the Learning Needs Screening utilized by DHHR. Workers are not to administer the Learning Needs Screening under any circumstances.

Chapter 24.4,C,2. Ninth grade reading and math levels are now required for referral for Work Keys testing.

Chapter 24.4,C,3. New section. Effective 12/1/03, the Emotional Health Inventory (EHI), a mental health screening, will be completed on all adults and emancipated minors included in the WV WORKS AG. The EHI will be administered by the WV Department of Education (DOE) Assessment Specialists. Current WV WORKS recipients who have not completed the EHI screening must be scheduled by the worker during their redetermination or next contact. Please note that the EHI screening will be administered only by the Assessment Specialists and will not be done by WV WORKS staff or ABE teachers under any circumstances.

Chapter 24.4,C,3-6. Due to the addition of the new section above, current items 3-5 have been renumbered. Item 4 has been corrected to remove the language regarding the WT-70. Item 6 has been deleted as this is addressed earlier in this section.

Chapter 24.14,2. Under clothing, a statement has been added noting that lay-away payments may not be made to or on behalf of clients.

Chapter 24.14,14. This is a new Support Service and is to cover the cost of a DRS vocational evaluation and/or assessment for WV WORKS clients not eligible for DRS services.

Effective with this change, the enclosed poster (see attached sample) will be displayed in the waiting room of each DHHR office to address legal rights under the Americans with Disabilities Act (ADA).

A waiver, form DFA-WVW-40 has been created for the client's signature if he declines to complete either the Learning Needs Screening or the EHI Inventory.

The OFS-RR1 has been renamed DFA-RR-1 and has been revised to include the agreed upon language relating to disabilities in statement # 21 under WV WORKS on page 4. Under ALL PROGRAMS, statement #44 has been added regarding rights under ADA similar to the information on the poster. Question 4 has been added to address details regarding EBT. Throughout the form, "Food Stamps" has been corrected to read "Food Stamp benefits". #4 which was previously #5 has been corrected to address EBT. Question 5, previously #4 has information regarding EBT added. Question #10 has been corrected noting that adults beginning work must be reported by the tenth day after the job starts. Additional language has been added to question #12 regarding changes that need to be reported if there is no adult in the household who is employed. Under 12A \$25 has been changed to \$50 per manual change #310. Question #13 has been corrected adding required language in the last sentence. Question #24 has been added regarding WV WORKS benefits in regard to EBT. The work "Services" has been added to Family Planning in question #36.

Due to changes on the Rights and Responsibilities forms OFS-RR-1-EBT and OFS-FS-10 are obsolete with this manual change.

A bullet statement has been added to the DFA-PRC-1 on page 2 beneath the information on sanctions addressing learning disabilities, physical or mental conditions affecting participation much the same as the language on page 4 of the RR1.

The second part of this policy change involves corrective payments effective December 15, 2003. This change implements a procedure for processing WV WORKS Support Services corrective payments and payments for contract training. Section 24.17 is being added to address this new procedure. Only WV WORKS Supervisors will be authorized to request a corrective payment. Corrective payment requests must be sent via Groupwise to designated Division of Family Assistance (DFA) staff with case information as described in 24.17. Instructions on completing the appropriate RAPIDS screens will be available in the RAPIDS guide on Work Programs Corrective Payments. These requested payments will be approved or denied by the DFA, Family Support Unit.