

13. Six-Month Self-Sufficiency Achievement Bonus

An achievement bonus is paid for retaining employment. To be eligible for this payment, the client must maintain West Virginia residency during the entire employment period.

Payment may be made for the *Six-Month Self-Sufficiency Achievement Bonus* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Continued Support Services/Job Retention	PL	<p style="text-align: center;">↓</p> <p style="text-align: center;">\$500/Lifetime</p> <p>Paid to each former Work-Eligible Individual who is employed full-time during <u>each of the 6 months</u> following AG closure. Payment is made at the end of the 6th month. The case must have been closed for the entire 6 months.</p> <p>Full-time employment is defined as 100 hours/month averaged over the 6 months. Limited to a single one-time only support payment for paid employment. The amount of the payment must be equal to \$500.</p> <p>The person employed is not required to be working for the same employer as when the AG was closed. Any full-time employment qualifies.</p> <p>There is no minimum earnings level to qualify for this bonus.</p> <p style="text-align: center;">↑</p>

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.

RESERVED FOR FUTURE USE

Information on pages 83 and 84 has been deleted.