

Only payments made from the person's own funds are deductible. Clients with these expenses must be offered a referral to the Division of Children and Adult Services for help in meeting these expenses. However, there is no penalty for failure to accept these services.

2. Unearned Income

The only unearned income disregard or deduction is redirected child support of up to \$100 per month for families with 1 child and up to \$200 for families with more than 1 child eligible for TANF. This deduction does not apply until after the 100% Standard of Need test has been met.

Special consideration must be given to applicants as follows:

- If the client is receiving child support payments at the time of application, and the application is approved, it may not be possible or practical for him to redirect the support payment received during the effective month of approval. **OSCAR will send all child support to the caretaker during the month of approval.**
- **Child support, which has already been redirected to BCSE will be released to the client during the initial benefit month.** In these situations, up to \$100 per month for families with 1 child and up to \$200 for families with more than 1 child eligible for TANF is disregarded and the remainder is counted as income.
- **The above situations may also occur when a review is completed during the last week of the month.**

EXAMPLE: Ms. Cox applies for WV WORKS on July 10 and has been receiving regular child support payments from the absent parent. Her worker explains that once she begins receiving WV WORKS that her child support will now be retained by the State and she will receive the pass through and CSI payments instead. She will continue to receive any child support payments that are received for the month of July. The child support will be retained for the month of August, then the pass through and CSI payments will be issued for September.

EXAMPLE: Ms. Williams applies for WV WORKS on May 20 and has been receiving regular child support payments from the absent parent. Her worker explains that once she begins receiving WV WORKS that her child support will now be retained by the State and she will receive the pass through and CSI payments instead. Due to needing additional information before her case could be approved, her case is not confirmed until May 27.

RAPIDS may not have enough time to notify OSCAR that WV WORKS has been opened in this case before June 1. Because of this, the worker will anticipate that the child support will be forwarded to Ms. Williams for the month of June at the time of confirmation. The worker must set an alert on ACEC to check OSCAR on June 1st to see if the case type has changed to "A" in OSCAR. If the case type has changed to "A" in OSCAR, then the child support will be retained and the worker will need to issue an auxiliary for WV WORKS. Once the child support has been retained for a full month, then the pass through and CSI payments will be issued the following month. Subsequently, the worker should anticipate the pass through and CSI payment to continue for one month after WV WORKS closure.

The client is not considered out of compliance with the redirection requirement if he fails to redirect when:

- The child support payment is received during the effective month of approval of the application. The Worker considers the non redirected child support payment in excess of \$100 or \$200 depending on the number of children eligible for TANF as income only in the month of application.
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- **Any** overpayment is recovered through the **TANF** repayment process. All child support must be redirected, unless only a DCA payment is received.

| NUMBER OF CHILDREN | MAXIMUM PASS-THROUGH |
|--------------------|----------------------|
| 1 | \$100 |
| 2 or more | \$200 |

C. DETERMINING ELIGIBILITY AND BENEFIT LEVEL

NOTE: See Section 2.17,D for the procedure used to determine an individual's portion of a cash assistance check when requested by SSA for an SSI recipient.

To determine eligibility for a DCA payment, see Chapter 1. Countable income is used to determine eligibility only. It is not used to determine the amount of the DCA payment.

NOTE: The income of the disqualified person(s) is included in determining the amount of income available to the AG. However, the needs of the disqualified person(s) are not considered in any step of the eligibility determination process.

NOTE: The earned income of a child or parent, under age 18, who is enrolled in secondary school or a program for a GED, is disregarded at all steps of the eligibility determination process.

1. Child Support Pass-Through

A payment of up to \$100 for families with 1 child or \$200 for families with more than 1 child of child support collected on behalf of a family receiving WV WORKS will be passed through to the family. **This payment will not be issued until the month following the month that CSSED retains the Child Support collected.**

This payment is referred to as the child support pass-through. Pass-through payment amounts will depend on the amount of child support collected by BCSE, but must not exceed the \$100 or \$200 limits.

The amount of child support pass-through of up to \$100 or \$200 is excluded as unearned income for WV WORKS, WV WORKS solely state funded programs, DCA, and EAP. This payment is in addition to the CSI and will be issued in conjunction with the CSI. Pass-through payments are coded as ADCS on IQAF in RAPIDS and must be coded **to the children for whom it is intended** as CSI income on AFUI. **If there is more than 1 child, the amount should be evenly divided among the children.**

NOTE: The child for whom the support was paid must be a WV WORKS recipient for the collection month to receive the pass-through payment.

2. Child Support Incentive (CSI)

A \$25 benefit increase is provided to any WV WORKS AG when child support, in any amount, is collected for a child in the AG. This payment is in addition to the child support pass-through amount and is coded as ADCI on IQAF in RAPIDS. This payment must be coded as CSI income on AFUI.

The CSI is available on approximately the 20th calendar day of the month. The client receives a notice of the deposit and the month for which the CSI is being paid.

EXAMPLE: A redirected child support payment is received by BCSE in April, for the April child support obligation. The current month for RAPIDS' CSI purposes is April. A CSI is automatically issued for April child support during the month of May. If the payment received in April included payment for January, February and/or March, CSI payments are automatically issued for those months also.

All supplemental CSI payments require written approval from the DFA Family Support Policy Unit. The following information must be provided to the Help Desk in an e-mail message.

- Case number
- Case name
- The month in question
- A brief explanation of why the client should have received a CSI payment
- When N/A is displayed in the AP Seq Number on Screen IVFI which indicates a mismatched AP sequence number.

After approval is received from the DFA Family Support Policy Unit, RAPIDS staff will evaluate the reported problem and advise the local office of any required action. No approval will be granted unless this process is used. In addition, RAPIDS consults with BCSE State Office staff to correct AP sequence number mismatches. Supplemental CSI benefits are deposited in the EBT account.

EXCEPTION: The Worker may issue a supplemental CSI payment without prior approval only when the case number is written to MOBIUS Report WRBI271A, CSI Payments Not Issued Report. Auxiliary Reason Code 921 is used.

Adverse action notice requirements do not apply when a CSI will not be paid. However, they do apply when receipt of the CSI affects another benefit.

When a WV WORKS case is closed, and child support is received by BCSE in the effective month of closure, a CSI is issued in the month after closure for the child support received in the effective month of closure.

EXAMPLE: A WV WORKS AG is closed effective August for excessive earned income. The last month of receipt of a WV WORKS benefit is August, and child support is received by BCSE in August. A \$25 CSI is issued in September for August.