

# WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

<b>DATE:</b>	October 1, 2011	<b>CHANGE NUMBER:</b> 624
<b>TO:</b>	ALL INCOME MAINTENANCE MANUAL HOLDERS	

DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
131	1	1/10	131-132	1	10/11
132	1	10/08			10/11
i-ii TOC	13	7/09	i TOC	13	7/09
			ii TOC	13	10/11
21-22	13	7/07	21	13	7/07
			22	13	10/11
23	13	12/09	23	13	10/11
24	13	7/09	24	13	10/11
27	13	7/08	27	13	10/11
28	13	5/10	28	13	5/10
28a-28b	13	2/11	28a	13	2/11
			28b	13	10/11
28c	13	5/09	28c	13	10/11
3	15	7/10	3	15	10/11
4	15	7/09	4	15	10/11
7-8	21	2/05	7	21	2/05
			8	21	10/11
11-12	21	2/05	11	21	10/11
			12	21	2/05
15-16	24	4/11	15-16	24	10/11
17	24	4/11	17	24	10/11
18-19	24	7/07	18-19	24	10/11

38a-38b	24	7/11	38a	24	
			38b	24	7/11
63-64	24	5/09	63	24	10/11
			64	24	5/09
77-78	24	4/10	77-78	24	10/11
82a	24	11/10	82a	24	10/11
82b	24	4/11	82b	24	4/11
83	24	11/10	83	24	10/11
84	24	11/07	84	24	11/07
85	24	9/09	85	24	9/09
86	24	2/11	86	24	10/11
87-88	24	2/11	87	24	10/11
			88	24	2/11

This change was made to Benefit Replacement, ESP and clarify WV Works Policy.

#### **Chapter 1:**

Section 1.25, N: Clarification added that both parents must sign the DFA-2 at a review.

#### **Chapter 13:**

Section 13.9, C: Clarification was added for the beginning date of a sanction period.

Section 13.9, A; 13.10: The WORKS Sanction (WS) component was added. When a sanction is imposed, the worker will enroll the participant in the WS component in addition to the work activity assignment.

Section 13.10: The Other Work Activities (OW) component was added as a requirement to capture time spent reviewing good cause determinations.

Clarified the good cause reasons listed are for the beginning date of eligibility, 5 day and 24 month work requirements.

Section 13.10, E: The Additional Parent (AP) component was added for the parent who is caring for the child while the other parent is meeting participation requirements in a 2-parent household.

#### **Chapter 15:**

Section 15.2, B: Clarified who are specified relatives.

#### **Chapter 21:**

Section 21.3, D: Language added to clarify that Client Accounts (formerly listed as Accounts Receivable, Office of Accounting) issues Support Service replacement checks.

Section 21.3, M: Instructions were added for when a BA-67 is received for payment after it has been cancelled in eRAPIDS.

#### **Chapter 24:**

Section 24.4, B: Additional instruction for OW was added.

Section 24.6, B,3: Added that ESP placements cannot provide more than 50% of an employer's labor.

Section 24.14, B: Added clarification that all support service and bonus payments must be requested within 3 months or are ineligible for payment.

Section 24.14, C,9 & C,10: Clarified that vehicle repair and insurance may only be paid for vehicles titled or leased in WV.

Section 24.14, C,15 : Subsidized employment was added as an allowable component for the participation Achievement Bonus.

Section 24.14, C,16: The EA component was removed as allowable component under WV Works Emergency Assistance Payment.

Section 24.16: Added that the participant must return the DFA-WVW-15 within 30 days from the date of closure or is ineligible to receive either post-employment option.

Policy questions should be directed to the DFA Family Support Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.

Attachment