

- Support service payments may not be made for ongoing living expenses, such as rent/mortgage and utilities. This includes the cost of installing new utilities and telephone hook-ups.

EXCEPTION: Pre-paid phone cards may only be purchased to enable the client to make activity-related calls when the client has no home telephone.

- The BA-67 form must be used when guaranteeing or promising payment for support services such as clothing, payment of rent for relocation, etc. The procedures outlined by the BCF Office of Finance and Administration for issuing and tracking the BA-67 must be followed.

EXCEPTION: The BA-67 form is not required when there is a contract for payment signed by a vendor such as EIP or Training Contract.

- When a request for a support service payment has been made, but no payment is issued, the Worker must notify the client of the denial using form DFA-WVW-NL-2. The Worker must provide a narrative explanation of the reason the payment is denied in terms that are easily understood by the client. The action must be recorded in Work Programs comments.

Under no circumstances is it correct to give or mail a DFA-WVW-NL-2 to a client without a Worker-composed explanation of the reason for the denial.

The DFA-WVW-NL-2 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.

Payment may be made for the WV WORKS *Emergency Assistance Payment* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Applies to any active WV WORKS recipient in component listed.	AB, CC, CS, CW, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, TV, VT, WE	<div data-bbox="1252 485 1300 600" style="text-align: center;">↓</div> <p data-bbox="1130 632 1422 667">\$5,000 /Lifetime/AG</p> <p data-bbox="1062 743 1495 852">Rent/Mortgage - 3 months equivalent rent or mortgage payment</p> <p data-bbox="1062 890 1495 1073">Utility Disconnects - amount needed to eliminate emergency for PSC regulated utilities; 60-day amount for non-PSC regulated utilities.</p> <p data-bbox="1062 1110 1495 1182">Household Supplies - \$2,000 per household</p> <p data-bbox="1062 1220 1495 1291">Transportation - \$250/AG member</p> <div data-bbox="1240 1381 1312 1549" style="text-align: center;">↑</div>