

5. Change In The Personal Responsibility Contract And Self-Sufficiency Plan

The Worker is responsible for ensuring, on an ongoing basis, that the participation status of each recipient is consistent with the terms of his Personal Responsibility Contract. Any changes in household circumstances must be evaluated and the PRC and SSP are changed as appropriate.

6. Special Procedures

a. Child Care

When a WV WORKS client requests, or the Worker otherwise recognizes the need, a referral for assistance with child care expenses is made to Division of Children and Adult Services. The referral is made using a DHS-1 which shows the client's name, case number, address, telephone number and the reason child care is needed. The Child Care Worker is responsible for determining eligibility for such assistance and for notifying the client of his status.

b. Protective Payments

NOTE: The client may request a Fair Hearing any time he is placed on protective payments or he questions the substitute payee selected.

Protective Payments are payments which are made to a substitute payee or by vendor payment.

There are two situations which require that the client be placed on protective payments. These are:

(1) Money Mismanagement

A Social Worker, providing protective services to the family, may request the case be placed in protective payment status.

When the Social Worker determines that protective payments are necessary due to money mismanagement, he sends a DHS-1 to the Worker requesting the case be placed on protective payments and indicates the substitute payee and the date protective payments are to begin. The name of the substitute payee is provided by the Social Worker.