

- Support service payments may not be made for ongoing living expenses, such as rent/mortgage and utilities. This includes the cost of installing new utilities and telephone hook-ups.

EXCEPTION: Pre-paid phone cards may only be purchased to enable the client to make activity-related calls when the client has no home telephone.

- The BA-67 form must be used when guaranteeing or promising payment for support services such as clothing, payment of rent for relocation, etc. The procedures outlined by the BCF Office of Finance and Administration for issuing and tracking the BA-67 must be followed.



EXCEPTION: The BA-67 form is not required when there is a contract for payment signed by a vendor such as EIP, ESP, or Training Contract.

- When a request for a support service payment has been made, but no payment is issued, the Worker must notify the client of the denial using form DFA-WVW-NL-2. The Worker must provide a narrative explanation of the reason the payment is denied in terms that are easily understood by the client. The action must be recorded in Work Programs comments.

Under no circumstances is it correct to give or mail a DFA-WVW-NL-2 to a client without a Worker-composed explanation of the reason for the denial.

The DFA-WVW-NL-2 offers the client the right to a Fair Hearing on this denial and must be mailed or given to the client with a Hearing request form.



Payment may be made for **collateral expenses** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 \$250/12 month period
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	

2. Clothing

Clothing may be authorized for a verified offer of employment, or to attend short-term training that is expected to lead directly to employment. This expense includes uniforms or work clothing, including shoes or boots, but may include dress clothing when the client accepts a job that requires it. Payments may be made incrementally, as long as the maximum amount is not exceeded. Lay-away payments for clothing must not be made under any circumstances.



Payment may be made for **clothing** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	\$1,000/Lifetime
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	Payment limited to approved training, when uniforms or special clothing are required or clothing appropriate for a job interview.
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	

3. Tools And/Or Equipment



Tools and equipment may be purchased when there is a verified offer of employment, the need for the tools has been verified by the employer and the employer does not furnish them. The purchase of tools may also be authorized for specialized training activities. Verification of the cost must be provided.

Payment may be made for ***tools and equipment*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 \$1,000 Lifetime 
Continued Support Services/Job Retention	PL	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Skills Training Related to Employment	JT	
Other Agency's OJTs	OJ	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	



4. Drivers/Chauffeurs License

Payment may be made for ***drivers and/or chauffeurs license*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	\$60/Lifetime
Job Search and Job Readiness	JR	<p>Payment for WV drivers license and/or chauffeurs license.</p> <p>Payment must not be made from this category for the test required due to traffic violations or for classes required for DUI convictions.</p> 
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	

5. Commercial Drivers License (CDL)



Payment may be made for a **CDL** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Continued Support Services/Job Retention	PL	 \$200/Lifetime Payment must not be made for the test required due to traffic violations or for classes required for DUI convictions. See Item 11 below for DUI-related expenses. 
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Skills Training Related to Employment	JT	
Other Agency's OJTs	OJ	
Vocational Educational Training	VT	

6. Professional License

A professional license may be paid for when required to work in a specific occupation. The client must have a job offer, or the Worker must be reasonably certain that the client can obtain employment after obtaining the license.

Payment may be made for a ***professional license*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 \$500/Lifetime Payment limited to the cost of the license when not included in the cost of the course and obtaining the license is part of the course completion. 
Continued Support Services/Job Retention	PL	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Vocational Educational Training	VT	



8. Transportation

- Payments are made to a client who is beginning to participate in an activity to assure that transportation is not a barrier. A prepayment for travel requires an estimate of the daily mileage for two weeks.
- Transportation payments may be authorized only if expenses have been incurred or are reasonably expected to be incurred.
- Payments made for private transportation are intended to cover more than the cost of fuel. Daily payments for travel include a portion of the following expenses: fuel, insurance, vehicle maintenance, minor repairs and parking.
- General limitations, in addition to those in item B above, are as follows. Limitations specific to an activity are shown in the chart below.
- Clients who must travel one mile or less to their place of employment or other participation site are not eligible for payment. In making this determination, consideration must be given to the distance traveled to deliver children to day care.
- Those who ride school buses or other conveyances without cost are not eligible for transportation payments for the days such conveyances are used.
- Those who use public transportation are reimbursed for the actual cost of the service.
- When clients share private transportation, only the owner of the vehicle is entitled to a payment. However, if the owner of the vehicle charges the other passengers, the passengers may be reimbursed for their charges. Members of the owner's AG may not be reimbursed when traveling in the same vehicle.
- **A BA-67 is not required for transportation payments made to a vendor.**
- Those who use a private vehicle are reimbursed as follows:

