APPENDIX C

2010 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)

A. APPLICATION PROCESS

An Application for West Virginia School Clothing Allowance, form DFA-WVSC-1, will be mailed to families with school-age children who received WVSCA in the previous program year and who are included in an active SNAP or Medicaid AG in June of the current program year. Active SNAP AGs who have indicated "Yes" to the question "Does your household choose to be evaluated for automatic issuance of SCA should you be determined eligible?" on RAPIDS screen ASEQ by **deadline for the current program year** will not be mailed WVSCA application forms **and will be included in the automatic issuance** unless there is a child in the case who is less than 5 or older than 15. If there is a child of this age in the case, they will be skipped in the automatic issuance and sent a DFA-WVSC-1 during the regular mass mailing. SNAP AGs confirmed on or after **the ASEQ deadline for the current program year** must complete a DFA-WVSC-1, DFA-2, or use inROADS to apply for WVSCA.

1. Application Forms

The Application/Redetermination form, DFA-2, or the Application for West Virginia School Clothing Allowance, DFA-WVSC-1, is used. When a DFA-2 is used, a DFA-WVSC-1 is not required. A DFA-2 may only be required when application is made for another benefit at the same time. Applicants may also use inROADS to apply over the internet at www.wvinroads.org.

a. inROADS Application Submitted Without an Electronic Signature

When the inROADS application is submitted online, a RAPIDS Request For Assistance (RFA) date is established. The inROADS RFA must be selected from INBX and the client registration process completed, leaving the filing date blank. This establishes the RAPIDS RFA date. The applicant has until July 31st, or 10 days from the RFA date, whichever is later, to submit a signed signature page. RAPIDS tracks this period. If the signature page is not received in the local office within the required time limit, RAPIDS automatically withdraws the application. No further action is required by the Worker to process the inROADS application.

b. inROADS Application Submitted With an Electronic Signature

Applicants who receive their applications through the mass mailing completed in mid-June may use the information accompanying the application to electronically sign the application. These individuals are not required to submit a signature page.

2. Requests For Applications

The Department responds to requests for applications to be mailed to potential applicants and accepts applications submitted by mail. If an individual requests the application by telephone, the application is mailed on the date of the telephone call. If the individual requests the application by letter, an application form is mailed on the day the request for the application is received in the local office.

3. Complete Application

The application is considered complete based on the means by which the application is received.

a. Paper Applications

For a paper application, the application is complete, when the client signs a DFA-WVSC-1, DFA-2, or the Document for Protection of Application Date, DFA-5, which contains, at a minimum, his name and address.

b. inROADS Applications With Signature Page

For WVSCA applications submitted through inROADS without an electronic signature, the applicant must return the signed signature page to the local office by July 31st of the current program year or within 10 days of the date the application was submitted on inROADS whichever is later. An application is considered incomplete when the client does not return the completed inROADS signature page.

c. inROADS Applications With Electronic Signature

When the inROADS application is submitted with an electronic signature, the application is complete. See Section A,1,b of this appendix.

NOTE: If 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 and filed in the case record with the subsequently printed DFA-2. He must not be required to return to the office to sign the DFA-2when an DFA-5 has been signed. In this instance, the application is considered complete when the DFA-5 is signed.

15. Expedited Processing

There are no requirements for expedited processing. AGs are approved in the order in which eligibility is established. The Worker must follow the customary practice of processing applications as quickly as possible and in the order received.

16. The Benefit

All eligible AGs will receive vouchers only and the voucher cannot be returned for cash assistance.

AGs with one eligible child receive 2 vouchers, each for one-half of the benefit amount. AGs with more than 1 eligible child receive 1 voucher for each eligible child.

Vouchers are printed with the case name and address, denomination of the voucher and the individual benefit and voucher number assigned by the data system. Up to 5 vouchers are in each envelope. If the WVSCA AG includes 6 or more children, additional envelopes are mailed. An instruction sheet and a letter from the Governor accompany the vouchers. The BCF Office of Finance and Administration is responsible for paying vendors who accept vouchers.

NOTE: Vouchers must be redeemed by October 31st of the current program year. The payee should take identification with them at the time the vouchers are redeemed. See Section 1.4,R,3 for Categorical Eligibility for SNAP.

17. Personal Responsibility Contract (PRC)

A PRC is not required when an application is made for WVSCA only.

18. Orientation

Attending WV WORKS orientation is not an eligibility requirement when an application is made for WVSCA only.

B. CORRECTIVE ACTION

Corrective action for WVSCA is required in the following circumstances:

- When the error is due to an incorrect birthdate on ANID, relationship code on ANHR, or incorrect enrollment code on ANSE.

- When a WVSCA-eligible child is added to a case after WVSCA vouchers have been issued.

- When the primary person changes after issuance but before the voucher is redeemed.

- When an eligible child comes under parental control of another responsible adult that is not a member of the household.

Procedures for issuing vouchers that were not generated because of an incorrect birth date, relationship code, enrollment status, or when a child is added to the AG after issuance may be found in the RAPIDS SCA Desk Guide issued for the current program year.

