

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements****5. Interview Required**

No interview is required when the DFA-WVSC-1 or inROADS is used. When the client is being interviewed for an application or redetermination for another program, form OFS-2 is used.

6. Who Must Be Interviewed

No interview is routinely required, but when an interview is conducted, a specified relative with whom the child lives must participate in the intake interview.

If the child is living with only one specified relative who is unable to participate in the interview, a representative may participate in the intake interview. A written statement, signed by the specified relative, which gives the representative authority to apply on his behalf, is required.

7. Who Must Sign

The specified relative with whom the child lives must sign the DFA-WVSC-1 or the inROADS signature page, or submit an electronic signature.

Only one signature is required.

8. Content Of The Interview

In addition to the requirements outlined in Section 1.2, the following specific requirements apply.

- An applicant for WVSCA only is not required to cooperate with BCSE, but must be made aware of the services and referred, if appropriate.
- An explanation of Categorical Eligibility for Food Stamp benefits must include that, if approved for WVSCA, the AG is Categorically Eligible until the voucher expiration date. See Section 1.4,R,3.

9. Due Date Of Additional Information

The client and the Worker agree on the date by which additional verification must be obtained. This date must be within 30 days of the date of application.

10. Agency Time Limits

As long as the application is made by the last day of July and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA is approved, if the family is otherwise eligible. All applications must be

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processed by August 31st. inROADS will accept applications from July 1st through July 31st and the signature page must be received in the local office no later than the 10th day of August. Receipt of applications should be logged on a central office log and offices should make every effort to complete the applications in the order received. Because SCA vouchers expire October 31st of the current year, every effort should be made to process all applications in a timely manner **within 30 days of the date of application.**

11. Agency Delays

If an application has not been acted upon within the required time limit due to agency error, corrective action must be taken immediately.

12. Payee

The vouchers list the payee as the primary person in the case. This person must be the specified relative with whom the child lives.

13. Beginning Date Of Eligibility

Eligibility is determined for the month of July only. When additional information is required, the applicant must return the requested information within the time limit specified on the request for verification.

RAPIDS generates vouchers in a weekly cycle when eligibility is confirmed. WVSCA AG's confirmed on July 1st are mailed by mid-July. After that, vouchers are mailed on a weekly basis on the first working day of each week.

14. Redetermination Schedule

There is no redetermination schedule for WVSCA.

15. Expedited Processing

There are no requirements for expedited processing. AGs are approved in the order in which eligibility is established. The Worker must follow the customary practice of processing applications as quickly as possible and in the order received.

16. The Benefit

All eligible AGs will receive vouchers only and the voucher cannot be returned for cash assistance.

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

G. COMMON ELIGIBILITY REQUIREMENTS

The WV WORKS requirements in Chapter 8 apply to WVSCA.

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as WV WORKS in Section 9.21.

NOTE: The Caretaker Relative Option form, OFS-WVW-10, is for inclusion in a WV WORKS cash assistance payment only. It is not used for WVSCA.

I. INCOME

The total gross non-excluded income for the AG is compared to 100% FPL. See Chapter 10, Appendix A. There are no deductions from the gross non-excluded income. Income sources are treated according to the WV WORKS policy in Section 10.3. Income is prorated and converted as appropriate to determine a monthly amount as it is for WV WORKS. See Section 10.24,A. If the gross non-excluded income is equal to or greater than 100% FPL, the family is ineligible for WVSCA.

NOTE: No deductions or disregards, including the \$50 child support deduction, are applied.

J. ASSETS

The asset limit is \$2,000. The WV WORKS asset policy in Chapter 11 applies to WVSCA. If countable assets exceed \$2,000, the case is not eligible for WVSCA.

K. SPECIFIC REQUIREMENTS

1. Age and School Attendance

To be eligible for the WVSCA, the child must meet all of the following criteria.

- Meet the eligibility requirements for WV WORKS for July of the current program year.
- Enrolled in public or private school. School enrollment includes Kindergarten through 12th Grade, college, and home-schooling.

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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 course 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 in some counties may be able to attend kindergarten at an earlier age than 5. Children who have attained the age of 5 by September 1st of the current program year are assumed to be enrolled in kindergarten. West Virginia State Law also permits 4-year olds who will attain age 5 by the last day of the 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 issues 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 who is not enrolled in kindergarten is not eligible for the SCA. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions.

- Minimum age requirement is met when the child will be age 5 on or before September 1st of the current program year.
- Maximum age requirement is met when the child is not yet age 19 on July 1st of the current program year.
- Eligible age range is **7/2/89** through 9/01/03.

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