

- When an assistance group becomes ineligible due to failure of a parent or caretaker, without good cause, to meet the 24-month work requirement, the beginning date of eligibility cannot be any earlier than the first day on which he participates in an activity which meets the 24-month work requirement.

If the non-parent caretaker is no longer in a 12-month period for which he chose to be included, eligibility for the otherwise eligible child(ren) may begin as soon as the 12-month period ends, so long as the caretaker chooses exclusion from the assistance group.

NOTE: When a non-parent caretaker's 12-month period for which he opted inclusion ends, he may again receive WV WORKS for the otherwise eligible child(ren), even when not meeting the 24-month work requirement, as long as he chooses to be excluded from the AG. If he reapplies during the 12-month period for which he chose inclusion, or after the 12-month period ends and he again chooses to be included, he must meet the 24-month work requirement to receive WV WORKS for the child(ren).

- If the AG or non-recipient Work-Eligible Individual is serving a WV WORKS 3rd or subsequent sanction, the beginning date of eligibility is the day after the sanction period ends. See Section 13.9,A.

EXAMPLE: Mr. Nelson is placed in a WV WORKS 3rd sanction, effective 2/1/07. The reason for the sanction was his failure to participate in an assigned activity. He reapplies for WV WORKS 5/2/07. His beginning date of eligibility for WV WORKS, if otherwise eligible, is 5/2/07 and is not contingent on his participation in an activity.

Because eligibility for WV WORKS has no bearing on Medicaid eligibility, the beginning date of Medicaid eligibility must be determined according to the coverage group(s), if any, under which WV WORKS recipients receive Medicaid. See Sections 1.6 through 1.22.

N. REDETERMINATION SCHEDULE

Cases are normally redetermined annually. The redetermination schedule is set automatically by the data system, unless the Worker and Supervisor agree that a redetermination must be completed earlier. When a case is reopened without a **DFA-2** the Worker must ensure that the client continues in the same redetermination cycle.

Cases may be redetermined more frequently at the discretion of the Worker and Supervisor when any of the following occur:

- There are persons in the AG or IG who frequently change jobs or work intermittently.

- QA has found a client error in the case.
 - The composition of the AG or Income Group has frequently changed and is likely to continue to change.
 - A substantial change is expected.
 - The household reports expenses exceeding its income.
 - RAPIDS schedules a redetermination due to receipt of another benefit, such as SNAP benefits, under the same case number.
- O. EXPEDITED PROCESSING
- There are no requirements for expedited processing. Cases are approved in the order in which eligibility is established.
- P. CLIENT NOTIFICATION
- See Chapters 6 and the RAPIDS User Guide.
- Q. DATA SYSTEM ACTION
- Data system action is required to complete the application process. All applications, whether approved, denied or withdrawn, must be entered in RAPIDS.
- R. REDETERMINATION VARIATIONS
- The redetermination process is the same as the application process with the following exceptions.
1. Redetermination List
- RAPIDS selects cases due for redetermination on the Friday which falls between the 8th and 14th of the month prior to the month the redetermination is due. The redetermination list is displayed on the Worker's alert screen.
2. Scheduling Interviews
- Use the DFA-10 or the RAPIDS letter CSLC or CSLD to notify the client of the appointment.

There are 2 parts to the form and each serves a different purpose. Refusal or other failure, without good cause, to sign either part of the form results in ineligibility for the entire AG.

Completion and signature of both parts of the form are required prior to approving the WV WORKS AG. However, when the client reapplies for benefits within 3 months of the last day of the effective month of closure, no new PRC is required. Instead, the client must sign the existing PRC again and put the date of his signature.

EXAMPLE: An AG is closed on April 10th. The last day of the effective month of closure is April 30th. If he reapplies on or before July 31st, no new PRC is required.

Failure, without good cause, to adhere to the responsibilities or any tasks listed on the PRC after signature, results in imposition of a sanction against the AG. No sanction may be imposed for failing to adhere to any provision that is not specifically addressed on the PRC at the time the failure occurred. See Section 13.9 for information about sanctions.

The initial PRC **may either** be completed on a paper form, **or in eRAPIDS**. Once approved, current PRC information must be maintained in **eRAPIDS**. When changes are made to the PRC on a paper form, such as during a home or work site visit, the **eRAPIDS** information must then be updated as soon as possible.

Each part of the form is discussed separately below.

NOTE: A separate PRC is completed for each adult and emancipated minor in a WV WORKS AG, and any non-recipient Work-Eligible Individuals in the household.

1. PRC - Part 1

Part 1 of the PRC is the same for all WV WORKS participants. It states the purpose of the WV WORKS Program and lists the participant's rights and responsibilities. Each adult and emancipated minor AG member and non-recipient Work-Eligible Individual must sign Part 1 of his own PRC. In addition, the Worker must sign the form as the Department's representative. The participant's signature indicates that he understands and accepts the responsibility inherent in the Program. The Worker's signature indicates that he has explained the participant's rights and responsibilities and the Department's responsibilities to the participant. It also indicates that the Worker has addressed all of the participant's questions and concerns before requesting him to sign it.

Some of the items listed on the PRC duplicate information on the DFA-2. However, the signature on the DFA-2 does not substitute for the signature on the PRC and vice versa.

2. PRC - Part 2

Part 2 of the PRC is specific to each participant and is the Self-Sufficiency Plan. It lists the goals, as well as the tasks necessary to accomplish the goals, including specific appointments, assignments and activities for the adult/emancipated minor. In addition, Part 2 identifies the circumstances which impede attainment of the established goals and specifies the services needed to overcome the impediments. The services listed on the form may be Support Service Payments or any other type of service provided to the client or to which he has been referred. When there are no support services available at the time to appropriately address the barrier, the Worker must note this on the form and periodically review the availability of needed services.

The participant and Worker must sign and date the initial Self-Sufficiency Plan and each change or addition when they occur. The signatures indicate their agreement to the initial Self-Sufficiency Plan and subsequent changes.

The Self-Sufficiency Plan is a negotiated contract between the Department and the WV WORKS participant. Even though it must be completed prior to approval of the case, it is a working document and revisions are made when either the participant or the Worker believes it necessary. Frequent changes are expected as the participant progresses toward his goal.

There are 4 additional considerations for the Worker during the negotiation of the Self-Sufficiency Plan, as follows.

a. Initial Self-Sufficiency Plan (SSP)

A full assessment of the family situation is required to complete a valid, long-term Self-Sufficiency Plan (SSP). To prevent a delay in the receipt of benefits to the client, an initial SSP must be completed prior to approval of the AG. It is understood that the initial SSP will not be as comprehensive as subsequent plans.

Prior to completion of the initial Plan, the Worker must explore the following with the participant, at a minimum:

- Does the participant state a disability of any kind? The Worker must code Work Programs with the AD component when the participant has a documented disability.