



Payment may be made for **collateral expenses** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	↓
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	\$250/Lifetime
Job Skills Training Related to Employment	JT	
Education Related to Employment	ED	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
College	CL	↑
Continued Support Services/Job Retention	PL	

2. Clothing

Clothing may be authorized for a verified offer of employment, or to attend short-term training that is expected to lead directly to employment. This expense includes uniforms or work clothing, including shoes or boots, but may include dress clothing when the client accepts a job that requires it. Payments may be made incrementally, as long as the maximum amount is not exceeded. Lay-away payments for clothing must not be made under any circumstances.

Payment may be made for **clothing** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Job Skills Training Related to Employment	JT	
College	CL	
Continued Support Services/Job Retention	PL	

3. Tools And/Or Equipment



Tools and equipment may be purchased when there is a verified offer of employment, the need for the tools has been verified by the employer and the employer does not furnish them. The purchase of tools may also be authorized for specialized training activities. Verification of the cost must be provided.

Payment may be made for **tools and equipment** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
EIP	EI	
Other Agency's OJTs	OJ	
Vocational Educational Training	VT	
Job Skills Training Related to Employment	JT	
College	CL	\$1,000 Lifetime
Continued Support Services/Job Retention	PL	

4. Drivers/Chauffeurs License

Payment may be made for a *drivers and/or chauffeurs license* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	 <b>\$60/Lifetime</b> Payment for WV drivers license and/or chauffeurs license.  Payment must not be made from this category for the test required due to traffic violations or for classes required for DUI convictions.  
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	
Job Skills Training Related to Employment	JT	
Education Related to Employment	ED	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
College	CL	
Continued Support Services/Job Retention	PL	

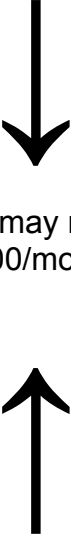
## 8. Transportation

- Payments are made to a client who is beginning to participate in an activity to assure that transportation is not a barrier. A prepayment for travel requires an estimate of the daily mileage for two weeks.
- Transportation payments may be authorized only if expenses have been incurred or are reasonably expected to be incurred.
- Payments made for private transportation are intended to cover more than the cost of fuel. Daily payments for travel include a portion of the following expenses: fuel, insurance, vehicle maintenance, minor repairs and parking.
- General limitations, in addition to those in item B above, are as follows. Limitations specific to an activity are shown in the chart below.
- Clients who must travel one mile or less to their place of employment or other participation site are not eligible for payment. In making this determination, consideration must be given to the distance traveled to deliver children to day care.
- Those who ride school buses or other conveyances without cost are not eligible for transportation payments for the days such conveyances are used.
- Those who use public transportation are reimbursed for the actual cost of the service.
- When clients share private transportation, only the owner of the vehicle is entitled to a payment. However, if the owner of the vehicle charges the other passengers, the passengers may be reimbursed for their charges. Members of the owner's AG may not be reimbursed when traveling in the same vehicle.
- Those who use a private vehicle are reimbursed as follows:

2 - 20 miles/day	\$6.00/day
21- 40 miles/day	\$9.00/day
41 + miles/day	\$12.00/day



WV WORKS Activities and Requirements

Payments may be made for *transportation* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	 <p>Payments may not exceed \$300/month</p>
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	
Job Skills Training Related to Employment	JT	
Education Related to Employment	ED	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
College	CL	
Continued Support Services/Job Retention	PL	
	PD	<p>Payment is limited to those who are required to attend <b>assessment testing and/or WV WORKS Orientation and payment is limited to two days during any calendar month.</b></p>

9. Vehicle Repair

Payment may be made for **vehicle repair** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	<p><b>\$1,500/Lifetime/AG</b></p>
CWEP	CW	
JOIN	JN	<p>Funds must not be used to purchase a vehicle.</p> <p>May be used for state inspection stickers and license plates.</p>
Community Service Programs	CS	<p>The vehicle to be repaired must be titled or leased in the name of an adult included in the AG. The vehicle may be jointly owned as long as an adult in the AG is one of the joint owners.</p>
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	<p>May be used to pay for driver's education for those without a driver's license.</p>
College	CL	
Continued Support Services/Job Retention	PL	<p>Any support service payment plus other available resources for repairs must make the vehicle roadworthy Insurance is not paid under this category.</p>
		

