

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Request for Extension of WV WORKS 60 Month Time Limit

Date: _____

County DHHR : _____
Address: _____

Case Name: _____ SSN: _____
Case Number: _____ Daytime Phone: _____
Client address: _____

Worker Name: _____
Telephone: _____

You have received a notice that your WV WORKS benefits are nearing the 60 month time limit. If your family is experiencing any of the following situations, you may be eligible for an extension of benefits. In a two-parent household, both parents must meet one of the following situations to be eligible for an extension. Please review the following items and indicate any that apply to your family. You may attach any paperwork or information that you believe may be helpful in making a decision about your extension request. All information you provide will be confidential.

- Domestic Violence** - Your **family** is currently involved in a domestic violence situation, which includes one or more of the following: physical **acts or threats of physical injury; sexual abuse of a child or caretaker of a child; mental abuse;** or deprivation of medical care. **To be eligible for an extension under this provision, you must accept a referral to a domestic violence program and be participating in a domestic violence plan. This is the only extension which may exceed the six month period.**

- Providing Care For A Relative** – You are providing **in-home care** for a physically or mentally disabled **relative** to keep that person from being placed in an institution or nursing home, and you are the only person available to give this care. **To receive this extension, you must be a single-parent, or a 2-parent family in which one parent is providing care for the other parent who is disabled.** The care must be necessary **for no more than six months or a plan for continued care after the extension period must be documented.**

- Late Onset of Incapacity or Illness** – You must have experienced an illness or the onset of a temporary incapacity after receipt of the 55th month of benefits. You must provide documentation of the incapacity and prognosis. For more information see the attached Income Maintenance Manual Section about Late Onset of Incapacity.
- Disabled** – You have been determined disabled and unable to engage in gainful employment by a medically qualified professional **and are actively pursuing Social Security Disability benefits.** For more information see the attached Income Maintenance Manual Section about Disability. *If a parent receives 60 months of WV WORKS benefits, he will no longer be eligible to receive a WV WORKS child-only check for his minor children, if he is later approved for SSI. See the attached policy regarding life-time limits.
- Pregnancy or Age of Child** – You are pregnant and will be in your last trimester in your 60th month of WV WORKS or have a child that will be less than six months old when your benefits stop. **There must be only one** adult or emancipated minor in the **household to be eligible** for this extension.
- In a Vocational Training or Educational Activity** – You are attending and making satisfactory progress; or enrolled to begin a vocational program or another educational activity that will lead to a diploma, certificate, degree or other measure of performance that will assist in finding employment.

To be considered for an extension, you must complete this form **by checking the reasons you are requesting an extension and signing the form.** You will not be eligible to be considered for an extension once you have received your 60th month of WV WORKS benefits. You must return this form to the address below:

West Virginia Department of Health & Human Resources
Division of Family Assistance
350 Capitol Street, Room B-18
Charleston, WV 25301

Since you have received 55 months of WV WORKS, your **Case Manager** will **schedule an appointment with you to discuss your remaining months of eligibility and what you and your family can do to ensure that you will be self-sufficient when your benefits end.** If you need help completing this form, your Case Manager will assist you in completing and mailing the form.

By signing this form, you certify that the information you have provided is true to the best of your knowledge and that it accurately reflects **your situation and** reasons for requesting an extension of your WV WORKS benefits.

Signature

Date

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES

60 MONTH TIME LIMIT POLICY

WV Income Maintenance Manual Section 15.6, C, 3 – Late Onset of Incapacity

Clients who experience the onset of a temporary incapacity after the 55th month of WV WORKS may qualify for a one-time extension of up to six months while undergoing treatment for the injury or illness. The Worker must obtain a decision of incapacity from MRT, and the decision must indicate that the individual will be able to engage in gainful employment following the period of incapacity. **When there are two parents in the household, each parent must meet the requirements for the AG to be eligible for an extension under one of the categories outlined in this chapter.** Failure of the client to accept or continue treatment for the illness or injury before the extension begins will result in denial of the request. Failure to cooperate following the beginning of the extension period will result in case closure.

WV Income Maintenance Manual Section 15.6, C, 4 – Disabled

Disabled is defined as unable to engage in gainful employment, as determined by a medically qualified professional. It applies when there is only one parent or one non-parent caretaker in the household. **When there are two parents in the household, each parent must meet the requirements for the AG to be eligible for an extension under one of the six categories outlined in this chapter.**

It is assumed that an individual who states he is disabled will already have medically established his disability by the 55th month of TANF/WV WORKS receipt. If not, he must apply for SSI and be referred to MRT prior to approval of an extension. An SSI denial based on no disability does not automatically preclude an extension on this basis if MRT finds him to be disabled. However, the individual must be actively appealing his SSI denial to qualify for an extension.

If it is determined that the individual is not disabled, or is able to engage in gainful employment with no limitations, he does not qualify for consideration of an extension.

If it is determined that the individual is able to engage in gainful employment with some limitations, he may qualify for an extension of up to six months to locate suitable employment. The individual must be cooperating with the Division of Rehabilitation Services during this period, if appropriate.

WV Income Maintenance Manual Section 15.6 – Lifetime Limit for Receipt of Cash Assistance (TANF, WV WORKS)

There is a lifetime limit of 60 months that a family may receive cash assistance under TANF and/or WV WORKS. The presence of even one AG member who has received TANF and/or WV WORKS as an adult or an emancipated minor renders the entire AG ineligible. Children who continue to reside with an adult or emancipated minor who received TANF and/or WV WORKS for 60 months are not eligible.