

**24.15 PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES**

The following instructions apply to issuing payments to EIP employers and providers of skills training.

**A. EIP EMPLOYERS**

Employers are reimbursed up to 50% of the client's gross wages. Payments are issued monthly and are based on information from the time sheet, DFA-TS-12.

Payments are made to employers from RAPIDS screen BIRQ.

**B. PROVIDERS OF VOCATIONAL/SKILLS OR LIFE SKILLS TRAINING**

A payment can be made only in response to an invoice from the service provider and payment must be made directly to the vendor. Care must be taken to ensure that the payment limit is not exceeded for any contract. Supervisors must monitor the negotiation of these contracts and the payments made to vendors to determine if problems exist and to take corrective action, as necessary. Payment cannot be made until the Worker verifies that the client has begun participation. This must be recorded on CMIC.

Payment may also be made for life skills training such as, but not limited to: Parenting, family planning, mentoring or truancy problems.

Payments are made to training facilities from RAPIDS screen BIRQ.

## 24.16 CONTINUATION OF SERVICES

Beginning January 2008, Work-Eligible Individuals may choose between 2 employment support options any time WV WORKS cash assistance is closed and the participant reports employment. The closure may be at the client's request or may be due to excess income, but the participant must be employed the required number of hours. See Section A below. When the client accepts employment and the WV WORKS benefit is closed, the Worker advises the client regarding the benefits of each option and the participant chooses the one best suited to the needs of his family. The participant signs the WV WORKS Post-Employment Services Option form, DFA-WVW-15, to document the decision. The Case Manager must note in CMIC which option the individual has chosen. The participant receives 1 copy of the form and another is placed into the case record. This participant's decision is binding for the 6-month period. **Both options may receive bonuses.**

Option 1 – This option is a 6-month continuation of support services and payments any time WV WORKS cash assistance is closed due to employment which meets the requirements outlined below. Services include case management; support service payments; continuation of and payment for activities such as, but not limited to, job search, job readiness, and skills training. Employed former WV WORKS participants must apply to receive continued support service payments.

Option 2 – This option is the West Virginia Employment Assistance Program (EAP). This program enables the employed former WV WORKS recipient to continue to receive the TANF payment he received prior to becoming employed by use of a 100% earned income disregard for the 6-month period. The family must elect to receive the Employment Assistance payment instead of continued support service payments. This payment is entered on RAPIDS screen AFUI as unearned income. See Section 10.3. Participation hours for this employment may be projected for up to 6 months by using either pay stubs or a written statement from the employer. If it is apparent that the hours may vary substantially, the EAP participant must provide a time sheet or pay stubs each month to verify the hours.

**EXAMPLE:** A WV WORKS client reports employment. The income reported is over the program limit so the WV WORKS benefit closes for March. The Worker contacts the client and explains the 2 employment support options and the client chooses the EAP. The Worker mails the DFA-WVW-15 to the client to obtain his signature but the client fails to return the completed form. The client is ineligible to receive either employment support option until the form is returned. In May the client comes in for a **SNAP** review and completes the form and returns it to the Worker. The client is eligible for EAP benefits from May through August since August is the end of the 6-month period that began in March.

When the AG is closed due to imposition of the 3<sup>rd</sup> or subsequent sanction or a reason other than employment, no continued support service payments are issued. Because the participant was not employed at the time the benefits ended, he is not eligible for either employment option even if he later becomes employed during the 6-month period.

The Worker must provide a narrative explanation of the reason the payment is denied, in terms that are easily understood by the client.

**EXAMPLE:** A non-recipient Work-Eligible Individual's family last received a WV WORKS check in January and applies for payment for vehicle repairs in August.

The Worker includes the following statement in the letter: Your last WV WORKS check was for January \_\_\_\_\_. Payments may be made to former WV WORKS recipients for only 6 months after the last check. Since you applied for the payment in August \_\_\_\_\_, you are not eligible to receive this payment. Your eligibility for these payments ended in July.

**EXAMPLE:** A former recipient last received a WV WORKS check 4 months ago. Five months ago his youngest child had his 19<sup>th</sup> birthday. The Worker includes the following statement in the letter: Our records show that Andrew is your youngest child and that he turned 19 on \_\_\_\_\_. Since he is now an adult, you do not meet the requirement of having a dependent child in your home.

Under no circumstances is it correct to give or mail a DFA-WVW-NL-3 to a client without a narrative Worker-composed explanation of the reason for the denial.

The DFA-WVW-NL-3 offers the client the right to a Fair Hearing on this denial and must be mailed or given to the client with a Hearing request form.

**NOTE:** Continued support service payments are made to those who exhaust 60 months receipt of cash assistance if an adult in the household was employed during the 60<sup>th</sup> month of receipt and they otherwise meet the qualifications in this section.

#### **D. EMPLOYMENT ASSISTANCE PROGRAM (EAP)**

The Employment Assistance Program allows the employed former WV WORKS recipient to continue to receive cash assistance benefits through a 100% earned income disregard for the 6-month period following WV WORKS closure.

The Worker must explain that EAP payments count against the 60-month time limit for receiving WV WORKS and the effect of the EAP on other benefits the family may receive. The Worker must note in CMIC this is the option that the individual has chosen, and place the DFA-WVW-15 form in the case record. The family may decide at any time during the 6-consecutive-month period that they no longer wish to receive the EAP payment, but may not chose to receive PL services instead. Once the EAP is discontinued, no additional EAP may be issued unless the individual is found eligible for a new 6-month period. Families

choosing this option are not eligible for support service payments, with the exception of car repairs, during the 6-month period. They may still receive bonuses.

