
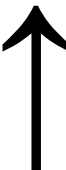


2. Clothing

Clothing may be authorized for a verified offer of employment, or to attend short-term training that is expected to lead directly to employment. This expense includes uniforms or work clothing, including shoes or boots, but may include dress clothing when the client accepts a job that requires it. Payments may be made incrementally, as long as the maximum amount is not exceeded. Lay-away payments for clothing must not be made under any circumstances.



Payment may be made for **clothing** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 <p>\$200/12 month period Requests for exceptions due to extenuating circumstances may be sent to the Family Support Policy Unit for consideration. \$1,000/Lifetime</p>
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

3. Tools And/Or Equipment



Tools and equipment may be purchased when there is a verified offer of employment, the need for the tools has been verified by the employer and the employer does not furnish them. The purchase of tools may also be authorized for specialized training activities. Verification of the cost must be provided.

Payment may be made for ***tools and equipment*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	
Continued Support Services/Job Retention	PL	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	<div>\$500 Lifetime</div> 
Job Skills Training Related to Employment	JT	
Other Agency's OJTs	OJ	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	



4. Drivers/Chauffeurs License

Payment may be made for ***drivers and/or chauffeurs license*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	\$50/Lifetime
Job Search and Job Readiness	JR	<p>Payment for WV drivers license and/or chauffeurs license.</p> <p>Payment must not be made from this category for the test required due to traffic violations or for classes required for DUI convictions.</p> 
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

5. Commercial Drivers License (CDL)



Payment may be made for a **CDL** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Continued Support Services/Job Retention	PL	 \$100/Lifetime Payment must not be made for the test required due to traffic violations or for classes required for DUI convictions. See Item 11 below for DUI-related expenses. 
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Skills Training Related to Employment	JT	
Other Agency's OJTs	OJ	
Vocational Educational Training	VT	

6. Professional License

A professional license may be paid for when required to work in a specific occupation. The client must have a job offer, or the Worker must be reasonably certain that the client can obtain employment after obtaining the license.

Payment may be made for a **professional license** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 \$300/Lifetime Payment limited to the cost of the license when not included in the cost of the course and obtaining the license is part of the course completion. 
Continued Support Services/Job Retention	PL	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Vocational Educational Training	VT	

7. Relocation

A client may be relocated to a different area of the State or to a different state when an offer of unsubsidized employment has been verified. Payment may **not** be made for relocation within the same general vicinity. **The move must be more than one hour in normal traffic before relocation payments may be approved.** The payment may include such items as a rental vehicle, mileage for a personal vehicle, and initial living expenses in the new employment area. These expenses must be verified and documented in case comments. For any cost that can not be verified, the Worker must justify why the payment was made and the calculations used to determine the payment.

In addition, payments may be made to relocate victims of domestic violence when the safety of the client and/or the children is compromised. To qualify for payment, the requirements in Section 13.10,B must be met and the current living situation must be unsafe. Funds may not be used to move someone to a shelter, but may be used to move from a shelter to a residence.

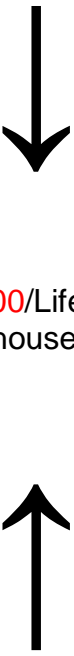
The lifetime limit applies, regardless of the reason for the relocation. If the available relocation amount has been used and domestic violence becomes an issue for the family, contact the Family Support Policy Unit regarding approval.

NOTE: When both parents in a 2-parent household have verified offers of employment, the household may receive a payment up to the **\$1,500** lifetime limit to meet their moving expenses. The amount paid is divided between the 2 parents and half of the payment is disbursed under each individual's PIN number.

After receipt of a relocation payment due to employment, the household is ineligible for TANF in West Virginia for 3 months following the month of receipt. This restriction does not apply to victims of domestic violence who have been relocation.

NOTE: The West Virginia Employment Assistance Program (EAP) is considered a continuation of services payment. Participants choosing this option will be ineligible for TANF in West Virginia for 3 months following the final EAP payment when relocation has been received.

