

**APPENDIX C****2004 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)****A. APPLICATION PROCESS**

**NOTE:** For the 2004 WVSCA Program, application form DFA-WVSC-1 will be mailed to families with school-age children who received WVSCA in 2003 and who are currently included in an active Food Stamp or Medicaid case.

**1. Application Forms**

An OFS-2 or DFA-WVSC-1 is used. When an OFS-2 is used, an DFA-WVSC-1 is not required. An OFS-2 may only be required when application is made for another benefit at the same time. Applicants may also use inROADS to apply.

**2. Complete Application**

The application is complete, when the client signs a DFA-WVSC-1, OFS-2 or OFS-5 which contains, at a minimum, his name and address or returns the signed signature page from the inROADS application.

**NOTE:** If 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 DFA-WVSC-1 or does not return the completed inROADS signature page. 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 or did not return the inROADS signature page 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 DFA-WVSC-1, which contains, at a minimum, the applicant's name and address, is signed.

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For DFA-WVSC-1's received by mail, the date of application is the date the form is received in the local office. When the form is received in the local office prior to July 1, it is held until July 1st and the application date is July 1, 2004. The date of application for an inROADS application is the date the signature page with an original signature is received.

4. Interview Required

No interview is required when the DFA-WVSC-1 or inROADS is used. When the client is being interviewed for an application or redetermination for another program, form OFS-2 is used.

5. Who Must Be Interviewed

No interview is routinely required, but when an interview is conducted, 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 specified relative with whom the child lives must sign the DFA-WVSC1 or the inROADS signature page.

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 the services and referred, if appropriate.
- An explanation of Categorical Eligibility for Food Stamps must include that, if approved for WVSCA, the AG is Categorically Eligible until the voucher expiration date. See IM Manual Section 1.4,R,3.

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## 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

As long as the application is made by 7/31/04 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 8/31/04. inROADS will accept applications from 7/1/04 thru 7/31/04.

## 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.

The following penalty situations do not result in automatic ineligibility for WVSCA. Instead, eligibility is determined as for any other applicant.

- Closed for a 3rd or subsequent sanction
- AG has reached the 60-month lifetime limit or has exhausted the approved extension months
- AG closed for failure to meet the 24-month requirement of being engaged in a work activity
- AG closed due to receipt of lump sum payment
- AG ineligible due to the 45-day waiting period for quitting a job

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**Specific TANF, WV WORKS, AFDC/U and  
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**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 7/31/04, 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.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. WVSCA AG's confirmed on July 1st and 2nd will be mailed by mid-July 2004. 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. The Benefit**

All families will receive vouchers only and the voucher cannot be returned for a check.

Families with one eligible child will receive two vouchers and those with more than one eligible child will receive one voucher for each eligible child.

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

The BCF staff is responsible for paying vendors who accept vouchers.

**NOTE:** Vouchers must be redeemed by 10/31/04. Those cases which are Categorically Eligible for Food Stamps based solely on receipt of WVSCA, have their categorical eligibility end on 10/31/04. See IM Manual Section 1.4,R,3.

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## 17. Personal Responsibility Contract (PRC)

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

## 18. 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 a WVSCA case already approved for 7/04.

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

- Data system action must be taken to correct the case.
- The additional WVSCA voucher is requested in the data system. Instructions are in the RAPIDS User Guide.
- An explanation about issuance of the additional voucher must be entered in CMCC.

**C. REPORTS AND ISSUANCE HISTORY**

## 1. WVSCA Reports

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

**WRRP792: School Clothing Allowance (SCA) Statistical Report**

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

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

WRBI526A Consolidated Vendor Report

WRBI818A Special Payment Report - By County

The WRBI812A is created during the weekly process, before the Auditor's Office writes the vendor checks. The WRBI818A 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 accessed 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.

When vouchers are created at the case level, 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

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 WV WORKS 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 the income 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 10.24,A. If the gross non-excluded income is equal to or greater than 100% FPL, the family is ineligible for WVSCA.

**NOTE:** No deductions or disregards, including the \$50 child support deduction, are applied.

## J. ASSETS

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

## K. SPECIFIC REQUIREMENTS

### 1. Age and School Attendance

To be eligible for the WVSCA, the child must meet all of the following criteria.

- Meets the eligibility requirements for WV WORKS for July 2004.
- Enrolled in public or private school.

School enrollment includes: Kindergarten, college, home-schooling.

**NOTE:** The WV WORKS policy for including 18-year-olds requires that the 18-year-old be enrolled in secondary school, i.e., high school, vocational training that substitutes for high school, etc. College is not secondary school. Therefore, the following statements apply:

- An 18-year-old in college is not eligible for the SCA.
- A 17-year-old in college meets the school enrollment requirement.
- An 18-year-old in high school meets the school enrollment requirement.

The following activities are not considered school enrollment: preschool, nursery school, Head Start, GED correspondence course or internet course.

