2.   DFA-2 Shelf Document

When circumstances do not permit completion of the application process in RAPIDS, the DFA-2 shelf document is used to make an application for most DFA Programs.

B.   DFA-RR-1

The DFA-RR-1 is required each time a DFA-2 or DFA-5 is completed. The client must read, or have read to him, all the statements preceding his signature before signing the form. He must also indicate his understanding of, or agreement with, each statement by checking the appropriate block beside the statement.

The Worker must provide any explanation and information the client needs to understand the statements. After completing all applicable sections, the client signs the form. Failure to sign the form results in ineligibility.

NOTE: When a client checks "no" to an item, it does not result in immediate ineligibility. The client has to actually fail to comply with the requirement in order to result in ineligibility.

EXAMPLE: The client applying for SNAP benefits checks "no" to the statement concerning the requirement to cooperate with Quality Control. The AG is eligible and benefits are approved. QC selects the case for review in the second month. The client refuses to cooperate and, only then, is notice of closure sent.

NOTE: In all situations where case information is released to another organization or agency, the information must have form DFA-CI-1 attached to it.

NOTE: The rights and responsibilities are included with the inROADS application.

C.   DFA-QSQ-1

The DFA-QSQ-1 is used for QMB, SLIMB and QI-1 applications only. The form is self-explanatory. No DFA-RR-1 is required. When Low Income Subsidy (LIS) files are received from SSA, applicants who are not current Medicare Premium Assistance (MPA) recipients are issued a DFA-QSQ-1 through RAPIDS. The inROADS application is also used for these coverage groups.

D.   WV-KIDS-1

The WV-KIDS-1 is used for Poverty-Level Pregnant Women, Poverty-Level Children, Qualified Child and WV CHIP. No DFA-RR-1 is required. The inROADS application is also used for these coverage groups and programs.