When the primary person changes after the voucher is issued but before redemption and the new responsible adult cannot be made the payee in the case, the Worker may use the SCA Payee Change Form, DFA-SCA-3, to identify the change in payee. This form is completed by the Worker and sent with the client to the participating retailer. It grants permission for the merchant to allow a person, other than the payee named on the voucher, to redeem the voucher.

Another option when the SCA voucher payee changes after issuance but before the voucher is redeemed is to make the new responsible adult the primary person. The original vouchers are returned and cancelled. New vouchers are issued by the Worker through the auxiliary function in RAPIDS. Information on this procedure is found in the SCA RAPIDS Desk Guide **and Users Guide, Chapter 9.**

NOTE: If an auxiliary is requested, supervisory approval is required in RAPIDS.

C. REPORTS AND ISSUANCE HISTORY

1. WVSCA Reports

There are **2** reports from RAPIDS on MOBIUS which have information about special payments. Information regarding these reports may be found in the RAPIDS SCA Desk Guide.

2. Issuance History

RAPIDS Benefit Issuance History screens are outlined and discussed in the RAPIDS SCA Desk Guide.

D. VERIFICATION

All appropriate WV WORKS verification requirements in Chapter 4 apply.

E. POTENTIAL RESOURCES

There are no potential resource requirements for WVSCA.

F. NOTIFICATION

Notification is required.

1. Approvals

RAPIDS automatically issues an approval notice. In addition, instructions to the client and the Governor's letter are included with all WVSCA vouchers mailed from the State Office.

2. Denials

RAPIDS automatically issues a denial notice. See Chapter 6 and the RAPIDS User Guide.

G. COMMON ELIGIBILITY REQUIREMENTS

The WV WORKS requirements in Chapter 8 apply to WVSCA.

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as WV WORKS in Section 9.21.

NOTE: The Caretaker Relative Option form, OFS-WVW-10, is for inclusion in a WV WORKS cash assistance payment only. It is not used for WVSCA.

I. INCOME

The total gross non-excluded income for the AG is compared to 100% FPL. See Chapter 10, Appendix A. There are no deductions from the gross non-excluded income. Income sources are treated according to the WV WORKS policy in Section 10.3. Income is prorated and converted as appropriate to determine a monthly amount as it is for WV WORKS. See Section 10.24,A. If the gross non-excluded income is equal to or greater than 100% FPL, the family is ineligible for WVSCA.

NOTE: No deductions or disregards are applied.

NOTE: If appropriate, income must be updated in RAPIDS.

J. ASSETS

The asset limit is $2,000. The WV WORKS asset policy in Chapter 11 applies to WVSCA. If countable assets exceed $2,000, the case is not eligible for WVSCA.

K. SPECIFIC REQUIREMENTS

1. Age and School Attendance

To be eligible for the WVSCA, the child must meet all of the following criteria.

- Meet the eligibility requirements for WV WORKS for July of the current program year.

- Enrolled in WV public or private school. School enrollment includes Kindergarten through 12th Grade, college, and home-schooling.

NOTE: The WV WORKS policy for including 18-year-olds requires that the 18-year-old be enrolled in secondary school, i.e., high school, GED class, vocational training that substitutes for high school, etc. College is not secondary school. Therefore, the following apply:

- An 18-year-old in college is not eligible for the SCA.

- A 17-year-old in college meets the school enrollment requirement.

- An 18-year-old in high school meets the school enrollment requirement.

The following activities are not considered school enrollment: preschool, nursery school, Head Start, GED correspondence course or internet courses.

School enrollment for children ages 5 through 15 is presumed by RAPIDS. RAPIDS uses information on ANSE to confirm enrollment for children ages 4 and 16 through 18. Children in some counties may be able to attend kindergarten at an earlier age than 5. Children who have attained the age of 5 by September 1st of the current program year are assumed to be enrolled in kindergarten. West Virginia State Law also permits 4-year olds who will attain age 5 by the last day of the calendar year to enroll, if approved by the Superintendent. The statement of a parent or other specified relative is sufficient and no other verification is required to document enrollment.

RAPIDS issues a voucher for any 4-year-old enrolled in kindergarten when ANSE shows an enrollment status of full-time (FU), less than half-time (LH), or half-time (HA).

NOTE: A 5-year-old who is not enrolled in kindergarten is not eligible for the SCA. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions.

- Minimum age requirement is met when the child will be age 5 on or before September 1st of the current program year.

- Maximum age requirement is met when the child is not yet age 19 on July 1st of the current program year.

- Eligible age range is **7/2/91 through 9/1/05**.

NOTE: See item M below for instructions on how to return vouchers when the child is not eligible.

The instruction sheet directs the WVSCA payee to return the voucher(s) when the child is not enrolled in school, is no longer in the home, or will not be returning to school.

