

B. DETERMINING THE 6-CONSECUTIVE-MONTH PERIOD

The 6-consecutive-month eligibility period begins the month after the effective month of closure and continues through the end of the 6th month. Case management services must be provided throughout the 6 month continuation of support services or employment assistance period. However, only cases eligible for WV WORKS support service payments or EAP must remain in the WV WORKS caseload.

EXAMPLE: A WV WORKS AG is first closed effective November. The client chooses the Support Service Payment option. He receives support service payments for transportation for December and January. In March, he begins riding with another employee and support service payments for transportation stop. The employee who was providing transportation to the client leaves his job in April and the client has no reliable transportation to get to work. The Worker and the client agree to repairs to the vehicle he drove before he began car-pooling. He receives a support service payment for repairs and begins receiving transportation payments again in late April. In June, his car needs new brakes and he requests help to pay for the repairs. His 6 consecutive months ended on May 31st so his request for payment must be denied. Transportation payments also end in May.

EXAMPLE: An AG is closed effective May 30th due to the receipt of a lump sum payment. At the time of closure, it is determined that the family will remain ineligible for WV WORKS through September. The family has already spent all of the lump sum payment by the end of June. The parents reapply for WV WORKS in June and are denied. In July, the mother and father both begin working part-time. They both request support services in July to help with transportation. Neither is eligible because the family remains in a period of ineligibility due to receipt of the lump sum payment. They ask for assistance again in August and September and remain ineligible for support services. In October, they again request assistance, although their period of WV WORKS ineligibility is over, they are ineligible to receive support payments because they do not meet the eligibility requirements as outlined in Section A.

NOTE: All support service payments for the 6-consecutive-month period must be entered in RAPIDS by the last work day in the 7th month. Payment may be made in the 7th month after post-employment services closure for expenses from the 6th (final) month of post-employment eligibility. Payment may not be made for any expenses from the 7th month.

NOTE: For clients who choose the Employment Assistance option, the EAP payments must be stopped before adverse action in the 6th month so that no payment is issued for the 7th month. Advance notice requirements apply.

C. SUPPORT SERVICE PAYMENTS

Although the client must actually request support services and apply for a support payment prior to the issuance of the payment, it is the Worker's responsibility to insure that the client is aware he is eligible for continued support service payments and inform the client of the services available. The Worker must note in Work Programs comments that the individual has opted to receive support service payments and place the DFA-WVW-15 into the case record. The decision is binding for the 6-month period.

When case management services are provided, the Worker is responsible for identifying or for soliciting from the client his statement of need.

All requests for continued support service payments must be made on application form DFA-SS-2. Multiple payments of the same type of support service require a DFA-SS-2 for each payment. Multiple payments of different types of support services may be requested using one DFA-SS-2 form.

EXCEPTION: Ongoing payments for transportation require completion of an initial DFA-SS-2. Subsequent requests for transportation may be made on a DFA-SS-2 or a DFA-TS-12.

1. Application Form, DFA-SS-2

Form DFA-SS-2 may be completed in a face-to-face interview, mailed, faxed, or left at the front desk to give to the Worker. A supply of these forms must be available to the client without having to see a Worker. It is suggested that a supply of forms be provided to the client to mail in as needed. Any additional information may be obtained by telephone or by mail.

Except for ongoing transportation needs, the Worker is required to talk to the client prior to acting on the DFA-SS-2 to confirm the identity of the person making the request and to discuss the need for the payment. Failure to be available at a pre-determined time for these confirmations does not result in application of a sanction; it results only in denial of the requested payment.

NOTE: Although non-recipient Work-Eligible Individuals are not included in the AG, they are eligible to receive continued support services and payments as long as they meet all other eligibility requirements.

2. Client Notification, DFA-WVW-NL-3

If any support service payment is issued to, or on behalf of the client, the client is sent a notice at the end of that month that identifies all payments made to the client, or on behalf of the client. This letter is automatically generated and sent from the RAPIDS system. (Form WPL2)

However, if payment is denied the client must be notified using form DFA-WVW-NL-3.