

F. WHO MUST SIGN

The individual(s) who is interviewed must sign the DFA-2. If the child(ren) lives with both parents or a parent and a stepparent, both must sign, even if separate interviews are conducted.

G. CONTENT OF THE INTERVIEW

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

- BCSE - Explain redirection requirements, good cause, penalties for failure to cooperate without good cause, possible referral to BCSE for signature of paternity acknowledgment, and obtain the signature on the DFA-AP-1 of the relative with whom the child lives.
- Non-recipient Work-Eligible Individuals - Explain that non-recipient Work-Eligible Individuals living in the household with an eligible child must complete the PRC, SSP, orientation, and be enrolled in a work activity and meet all other program requirements or the AG is ineligible for WV WORKS.
- Work Requirements - Explain the purpose of WV WORKS; DCA payments, if appropriate; TM, child care assistance and job placement.
- Explain that participation in a work activity is an eligibility requirement.
- Personal Responsibility Contract (PRC) - Explanation and completion of the PRC is not required to be part of the intake interview, but it may be done at the same time. See Personal Responsibility Contract (PRC) below for details about the PRC requirements.
- Self-Sufficiency Plan (SSP) – Lists the goals of each participant and the tasks necessary to accomplish those goals. See Self-Sufficiency Plan (SSP) below for details about the SSP requirements.
- Repayments - Discuss any outstanding repayments. See Repayment and Penalties below.
- Eligibility - Explain beginning date of eligibility and the importance of establishing eligibility as soon as possible.
- WV WORKS post-employment options – Discuss the 2 types of employment support payments:
 - Option 1 - Up to a 6-month period during which the former WV WORKS participant may be eligible for continued support payments and services; or

- Option 2 - The West Virginia Employment Assistance Program which allows the employed former TANF recipient to continue to receive the TANF payment he received prior to becoming employed for up to a 6-month period.
- Medicaid - Explain that Medicaid eligibility is a separate determination and how and when the medical card is issued, if appropriate.
- Lump Sum - If the client indicates he may be receiving a lump sum payment, explain the lump sum policy.
- Pregnancy - Explain the need for the client to report immediately when anyone in the AG or a non-recipient Work-Eligible Individual becomes pregnant.
- Caretaker Relative Option

NOTE: When a parent(s) is included with his own child(ren), the OFS-WVW-10 must not be signed. When the AG includes a parent(s), his child(ren) and other children for whom the parent is a specified relative, the parent is required to be included and form OFS-WVW-10 must not be signed. The form is used only when a caretaker relative receives cash assistance only for children to whom he is not a parent.