**EXCEPTION:** When a participant's hours are reduced by the employer to below what is required for EAP, the participant may receive PL services for the remainder of his original 6-month period only when the following conditions are met:

- He remains over income for WV WORKS benefits; and
- His hours were reduced through no fault of his own.

**NOTE:** Any participant who is currently enrolled in the PL component for January 2008 cannot move to the EAP for the remainder of his 6-month period. The EAP is only available for closures occurring in January 2008 or after.

1. Projecting Hours Of Participation In The EAP

The hours of participation for participants in the EAP may be projected for up to 6 months. The number of hours projected are based on the 30 days of pay stubs or signed wage statements from the employer. These hours may be used to project the participant's hours for up to the 6-month limit, unless the Worker becomes aware of a change or the participant reports a change in circumstances that requires recalculation. The pay stubs or wage statements must be from the preceding 30-day period and may include hours for which the individual was paid, but did not work, including paid leave and paid holidays. If the wage statements/pay stubs available are not representative of continuing circumstances, the actual hours must be reported each month by using a time sheet, employer's statement, or pay stubs and participation hours are not projected. See Section 10.24,A for WV WORKS budgeting methods.

**EXAMPLE:** Ms. Jones has been receiving WV WORKS for 15 months and obtains employment and requests that her WV WORKS benefits be closed for February. The Worker receives an employer's statement that Ms. Jones is expected to work 30 hours/week at \$6.50/hour. She chooses to receive the EAP and signs the DFA-WVW-15. The Case Manager enters 30 hours weekly on WPSC in the FU component for each of the 6 months that Ms. Jones remains in the EAP. She is also entered into the EA component and her participation hours are also entered in this component. Any car repair payments are issued through the EA component.

## 2. Calculating the EAP Benefit Amount

- Step 1: Add the non-excluded unearned income of the AG and any disqualified person(s). The resulting amount is the countable income.
- Step 2: Determine the maximum WV WORKS benefit amount for the AG size, using Appendix A.
- Step 3: If the amount arrived at in Step 1 equals or exceeds the amount in Step 2, the AG is ineligible. If the amount arrived at in Step 1 is less than the amount in Step 2, the AG is income eligible and the amount from Step 1 is subtracted from the amount in Step 2.
- Step 4: Subtract any repayment amount from the amount remaining. This amount is found on EAWG in RAPIDS. The result is the EAP benefit amount. The Worker must send an e-mail to the Repayment Investigator for his county so that the repayment amount will be credited to the participant's account.

**EXAMPLE:** Mr. Smith was eligible for a WV WORKS payment of \$340, but was receiving a payment of \$306 due to a repayment amount of \$34 shown on EAWG. When calculating his EAP benefit amount, \$34 is subtracted in Step 4 and an e-mail is sent to the Repayment Investigator for that county.

A RAPIDS Work-Around, PRD 40, must be followed when the participant requested to receive EAP payments. This workaround may be found on the RAPIDS website.

**NOTE:** This program is not available to participants who will reach their 60-month time limit within the 6-month period of eligibility.

## E. WORK PROGRAMS CODING

During a 6-month continuation of support services and payments period, individuals are enrolled in Work Programs component PL.

During the 6-consecutive-month period for the EAP the participant must be placed in Work Programs component for full-time unsubsidized employment, FU. See Section 24.6, A. He must also be placed in the EA component for vehicle repair payment processing and tracking purposes.

If the WV WORKS case is reopened prior to the end of this 6-month period, the component code is changed to the appropriate work component.

In a two-parent household, both Work-Eligible Individuals must be placed in the same post-employment option component.

#### F. APPROVAL OF SUPPORT SERVICES PAYMENTS

With the exception of vehicle repair, no support service payments are made to individuals who choose the EAP. Up to the limit of \$1,500 in vehicle repair may be made to individuals who chose the EAP as long as all other requirements in Section 24.14 C,9 are met. The car repair payment, RC, paid through the EA component is a different payment than that used for WV WORKS support payments or PL payments, CR, and is available even when the AG has used the vehicle repair lifetime limit. See Section 24.14,C,9.

**EXAMPLE:** Mr. and Mrs. Smith choose to receive the EAP. They have requested vehicle repair and submitted an estimate for \$500 for tires and an alignment. The Worker checks IQWH for support payment disbursement history for each of their PINs and notes they have previously used their lifetime limit for vehicle repair. Because they have chosen the EAP, they are approved for payment of the \$500 and have an additional \$1,000 available for future vehicle repair needs while in EAP.

EAP support service payments for vehicle repair must be approved by a Family Support Supervisor or a person designated to complete supervisory functions in RAPIDS (back-up Supervisor) using screen BIAP in RAPIDS. All PL support service payments, except transportation, must be approved by a Family Support Supervisor or a person designated to complete supervisory functions in RAPIDS (back-up Supervisor) using screen BIAP in RAPIDS. Supervisors and back-up Supervisors cannot approve support payments which they have entered into the system themselves. A back-up Supervisor may not approve payments entered by a Supervisor. Payments entered by a Supervisor must be approved by another Supervisor. Each Supervisor, back-up Supervisor, or Worker may cancel his own payment requests on RAPIDS screen BICQ. If a Family Support Supervisor must cancel a support payment for a Worker, other than his own, he must use BIAP.