

Client Notification

The date entered by the Worker is 60 days from the date of application. When the AG is denied for failure to provide information required to determine eligibility and subsequently provides the requested information within 60 days of the original application, a new DFA-2 is not required. If the information is not provided by the date requested, an ES-NL-A must be sent for denial.

2. WV WORKS

The Worker and the applicant must agree upon the date entered. If the form is mailed to the client, the Worker must use his judgment about a reasonable amount of time required for the client to provide the information. **The date entered must be at least 10 days from the date of issuance and no later than 30 days from the date of application.** If the information is not provided by the date indicated, and the client has not contacted the Worker, the application is denied, if an eligibility factor is involved. The client must be notified by an ES-NL-A. If eligibility is established, but the client does not provide proof of entitlement to a deduction, the deduction is not allowed. The AG is approved, and the client is notified by an ES-NL-A.

3. Medicaid

The date entered must be at least 10 days or a time agreed upon with the applicant. See DUE DATE OF ADDITIONAL INFORMATION for each coverage group in Chapter 1.

Spenddown

The date entered here must be 30 days from the date of application when it is determined that the client will be required to meet a spenddown. The DFA-6A must be attached to the DFA-6. In addition, the DFA-6 must indicate that medical expenses must be provided by the deadline date shown on the form, and the amount required to meet the spenddown must be specified. This is in addition to any other verification which may be needed.

If the AG does not appear to be subject to a spenddown when the DFA-6 was issued, but verification of or a change in income results in a spenddown prior to approval, a new DFA-6 is issued to obtain medical bills to establish eligibility. However, the time limit for providing medical expenses remains 30 days from the date of application.

B. DFA-NL-6, NOTICE OF WITHDRAWAL OF APPLICATION

If the applicant withdraws his application, the Worker must give or mail him a DFA-NL-6.