

## APPENDIX B

**2008 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)**

## A. APPLICATION PROCESS

The application process is the same as for WV WORKS applicants, as found in Section 1.25, with the following special considerations:

**1. Open WV WORKS AGs And Employment Assistance Program (EAP) AGs**

**When a WV WORKS or EAP AG is open before the last working day of June and benefits are issued for July, an SCA voucher for each eligible child is automatically issued to the primary person in the case. Vouchers for these cases are issued during the initial mailing in mid-July.**

**2. WV WORKS Applications Approved During July Of The Current Program Year.**

When a WV WORKS application is approved effective July 1 or after of the current program year and includes a benefit for July, **the SCA benefit must be requested on ACPA in order for vouchers to be issued to** SCA-eligible children included in the AG.

The procedure for voucher issuance is as follows:

- The eligibility begin date must be no later than July 31<sup>st</sup> of the current program year **to request the voucher on ACPA.**
- For **WV WORKS** AG's approved **during** July and for which a voucher has been requested, vouchers are **mailed on the 1<sup>st</sup> working day of the week following confirmation of the benefit.**

SCA vouchers are generated weekly, based on the confirmation date displayed in AGECS.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. After the initial mailing, vouchers are mailed on a weekly basis on the 1<sup>st</sup> working day of the next week.

**3. Applications Approved After Deadline In June And Prior To Last Working Day in June Of The Current Program Year**

For AG's with an eligible child included and approved for WV WORKS between the June RAPIDS deadline and **through the last working day in June**, vouchers will be mailed by mid-July.

## 4. The Benefit

All **eligible** AGs will receive vouchers only and the voucher cannot be returned for **cash. The vouchers must be used at participating retailers.**

AGs with one eligible child receive 2 vouchers, each for one-half of the benefit amount. Households with more than 1 eligible child will receive 1 voucher for each eligible child.

Vouchers are printed with the case name and address, denomination of the voucher and the individual benefit and voucher number assigned by the data system. **Up to 5 vouchers are mailed in each envelope. If the SCA AG includes 6 or more children, additional envelopes are mailed. An instruction sheet and a letter from the Governor accompany the vouchers.** The BCF Office of Finance and Administration is responsible for paying vendors who accept vouchers.

**NOTE:** Foster parents receive 1 check for all children in the foster home. This is handled by the Office of Child and Adult Services and no DFA application is necessary.

**NOTE:** Vouchers must be redeemed by October 31<sup>st</sup> of the program year. See Section 1.4,R,3 for Categorical Eligibility for the Food Stamp Program.

## B. CORRECTIVE ACTION

Corrective action is required in the following circumstances:

- As a result of Departmental error, the client **did not receive the** WV WORKS benefit and no SCA.
- The SCA voucher was not issued due to an incorrect birth date on ANID, relationship code on ANHR, or incorrect coding of school enrollment on ANSE.
- When an SCA eligible child is added to an active WV WORKS AG after SCA vouchers have been issued.
- When the primary person changes after issuance but before the voucher is redeemed.
- **When an eligible child comes under the parental control of another responsible adult that is not a member of the household, before the voucher is received.**

Procedures for issuing vouchers that were not automatically generated or **not issued** because of an incorrect birthdate, relationship code, enrollment status, or when a child enters the household **after SCA issuance** are found in the RAPIDS SCA Desk Guide issued for the current program year at <http://intranet.wvdhhr.org/RAPIDS/>.

When the SCA voucher payee changes after issuance, but before the voucher is redeemed, and the new responsible adult **is not the payee on the voucher**, the Worker may use the SCA Payee Change Form, DFA-SCA-3, to identify the **new payee**. This form is completed by the Worker and sent with the client to the participating retailer. It may also be faxed to the retailer. It grants permission for the merchant to allow a person other than the payee named on the voucher to redeem the voucher.

Another option when the SCA voucher payee changes after issuance but before the voucher is redeemed is to make the new responsible adult the primary person. The original vouchers are returned and cancelled. New vouchers are issued through the auxiliary function in RAPIDS. Information on this procedure is also found in the RAPIDS SCA Desk Guide.

#### C. REPORTS AND ISSUANCE HISTORY

##### 1. SCA Reports

There are 3 reports on MOBIUS which have information about special payments. The information regarding these reports can be found in the RAPIDS SCA Desk Guide.

##### 2. Issuance History

RAPIDS Benefit Issuance History screens are outlined and discussed in the RAPIDS SCA Desk Guide.

