

2.1	INTRODUCTION	1
A.	GENERAL SOURCES OF INFORMATION	1
B.	PROCEDURES FOR COUNTY TRANSFERS AND AG CLOSURES	2
1.	County Transfers.....	2
2.	AG Closures.....	3
C.	WV WORKS AND MEDICAID PROCEDURES FOR ADDING NEWBORN CHILDREN	5
2.2	FOOD STAMP BENEFITS	7
A.	SOURCES OF INFORMATION	7
B.	REPORTING REQUIREMENTS	8
1.	Reporting Groups	8
2.	Changes Acted On For All Reporting Groups	10
3.	Timely Reporting And Follow-Up	11
4.	12-Month Review Of Eligibility	11
C.	AGENCY TIME LIMITS.....	12
1.	Increase In Benefits.....	12
2.	Decrease In Benefits	13
D.	TYPES OF CHANGES.....	13
1.	Change In Case Name	13
2.	Change In EBT Authorized Cardholder	14
3.	Change In Categorical Eligibility	15
4.	Change In AG.....	15
5.	Change In Income	15
6.	Change In Work Requirement Status	15
7.	Change in Work Hours (ILC Only)	16
8.	Cost-Of-Living Increases In Federal Benefits	16
9.	Change of Address.....	16
10.	Continuation of Benefits	16
11.	Complaints Regarding Trafficking Food Stamp Benefits	17
12.	Food Stamp Benefits Returned To The Local Office By The Client.....	17
13.	Inactive, Dormant And Expunged EBT Accounts	18
14.	EBT Cards Received In The Local Office	19

E.	CORRECTIVE PROCEDURES	21
1.	Restoring Lost Benefits	21
2.	When Lost Benefits Are Not Restored.....	21
3.	Time Limits For Restoring Benefits.....	22
4.	Corrective Actions To Restore Benefits.....	24
5.	How Benefits Are Restored	24
6.	Food Stamp Benefits Returned to the State Office by the Postal Service	25
2.3	RESERVED FOR FUTURE USE	39
2.4	MEDICAID	40
A.	SOURCES OF INFORMATION	40
B.	REPORTING REQUIREMENTS	40
C.	AGENCY TIME LIMITS.....	40
D.	TYPES OF CHANGES.....	41
1.	Change In Case Name	41
2.	Change Of Address	41
3.	Change In The Assistance Group, Needs Group Or Income Group.....	41
4.	AG Closures	42
5.	Cost-Of-Living Increases In Federal Benefits	43
E.	CORRECTIVE PROCEDURES	43
1.	Reimbursement For Out-Of-Pocket Expenses	43
2.	Holding The Medicaid Card	44
3.	Procedures For Cards Which Are Returned, Incorrect Or Not System-Issued.....	44
4.	Incorrect Eligibility Dates	45
2.5	RESERVED FOR FUTURE USE	46
2.6	DEEMED AFDC MEDICAID RECIPIENTS.....	47
A.	EXTENDED MEDICAID	47
B.	ADOPTION ASSISTANCE.....	47

C.	FOSTER CARE.....	47
2.7	TRANSITIONAL MEDICAID.....	48
2.8	QUALIFIED CHILDREN AND POVERTY LEVEL CHILDREN	49
A.	CLOSURES	49
B.	CHANGE IN INCOME	49
C.	OTHER CHANGES.....	50
2.9	POVERTY-LEVEL PREGNANT WOMEN.....	50a
A.	CHANGE IN THE AG	50a
B.	CHANGE IN INCOME AND/OR DEDUCTIONS	50a
2.10	CONTINUOUSLY ELIGIBLE NEWBORN CHILDREN (CEN).....	51
2.11	SSI RECIPIENTS AND DEEMED SSI RECIPIENTS	52
A.	PROCEDURE WHEN CLIENT MOVES.....	52
1.	Change Of Address.....	52
2.	Loss Of Contact.....	52
3.	The SSI Recipient Moves To Another State	52
B.	ACTION REQUESTED BY THE BMS MEDICARE BUY-IN UNIT.....	52
C.	CLOSURE OF THE SSI MEDICAID AG	52
2.12	QUALIFIED MEDICARE BENEFICIARIES (QMB)	54
2.13	SPECIFIED LOW-INCOME MEDICARE BENEFICIARIES (SLIMB).....	55
2.14	CHILDREN WITH DISABILITIES COMMUNITY SERVICE PROGRAM (CDCS)	56
2.15	AIDS PROGRAM.....	57

2.16	AFDC-RELATED AND SSI-RELATED MEDICAID	58
A.	CHANGE IN INCOME AND DEDUCTIONS	58
B.	CHANGE IN DEPRIVATION FACTOR	58
C.	MRT REQUIREMENTS	58
D.	CLOSURES	58
2.17	WV WORKS	60
A.	SOURCES OF INFORMATION	60
B.	REPORTING REQUIREMENTS	62
1.	What Must Be Reported	62
2.	Timely Reporting	63
C.	AGENCY TIME LIMITS	63
D.	TYPES OF CHANGES	63
1.	Change In Case Name	63
2.	Change Of Address	64
3.	Change In The AG	64
4.	Continued Benefits After Case Closure	65
5.	Change In The Personal Responsibility Contract And Self-Sufficiency Plan	65
6.	Special Procedures	66
7.	Cost-Of-Living Increases In Federal Benefits	69
8.	EBT Cash Conversion Request	69
9.	Change In EBT Authorized Cardholder	69
10.	Inactive, Dormant And Expunged EBT Accounts	69
E.	CORRECTIVE PROCEDURES	71
1.	Correcting The Benefit Amount	71
2.	Correcting The Address	72
3.	Correcting The Payee	73
4.	Canceling The Benefit	73
5.	Holding The Benefit	73
6.	Reissuing A Returned Direct Deposit	74
7.	Returned EBT Benefits	74