

E. DFA-RFA-1

The DFA-RFA-1 may be used to protect the date of application for SNAP benefits, WV WORKS, Medicaid and Emergency Assistance. The form is considered complete when it contains, at a minimum, the applicant's name, address and signature. The DFA-RFA-1 may be used to screen for Expedited Service for SNAP benefits, but no action may be taken to approve or deny benefits for any program based on the information provided on the DFA-RFA-1. The DFA-RFA-1 should be used when the client is in the local office and time does not permit conducting an interview on the date the client wishes to apply for benefits. If the applicant does not follow through with the application requirements for the benefits requested, the correct action is withdrawal of the request in eRAPIDS. See appropriate program section for requested benefits.

When an application is requested by mail, the DFA-2 or other appropriate program application must be sent. The DFA-RFA-1 must not be mailed to the client.

F DFA-SLA-1 and DFA-SLA-2

The Single-Streamlined Application allows individuals to apply with the Department by mail, phone, electronically, through the Marketplace, inROADS, or in person for all health coverage.

The DFA-SLA-1 and DFA-SLA-2 are the shelf documents used to apply for health coverage only. These applications collect information needed to determine eligibility on the basis of MAGI.

The DFA-SLA-1 is used for a family or when there is more than one individual in the household. The DFA-SLA-2 is used by a single individual.

G. DFA-SLA-S1

The DFA-SLA-S1 is the supplement used in addition to the DFA-SLA-1 or DFA-SLA-2 to collect additional information required to determine eligibility on a basis other than MAGI.

The DFA-SLA-S1 is a supplement only and is not used as an application.

H. REAPPLICATIONS NOT REQUIRING A NEW FORM

NOTE: When an application has been made for WV WORKS and/or Medicaid and the application is denied, withdrawn or approved for DCA, the AG must not be required to make an additional application for SNAP benefits. SNAP eligibility must be determined based on the information provided for the other programs.

Even though a new application form is not required, the client must indicate his interest in having the benefit reopened and provide information necessary to determine eligibility. The Worker must record such information in eRAPIDS Case Comments.

1. Medicaid and WV WORKS

Reapplications do not require completion of a new application form when all of the following conditions are met:

- The reapplication occurs no later than the end of the second month following the month of the most recent AG closure.
- The AG was closed for reasons other than failure to complete a redetermination, and a redetermination was not due the effective month of closure.
- The AG, Needs Group and Income Group composition, income and other eligibility factors have not changed significantly.
- The category of relatedness (Medicaid) has not changed.
- The information provided by the client is not questionable.
- The latest application form contains the appropriate signatures.

NOTE: AFDC and SSI-Related Medicaid AG's which do not have a spenddown, but are closed due to a change in the AG's circumstances which results in a spenddown, are not required to reapply or complete an DFA-2 or DFA-MA-1 for the new POC which follows AG closure. See Section 2.16.

For Medicaid AGs, when the last case action was a denial due solely to failure to meet spenddown within the application processing time limit, the POC and/or POE is backdated, if appropriate, based on the date the client requests reconsideration of his application.

NOTE: AG's reopened without completion of an application form must remain in the same redetermination cycle in effect when the case was last closed.