

NOTE: For clients who choose the Employment Assistance option, the EAP payments must be stopped before adverse action in the final month so that no payment is issued for the next month. Advance notice requirements apply. Once an individual is no longer eligible for EAP due to job loss or reduction in hours the AEAP screen must be updated in RAPIDS.

C. SUPPORT SERVICE PAYMENTS

Although the client must actually request support services and apply for a support payment prior to the issuance of the payment, it is the Worker's responsibility to insure that the client is aware he is eligible for continued support service payments and inform the client of the services available. The Worker must note in Work Programs comments that the individual has opted to receive support service payments and place the DFA-WVW-15 into the case record. The decision is binding for the post-employment period.

When case management services are provided, the Worker is responsible for identifying or for soliciting from the client his statement of need.

All requests for continued support service payments must be made on application form DFA-SS-2. Multiple payments of the same type of support service require a DFA-SS-2 for each payment. Multiple payments of different types of support services may be requested using one DFA-SS-2 form.

EXCEPTION: Payments for transportation require completion of a DFA-TS-12. **Families choosing the PL option are eligible for supportive service payments relating to employment only.**

1. Application Form, DFA-SS-2

Form DFA-SS-2 may be completed in a face-to-face interview, mailed, faxed, or left at the front desk to give to the Worker. A supply of these forms must be available to the client without having to see a Worker. It is suggested that a supply of forms be provided to the client to mail in as needed. Any additional information may be obtained by telephone or by mail.

Except for ongoing transportation needs, the Worker is required to talk to the client prior to acting on the DFA-SS-2 to confirm the identity of the person making the request and to discuss the need for the payment. Failure to be available at a pre-determined time for these confirmations does not result in application of a sanction; it results only in denial of the requested payment.

NOTE: Although non-recipient Work-Eligible Individuals are not included in the AG, they are eligible to receive continued support services and payments as long as they meet all other eligibility requirements.

The Worker must provide a narrative explanation of the reason the payment is denied, in terms that are easily understood by the client.

EXAMPLE: A non-recipient Work-Eligible Individual's family last received a WV WORKS check in January and applies for payment for vehicle repairs in August.

The Worker includes the following statement in the letter: Your last WV WORKS check was for January _____. Payments may be made to former WV WORKS recipients for only 12 months after the last check. Since you applied for the payment in August _____, you are not eligible to receive this payment. Your eligibility for these payments ended in July.

EXAMPLE: A former recipient last received a WV WORKS check 4 months ago. Five months ago his youngest child had his 19th birthday. The Worker includes the following statement in the letter: Our records show that Andrew is your youngest child and that he turned 19 on _____. Since he is now an adult, you do not meet the requirement of having a dependent child in your home.

Under no circumstances is it correct to give or mail a DFA-WVW-NL-3 to a client without a narrative Worker-composed explanation of the reason for the denial.

The DFA-WVW-NL-3 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.

NOTE: Continued support service payments are made to those who exhaust 60 months receipt of cash assistance if an adult in the household was employed during the 60th month of receipt and they otherwise meet the qualifications in this section.

D. EMPLOYMENT ASSISTANCE PROGRAM (EAP)

The Employment Assistance Program allows the employed former WV WORKS recipient to continue to receive cash assistance benefits through a 100% earned income disregard for the post-employment period following WV WORKS closure. EAP recipients must continue to cooperate with BCSE and child support must continue to be redirected while receiving the EAP payment. Additions to the AG after the EAP has begun do not increase the EAP payment amount. The unearned income of this individual must be considered. **Home visits are not required during the EAP period.**

The Worker must explain that EAP payments count against the 60-month time limit for receiving WV WORKS and the effect of the EAP on other benefits the family may receive. The Worker must note in CMIC this is the option that the individual has chosen, and place the DFA-WVW-15 form in the case record. The family may decide at any time during the post-employment period that they

no longer wish to receive the EAP payment, and may not receive PL services instead. Once the EAP is discontinued, no additional EAP may be issued unless the individual is found eligible for a new post-employment period. **While receiving EAP, the employed parent must be placed in an employment component in addition to the EA component.** The other parent in a two-parent household must be enrolled in the EA component and may be enrolled in any other component they are participating in. **Families** choosing this option are not eligible for support service payments, with the exception of car repairs, vehicle insurance, and transportation during the post-employment period. They may still receive bonuses. **Families choosing the EAP option are eligible for supportive service payments relating to employment only.**

EXCEPTION: When a participant's hours are reduced by the employer to below what is required for EAP, the participant may receive PL services for the remainder of his original post-employment period only when the following conditions are met:

- He remains over income for WV WORKS benefits; and
- His hours were reduced through no fault of his own.

NOTE: Any participant who is currently enrolled in the PL component for January 2008 cannot move to the EAP for the remainder of his period. The EAP is only available for closures occurring in January 2008 or after.

