

APPENDIX B

2011 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)

A. APPLICATION PROCESS

The application process is the same as for WV WORKS applicants, as found in Section 1.25, with the following special considerations:

1. Open WV WORKS AGs And Employment Assistance Program (EAP) AGs

When a WV WORKS or EAP AG is open before the last working day of June and benefits are issued for July, an SCA voucher for each eligible child is automatically issued to the primary person in the case. Vouchers for these cases are issued during the initial mailing in mid-July.

2. WV WORKS Applications Approved During July Of The Current Program Year.

When a WV WORKS application is approved effective July 1 or after of the current program year and includes a benefit for July, SCA must be requested on **the benefit request screen** in order for vouchers to be issued to SCA-eligible children included in the AG.

The procedure for voucher issuance is as follows:

- The eligibility begin date must be no later than July 31st of the current program year to request the voucher on **the benefit request screen**.
- For WV WORKS AG's approved during July and for which a voucher has been requested, vouchers are mailed on the 1st working day of the week following confirmation of the benefit.

SCA vouchers are generated weekly, based on the confirmation date displayed in AGECS.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. After the initial mailing, vouchers are mailed on a weekly basis on the 1st working day of the next week.

3. Applications Approved After Deadline In June And Prior To Last Working Day in June Of The Current Program Year

For AG's with an eligible child included and approved for WV WORKS between the June RAPIDS deadline and through the last working day in June, vouchers will be mailed by mid-July.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements****4. The Benefit**

All eligible AGs will receive vouchers only and the voucher cannot be returned for cash. The vouchers must be used at participating retailers.

AGs with one eligible child receive 2 vouchers, each for one-half of the benefit amount. Households with more than 1 eligible child will 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 mailed in each envelope. If the SCA 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: Foster parents receive 1 check for all children in the foster home. This is handled by the Office of Child and Adult Services and no DFA application is necessary.

NOTE: Vouchers must be redeemed by October 31st of the program year. See Section 1.4,R,3 for Categorical Eligibility for SNAP.

B. CORRECTIVE ACTION

Corrective action is required in the following circumstances:

- As a result of Departmental error, the client did not receive the WV WORKS benefit and no SCA.
- The SCA voucher was not issued due to an incorrect birth date **on the demographics screen**, relationship code on **the household relationship screen**, or incorrect coding of school enrollment on **the school enrollment screen**.
- When an SCA eligible child is added to an active WV WORKS AG after SCA vouchers have been issued.
- When the primary person changes after issuance but before the voucher is redeemed.
- When an eligible child comes under the parental control of another responsible adult that is not a member of the household, before the voucher is received.

Procedures for issuing vouchers that were not automatically generated or not issued because of an incorrect birth date, relationship code, enrollment status, or when a child enters the household after SCA issuance are found in the RAPIDS

Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements

SCA Desk Guide issued for the current program year at <http://intranet.wvdhhr.org/RAPIDS/>.

When the SCA voucher payee changes after issuance, but before the voucher is redeemed, and the new responsible adult is not the payee on the voucher, the Worker may use the SCA Payee Change Form, DFA-SCA-3, to identify the new payee. This form is completed by the Worker and sent with the client to the participating retailer. It may also be faxed to the 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 through the auxiliary function in RAPIDS. Information on this procedure is also found in the RAPIDS SCA Desk Guide and User Guide, Chapter 9.

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

C. REPORTS AND ISSUANCE HISTORY

1. SCA Reports

There are 2 reports on MOBIUS which have information about special payments. The information regarding these reports can 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

All appropriate WV WORKS requirements in Chapter 5 apply.

F. NOTIFICATION

Notification is required.

1. Approvals

Instructions to the client and the Governor's letter are included with all SCA vouchers upon approval.

2. Denials

WV WORKS denials result in consideration of eligibility for WVSCA when the response to the request for SCA is “y” on **the benefit request screen**. See Appendix C of this Chapter.

G. COMMON ELIGIBILITY REQUIREMENTS

All appropriate WV WORKS requirements in Chapter 8 apply.

H. ELIGIBILITY DETERMINATION GROUPS

The Eligibility Determination Groups are the same as for WV WORKS. See Section 9.21.

I. INCOME

All WV WORKS income requirements in Chapter 10 apply. For SCA, income eligibility is based only on the month of July, the program month. **When income has been previously verified within the last two months, additional income verification is not required.** If appropriate, income must be updated in RAPIDS.

J. ASSETS

There is no asset limit for SCA.

K. SPECIFIC REQUIREMENTS

1. Age And School Attendance

To be eligible for the WV WORKS SCA, the child must meet all of the following criteria.

- Must be a resident of West Virginia, not visiting or on vacation. See Section 8.2.
- Eligible for WV WORKS for July of the current program year.
- Enrolled in public or private school. School enrollment includes kindergarten through 12th grade, college, and approved home-schooling.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

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 or internet courses.

School enrollment for children ages 5 through 15 is presumed by RAPIDS. RAPIDS uses information on **the school enrollment screen** to confirm enrollment for children ages 4 and 16 through 18. 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 the age of 5 by the last day of the current 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 will provide a voucher for any 4-year-old enrolled in kindergarten when **the school enrollment screen** shows an enrollment status of full-time (FU), less than half-time (LH), or half-time (HA).

NOTE: A 5-year-old not enrolled in kindergarten is not eligible for the SCA just because RAPIDS presumes enrollment. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions. **The school enrollment screen** in RAPIDS should indicate these children are not enrolled.

- Included in the WV WORKS payment as a dependent child.
- An individual who is included in the AG as a caretaker relative is not eligible for SCA, even when he meets the age and enrollment requirements.
- 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 **7/2/92** through **9/1/06**.

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 DFA-SCA-1.
- If appropriate, the Worker takes action to correct the case.
- Worker records comments in **case comments** 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 **case comments** 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 the appendix.

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

Situations not addressed below or any situations that arise after October 31st of the current program year must be sent to DFA Family Support Policy Unit for an evaluation of a replacement 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 DFA-SCA-2, from the client and issue the replacement voucher through RAPIDS. See RAPIDS User Guide, Chapter 9.