

## APPENDIX C

**2011 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?” 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 **automatic issuance question** 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](http://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 and the client registration process completed, leaving the filing date blank. This establishes the RAPIDS RFA date. The applicant has until July 31<sup>st</sup>, 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.

---

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

---

## 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 31<sup>st</sup> 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 birth date on **the demographics screen**, relationship code on **the household relationship screen**, or incorrect enrollment code on **the school enrollment screen**.
- When a WVSCA-eligible child is added to a case after WVSCA vouchers have been issued.

## 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.

### 1. 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:** 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 WVSCA, 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.
- Meet the eligibility requirements for WV WORKS for July of the current program year.
- Enrolled in public or private school. School enrollment includes Kindergarten through 12<sup>th</sup> 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 **the school enrollment screen** 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 1<sup>st</sup> 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.

---

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

---

RAPIDS issues 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 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 1<sup>st</sup> of the current program year.
- Maximum age requirement is met when the child is not yet age 19 on July 1<sup>st</sup> of the current program year.
- Eligible age range is **7/2/92** through **9/1/06**.

**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 **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.