

6.1 INTRODUCTION 1

6.2 NOTIFICATION OF ACTION TAKEN ON AN APPLICATION 2

 A. ES-6, NOTICE OF INFORMATION NEEDED; ES-6A, SPENDDOWN EXPLANATION 2

 1. Food Stamp Benefits 2

 2. WV WORKS 3

 3. Medicaid 3

 B. DFA-NL-6, NOTICE OF WITHDRAWAL OF APPLICATION 3

 C. ES-NL-A 3

 1. Approvals 4

 a. Food Stamp Benefits 4

 b. WV WORKS 5

 c. Medicaid 5

 2. Denials 5

 a. Food Stamp Benefits 6

 b. WV WORKS 6

 D. DFA-20 6

 E. ES-FS-15 6

6.3 NOTICE OF ACTION RESULTING FROM A REDETERMINATION OR CASE MAINTENANCE ACTIVITY 7

 A. ES-6, NOTICE OF INFORMATION NEEDED; ES-6A, SPENDDOWN EXPLANATION 7

 1. Case Maintenance For All Programs 7

 2. Food Stamp Redeterminations 7

 3. WV WORKS And Medicaid Redeterminations 8

 B. WHAT CONSTITUTES AN ADVERSE ACTION 8

 C. ES-NL-B 9

 1. An Increase In Benefits 9

 a. Food Stamp Benefits 9

 b. WV WORKS 9

 c. Medicaid 10

Client Notification

2. Adverse Actions Not Requiring Advance Notice..... 10

 a. Food Stamp Benefits 11

 b. WV WORKS 12

 c. Medicaid 12

3. Changes Not Affecting The Benefit Level 12

 a. Food Stamp Benefits Only..... 12

 b. All Programs, Including Food Stamp Benefits 13

D. ES-NL-C..... 13

 1. Situations Requiring Advance Notice 14

 2. Timing Of Worker Action 14

 a. Beginning and Ending of the Advance Notice Period 14

 b. Date Adverse Action May be Taken 14

E. OFS-WVW-NL-1 17

F. DFA-FH-1, PRE-HEARING CONFERENCE AND/OR FAIR HEARING
REQUEST FORM 17

G. DFA-10, APPOINTMENT LETTER 18

6.4 COMPUTATION FORMS 19

A. OFS-NL-FS-1, FOOD STAMP COMPUTATIONS 19

B. ES-NL-MN-1, AFDC-RELATED MEDICAID COMPUTATIONS 19

C. IM-SSIR-1, SSI-RELATED MEDICAID COMPUTATIONS AND DEEMING
FORMS: IM-SSIR-1A, IM-SSIR-1B, IM-SSIR-1C 19

D. IM-WVW-1, WV WORKS COMPUTATIONS..... 20

E. IM-NL-AC-1, ASSET COMPUTATIONS 20

F. WV WORKS REPAYMENT COMPUTATIONS 20

G. ES-NL-QMB-1, QMB, SLIMB AND QI-1 COMPUTATIONS 20

H. IM-NL-QC-1, QUALIFIED CHILD COMPUTATIONS 21

APPENDIX A LEGAL AID OF WV REGIONAL DIRECTORY A-1

APPENDIX B RAPIDS NOTIFICATION FORMS B-1