Payment may be made for **relocation** expenses as follows:



WV WORKS Activity	RAPIDS Component	Limitations
Continued Support Services/Job Retention	PL	 \$1,500/Lifetime per household
Employment Assistance Program	EA	
Employment: Unsubsidized, Full- or Part-time	FU, PU	
Temporary Barrier – Domestic Violence	TV	

8. Transportation

- Payments are made to a client who is beginning to participate in an activity to assure that transportation is not a barrier. A prepayment of \$40 may be authorized for the month of approval only for travel. This prepayment must be deducted from the subsequent transportation payment requested for the initial month.
- Transportation payments may be authorized only if expenses have been incurred or are reasonably expected to be incurred. The full amount does not have to be issued.
- Payments made for private transportation are intended to cover more than the cost of fuel. Daily payments for travel include a portion of the following expenses: fuel, insurance, vehicle maintenance, minor repairs and parking.
- General limitations, in addition to those in item B above, are as follows. Limitations specific to an activity are shown in the chart below.
- Clients who must travel one mile or less to their place of employment or other participation site are not eligible for payment. In making this determination, consideration must be given to the distance traveled to deliver children to day care.
- Those who ride school buses or other conveyances without cost are not eligible for transportation payments for the days such conveyances are used.
- Those who use public transportation are reimbursed for the actual cost of the service.
- Transportation stipends received from another source must be deducted from any transportation payments requested.
- When clients share private transportation, only the owner of the vehicle is entitled to a payment. However, if the owner of the vehicle charges the other passengers, the passengers may be reimbursed for their charges. Members of the owner's AG may not be reimbursed when traveling in the same vehicle.
- A BA-67 is not required for transportation payments made to a vendor.
- Requests for transportation received more than 3 months past the month of participation are ineligible. Requests for exceptions due to extenuating circumstances may be sent to the Family Support Policy Unit for consideration.

WV WORKS Activities and Requirements

Payments may be made for **transportation** as follows:



WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 <p>Payments may not exceed \$50/week, \$225/month</p> <p>The participant must meet the weekly participation requirements for a transportation payment to be issued. When the participant does not meet the participation requirement for a week, including excused hours (16 hours/month; 80 hours/12 months) and Federal holiday hours, no transportation payment is made for that week. When the participant does not meet the monthly participation requirement, he must be evaluated for a sanction. Time sheets will be due monthly by the 5th day following the month of participation.</p> <p>EXCEPTION: Participants in temporary barrier components may receive \$10 daily transportation to attend assessment testing or to meet with a resource agency assisting with barrier removal activities.</p> 
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Activities	OW	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

9. Vehicle Repair

Payment may be made for **vehicle repair** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	↓ \$1,500/Lifetime/AG
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	Funds must not be used to purchase a vehicle.
Education Related to Employment	ED	May be used for state inspection stickers and license plates.
EIP	EI	
Employment Assistance Program	EA	The vehicle to be repaired must be titled or leased the State of WV in the name of a Work-Eligible adult included in the household. The vehicle may be jointly owned as long as a Work-Eligible adult in the household is one of the joint owners.
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	May be used to pay for driver's education for those without a driver's license.
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	Any support service payment plus other available resources for repairs must make the vehicle roadworthy. Insurance is not paid under this category.
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

Payment may be made for **vehicle insurance** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	 \$1,000/Lifetime
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

11. DUI Offenses

Payment may be made for costs related to reinstatement of drivers licenses which have been revoked due to substance abuse. Allowable expenses include, but are not limited to: DUI classes, licenses reinstatement fee, new licenses, ignition interlock systems. Expenses that may not be paid are: fines, test for drug/alcohol use, treatment programs, any other medical cost.



Payment may be made for ***DUI-Related expenses*** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	↓
Community Service Programs	CS	\$250/Lifetime
Continued Support Services/Job Retention	PL	The client must be enrolled in and attending a substance abuse treatment program conducted by a certified treatment specialist. However, treatment cannot be paid.
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	See opening paragraph for the kinds of costs that may and may not be paid.
Job Search and Job Readiness	JR	Payment limited to costs related to 1 offense only. All paid costs must be related to the same offense.
Job Skills Training Related to Employment	JT	Payment for Ignition Interlock is limited to the initial DMV fee and 3 months of service. ↑
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or ABE Program	HS, AB	
Vocational Educational Training	VT	

12. High School Equivalency Diploma Or High School Diploma Achievement Bonus

Any Work-Eligible Individual in an active WV WORKS case or PL component who passes the high school equivalency diploma, graduates from ABE class or obtains his high school diploma is eligible for an achievement bonus.

