

G. ADDITION OF ANOTHER BENEFIT TO AN ACTIVE CASE WHEN NEW APPLICATION FORM IS NOT REQUIRED

When a member of the Food Stamp AG applies for WV WORKS or Medicaid, or when an active WV WORKS or Medicaid AG member applies for Food Stamp benefits, a new application form is not required when all of the following conditions are met:

- The latest application or redetermination for the existing Program or coverage group was completed using an OFS-2.
- Sufficient information about eligibility requirements for the new Program or coverage group is on the latest OFS-2.
- Verification required for the new Program or coverage group is in or recorded in RAPIDS or the case record.
- The OFS-2 contains the signatures required for the new Program or coverage group.
- Program sections on the DFA-RR-1 were previously completed.

NOTE: A recording in CMCC must justify the lack of an OFS-2.

EXAMPLE: A WV WORKS recipient does not receive Food Stamp benefits at the time of approval in November. In January, she decides to apply for Food Stamp benefits. In checking the case record, the Worker finds that the OFS-2 mentions that there are two of her adult nephews in the home, but that information about them was not collected, since it was not needed for the WV WORKS application. Since the food is purchased and prepared for everybody together, the nephews are required to be included in the same Food Stamp AG. Since the latest OFS-2 does not reflect any information about the nephews, a new OFS-2 is required for the Food Stamp application.

EXAMPLE: An AFDC-Related Medicaid client applies for Food Stamp benefits after receiving Medicaid only for several months. The DFA-RR-1 section dealing exclusively with the Food Stamp Program was not previously completed. A new OFS-2 and DFA-RR-1 are required.

NOTE: At redetermination for one Program or coverage group, the client may want to apply for an additional benefit. If so, the same OFS-2 is used as an application for the new benefit and a redetermination for the active AG, regardless of the Program or coverage group.