

WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

DATE: July 1, 2012 **CHANGE NUMBER:** 645

TO: ALL INCOME MAINTENANCE MANUAL HOLDERS

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This change was made to update policy to shorten the amount of time given to return information for SNAP applications. West Virginia was granted a waiver to allow action to be taken as early as ten days if the requested information is not returned. All references to BEP were replaced with WorkForce West Virginia. Cooperation with Quality Control Reviews is not required after the annual review period plus 125 days for SNAP and WV Works. Updated Census Income to be counted as earned income for SNAP and WV Works. Dates were updated for individuals excluded by law to reflect most recent clarifications from FNS. Clarified appropriate action to be taken on reported changes for SNAP and WV Works. Aligned SNAP Policy with other programs to pend for requested information before making the change to benefits.

The following changes were made:

Chapter 1:

- 1.2 Removed reference to Issuance Limited Counties
Removed specific manual reference citation.
- 1.3 Added printing the DFA-2 after an interview is not required if a signed DFA-SNAP-1 is received.
Added text to clarify a new application form is not needed when the AG is eligible for reinstatement of SNAP benefits.
- 1.4 Verification checklist is due 10 days from the date the DFA-6 or verification checklist is issued. The application can be denied after 10 days but no later than the 31st day if the pending information is not received.
Removed reference to scheduling face to face interviews
Corrected numbering.
- 1.25 Verification checklist is due 10 days from the date the DFA-6 or verification checklist is issued.
Removed specific manual reference citation.

Chapter 2:

- 2.2 Clarified appropriate action taken on a reported change. Noted the same action taken on other benefits in the case is not always the same as the action taken for SNAP benefits. Two examples for illustration were included. Aligned SNAP Policy with other programs to pend for required information before making the change in the system.

2.17 Clarified appropriate action taken on a reported change in income when verification is not received.

Chapter 4:

Replaced all references to BEP with WorkForce West Virginia

4.2 Clarified SNAP verification requirements for earned income

Chapter 6:

6.2 DFA-6 and the verification checklist must give the AG 10 days to respond. If the AG returns pending information after 10 days but within the 30 day time limit, benefits are retroactive from the date of application.

Chapter 8

8.4 For SNAP and WV WORKS, if the individual not cooperating with Quality Control re-applies 125 days from the end of the annual review period the individual does not have to cooperate with Quality Control.

Chapter 9:

Changed dates of individuals excluded by law.

Removed specific manual reference citation.

Chapter 10:

TOC Removed Census Income from 10.4 Special Situations and renumbered after the removal.

10.3 Changed wages paid by the Census Bureau as earned income for SNAP and WV Works.

10.4 Removed Census Income from Special Situations.

Removed specific manual reference citation.

Chapter 13:

Replaced all references to BEP with WorkForce West Virginia.

- Removed specific manual reference citation.

Chapter 24:

Clarified PRC and SSP not required during post-employment period.

Clarified action on reported changes during post-employment may have different action for other programs.

Chapter 25:

Replaced reference to BEP with WorkForce West Virginia.

Policy questions should be directed to the DFA Economic Services and Family Support Policy Units.

RAPIDS questions should be directed to the RAPIDS Help Desk.

Attachment

DW-17, Rev. 10/04