

WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

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This change was made to WV WORKS policy as a result of State Law changes in the WV WORKS Act, Senate Bill 518.

Chapter 1

Section 1.25: Wording was added or corrected throughout this section regarding Work-Eligible Individuals and non-recipient Work Eligible Individuals. Minor wording corrections were also made.

Chapter 2

Section 2.17, D,3: A note was added regarding the Personal Responsibility Contract (PRC) and Orientation requirement for a non-recipient Work-Eligible Individual entering the home.

Chapter 6

Section 6.3,E: Clarification was added regarding the time frames for when to schedule a good cause interview.

Chapter 9

Section 9.21,A,1: Wording was added under the second and third dashes regarding parents living with the child(ren). School attendance for parents away from the home was added.

Section 9.21,A,3: Wording was deleted regarding removal from the AG for failure to report a child out of the home.

Section 9.21,A,6: Wording was added to include non-recipient Work-Eligible Individuals and specified relatives who wish to be included in the AG. Title of Division of Children and Adult Services was added.

Section 9.21, B: Wording regarding non-recipient Work Eligible Individuals was added.

Section 9.21, D: Two new examples were added regarding the effect of a non-recipient Work-Eligible Individual in the household.

Chapter 12

Section 12.3,C: Wording was changed from exemption to good cause.

Chapter 13

Section 13.8: This entire section was updated to correct the list of WV WORKS exemptions according to the WV State Code.

Section 13.9: Wording was added regarding Work-Eligible recipients and non-recipients. An example was added.

Section 13.10: Wording was added regarding non-recipient Work-Eligible Individuals. Good cause reasons for failure to participate were updated. Correction list title of Division of Children and Adult Services was made.

Section 13.11: Reference to Work-Eligible Individuals and an example were added.

Chapter 15

Section 15.6,C and 15.7: Note was added regarding 60-month lifetime limit.

Chapter 24

Section 24.8: Appropriate grade level requirements added for SPOKES referrals.

Sections 24.9 and 24.10: The State minimum wage of \$6.55/hour must be used for CWEP, JOIN, and Community Service participation calculation. The Federal minimum wage of \$5.15/hour must be used for self-employment participation calculation.

Additions and corrections were made throughout to add the terms Work-Eligible, Work-Eligible Individuals, and non-recipient Work-Eligible Individuals. A note was added regarding enrollment for non-recipient Work-Eligible Individuals in Work Programs. Appropriate examples in different sections of this Chapter were added or corrected. FLSA calculations were updated to reflect the State minimum wage of \$6.55 per hour. Notation was added under referrals to DRS for vocational evaluations regarding assessment testing. Eligibility for the 6-month Self-Sufficiency Achievement Bonus is now calculated by meeting 100 hours/month averaged over the 6 month period.

NEW FORMS

DFA-DRA-1, WV WORKS non-recipient Work-Eligible Individuals Appointment Letter, that must be used to schedule an appointment for each non-recipient Work-Eligible Individual to come into the office and complete a PRC, Orientation and be assigned to a work participation activity.

DFA-DRA-1a, WV WORKS non-recipient Work-Eligible Individuals Closure Letter, that must be sent to the client, along with a Fair Hearing Request form, if the individual fails to complete the eligibility requirements.

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

RAPIDS questions should be directed to the RAPIDS Help Desk.