
Application/Redetermination Process

- Child support received by the parent/caretaker or BCSE belongs to the family and is not used to reimburse the Department for the DCA.

NOTE: Child support pass-through is not counted as income in determining DCA.

- The household does not include any member who is serving a WV WORKS sanction, including a check reduction. The entire AG remains ineligible until the sanction period ends. When the reason for the most recent AG closure is imposition of the 3rd or subsequent sanctions, no member of the sanctioned AG may be approved or included in a DCA AG upon reapplication. Once WV WORKS has been approved again and eligibility is lost for a reason other than imposition of another sanction, the AG may be considered for DCA upon reapplication. If an adult or child would be required to be included in a WV WORKS AG, he is required to be included in a DCA AG and cannot be excluded simply to qualify for DCA. This applies even when no member of the applicant AG has previously received a DCA payment.
- The applicant must agree to have the WV WORKS application withdrawn. When a DCA payment is accepted, the recipient AG members and the non-recipient Work-Eligible Individual are ineligible for 3 months, regardless of the DCA amount or the number of months the payment represents. They remain ineligible for 3 months even if they no longer live together. The presence of one adult or emancipated minor who lived in a household that benefited from a DCA in the past 3 months, renders ineligible any new AG the member may join. Ineligibility lasts for the remainder of the 3-month period. The first month of WV WORKS ineligibility is the first month for which the DCA can be considered.

EXAMPLE: A WV WORKS AG is closed due to imposition of the 4th sanction. During the time the AG is closed, the client finds part-time employment and is later offered a better-paying full-time job out of state. He reapplies at the end of his ineligibility period and asks to be considered for a DCA payment to accept the job out of state. Because the benefit stopped due to a sanction, DCA is not appropriate. The AG is approved for an ongoing WV WORKS check. Once he becomes an active recipient, he may be eligible for a support service payment to pay relocation expenses, if he is otherwise eligible for such payment.

Application/Redetermination Process

EXAMPLE: A WV WORKS AG is in the 1st month of a 2nd sanction and requests closure of the case because they are moving out of state. The next month they return to WV, find a job, and reapply for WV WORKS. DCA is not appropriate until the end of the sanction period.

The AG may be approved for an ongoing WV WORKS check with a 2nd sanction applied to it.

d. Method of Issuance

DCA payments are issued by RAPIDS. After conversion to EBT, DCA payments are deposited in the EBT account.

NOTE: Only the monthly WV WORKS benefit may be received by direct deposit.

e. Verification of Temporary Needs

The DCA payment is not limited to only those needs which can be verified. In addition, the amount of the DCA is not limited to only verifiable costs.

When possible, the Worker must verify the need and the amount. However, some anticipated expenses cannot be verified. The Worker is expected to use prudent judgment in determining which needs can be verified and which amounts need verification.

EXAMPLE: An applicant has agreed to accept a DCA payment instead of an ongoing WV WORKS payment. In order to accept an offer of employment, he must move his family to another state. The following needs are identified: car repairs, overnight lodging for the family for the trip, food for the family for the trip, rent in a new dwelling for a month, utility deposits and some specialized tools for the new employment. The Worker verifies that the applicant has a car and has the client obtain an estimate of the repair costs.

He also verifies the cost of the specialized tools for the new employment based on the client's statement that they are necessary. The client does not want his future employer to know that he is receiving help from the Department to accept the job, so the Worker does not contact the employer to confirm the need for the tools. However, he does contact some local employers of the same type to ensure that such tools would be used. Note that, in this case, it is assumed that the client has written verification of his employment. Otherwise, contact with the future employer would be necessary to verify the employment.