2 - 20 miles/day	\$12.00/day
21- 40 miles/day	\$15.00/day
41 + miles/day	\$18.00/day

WV WORKS Activities and Requirements

Payments may be made for **transportation** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 Payments may not exceed \$450/month
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	Payment is limited to those who are required to attend assessment testing and/or WV WORKS Orientation and payment is limited to two days during any calendar month.
	PD	

9. Vehicle Repair

Payment may be made for **vehicle repair** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	<p style="text-align: center;">↓</p> <p style="text-align: center;">\$2,000/Lifetime/AG</p> <p>Funds must not be used to purchase a vehicle.</p> <p>May be used for state inspection stickers and license plates.</p> <p>The vehicle to be repaired must be titled or leased in the name of a Work-Eligible adult included in the household. The vehicle may be jointly owned as long as a Work-Eligible adult in the household is one of the joint owners.</p> <p>May be used to pay for driver's education for those without a driver's license.</p> <p>Any support service payment plus other available resources for repairs must make the vehicle roadworthy. Insurance is not paid under this category.</p> <p style="text-align: center;">↑</p>
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	
Employment Assistance Program	EA	<p style="text-align: center;">Additional \$2,000/Lifetime/AG</p> <p>May be paid for participants who choose this post-employment option. All other limitations in this section apply.</p>
For this components use support payment code RC in RAPIDS.		

10. Vehicle Insurance

The vehicle for which insurance is paid must be titled or leased in the name of a Work-Eligible Individual. The vehicle may be jointly owned as long as a Work-Eligible adult in the household is one of the joint owners.

Each insurance payment made on behalf of a client to a vendor or to reimburse a client for a payment that has been made is limited to:

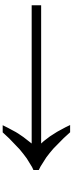

- State minimum liability;
- Uninsured motorist; and
- Underinsured motorist coverage.

Each payment to a vendor is limited to a 3 month coverage increment and must list the State as the payee. Any additional insurance coverage requested by the client must be paid by the client and only reimbursed when there is a lien on the vehicle and the client provides verification that the bank requires additional coverage.

NOTE: Current State minimum liability is 20/40/10. The first number is bodily injury liability maximum for one person injured in an accident. The second number is bodily injury liability maximum for all injuries in one accident. The third number is property damage liability maximum for one accident.

A BA-67 is not required for vehicle insurance payments made to a vendor.

Payment may be made for **vehicle insurance** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	

11. DUI Offenses

Payment may be made for costs related to reinstatement of drivers licenses which have been revoked due to substance abuse. Allowable expenses include, but are not limited to: DUI classes, licenses reinstatement fee, new licenses, ignition interlock systems. Expenses that may not be paid are: fines, test for drug/alcohol use, treatment programs, any other medical cost.



Payment may be made for ***DUI-Related expenses*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	↓
Community Service Programs	CS	\$500/Lifetime
Continued Support Services/Job Retention	PL	The client must be enrolled in and attending a substance abuse treatment program conducted by a certified treatment specialist. However, treatment cannot be paid.
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	See opening paragraph for the kinds of costs that may and may not be paid.
Job Search and Job Readiness	JR	Payment limited to costs related to 1 offense only. All paid costs must be related to the same offense.
Job Skills Training Related to Employment	JT	Payment for Ignition Interlock is limited to the initial DMV fee and 3 months of service.
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	↑
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	

12. GED Or High School Diploma Achievement Bonus



Any Work-Eligible Individual in an active WV WORKS case or PL component who passes the GED examination, graduates from ABE class or obtains his high school diploma is eligible for an achievement bonus.

