

Any initial doctor's statement that indicates the client is disabled longer than six months must result in a referral to MRT. If the Worker receives a medical statement indicating the client is disabled six months or less, an MRT referral must be made if the client is still claiming he is disabled at the time the statement expires. Staff must not wait until 24 months to refer an individual to MRT. This should be done any time the client claims a disability lasting longer than six months from the application date forward.

NOTE: WV WORKS participants who have a documented disability must be placed in the AD component in Work Programs in addition to other component codes.

A face-to-face evaluation or Supervisor/Worker meeting to review the case must be completed during the 24th or 25th month of receipt of WV WORKS following the same procedure as the 12-month evaluation.

NOTE: If the requirements in Section 13.9,B regarding submitting a MRT application are not met by this time, it must be completed as necessary during the 24 month evaluation.

Another face-to-face evaluation or Supervisor/Worker meeting to review the case must be completed after the client has received WV WORKS for 36 months.

This evaluation must occur during the 36th or 37th month of WV WORKS receipt. It will serve the same purpose and follow the same pattern as the 12- and 24-month evaluation. The 36-month meeting must also include the CSM or his designee.

An additional face-to-face evaluation or Supervisor/Worker meeting to review the case must be completed after the client has received WV WORKS for 48 months. This evaluation must occur during the 48th or 49th month of receipt. It follows the same pattern as the 36-month evaluation.

When an AG is receiving EAP, the 12/24/36/48 month evaluation may be combined with the Job Retention follow-up meeting.

When an AG is closed prior to the 12, 24, 36 or 48th month and reapplies in the month an evaluation would normally be due, the evaluation is not completed prior to approval. Instead, the AG will be evaluated at the next scheduled interval that is 3 or more months in the future. This also applies when the AG is closed in the 12, 24, 36 or 48th month before the evaluation takes place. The Supervisor may decide on a case-by-case basis that the evaluation that is due in the month of application or within 3 months of that date needs to be completed.

NOTE: When a parent included in the AG resides with a non-recipient Work-Eligible Individual, both must attend the 12, 24, 36, and 48th month evaluation meetings.

EXAMPLE: An AG is closed effective August when the father finds full-time employment. He gets laid off at the end of September and reapplies for WV WORKS in October. The AG is due for a 24-month evaluation in October, but it is postponed until the 48th month because it is the next evaluation interval that is 3 or more months ahead.

EXAMPLE: An AG is due for its 48-month evaluation in November 2003, but the AG is closed effective November before the evaluation takes place. The AG reapplies in February 2004. The Worker does not back up and complete the missed 48-month evaluation. Instead the 55th month case review is the next required contact.

It is the decision of the WV WORKS Supervisor after a formal consultation with the WV WORKS Case Manager about whether or not a face-to-face meeting is required at the 12/24/36/48 month self-sufficiency evaluation point. At its discretion, the local office may choose to include the CSM in any decision about a face-to-face meeting. At a minimum, the Supervisor and Case Manager must meet and review the case, discuss the client's progress, barriers, other issues affecting the family's self-sufficiency, make necessary recommendations, and arrange appropriate referrals to other agencies and services as needed. The Worker must arrange an office visit or home visit with the client if the assessment and/or PRC forms need to be updated as a result of the 12/24/36/48 month evaluation meeting with the Supervisor. A full case recording must be made in comments with details of the face-to-face meeting or Supervisor/Worker consultation and recommendations from these 12/24/36/48 month evaluation.

K. VISION AND/OR DENTAL SERVICES

Providing dental and vision services are a cooperative effort between the WV WORKS Program and the Office of Maternal, Child and Family Health (OMCFH).

The WV WORKS staff's responsibility is limited to completion of form DFA-R-1 to refer Work-Eligible Individuals to OMCFH, to certify that the client is eligible to receive vision and/or dental services, and to explain to the client the importance of keeping his scheduled appointments and the deadline for obtaining services.

Referrals for both dental and vision services are made on a single form, the DFA-R-1, Pre-Employment Services Project Referral. The distribution of the color copies is shown on the bottom of the form. The Worker must insure that the bottom copy of the NCR form is legible when the form is completed. If it is not, the Worker must write over the information on the bottom copy and file it in the case record.

The referral for vision/dental services is time-limited. Services must be completed within one year of the referral date shown on the DFA-R-1. The Worker must enter the date (mm/dd/yy) on the form at the time the referral is made. Distribution of copies of the form in a timely manner is crucial.