2. WV WORKS Eligibility And WVSCA

An applicant determined eligible for a WV WORKS payment is not required to accept the benefit to receive WVSCA. An applicant who does not wish to receive WV WORKS may withdraw his application and apply only for WVSCA.

The following WV WORKS penalty situations do not result in automatic ineligibility for WVSCA. Instead, eligibility is determined as for any other applicant.

- AG is closed for a 3rd or subsequent sanction;

- AG has reached the 60-month lifetime limit or has exhausted the approved extension months;

- AG is closed for failure to meet the 24-month requirement of being engaged in a work activity;

- AG is closed due to receipt of lump sum payment; or

- AG is ineligible due to the 45-day waiting period for quitting a job.

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply to WVSCA.

M. OVERPAYMENT AND REPAYMENT

When WVSCA is received in error, it is subject to repayment according to the WV WORKS repayment policy in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child that meets the eligibility criteria as a caretaker relative has received WVSCA, the overpayment of WVSCA must be repaid.

Whenever possible, recovery of the overpayment must be accomplished by the return to the local office of the voucher(s) for which the client was not eligible. Vouchers which are returned by the client and must be voided and forwarded with an DFA-SCA-1 to the Bureau for Children and Families, Office of Finance and Administration, 350 Capitol Street, Room 730, Charleston, WV 25301. Otherwise, normal repayment procedures apply. The following actions are taken to recover overpayments by means of returned vouchers.

1. Client Returns All Vouchers

   - The Financial Clerk gives the client a receipt (R-4) for the vouchers and returns the vouchers to BCF with a completed OFA-SCA-1.

   - If appropriate, the Worker takes action to correct the case.

   - Worker records comments in CMCC to document case activity.

2. Client Returns A Portion Of The Vouchers

   - The Worker asks the client to return the number of vouchers to which he was not entitled.

   - The Financial Clerk issues a receipt (R-4) to the client.

   - The Financial Clerk attaches a completed form DFA-SCA-1 and forwards the vouchers to BCF.

   - Worker records information in CMCC to document the return of the voucher(s).

   - BCF updates the RAPIDS issuance chart.

N. VOUCHER REPLACEMENT

NOTE: For corrective procedures for vouchers issued to an incorrect payee see item B of this appendix.

Outlined below are situations in which the WVSCA vouchers may be replaced. If replaced prior to September 30th of the current program year, this may be accomplished in RAPIDS. For replacements after September 30th, contact the RAPIDS Help Desk for instructions and the DFA Family Support Policy Unit for any additional instructions.

Situations not addressed below or situations that arise after October 31st of the current program year, must be sent to the DFA Family Support Policy Unit for an evaluation on a case-by-case basis.

1. Undelivered Or Damaged Vouchers

If a voucher is stolen or lost in the mail prior to receipt, the Worker must secure an affidavit of loss, form OFA-SCA-2, from the client and issue the replacement voucher through RAPIDS. **See RAPIDS User Guide, Chapter 9.**

NOTE: Vouchers lost or stolen after receipt cannot be replaced.

NOTE: The voucher cannot be replaced if it is lost or stolen after it is received by the household.

Only the following situations result in a replacement WVSCA voucher and must be documented in RAPIDS:

- The voucher was not delivered by the USPS

- A voucher that was incorrectly voided by a vendor may be replaced if the client returns the voided voucher to the local office. The local Financial Clerk's office returns it the BCF Office of Finance and Administration and the Worker requests new vouchers through RAPIDS. **See RAPIDS User Guide, Chapter 9.**

- Vouchers completely destroyed in a disaster, such as a house fire or flood, may be replaced if verification of the emergency is provided.

- When a voucher is torn, water damaged, etc., to the extent that a vendor will not accept it, the voucher may be replaced. The remnants of the voucher must be brought to the local office and returned to BCF. The Worker issues the replacement through RAPIDS. **See RAPIDS User Guide, Chapter 9.**

NOTE: Do not issue the amount to be replaced from EA funds. Instructions or procedures to replace the vouchers are found in the **RAPIDS User Guide, Chapter 9.**

2. Vouchers Returned To BCF Office of Finance and Administration

Vouchers which cannot be delivered by the postal service are returned to the BCF Office of Finance and Administration State Office.

Communication between the state and local offices regarding returned vouchers are detailed in the RAPIDS User Guide, **Chapter 9.**

3. Application Denial Is Reversed In A Fair Hearing

When a Hearings Officer rules in a Fair Hearing that the WVSCA denial was inappropriate, the Worker must issue replacement vouchers to the applicant.

4. Agency Delay/Error

If an application has not been acted on within the required time limit due to agency delay/error, corrective action must be taken immediately. The Worker must issue replacement vouchers to the applicant. However, the Worker must first contact the DFA Family Support Policy Unit for additional information.

5. Destroyed Clothing Purchased With Vouchers

When clothing that has been purchased with vouchers is destroyed, such as in a house fire, replacement vouchers cannot be issued. Instead, Emergency Assistance policy concerning replacement of clothing in Chapter 19 is followed, if the AG is otherwise eligible.