1. Who Is Required To Complete The DFA-AP-1

The DFA-AP-1 must be completed for:

NOTE: When a major parent, minor parent and the minor's child are included in the AG, the major parent is required to sign the DFA-AP-1 to assign support rights of the minor's child to the State.

a. Applicants

(1) AFDC Medicaid and AFDC-Related Medicaid

The DFA-AP-1 must be completed when a child has a parent(s) **who is absent due to death, desertion, divorce or paternity not established** and the specified relative is included in the AG. This applies regardless of the Medicaid coverage group in which the child(ren) is included.

(2) WV WORKS

The DFA-AP-1 must be completed when there is at least one child included in the AG who has an absent parent(s). This includes children who receive SSI and are included in the WV WORKS AG.

b. Recipients

The DFA-AP-1 must be completed for active cases as follows:

(1) AFDC Medicaid and AFDC-Related Medicaid

At redetermination, a DFA-AP-1 is only completed when a change in circumstances is reported that requires a referral to BCSE for reasons including, but not limited to the following:

- When the specified relative is in the AG; and

- **When a** child **with an absent** parent(s) due to death, desertion, divorce or paternity not established **is added to the AG. This applies regardless of the Medicaid coverage group in which the child(ren) is included;** or

- **When a child with a previously absent parent(s) is in an AG and the parent(s) is added; or**

- **When a sanctioned specified relative cooperates with BCSE and no previously signed a DFA-AP-1 exists; or**

- **A member of the AG voluntary requests a referral to BCSE and has not previously signed a DFA-AP-1.**

    (2)   WV WORKS

- When a child is in an AG with no parent and a parent is then added, that parent must sign.

- When a child who has an absent parent, including a child who receives SSI, is added to the AG.

2.   Instructions For Completion:

- Complete in triplicate.

- Enter the case name and case number in the indicated spaces on the form.

- Enter a check mark in the block beside each paragraph number to indicate that the client understands the information.

- The specified relative must sign the form. If the parent is also in the home, he must sign the form.

- The Worker and client must sign all copies.

- Distribute copies to the client and BCSE Child Support Specialist, and file one in the case record. If no referral is made, the extra copy is filed in the case record.

3.   Procedure When The Client Refuses To Sign

When the client refuses to sign the DFA-AP-1, the action taken depends upon the reason for the refusal. When the client indicates that he will not sign the DFA-AP-1 and, in doing so, indicates that he will not cooperate with BCSE, the Worker must determine if good cause exists for the

refusal. If good cause does exist, no BCSE action is required or taken and no penalty is applied to the client. If good cause does not exist, the Medicaid or WV WORKS case is referred to BCSE and the penalty described in item H below is applied. The Worker must record in RAPIDS the circumstances involved in the determination of good cause.

When the client indicates that he will not sign the DFA-AP-1, but indicates that he will cooperate with BCSE after referral, the Medicaid or WV WORKS case is referred to BCSE and no penalty is applied. The Worker must record in RAPIDS that the content and purpose of the form were explained to the client, that he refused to sign, the reason given for the refusal, that the client has indicated that he will cooperate with BCSE after the referral. The Worker must provide the client with an unsigned copy of the DFA-AP-1 and this must also be recorded in RAPIDS.

NOTE: There are some circumstances under which a letter is automatically generated to the absent parent(s) from the BCSE data