

APPENDIX C**WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)****A. APPLICATION PROCESS**

An Application for West Virginia School Clothing Allowance, form DFA-WVSC-1, will be mailed to families with school-age children who received WVSCA in the previous program year and who are included in an active SNAP or Medicaid AG in June of the current program year. Active SNAP AGs who have indicated “Yes” to the question “Does your household choose to be evaluated for automatic issuance of SCA should you be determined eligible?” by deadline for the current program year will not be mailed WVSCA application forms and will be included in the automatic issuance unless there is a child in the case who is less than 5 or older than 15. If there is a child of this age in the case, they will be skipped in the automatic issuance and sent a DFA-WVSC-1 during the regular mass mailing. SNAP AGs confirmed on or after the automatic issuance question deadline for the current program year must complete a DFA-WVSC-1, DFA-2, or use inROADS to apply for WVSCA.

1. Application Forms

The Application/Redetermination form, DFA-2, or the Application for West Virginia School Clothing Allowance, DFA-WVSC-1, is used. When a DFA-2 is used, a DFA-WVSC-1 is not required. A DFA-2 may only be required when application is made for another benefit at the same time. Applicants may also use inROADS to apply over the internet at www.wvinroads.org.

Applicants who receive their applications through the mass mailing completed in mid-June may use the information accompanying the application to electronically sign the application. **Individuals submitting applications using inROADS must electronically sign the application.**

2. Requests For Applications

The Department responds to requests for applications to be mailed to potential applicants and accepts applications submitted by mail. If an individual requests the application by telephone, the application is mailed on the date of the telephone call. If the individual requests the application by letter, an application form is mailed on the day the request for the application is received in the local office.

3. Complete Application

The application is considered complete based on the means by which the application is received.

a. Paper Applications

For a paper application, the application is complete, when the client signs a DFA-WVSC-1, DFA-2, or the Document for Protection of Application Date, DFA-5, which contains, at a minimum, his name and address.

b. inROADS Applications

When the inROADS application is submitted with an electronic signature, the application is complete.

NOTE: If the applicant has completed the interactive interview, and there is a technical failure that prevents printing the DFA-2, form DFA-5 must be signed by the applicant and filed in the case record with the subsequently printed DFA-2. He must not be required to return to the office to sign the DFA-2 when a DFA-5 has been signed. In this instance, the application is considered complete when the DFA-5 is signed.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements****4. Date of Application**

The date of the application is the date that the DFA-2 or DFA-WVSC-1, which contains at least the applicant's name and address or the date the electronic signature is submitted in inROADS.

If the DFA-WVSC-1 is received by mail, the date of application is the date the form is received in the local office. When the form is received prior to July 1st of the program year, it may be processed in eRAPIDS no sooner than July 1st.

5. Interview Required

No interview is required when the DFA-WVSC-1 or inROADS is used. When the client is being interviewed for an application or redetermination for another program, form DFA-2 is used.

6. Who Must Be Interviewed

No interview is routinely required, but when an interview is conducted, a specified relative with whom the child lives must participate in the intake interview.

If the child is living with only one specified relative who is unable to participate in the interview, a representative may participate in the intake interview. A written statement, signed by the specified relative, which gives the representative authority to apply on his behalf, is required.

7. Who Must Sign

The specified relative with whom the child lives must sign the DFA-WVSC-1 or the inROADS signature page, or submit an electronic signature.

Only one signature is required.

8. Content Of The Interview

In addition to the requirements outlined in Section 1.2, the following specific requirements apply.

- An applicant for WVSCA only is not required to cooperate with BCSE, but must be made aware of the services and referred, if appropriate.
- An explanation of Categorical Eligibility for SNAP benefits must include that, if approved for WVSCA, the AG is Categorically Eligible until the voucher expiration date. See Section 1.4,R,3.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements****9. Due Date Of Additional Information**

The client and the Worker agree on the date by which additional verification must be obtained. This date must be within 30 days of the date of application.

10. Agency Time Limits

As long as the application is made by the last day of July and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA is approved, if the family is otherwise eligible. All applications must be processed by August 31st. inROADS will accept applications from July 1st through July 31st. Receipt of applications should be logged on a central office log and offices should make every effort to complete the applications in the order received. Because SCA vouchers expire October 31st of the current year, every effort should be made to process all applications in a timely manner within 30 days of the date of application.

11. Agency Delays

If an application has not been acted upon within the required time limit due to agency error, corrective action must be taken immediately.

12. Payee

The vouchers list the payee as the primary person in the case. This person must be the specified relative with whom the child lives.

13. Beginning Date Of Eligibility

Eligibility is determined for the month of July only. When additional information is required, the applicant must return the requested information within the time limit specified on the request for verification.

eRAPIDS generates vouchers in a weekly cycle when eligibility is confirmed. WVSCA AG's confirmed on July 1st are mailed by mid-July. After that, vouchers are mailed on a weekly basis on the first working day of each week.

14. Redetermination Schedule

There is no redetermination schedule for WVSCA.