## **The Case Maintenance Process**

## **2.17 WV WORKS**

## A. SOURCES OF INFORMATION

In addition to the sources in Section 2.1, case maintenance action may also originate from the following sources:

- Division of Children and Adult Services: This includes, but is not limited to, Child Care, CPS and Foster Care.
- Bureau for Child Support Enforcement (BCSE): This may include the return of the absent parent or the receipt of child support in excess of the WV WORKS check. The OSCAR System is used by BCSE. Workers can inquire into this system to determine the child support an AG is receiving each month. Information is used to determine unearned income and whether or not the AG is eligible for the Child Support Incentive Payment.
- WV WORKS/SNAP E&T and WorkForce West Virginia: This may include a change in work registration status, a request for application of a penalty or sanction or a report of new income or a change in income.
- DFA-FS-2: Although this form is used by the client to report changes in his SNAP benefits, the information may affect the WV WORKS benefit.
- RAPIDS System Alerts: These alerts notify the Worker that changes have occurred or are expected to occur and the information must be reviewed and appropriate action taken. All actions must be recorded in case comments. The following alerts directly effect WV WORKS eligibility but a chart of all alerts can be found in Appendix H of the RAPIDS User Guide:
  - Social Security Information
    - 124 Incorrect SSN
    - 126 SDX need to evaluate (Social Security has confirmed benefits)
    - 501 SDX need to open (Social Security has approved SSI)
    - 511 Name mismatch with Social Security
    - 513 Social Security number provided not on file
  - Household Composition
    - 035 Absent Parent moves into household
    - 038 Child custody changed