Payment may be made for the *GED, or High School Diploma Achievement Bonus* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
<p>Applies to any active WV WORKS recipient who obtains a GED or high school diploma.</p>	<p>AB, CC, CS, CW, EA, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, VT, WE</p>	<div style="text-align: center;">  \$500/Lifetime </div> <p>This is a one-time only payment. Payment may be made only to those active recipients without a high school diploma or equivalent, who pass the GED examination or obtains a high school diploma. It is not necessary to wait until the GED diploma is issued.</p> <p>Parents who are under age 18 and unemancipated at the time the GED exam is passed or the high school diploma is received are not eligible for this bonus, since they must attend school in order to remain eligible.</p> <p>The amount of \$500 must be paid.</p> <div style="text-align: center;">  </div>

15. Participation Achievement Bonus

Payment may be made for participation achievement bonus as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Community Service Programs	CS	 <p>Payments may not exceed \$50/month per PIN</p> <p>Participant may use Holiday or Excused Absence Hours to meet minimum participation hours for receipt of this bonus. In a 2-parent household where both parents are participating to meet the minimum requirement, each parent may receive the bonus. Refer to Section 24.3,A for minimum participation requirements.</p>
CWEP	CW	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Full- or Part-time	FU, PU	
Job Search and Job Readiness	JR	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Vocational Educational Training	VT	

16. Emergency American Recovery and Reinvestment Act (ARRA) of 2009 Stimulus Payment

The Emergency ARRA Stimulus Payment is intended to cover any emergency need. Multiple payments may be issued under this category. Payments issued to the individual require a receipt before any further support service payments may be issued. Recipient must not be in a current sanction for non-compliance to receive assistance from this payment. Recipient must not be eligible for any other community or Department benefit that would cover the specific item(s) of need. Items covered under this payment include:

a. Rent/Mortgage Payment and/or Deposit

Recipient must have a pending eviction or foreclosure. Payment may be used for a new residence when applicant is homeless or landlord will not accept payment to eliminate the emergency.

b. Utility Disconnects and/or Deposits

Gas, electric, water, and sewage are Public Service Commission (PSC) regulated utilities. Bulk fuels such as bottled gas, fuel oil, coal, and wood are non-PSC regulated.

c. Household Supplies or Furnishings

Payment may include, but is not limited to, items such as furniture, bedding, fire escape stairs, eating and cooking utensils, towels and linens, or an appliance. Appliances are limited to: washer, dryer, hot water tank, refrigerator or stove and must not be provided to renters when landlord is responsible. A home visit may be required to verify need.

Payment may be made for the *Emergency ARRA Stimulus Payment* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Applies to any active WV WORKS recipient in component listed.	AB, CC, CS, CW, EA, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, TV, VT, WE	<div data-bbox="1252 485 1300 600" style="text-align: center;">↓</div> <div data-bbox="1195 632 1357 667" style="text-align: center;">\$3000 / AG</div> <div data-bbox="1062 743 1495 852">Rent/Mortgage - 3 months equivalent rent or mortgage payment</div> <div data-bbox="1062 890 1495 1073">Utility Disconnects - amount needed to eliminate emergency for PSC regulated utilities; 60-day amount for non-PSC regulated utilities.</div> <div data-bbox="1062 1110 1495 1182">Household Supplies - \$750 per household</div> <div data-bbox="1240 1268 1312 1440" style="text-align: center;">↑</div>

D. CORRECTING THE SUPPORT SERVICE CHECK AMOUNT

When the Worker discovers that a support service payment has been requested for less than was intended, an additional payment for the difference is requested in RAPIDS.

E. SUPPORT SERVICE CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE

For any support service check returned to the local office, the Worker must complete an ES-14, attach the check and mail both to the Accounts Receivable, Office of Accounting. The Unit disposes of the check according to the instructions on the ES-14.

F. SUPPORT SERVICE CHECK AND BA-67 REPLACEMENT PROCEDURES

See Section 21.3 for instructions.

G. RECOUPMENT OF SUPPORT SERVICE PAYMENTS

Recoupment of support service overpayments is accomplished by adjusting subsequent support service payments. When adjusting subsequent payments is not possible, the Worker must contact the client to request repayment. If the payment is returned, it is sent to the Accounts Receivable, Office of Accounting, Building 3, Room 413, with an ES-14. The Worker must identify the returned payments by indicating "Work Support" in the upper right corner. Do not include an account number for deposit of the funds.

When a Worker discovers a client has received an improper cash refund of support service monies instead of goods or services, the amount of the refund will be considered an overpayment of support services and must be recouped.