

1.3 APPLICATION FORMS

The forms listed below are used to make an application for SNAP, WV WORKS and Medicaid Programs. Within the Medicaid Program, some coverage groups use special forms. No Program-specific instructions for completion or usage are described here. Refer to application procedures under each Program and coverage group.

A. DFA-2 and inROADS

The DFA-2 and the inROADS application serve these purposes:

- It is used for gathering client information. This data is used to determine eligibility and the need for other services offered by the Department.
- It is a fact sheet containing relevant information about the AG and other members of the household who are not included in the benefit.
- It serves as a legal document and may be used in any court case.

NOTE: See the inROADS User Guide.

1. DFA-2 Generated by RAPIDS

The DFA-2 is generated by RAPIDS after completion of the interactive interview and is the primary application form. Since this form is used for all 3 major Programs, denial of an application for one Program may lead to approval for another.

NOTE: When the applicant has completed the interactive interview, and there is a technical failure that prevents printing the DFA-2, Form DFA-5 must be signed by the applicant, attached and filed in the case record with the subsequently printed DFA-2. The DFA-RR-1 must also be completed and signed. He must not be required to return to the office to sign the DFA-2 when an DFA-5 has been signed.

NOTE: Even though Poverty-Level pregnant women and children, WV CHIP, QC, QMB, SLIMB, and QI-1 have separate application forms, these special forms need not be completed if a DFA-2 is completed for another Program or coverage group. However, when the client is only interested in applying for one of these programs, that special application is used as found below.

2. DFA-2 Shelf Document

When circumstances do not permit completion of the application process in RAPIDS, the DFA-2 shelf document is used to make an application for most DFA Programs.

B. DFA-RR-1

The DFA-RR-1 is required each time a DFA-2 or DFA-5 is completed. The client must read, or have read to him, all the statements preceding his signature before signing the form. He must also indicate his understanding of, or agreement with, each statement by checking the appropriate block beside the statement.

The Worker must provide any explanation and information the client needs to understand the statements. After completing all applicable sections, the client signs the form in the presence of the Worker. Failure to sign the form results in ineligibility.

NOTE: When a client checks “no” to an item, it does not result in immediate ineligibility. The client has to actually fail to comply with the requirement in order to result in ineligibility.

EXAMPLE: The client applying for SNAP benefits checks “no” to the statement concerning the requirement to cooperate with Quality Assurance. The AG is eligible and benefits are approved. QA selects the case for review in the second month. The client refuses to cooperate and, only then, is notice of closure sent.

NOTE: In all situations where case information is released to another organization or agency, the information must have form OFS-CI-1 attached to it.

NOTE: The rights and responsibilities are included with the inROADS application.

C. DFA-QSQ-1

The DFA-QSQ-1 is used for QMB, SLIMB and QI-1 applications only. The form is self-explanatory. No DFA-RR-1 is required. **When Low Income Subsidy (LIS) files are received from SSA, applicants who are not current Medicare Premium Assistance (MPA) recipients are issued a DFA-QSQ-1 through RAPIDS.** The inROADS application is also used for these coverage groups.

D. WV-KIDS-1

The WV-KIDS-1 is used for Poverty-Level Pregnant Women, Poverty-Level Children, QC and WV CHIP. No DFA-RR-1 is required. The inROADS application is also used for these coverage groups and programs.