

Manage Payments screens for Work Programs are used to inquire, request a payment, stop a payment and to replace support service payments.

## B. GENERAL REQUIREMENTS

The following general information applies to all support services payments, whether provided to an active recipient or to a former recipient eligible for continued support services according to Section 24.16.

**NOTE:** If a case must be reopened in order to process Support Service payments, Supervisory approval is required to reopen the case.

- The amount of the payment is based on the need, but may not exceed the maximum amounts.
- When the client participates in more than one activity, payment may be made for each activity. However, the total may not exceed the maximum payment for each type of expense.

**EXAMPLE:** The lifetime limit for clothing is \$1,000. During an earlier eligibility period the client received \$400 in support payments for clothing. He reapplies for WV WORKS and during the next 12 months, he receives \$100 for clothing during a CWEP placement and then a \$200 payment for clothes during Job Search. He finds employment and has only \$300 available for clothing because the maximum payment can not exceed \$1,000. ( $400+100+200+300=1,000$ )

- The need for a payment must be verified when possible. See Chapter 4 for verification requirements.
- A recording must be made in RAPIDS each time a payment is made, explaining the need for the payment and the reason for the amount issued. This comment must include the calculations used to determine the correct payment. For transportation, recordings must include the daily rate and the number of days for which the payment is made.
- Support service maximum time limits and amount limits are usually based on each individual recipient, not on each family. Therefore, if 2 parents are participating, each is eligible for a maximum payment amount in the time-limited period, except for vehicle repairs and relocation payments.
- **Requests for any support service payment or bonus payment received more than 3 months past the month of participation or achievement are ineligible. Requests for exceptions due to extenuating circumstances may be sent to the Family Support Policy Unit for consideration.**

## WV WORKS Activities and Requirements

## 9. Vehicle Repair

Payment may be made for **vehicle repair** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	<div style="text-align: center;">↓</div> \$2,000/Lifetime/AG  Funds must not be used to purchase a vehicle.  May be used for state inspection stickers and license plates.  The vehicle to be repaired must be titled or leased in <b>the State of WV</b> in the name of a Work-Eligible adult included in the household. The vehicle may be jointly owned as long as a Work-Eligible adult in the household is one of the joint owners.  May be used to pay for driver's education for those without a driver's license.  Any support service payment plus other available resources for repairs must make the vehicle roadworthy. Insurance is not paid under this category.
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	<div style="text-align: center;">↑</div>
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	
Employment Assistance Program	EA	Additional \$2,000/Lifetime/AG  May be paid for participants who choose this post-employment option. All other limitations in this section apply.
For this components use support payment code RC in RAPIDS.		

## 10. Vehicle Insurance

The vehicle for which insurance is paid must be titled or leased **in the state of WV** in the name of a Work-Eligible Individual. The vehicle may be jointly owned as long as a Work-Eligible adult in the household is one of the joint owners.

Each insurance payment made on behalf of a client to a vendor or to reimburse a client for a payment that has been made is limited to:

- State minimum liability;
- Uninsured motorist; and
- Underinsured motorist coverage.



Each payment to a vendor is limited to a 3 month coverage increment and must list the State as the payee. Any additional insurance coverage requested by the client must be paid by the client and only reimbursed when there is a lien on the vehicle and the client provides verification that the bank requires additional coverage.

**NOTE:** Current State minimum liability is 20/40/10. The first number is bodily injury liability maximum for one person injured in an accident. The second number is bodily injury liability maximum for all injuries in one accident. The third number is property damage liability maximum for one accident.

A BA-67 is not required for vehicle insurance payments made to a vendor.

## 15. Participation Achievement Bonus

Payment may be made for participation achievement bonus as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Community Service Programs	CS	 <p>Payments may not exceed \$50/month per PIN</p> <p>Participant may use Holiday or Excused Absence Hours to meet minimum participation hours for receipt of this bonus. In a 2-parent household where both parents are participating to meet the minimum requirement, each parent may receive the bonus. Refer to Section 24.3,A for minimum participation requirements.</p>
CWEP	CW	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, <b>Subsidized</b> , Full- or Part-time	FU, <b>FV, FB, PU, PV, PB</b>	
Job Search and Job Readiness	JR	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Vocational Educational Training	VT	<p>Time sheets received more than 3 months past the month of participation are ineligible for this payment.</p> 

Payment may be made for the WV WORKS *Emergency Assistance Payment* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Applies to any active WV WORKS recipient in component listed.	AB, CC, CS, CW, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, TV, VT, WE	<div data-bbox="1252 485 1300 600" style="text-align: center;">↓</div> <div data-bbox="1192 632 1360 667" style="text-align: center;">\$5,000 / AG</div> <div data-bbox="1062 743 1490 852">Rent/Mortgage - 3 months equivalent rent or mortgage payment</div> <div data-bbox="1062 890 1490 1073">Utility Disconnects - amount needed to eliminate emergency for PSC regulated utilities; 60-day amount for non-PSC regulated utilities.</div> <div data-bbox="1062 1110 1490 1182">Household Supplies - \$2,000 per household</div> <div data-bbox="1062 1220 1490 1291">Transportation - \$250/AG member</div> <div data-bbox="1240 1381 1312 1549" style="text-align: center;">↑</div>