

c. Closure Because Client Moves to Another State

When the client moves to another state and his address is known, the Worker must complete the appropriate notification letter for AG closure and send it to the client. For SNAP AG's, see Section 2.2,B for the appropriate action. In addition, for those who receive or previously received WV WORKS benefits, the Worker must include the following statement on the form: "If you want to apply for benefits in (new state), please take this letter with you to show that your West Virginia benefits have been stopped.

You have received _____ months of TANF benefits from West Virginia toward the 60-month lifetime limit. In addition, you received _____ months from the State of _____. This is a total of _____ months received."

d. Closure at Client's Request

The Worker must close the AG when the client requests that such action be taken. The Worker should encourage the client to state the reason he is making the request, but acts on the AG closure even if he does not. Advance notice is required.

e. Medicaid Certificate of Coverage

For any individual in any Medicaid coverage group whose Medicaid benefits stopped on or after July 1, 1996, the Worker must, upon request, complete form DFA-HIP-1, Certificate of Medicaid Coverage.

All individuals in the same AG with the same period of coverage may be included on the same certificate. A separate certificate must be issued for individuals who have different dates of coverage, or when all individuals do not have 18 months of coverage.

C. WV WORKS AND MEDICAID PROCEDURES FOR ADDING NEWBORN CHILDREN

Each CSM is responsible for assigning one person in each of the counties under his supervision to seek out information about newborn children. This individual is responsible for ensuring that information about newborn children is added to the WV WORKS or Medicaid AG and that the information is entered into RAPIDS within 5 work days of the date information is obtained. This individual is also expected to work with medical providers to develop mutually agreeable

procedures for obtaining the necessary information as quickly as possible. The CSM must also have a back-up designee when the contact person is unavailable.

RAPIDS issues the following alerts for expected births:

- 169 - Pregnancy Due This Month
- 110 - Pregnancy Past Due

See Sections 2.4,D,3 and 2.17,D,3.

This process is required only for WV WORKS and Medicaid AG's. See Section 2.2,B for instances in which you must add a newborn child(ren) to a SNAP AG.

D. VOTER REGISTRATION PROCEDURES

A voter registration application and declination form must be provided at any point a client reports a change of address. See Section 1.2,A,4 and Chapter 1, Appendix F, G and H.