

The Worker must also enter the amount of the maximum dental service on an initial referral. This amount is \$2400 and is shown as the balance following Dental Services.

After a referral expires, the Worker may issue the client another one, provided the client meets eligibility criteria as explained below and has not received the maximum allowable benefit. On a second or subsequent referral for dental services, regardless of the date of the first referral, the Worker must obtain the amount of the remaining balance from OMCFH by calling 558-5388 or 1-800-642-8522 and enter it on the DFA-R-1. Vision referrals may be made annually for qualified individuals.

To be eligible to receive vision and/or dental services, the client must be in either of the 2 following groups:

1. Participating

To qualify based on participation in an activity, the client must meet both of the following requirements.

- The client must be a Work-Eligible Individual in an active WV WORKS case, **PL period, or EAP participant**, when the referral is made. Receipt of DCA alone does not qualify the individual for these services. Once the referral is made, it is valid for one year whether or not the WV WORKS case remains open; and
- The individual is participating in an activity listed in Sections 24.6 through Section 24.13 **or 24.16**. The participation rate required to qualify for these services is the rate shown on the individual's PRC.

2. Sole Barrier to Participation

When the sole barrier to the client's participation in a work activity listed in Section 24.5 is the need for vision and/or dental services, a referral may be made. Once the referral is made, it is valid for one year, whether or not the WV WORKS case remains open.

OMCFH has signed agreements with service sites which detail the allowable services, reimbursements, scope of services, etc. In addition, OMCFH will provide a list of all providers to the appropriate county. The client may choose his own provider from this list and must make his own appointments.

There is a maximum lifetime limit on the payment for these services. This limit is monitored by OFMCH. Closure of the vision and/or dental services

case by OFMCH occurs when services are completed or the maximum allowable benefit is reached. An appropriate notice is sent to the local office to file in the case record.

L. VOCATIONAL EVALUATIONS

Additional testing, assessments, and evaluations may be necessary for WV WORKS participants with physical and/or mental disability issues in order to determine appropriate placements in training and employment. Referrals to the **Division of Rehabilitation Services (DRS) or an alternate approved provider**, for vocational evaluations for WV WORKS participants **is made when a participant** meets one or more of the following conditions:

- Determined unable to work for more than six months due to a physician's statement;
- Determined incapacitated for WV WORKS by MRT and a referral to DRS is indicated on the ES-RT-3; or
- Scores below a sixth grade level in reading on the Test for Adult Basic Education (TABE) and who scores 12 and above in Sections A–D of the Learning Needs Screening or answers “yes” to question #13 in Section D.

All WV WORKS participants who meet the criteria listed above can be referred to DRS **or an alternate approved provider**, unless the Worker and the Supervisor determine there are documented and verified circumstances which prevent the effective administration and completion of the vocational evaluation. Appropriate documentation must be provided and corresponding case comments must be made in CMIC. These circumstances must be reviewed monthly.

NOTE: There may be a limit to the total number of vocational evaluations in each DHHR Region that can be completed during the contract period. When the maximum number of completed vocational evaluations under these contracts is reached, the local offices are notified. The Worker must indicate in CMIC that a referral to the contractor for the participant cannot be made and may be scheduled later.

Priority for referrals must be given first to those not in an activity. If the individual **is already employed or** is in an activity which will likely lead directly to employment (example: full-time vocational training, **college, etc.**), then a referral for a DRS vocational evaluation is not appropriate.

1. **Vocational Evaluation Referral Process**

Referrals to **the vocational evaluation provider** are made by completing form DFA-WVW-80 which must be signed by the WV WORKS Supervisor. The original goes to the **provider** and a copy is filed in the client's case record. A copy is given to the client. Alternate locations for vocational

evaluations will be arranged by the **provider** for clients unable to complete testing at one of the **provider's offices**.

For referrals to DRS, a chart listing the designated Vocational Evaluators and the District and Branch Office locations are found on the DFA Intranet under Desk Guides. The respective DHHR counties under each of the seven DRS Districts are also listed.

Completion of form DFA-WVW-ADA-1 is required for **individuals** referred to **the provider**. It is not necessary to send a copy to **the provider**. A copy is filed in the **case** record and a copy is given to the **client**. The Worker must also complete the follow-up form, DFA-WVW-ADA-1A, for the case record. Workers must advise clients that testing involved with the vocational evaluations may take an entire day to complete. Copies of the appointment letters are sent to the Worker. Clients are scheduled by **the provider** for vocational evaluations within **15** business days following receipt of the written referral. A written report with the results of the vocational evaluation is provided to the Department within 30 days following completion of the testing. The Worker and **the provider** must maintain close contact throughout this process.

NOTE: In addition to meeting at least 1 of the conditions listed above, individuals referred must be able to sit for 1 – 2 hours at a time in order to complete the vocational evaluation. The Worker must discuss this with the individual to determine if he is able to meet this requirement, and if so, the Worker must indicate this by checking the box “yes” on the referral form.

Copies of the following documents, when available, must be attached to the DFA-WVW-80 upon referral:

- TABE results,
- Emotional Health Inventory (EHI),
- Learning Needs Screening (LNS),
- MRT packet, and
- Most recent PRC, Part II.

NOTE: It is preferred that referrals for vocational evaluations are made only after the TABE, EHI, and LNS have been completed. This information is needed by the **provider** in order to administer the appropriate testing instruments for the vocational evaluation. However, referrals **for vocational evaluations** made prior to completion of assessment testing must note in the comments section of the referral form, DFA-WVW-80, the date the **TABE, EHI, and LNS are scheduled**. **If the client has declined completion of the EHI and/or LNS, the**

Worker must indicate this under the comments section of the referral form. Results of the TABE, EHI, and Learning Needs Screening must then be forwarded by the Worker to the **provider**. If the participant is not required to complete the TABE (example: college graduate), then it must be noted in the comments section of the referral form.

Other appropriate documents, such as physician's statements or other assessments, may be provided if they are relevant in assisting the **provider's** staff in completing the vocational evaluations. For release of the above documents or other appropriate documents, the Worker must complete form OFS-Release-1. A copy of this release is attached to the referral and a copy is filed in the case record.

NOTE: WV WORKS participants who have a documented disability must be placed in the AD component in Work Programs in addition to other component codes.

2. Scheduling Appointments for Vocational Evaluations

Appointments are scheduled by the provider using the following procedures:

- **If an individual misses his scheduled vocational evaluation appointment without cancelling the appointment, he is not automatically rescheduled. Instead, the provider notifies the Worker who then must complete a new referral form.**
- **If an individual calls ahead of time to cancel his appointment and has a legitimate excuse, he will be rescheduled only 1 time.**
- **If an individual cancels his 2nd appointment, the provider will contact the Worker in order to determine if there are exceptional circumstances that warrant the individual being given another appointment date.**
- **The provider contacts the Worker by e-mail or telephone the same day that an individual does or does not show up for a scheduled appointment.**