

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 began do not increase the EAP payment amount. The unearned income of this individual must be considered. Home visits and self-sufficiency evaluations 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