10. Vehicle Insurance

Payment may be made for **vehicle insurance** as follows:



WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	\$1,000/Lifetime
Community Service Programs	CS	The vehicle for which insurance is paid must be titled or leased in the name of an adult included in the AG. The vehicle may be jointly owned as long as an adult in the AG is one of the joint owners.
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	
Job Skills Training Related to Employment	JT	
College	CL	
Continued Support Services/Job Retention	PL	



11. DUI Offenses

Payment may be made for costs related to reinstatement of drivers licenses which have been revoked due to substance abuse. Allowable expenses include, but are not limited to: DUI classes, licenses reinstatement fee, new licenses, ignition interlock systems. Expenses that may not be paid are: fines, test for drug/alcohol use, treatment programs, any other medical cost.

Payment may be made for ***DUI-Related expenses*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FV,FB,PU, PV, PB	 <b>\$500/Lifetime</b> The client must be enrolled in and attending a substance abuse treatment program conducted by a certified treatment specialist. However, treatment cannot be paid.  See opening paragraph for the kinds of costs that may and may not be paid.  Payment limited to costs related to 1 offense only. All paid costs must be related to the same offense.  Payment for Ignition Interlock is limited to the initial DMV fee and 3 months of service.
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	
Job Skills Training Related to Employment	JT	
College	CL	
Continued Support Services/Job Retention	PL	

12. GED Achievement Bonus



Any active WV WORKS recipient who passes the GED examination is eligible for an achievement bonus.

Payment may be made for the *GED Achievement Bonus* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
<p>Applies to any active WV WORKS recipient who obtains a GED.</p> <p><b>NOTE:</b> This does not apply to obtaining a high school diploma.</p>	<p>FU, FV ,FB, PU, PV, PB, EI, OJ, JR, WE, CW, JN, CS, VT, CC, JT, ED, AB</p>	<p style="text-align: center;">↓</p> <p style="text-align: center;">\$500/Lifetime</p> <p>This is a one-time only payment. Payment may be made only to those active recipients without a high school diploma or equivalent, who pass the GED examination. It is not necessary to wait until the GED diploma is issued.</p> <p>Parents who are under age 18 and unemancipated at the time the GED exam is passed are not eligible for this bonus, since they must attend school in order to remain eligible.</p> <p>The maximum amount of \$500 must be paid.</p> <p style="text-align: center;">↑</p>

WV WORKS Activities and Requirements

Payment may be made to DRS for the *vocational evaluation and/or assessment* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FB,FV,PB,PU,PV	 <b>\$1375/Lifetime</b> Comprehensive Vocational Evaluation and/or Assessment 
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	
Job Skills Training Related to Employment	JT	
Education Related to Employment	ED	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
College	CL	
Continued Support Services/Job Retention	PL	
Temporary Barriers	<b>NA, NQ</b>	
<b>Temporary Exemptions</b>	TD, TF, TI, TM, TS, TW, TV	

D. CORRECTING THE SUPPORT SERVICE CHECK AMOUNT

When the Worker discovers that a support service payment has been requested for less than was intended, an additional payment for the difference is requested on RAPIDS screen BIRQ.

E. SUPPORT SERVICE CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE

For any support service check returned to the local office, the Worker must complete an ES-14, attach the check and mail both to the Accounts Receivable, Office of Accounting. The Unit disposes of the check according to the instructions on the ES-14.

F. SUPPORT SERVICE CHECK REPLACEMENT PROCEDURES

See Section 21.3 for instructions.

G. RECOUPMENT OF SUPPORT SERVICE PAYMENTS

Recoupment of support service overpayments is accomplished by adjusting subsequent support service payments. When adjusting subsequent payments is not possible, the Worker must contact the client to request repayment. If the payment is returned, it is sent to the Accounts Receivable, Office of Accounting with an ES-14. The Worker must identify the returned payments by indicating "WT" in the upper right corner. Do not include an account number for deposit of the funds.