

3.5 REQUEST AND USE OF INFORMATION

The following describes the method of matching IEVS information and the Worker's responsibility.

A. APPLICANTS

The Department requests IEVS information on all applicants for Food Stamp, Medicaid and WV WORKS Programs. IEVS regulations apply only to SSI recipients who receive Food Stamps.

Information received must be used in determining eligibility or the amount of the benefit, if the information is received before the client is notified of the action on his application. If the information is received after client notification, it must be used within the time limit explained below in item B.

The Department must not delay action on the application solely because IEVS information has not been received, unless the information reported by the applicant is questionable. The time limit for acting on applications is not extended for IEVS cases.

B. RECIPIENTS

RAPIDS requests information about recipients by computer tape.

The Worker must act on the information received within 45 days of its receipt. This means, that within 45 days, the Worker must send notification to the client or make an entry in the case record that no action is necessary.

EXCEPTION: Action may be delayed beyond 45 days, on no more than 20% of the information received, if:

- The reason action cannot be completed is the nonreceipt of requested verification from a third party; and
- Action is completed promptly when the third-party verification is received, at the next contact or redetermination, whichever occurs first.