Payment may be made for the *high school equivalency diploma or High School Diploma Achievement Bonus* as follows:



WV WORKS Activity	RAPIDS Component	Limitations
<p>Applies to any active WV WORKS recipient who obtains a high school equivalency diploma or high school diploma.</p>	<p>AB, CC, CS, CW, EA, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, VT, WE</p>	<div style="text-align: center;">  \$100/Lifetime </div> <p>This is a one-time only payment. Payment may be made only to those active recipients without a high school diploma or equivalent, who pass the TASC or obtains a high school diploma. It is not necessary to wait until the diploma is issued.</p> <p>Parents who are under age 18 and unemancipated at the time the TASC is passed or the high school diploma is received are not eligible for this bonus, since they must attend school in order to remain eligible.</p> <p>The amount of \$100 must be paid.</p> <div style="text-align: center;">  </div>

WV WORKS Activities and Requirements

13. Self-Sufficiency Achievement Bonuses

An achievement bonus is paid for retaining employment. To be eligible for this payment, the client must maintain West Virginia residency during the entire employment period.



Payment may be made for the *Self-Sufficiency Achievement Bonuses* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Continued Support Services/Employment Assistance/Job Retention	EA, PL  \$250 Lifetime \$250 / 6 months 	<p>Paid to each former Work-Eligible Individual who is employed full-time during <u>each of the months following AG closure or EAP begin date</u>. Payment is made at the end of the specified month. The case must have been closed or in EAP for the entire post-employment period.</p> <p>Full-time employment is defined as 100 hours/month. The amount of the payment must be equal to the maximum payment, the employment hours may be averaged over the time period as 100 hours/month.</p> <p>The person employed is not required to be working for the same employer as when the AG was closed. Any full-time employment qualifies.</p> <p>There is no minimum earnings level to qualify for this bonus.</p>

14. Vocational Educational And Employment Achievement Bonus


Any Work-Eligible Individual in an active WV WORKS case who completes a Vocational Educational Program is eligible for an achievement bonus if he accepts an offer of full- or part-time employment within 90 days of graduation. For receipt of this bonus, part-time employment is defined as a minimum of 20 hours per week.

Payment may be made for the *Vocational Educational Training Achievement Bonus* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Vocational Educational Training	EA, PL, VT	<div data-bbox="1242 756 1307 924" style="text-align: center;">  </div> <div data-bbox="1177 955 1372 997" style="text-align: center;"> <p>\$250/Lifetime</p> </div> <p data-bbox="1063 1039 1494 1501">This is a one-time only payment. Payment may be made only to those active recipients who complete vocational educational training and who accept full- or part-time employment. It is not necessary to wait until the vocational certificate or diploma is issued, however written verification of the employment must be obtained.</p> <p data-bbox="1063 1543 1494 1617">The amount of \$250 must be paid.</p> <div data-bbox="1242 1711 1307 1879" style="text-align: center;">  </div>

15. Participation Achievement Bonus

Payment may be made for participation achievement bonus as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Community Service Programs	CS	 <p>Payments may not exceed \$50/month per PIN</p> <p>Participant may use Holiday or Excused Absence Hours to meet minimum participation hours for receipt of this bonus. In a 2-parent household where both parents are participating to meet the minimum requirement, each parent may receive the bonus. Refer to Section 24.3,A for minimum participation requirements.</p> <p>Time sheets received more than 3 months past the month of participation are ineligible for this payment.</p>
CWEP	CW	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Subsidized, Full- or Part-time	FU FV, FB, PU, PV, PB	
Job Search and Job Readiness	JR	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Vocational Educational Training	VT	
		