#### D. VERIFICATION

All appropriate WV WORKS verification requirements in Chapter 4 apply.

#### E. POTENTIAL RESOURCES

All appropriate WV WORKS requirements in Chapter 5 apply.

## F. NOTIFICATION

Notification is required.

### 1. Approvals

Instructions to the client and the Governor's letter are included with all SCA vouchers **upon approval**.

### 2. Denials

WV WORKS denials result in consideration of eligibility for WVSCA when the response **to the request for** SCA is "y" on ACPA. See Appendix C of this Chapter.

## G. COMMON ELIGIBILITY REQUIREMENTS

All appropriate WV WORKS requirements in Chapter 8 apply.

## H. ELIGIBILITY DETERMINATION GROUPS

The Eligibility Determination Groups are the same as for WV WORKS. See Section 9.21.

## I. INCOME

All WV WORKS income requirements in Chapter 10 apply. **For SCA, income eligibility is based only on the month of July, the program month.**

## J. ASSETS

The asset limit is \$2,000. The WV WORKS asset policy in Chapter 11 applies.

## K. SPECIFIC REQUIREMENTS

### 1. Age And School Attendance

To be eligible for the WV WORKS SCA, the child must meet all of the following criteria.

- Eligible for WV WORKS for July of the current program year.
- Enrolled in WV public or private school. School enrollment includes kindergarten through 12<sup>th</sup> grade, college, and approved home-schooling.

**Specific TANF, WV WORKS, AFDC/U and  
AFDC/U – Related Medicaid Requirements**

**NOTE:** The WV WORKS policy for including 18-year-olds requires that the 18-year-old be enrolled in secondary school, i.e., high school, GED class, vocational training that substitutes for high school, etc. College is not secondary school. Therefore, the following apply:

- An 18-year-old in college is not eligible for the SCA.
- A 17-year-old in college meets the school enrollment requirement.
- An 18-year-old in high school meets the school enrollment requirement.

The following activities are not considered school enrollment: preschool, nursery school, Head Start, GED correspondence or internet courses.

School enrollment for children ages 5 through 15 is presumed by RAPIDS. RAPIDS uses information on ANSE to confirm enrollment for children ages 4 and 16 through 18. Children who have attained the age of 5 by September 1<sup>st</sup> of the current program year are assumed to be enrolled in kindergarten. West Virginia State law also permits 4-year olds who will attain the age of 5 by the last day of the current calendar year to enroll, if approved by the Superintendent. The statement of a parent or other specified relative is sufficient and no other verification is required to document enrollment.

RAPIDS will provide a voucher for any 4-year-old enrolled in kindergarten when ANSE shows an enrollment status of full-time (FU), less than half-time (LH), or half-time (HA).

**NOTE:** A 5-year-old not enrolled in kindergarten is not eligible for the SCA just because RAPIDS presumes enrollment. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions. **ANSE in RAPIDS should indicate these children are not enrolled.**

- Included in the WV WORKS payment as a dependent child.
- An individual who is included in the AG as a caretaker relative is not eligible for SCA, even when he meets the age and enrollment requirements.
- Minimum age requirement is met when the child will be age 5 on or before September 1<sup>st</sup> of the current program year.
- Maximum age requirement is met when the child is not yet age 19 on July 1<sup>st</sup> of the current program year.
- Eligible age range is **6/30/89 through 9/1/03.**

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Specific TANF, WV WORKS, AFDC/U and  
AFDC/U – Related Medicaid Requirements

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**NOTE:** See item M below for instructions on how to return the vouchers when the child is not eligible.

The instruction sheet directs the SCA payee to return the voucher(s) when the child is not enrolled in school, is no longer in the home, or will not be returning to school.

2. Requirements Specific To DCA Recipients

An applicant who is approved for DCA for a time period that includes July is not automatically eligible for SCA. The DCA household must apply for WVSCA and be determined eligible. See Appendix C of this Chapter.

3. Requirements Specific To Withdrawals And Ineligible Cases

To receive WV WORKS SCA, an applicant must apply for, be determined eligible for, and accept a WV WORKS payment.

An applicant determined eligible for WV WORKS who does not want to accept the benefit and meets all WV WORKS requirements, may withdraw his application and apply for WVSCA only.

AGs currently ineligible for WV WORKS because of the third sanction, failure to meet the 24-month work requirement, reaching the 60-month lifetime limit, lump sum payment policy or because of the 45-day quit policy are not automatically sent an SCA voucher. These families must submit an application to be evaluated for and receive the WVSCA, if otherwise eligible.

