

3.5 REQUEST AND USE OF INFORMATION

The following describes the method of matching IEVS information and the Worker's responsibility.

A. APPLICANTS

The Department requests IEVS information on all applicants for **the** Food Stamp, Medicaid and WV WORKS Programs. IEVS regulations apply only to **those** SSI recipients who receive Food Stamp benefits.

Information received must be used in determining eligibility **and/or** the amount of the benefit, if the information is received before the client is notified of the action on his application. If the information is received after client notification, it must be used within the time limit explained below in item B **and according to the specific benefits received.**

The Department must not delay action on the application solely because IEVS information has not been received, unless the information reported by the applicant is questionable. The time limit for acting on applications is not extended for **situations which involve** IEVS.

B. RECIPIENTS

The Worker receives information about recipients **through RAPIDS data exchange.**

The Worker must act on the information **within 10 days of the date it is received to ensure that action is completed** within 45 days of receipt. This means, that within 45 days, the Worker must send notification to the client or make an entry in the case record that no action is necessary.

EXCEPTION: **The completed action** may be delayed beyond 45 days **when:**

- **The Worker initiated the action within 10 days of the date the information is received; and**
- The reason action cannot be completed is the nonreceipt of requested verification from a third party; and
- Action is completed promptly when the third-party verification is received **or,** at the next contact or redetermination, whichever occurs first.