1. Projecting Hours Of Participation In The EAP

The hours of participation for participants in the EAP may be projected for up to 6 months. The number of hours projected are based on the 30 days of pay stubs or signed wage statements from the employer. These hours may be used to project the participant's hours for up to the 6-month limit, unless the Worker becomes aware of a change or the participant reports a change in circumstances that requires recalculation. The pay stubs or wage statements must be from the preceding 30-day period and may include hours for which the individual was paid, but did not work, including paid leave and paid holidays. If the wage statements/pay stubs available are not representative of continuing circumstances, the actual hours must be reported each month by using a time sheet, employer's statement, or pay stubs and participation hours are not projected. See Section 10.24,A for WV WORKS budgeting methods.

EXAMPLE: Ms. Jones has been receiving WV WORKS for 15 months and obtains employment and requests that her WV WORKS benefits be closed for February. The Worker receives an employer's statement that Ms. Jones is expected to work 30 hours/week at \$6.50/hour. She chooses to receive the EAP and signs the DFA-WVW-15. The Case Manager enters 30 hours weekly in the FU component for each of the following 6 months. The remaining 6 months must have the anticipated hours re-

verified. She is also entered into the EA component. Any car repair payments, insurance, transportation or bonuses are issued through the EA component.

2. Calculating the EAP Benefit Amount

The amount of child support pass-through is excluded as unearned income for EAP. See Section 10.24,B,2.

Step 1: Add the non-excluded unearned income of the AG and any disqualified person(s). The resulting amount is the countable income.

Step 2: Determine the maximum WV WORKS benefit amount for the AG size, using Appendix A.

Step 3: If the amount arrived at in Step 1 equals or exceeds the amount in Step 2, the AG is ineligible. If the amount arrived at in Step 1 is less than the amount in Step 2, the AG is income eligible and the amount from Step 1 is subtracted from the amount in Step 2.

Step 4: Subtract any repayment amount from the amount remaining. This amount is found on EAWG in RAPIDS. The result is the EAP benefit amount. The Worker must send an e-mail to the Repayment Investigator for his county so that the repayment amount will be credited to the participant's account.

EXAMPLE: Mr. Smith was eligible for a WV WORKS payment of \$340, but was receiving a payment of \$306 due to a repayment amount of \$34 shown on EAWG. When calculating his EAP benefit amount, \$34 is subtracted in Step 4 and an e-mail is sent to the Repayment Investigator for that county.

NOTE: This program is not available to participants who will reach their 60-month time limit within the post-employment period of eligibility.

Once the participant has chosen the EAP benefit and has signed the DFA-WVW-15, the Worker must complete the Employment Assistance Program screen in RAPIDS to lock in the post-employment period. If the participant reports a reduction of hours or a job loss and no longer meets the requirements of Section 24.16,A, then the Worker must adjust the months of eligibility on the Employment Assistance Program screen to end the EAP benefit. The Worker enters the last month of EAP eligibility, taking adverse action deadlines into consideration.

E. WORK PROGRAMS CODING

During a continuation of support services and payments period, individuals are enrolled in Work Programs component PL.

During the period for the EAP the participant must be placed in a Work Programs component for employment See Section 24.6, A and any other component they are participating in. He must also be placed in the EA component for vehicle repair, vehicle insurance, and bonus payment processing and for tracking purposes.

If the WV WORKS case is reopened prior to the end of the continuation of services period, the component code is changed to the appropriate work component and the AEAP screen in RAPIDS is updated.

In a two-parent household, both Work-Eligible Individuals must be placed in the same post-employment option component.

F. APPROVAL OF SUPPORT SERVICES PAYMENTS

Only certain support service payments are made to individuals who choose the EAP. See Section 24.14,C. Up to the limit of \$2,000 in vehicle repair may be made to individuals who chose the EAP as long as all other requirements in Section 24.14 C,9 are met. The car repair payment, RC, paid through the EA component is a different payment than that used for WV WORKS support payments or PL payments, CR, and is available even when the AG has used the vehicle repair lifetime limit. See Section 24.14,C,9.

EXAMPLE: Mr. and Mrs. Smith choose to receive the EAP. They have requested vehicle repair and submitted an estimate for \$500 for tires and an alignment. The Worker checks IQWH for support payment disbursement history for each of their PINs and notes they have previously used their lifetime limit for vehicle repair. Because they have chosen the EAP, they are approved for payment of the \$500 and have an additional \$1,000 available for future vehicle repair needs while in EAP.

EAP support service payments for vehicle repair must be approved by a Family Support Supervisor or a person designated to complete supervisory functions in RAPIDS (back-up Supervisor). All PL support service payments, except transportation, must be approved by a Family Support Supervisor or a person designated to complete supervisory functions in RAPIDS (back-up Supervisor). Supervisors and back-up Supervisors cannot approve support payments which they have entered into the system themselves. A back-up Supervisor may not approve payments entered by a Supervisor. Payments entered by a Supervisor must be approved by another Supervisor. Each Supervisor, back-up Supervisor, or Worker may cancel his own payment requests in RAPIDS. If a Family Support Supervisor must cancel a support payment for a Worker, other than his own, he must use Manage Payments screens.