

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 17. 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.

**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 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.