School enrollment for children ages 5 through 15 is presumed by RAPIDS. RAPIDS uses information on ANSE to confirm enrollment for ages 4 and 16 through 18. Children in some counties may be able to attend kindergarten at an earlier age than 5. Children who have attained the age of 5 by 9/1/04 are assumed to be enrolled in kindergarten. West Virginia State Law also permits 4-year olds who will attain age 5 by 12/31/04 to enroll, if approved by the Superintendent. The statement of a parent or other specified relative is sufficient and no other verification is required to document enrollment.

RAPIDS will provide a voucher for any 4-year-old enrolled in kindergarten when ANSE shows an enrollment status of FU, LH, HA.



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**NOTE:** A 5-year-old who is not enrolled in kindergarten is not eligible for the SCA just because RAPIDS presumes enrollment. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions.

- Minimum age requirement is met when the child will be age 5 on or before 9/01/04.
- Maximum age requirement is met when the child is not yet age 19 on 7/01/04.
- Eligible age range is 7/02/85 through 9/01/99.

**NOTE:** See item L, 2 below for instructions on the return of vouchers when the child is not eligible.

The instruction sheet directs the WVSCA recipient to return the voucher(s) when the child is no longer in the home or will not be returning to school.

## 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 wish to receive WV WORKS may withdraw his application and apply only for WVSCA.

The following penalty situations do not result in automatic ineligibility for WVSCA. Instead, eligibility is determined as for any other applicant.

- Closed for a 3rd or subsequent sanction
- AG has reached the 60-month lifetime limit or has exhausted the approved extension months
- AG closed for failure to meet the 24-month requirement of being engaged in a work activity
- AG closed due to receipt of lump sum payment
- AG ineligible due to the 45-day waiting period for quitting a job

## L. ALIENS, REFUGEES AND CITIZENSHIP

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

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## 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 repaid.

Whenever possible, recovery of the overpayment is to be accomplished by the return to the local office of the voucher(s) for which the client was not eligible. Vouchers which are returned by the client and are to be voided must be forwarded with an OFA-SCA-1 to the Bureau for Children and Families, Office of Finance and Administration, Room 730, 350 Capitol Street, Charleston, WV 25301. 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 BCF with a completed OFA-SCA-1.
- 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 attaches a completed form OFA-SCA-1 and returns the vouchers to BCF.

## N. VOUCHER REPLACEMENT

Outlined below are situations in which the WVSCA vouchers may be replaced. If replaced prior to September 30, 2004, this may be accomplished in RAPIDS. For replacements after September 30, 2004, contact the RAPIDS Help Desk for instructions.

Any situations that arise after October 31, 2004 must be sent to the DFA Family Support Policy Unit for an evaluation on a case-by-case basis.

For situations not addressed below, contact the DFA Family Support Policy Unit. Those situations will be evaluated for replacement on a case-by-case basis.

**Specific TANF, WV WORKS, AFDC/U and  
AFDC/U – Related Medicaid Requirements****1. Lost/Stolen/Not Received Vouchers**

If a voucher is stolen or lost prior to receipt, the same procedures that apply to other special payment warrants are applied. See Section 21.3. The Worker must secure an affidavit of loss, form OFA-SCA-2, from the client and issue the replacement voucher through RAPIDS.

Only the following situations result in a replacement WVSCA voucher:

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

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

**2. Vouchers Returned to BCF Office of Finance and Administration**

Vouchers which cannot be delivered by the postal service are returned to the BCF Office of Finance and Administration State Office.

Communication between the state and county offices regarding returned vouchers will be outside RAPIDS. BCF Office of Finance and Administration will notify the CSM's designee in each county of the return by electronic mail. The designee's reply must include all of the information in the original message.

**3. Mutilated/Destroyed Vouchers**

When a voucher is torn, water damaged, etc., to the extent that a vendor will not accept it, the voucher may be replaced. The remnants of the voucher must be brought to the local office and returned to BCF. The Worker issues the replacement through RAPIDS.

Vouchers that have been completely destroyed, such as in a house fire, may be replaced. The Worker must record the circumstances on CMCC.

**4. Application Denial is Reversed in a Fair Hearing**

When a Hearings Officer rules in a Fair Hearing that the WVSCA denial was inappropriate, the Worker must issue replacement vouchers to the applicant.

5. Agency Delay/Error

If an application has not been acted on within the required time limit due to agency delay/error, corrective action must be taken immediately. The Worker must issue replacement vouchers to the applicant.

6. Voided Vouchers

When a voucher has been voided by a vendor, it may be replaced. The client must return the voided voucher to the local office. The local office returns it to BCF and the Worker issues the replacement through RAPIDS.

7. Destroyed Clothing Purchased With Vouchers

When clothing that has been purchased with vouchers is destroyed, such as in a house fire, replacement vouchers cannot be issued. Instead, EA policy concerning replacement of clothing in Chapter 19 is followed.