All WV WORKS withdrawals must be entered in RAPIDS and recorded in CMCC.

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply.

M. OVERPAYMENT OF SCA

When SCA is received in error, it is subject to repayment according to the WV WORKS repayment policy found in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child who is a caretaker relative has received SCA, the overpayment of SCA must be repaid.

Whenever possible, repayment of the overpayment must be accomplished by the return to the local office of the voucher(s) for which the client was not eligible. Vouchers which are returned by the client must be voided and forwarded with an OFA-SCA-1 to BCF Office of Finance and Administration, 350 Capitol Street, Room 730, Charleston, WV 25301. Otherwise, normal repayment procedures apply. The following outlines actions which are taken to recover an overpayment by returning the voucher.

**1. Client Returns All Vouchers**

- **The Financial Clerk gives the client a receipt (R-4) for the vouchers and returns the vouchers to BCF with a completed OFA-SCA-1.**
- **If appropriate, the Worker takes action to correct the case.**
- **Worker records comments in CMCC to document case activity.**

**2. Client Returns A Portion Of The Vouchers**

- **The Worker asks the client to return the number of vouchers to which he was not entitled.**
- **The Financial Clerk issues a receipt (R-4) to the client.**
- **The Financial Clerk attaches a completed form OFA-SCA-1 and forwards the vouchers to BCF.**
- **Worker records information in CMCC to document the return of the voucher(s).**
- **BCF updates the RAPIDS issuance chart.**

**N. VOUCHER REPLACEMENT**

**NOTE:** For corrective procedures for vouchers issued to an incorrect payee see item B of the appendix.

Outlined below are situations in which the WV WORKS SCA vouchers may be replaced. If replaced prior to September 30<sup>th</sup> of the current program year, this may be done in RAPIDS. For replacements after September 30<sup>th</sup>, **the Worker must** contact the RAPIDS Help Desk for instructions.

Situations not addressed below or any situations that arise after October 31<sup>st</sup> **of the current program year** must be sent to DFA Family Support Policy Unit for an evaluation of a replacement on a case-by-case basis.

**1. Undelivered Or Damaged Vouchers**

If a voucher is stolen or lost in the mail, prior to receipt, the same procedures that apply to other special payment warrants are applied. See Section 21.3. The Worker must secure an affidavit of loss, form DFA-SCA-2, from the client and issue the replacement voucher through RAPIDS.

**NOTE:** The voucher cannot be replaced if it is lost or stolen after it is received by the household.

Only the following situations result in a replacement SCA voucher and must be documented in RAPIDS:

- The voucher was not delivered by the USPS.
- A voucher that was incorrectly voided by a vendor may be replaced **after** the client returns the voided voucher to the local office. The local Financial Clerk's office returns it to the BCF Office of Finance and Administration and the Worker requests new vouchers through RAPIDS. **See the SCA RAPIDS Desk Guide.**
- Vouchers completely destroyed in a disaster, such as a house fire or flood, may be replaced if verification of the disaster is provided.
- When the voucher is torn, water damaged, etc., to the extent that a vendor will not accept it, the voucher may be replaced. The remnants of the voucher must be brought to the local office and returned to BCF. The Worker issues the replacement through RAPIDS **following directions in the SCA RAPIDS Desk Guide.**

Instructions on procedures to replace the vouchers are found in the RAPIDS SCA Desk Guide.

**NOTE:** Do not issue the amount to be replaced from Emergency Assistance funds.

## 2. Vouchers Returned To BCF Office of Finance And Administration

Vouchers which cannot be delivered by the postal service are returned to BCF Office of Finance and Administration.

Communication between the state and local offices regarding returned vouchers are detailed in the RAPIDS User Guide, Chapter 4, Returned Benefits: Release/Remail or Cancel.

## 3. Application Denial Is Reversed In A Fair Hearing

When a Hearings Officer rules in a Fair Hearing that the SCA denial was inappropriate, the Worker must issue the vouchers to the applicant.



4. Agency Delay/Error

If an application has not been acted on within the required time limit due to agency delay/error, corrective action must be taken immediately if the applicant is eligible. The Worker must issue the vouchers to the applicant.

5. Destroyed Clothing Purchased With Vouchers

When clothing that has been purchased with vouchers is destroyed, such as in a house fire, replacement vouchers cannot be issued. Instead, Emergency Assistance policy concerning replacement of clothing in Section 19.2 is followed if the AG is otherwise eligible.