

- The amount of the payment is based on the need, but may not exceed the maximum amounts.
- When the client participates in more than one activity, payment may be made for each activity. However, the total may not exceed the maximum payment for each type of expense.

EXAMPLE: The lifetime limit for clothing is \$1,000. During an earlier eligibility period the client received \$400 in support payments for clothing. He reapplies for WV WORKS and during the next 12 months, he receives \$100 for clothing during a CWEP placement and then a \$200 payment for clothes during Job Search. He finds employment and has only \$300 available for clothing because the maximum payment can not exceed \$1,000. $(400+100+200+300=1,000)$

- The need for a payment must be verified when possible. See Chapter 4 for verification requirements.
- A recording must be made on RAPIDS screen CMIC for each payment, explaining the need for the payment and the reason for the amount issued. The only exception is for recurring transportation costs after the initial payment. The initial recurring transportation cost must be recorded along with the daily rate and the number of days for which payment is made.
- Support service maximum time limits and amount limits are usually based on each individual recipient, not on each family. Therefore, if 2 parents are participating, each is eligible for a maximum payment amount in the time-limited period, except for vehicle repairs.
- Payments must be made by vendor payment when possible. A vendor may be a private individual or a licensed business. Each vendor must be assigned a number to allow payment to be made through RAPIDS. Self employed clients who render services to other clients are also assigned a vendor number to be paid for those services.

When using vendor payments, the Worker must protect the client's confidentiality. No referral form to a vendor may specify that the client is a recipient or how the goods or services obtained with the vendor payment are used. Agreements with some employers or other activity providers may require that this information be included and the terms of that agreement must be followed. However, it is expected that vendor payments and referrals for goods or services not associated with employers or activity providers will protect the client's confidentiality.

If a client receives the payment directly, the individual's PIN is the vendor number.



- All payments are requested on RAPIDS screen BIRQ.
- Any payment made to a vendor requires an itemized invoice or written estimate of the charges. The invoice must be on the vendor's invoice form, or on his business letterhead. The invoice is filed in the case record.
- When payment is made to a vendor, the invoice or estimate must not include sales tax. When payment is made to reimburse the client, sales tax is included.
- Support service payments are not counted as income in determining eligibility for any DFA program.
- Recoupment of overpayments is made by reducing subsequent support service payments regardless of the category of payment, until the amount of the overpayment has been repaid. The amount withheld and the reason must be documented in the case record.
- Misdirected, lost or stolen checks are handled according items D, E and F below.
- Multiple payments may be issued for the same category of support services as long as the maximum amount is not exceeded.
- Support service payments cannot be made by direct deposit.
- Support service payments may not be made for ongoing living expenses, such as rent/mortgage and utilities. This includes the cost of installing new utilities and telephone hook-ups.

EXCEPTION: Pre-paid phone cards may only be purchased to enable the client to make activity-related calls when the client has no home telephone.

- **The BA-67 form must be used when guaranteeing or promising payment for support services such as clothing, payment of rent for relocation, etc. The procedures outlined by the BCF Office of Finance and Administration for issuing and tracking the BA-67 must be followed.**

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	 \$1,500/Lifetime/AG Funds must not be used to purchase a vehicle. May be used for state inspection stickers and license plates. 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. May be used to pay for driver's education for those without a driver's license. Any support service payment plus other available resources for repairs must make the vehicle roadworthy Insurance is not paid under this category.
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	
College	CL	
Job Skills Training Related to Employment	JT	
Continued Support Services/Job Retention	PL	

10. Vehicle Insurance

The vehicle for which insurance is paid must be titled or leased in the name of an adult in the AG. The vehicle may be jointly owned as long as an adult in the AG is one of the joint owners.

Each insurance payment made on behalf of a client to a vendor or to reimburse a client for a payment that has been made is limited to:



- **State minimum liability;**
- **Uninsured motorist; and**
- **Underinsured motorist coverage.**

Each payment to a vendor is limited to a three month coverage increment and lists the State as the payee. Any additional insurance coverage requested by the client must be paid by the client and not reimbursed unless there is a lien on the vehicle and verification is provided that the bank requires additional coverage.

NOTE: Current State minimum liability is 20/40/10. The first number is bodily injury liability maximum for one person injured in an accident. The second number is bodily injury liability maximum for all injuries in one accident. The third number is property damage liability maximum for one accident.

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	 \$1375/Lifetime 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	NA, NQ	
Temporary Exemptions	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.

When a Worker discovers a client has received an improper cash refund of support service monies instead of goods or services, the amount of the refund will be considered an overpayment of support services and must be recouped.