

# WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

**DATE:** September 1, 2006

**CHANGE NUMBER:** 421

**TO:** ALL INCOME MAINTENANCE MANUAL HOLDERS

DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
ix, x	1	8/05	ix	1	9/06
			x	1	8/05
xvii	1	7/06	xvii	1	7/06
xviii	1	8/05	xviii	1	9/06
3	1	7/05	3	1	9/06
4	1	5/06	4	1	5/06
5	1	7/03	5	1	9/06
6	1	7/05	6	1	7/05
9	1	4/15/05	9	1	9/06
10	1	7/05	10	1	7/05
13,14	1	7/06	13	1	9/06
17 , 18	1	7/03	14	1	7/06
127	1	7/06	17	1	9/06
128 - 130	1	7/03	18	1	7/03
137	1	5/05	127	1	7/06
138	1	5/05	128 - 130	1	9/06
143		4/03	137 - 138a	1	9/06
144		5/03	143	1	4/03
147, 148	1	5/03	144	1	9/06
149 - 152	1	7/06	147	1	5/03
			148	1	9/06
			149 - 152	1	9/06
			D-1 – D-4	1	9/06

7 , 8	8	11/05	7	8	9/06
			8	8	11805
67, 68	9	6/99	67 - 70	9	9/06
69 - 70	9	3/02			
43, 44	10	8/01	43	10	9/06
			44	10	8/01
D-1 – D-12	10	6/01	D-1 – D-12	10	9/06
5 - 8	24	3/04	5	24	9/06
			6	24	3/04
			7	24	9/06
			8	24	3/04
55	24	1/00	55	24	9/06
56	24	12/03	56	24	12/03
63	24	1/06	63	24	1/06
64	24	10/03	64 - 66	24	9/06
65	24	1/06			
66	24	7/03			
81	24	1/06	81	24	9/06
82	24	4/06	82	24	4/06
87	24	1/04	87	24	9/06
88	24	1/06	88	24	1/06

91, 92	24	1/06	91	24	1/06
			92	24	9/06
C-1, C-2	24	12/03	C-1, C-2	24	9/06
OFS-WVW-3	FORM	No Date	DFA-WVW-3	FORM	9/06

Several updates and changes were made in WV WORKS policy. The changes are as follows:

## Chapter 1

Table of Contents: Q-1 corrected to QI-1 on page ix, new Appendix D added.

Section 1.2,A: The name of the Policy Unit was corrected. Information regarding resource development for WV WORKS recipients corrected to match Section 5.2. Reference to Social Services was corrected.

Section 1.25,K: Note on page 128 corrected to state WV WORKS payments are not issued to unemancipated minor parents.

Section 1.25,M: Note and example added regarding 45-day quit policy. Language added on page 38 with an example regarding DCA payments.

Section 1.25,T: Clarification added that the PRC is completed on each adult and emancipated minor in the WV WORKS AG.

Section 1.25,U: Reference Orientation to WV WORKS form OFS-WVW-4 corrected to OFA-WVW-4. Reference to OFS-WVW-4A, WV WORKS List of Local Services notes this is no longer a form, simply a template with the previous assigned form number deleted. Paragraph added at the end of this section regarding Attachment A of this template. Although this is not a form, the template will be made available on the DFA Intranet page under forms.

Appendix D: This new appendix at the end of Chapter 1 added to include the WV WORKS List of Local Services template. In addition, accommodations for WV WORKS clients with disabilities added.

## **Chapter 8**

Section 8.2: Correction made to match policy in 8.6 regarding ineligibility for WV WORKS during the same month cash assistance is received in another state.

## **Chapter 9**

Section 9.21,A: Note added regarding the presence of an adult parent in the WV WORKS household.

## **Chapter 10**

Section 10/3,SSSS,1: Note regarding cash assistance received from another state. (Matches policy in Sections 8.2 and 8.6.)

Appendix D: Proration table corrected showing prorated WV WORKS check amounts of \$1 though \$9. This applies to WV WORKS only.

## **Chapter 24**

Section 24.3,A: Language regarding the 2 special considerations on page 5 clarified. Name of Policy Unit corrected.

Section 24.11: Reference to JTPA deleted on page 55 and replaced with WIA.

Section 24.14: Reference to OFS was corrected to DFA. References to OFS-WVW-NL-2 were corrected to DFA-WVW-NL-2. A note was added regarding ineligibility of ongoing household expenses and traffic fines under Collateral payments. Clarification was added under limitations for the Six-Month Self-Sufficiency Achievement Bonus.

Section 24.16: References to OFS-WVW-NL-3 corrected to DFA-WVW-NL-3.

Section 24.16, Appendix C: Information in Appendix C, Instructions for Completion of DFA-EIP-1 under the example was corrected.

## **FORMS**

DFA-WVW-3, WV WORKS Diversionary Cash Assistance Agreement – language added and clarified.

FORM: DFA-WVW-4a is obsolete and must no longer be used after 8/31/06.

Policy questions should be directed to the DFA Family Support Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.