

WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

DATE:	March 1, 2013	CHANGE NUMBER:	656
TO:	ALL INCOME MAINTENANCE MANUAL HOLDERS		

DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
Appendix E DFA-SNAP-1 3 – 4 5 – 6 7 – 8	1	4/2012	Appendix E DFA-SNAP-1 3 – 4 5 – 6 7 – 8	1	3/13
19	4	11/11	19	4	3/13
20	4	4/10	20	4	4/10
43 – 44	10	5/11	43	10	3/13
			44	10	5/11
93	10	10/11	93 – 94	10	3/13
94	10	5/11			
95- 96	10	10/08	95	10	3/13
			96	10	10/08
3	13	7/12	3	13	7/12
4	13	10/11	4	10	3/13
5	13	7/12	5 – 6	13	3/13
6	13	12/08			
13 – 14	13	7/12	13	13	7/12
			14	13	3/13
14a – 14b	13	7/12	14a – 14b	13	3/13
14c	13	10/11	14c	13	10/11
14d	13	7/12	14d	13	3/13
14e	13	7/12	14e	13	3/13

25 – 26	13	6/12	25	13	6/12
			26	13	3/13
87 – 88	19	9/12	87	19	9/12
			88	19	3/1/13
Appendix E	19	10/09			
1	21	2/05	1	21	2/05
2	21	10/09	2	21	3/13
3 – 4	21	10/09	3	21	10/09
			4	21	3/13
5	21	10/09	5	21	3/13
Appendix A-1	21	5/11	Appendix A-1	21	3/13
A-2	21	2/05	A-2	21	2/05
47	24	4/11	47	24	3/13
48	24	12/09	48	24	12/09
51	24	6/12	51	24	6/12
52	24	4/11	52	24	3/13
FORM DFA-FS-36		2/05	FORM DFA-SNAP-36		3/13
FORM DFA-SNAP-2		4/09	FORM DFA-SNAP-2		3/13

This change is being made to add clarifications to the Work Requirement and Benefit Replacement sections of the WV IMM. Several forms have also been updated in this manual change. Update made to Emergency and Special Assistance program. Clarified the amount of the TANF grant assigned to each adult when an AG separates.

Chapter 1:

DFA-SNAP-1 In child support section of the application, “legally obligated” was added to the sentence and wording was changed to replace references of BEP to WorkForce West Virginia.

Chapter 4:

4.2 Note regarding identity was removed.

Chapter 10:

10.3 Under Veteran’s Benefits, the word reimbursement was added to the Exception under SNAP.

10.4,D: Inserted Example re. clarification of amount of the TANF grant assigned to each adult when an AG separates.

Chapter 13:

13.2 Added text to indicate If the exemption is lost during the certification period and clients are not required to report the change, they become subject to SNAP work requirements at next recertification. However, if the client reports losing the exemption they become subject to SNAP work requirements at the time the change is reported.

13.5 Added that a second verification checklist is not required when the applicant is currently in a SNAP penalty for failure to register and has completed his minimum penalty time, he must register prior to benefit approval. Also updated a reference to another section.

13.5 The client may register by visiting a WorkForce West Virginia office, or by registering online. The Worker must explain these requirements to the client and record the registration date in RAPIDS.

13.5 Updated the MACC section to refer that the worker “may” check for clients status in the MACC system. Clarified that any action in the last 12 months in MACC can be considered as a registration date. The Worker will consider the date of the SNAP application or last contact with WorkForce West Virginia, whichever is later, as his registration date. Also clarified that when the client is due to re-register, he must show activity to fulfill this requirement. The date of the re-registration is the date of the last action with WorkForce West Virginia or the due date of the re-registration, whichever is later.

13.6 Changed the word from less to “later” in reference to penalty periods.

13,9 Inserted Example re. clarification of amount of the TANF grant assigned to each adult when an AG separates.

Chapter 19:

19.8, I: Removed reference to list of participating telephone companies.
Removed Appendix E.

Chapter 21:

21.2 Added that the power outage must exceed 4 hours. Updated DFS-FS-36 to now reflect DFA-SNAP-36.

Appendix A Updated DFS-FS-36 to now reflect DFA-SNAP-36.

Chapter 24:

24.9 Removed the reference to the DFA-WVW-FLSA 1.

24.10 Removed the reference to the DFA-WVW-FLSA 1.

Other form updates:

DFA-SNAP-2 Reference to ABAWD removed.

DFA-SNAP-36 Added text to refer to supplemental benefits as well as replacement of benefits for this form.

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

RAPIDS questions should be directed to the RAPIDS Help Desk.