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Specific TANF, WV WORKS, AFDC/U and  
AFDC/U – Related Medicaid Requirements

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SCA Desk Guide issued for the current program year at <http://intranet.wvdhhr.org/RAPIDS/>.

When the SCA voucher payee changes after issuance, but before the voucher is redeemed, and the new responsible adult is not the payee on the voucher, the Worker may use the SCA Payee Change Form, DFA-SCA-3, to identify the new payee. This form is completed by the Worker and sent with the client to the participating retailer. It may also be faxed to the retailer. It grants permission for the merchant to allow a person other than the payee named on the voucher to redeem the voucher.

Another option when the SCA voucher payee changes after issuance but before the voucher is redeemed is to make the new responsible adult the primary person. The original vouchers are returned and cancelled. New vouchers are issued through the auxiliary function in eRAPIDS. Information on this procedure is also found in the eRAPIDS SCA Desk Guide and User Guide.

**NOTE:** If an auxiliary is requested, supervisory approval is required in RAPIDS.

#### C. REPORTS AND ISSUANCE HISTORY

##### 1. SCA Report

There is a report on MOBIUS which has information about special payments. The information regarding this report can be found in the eRAPIDS SCA Desk Guide.

##### 2. Issuance History

eRAPIDS Benefit Issuance History screens are outlined and discussed in the eRAPIDS SCA Desk Guide.

#### D. VERIFICATION

All appropriate WV WORKS verification requirements in Chapter 4 apply.

#### E. POTENTIAL RESOURCES

All appropriate WV WORKS requirements in Chapter 5 apply.

#### F. NOTIFICATION

Notification is required.

##### 1. Approvals

Instructions to the client and the Governor's letter are included with all SCA vouchers upon approval.

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**NOTE:** The WV WORKS policy for including 18-year-olds requires that the 18-year-old be enrolled in secondary school, i.e., high school, high school equivalency, vocational training that substitutes for high school, etc. College is not secondary school. Therefore, the following apply:

- An 18-year-old in college is not eligible for the SCA.
- A 17-year-old in college meets the school enrollment requirement.
- An 18-year-old in high school meets the school enrollment requirement.

The following activities are not considered school enrollment: preschool, nursery school, Head Start, correspondence or internet courses.

School enrollment for children ages 5 through 17 is presumed by eRAPIDS. eRAPIDS uses information on the school enrollment screen to confirm enrollment for children ages 4 and 18. Children who have attained the age of 5 by September 1<sup>st</sup> of the current program year are assumed to be enrolled in kindergarten. West Virginia State law also permits 4-year olds who will attain the age of 5 by the last day of the current calendar year to enroll, if approved by the Superintendent. The statement of a parent or other specified relative is sufficient and no other verification is required to document enrollment.

eRAPIDS will provide a voucher for any 4-year-old enrolled in kindergarten when the school enrollment screen shows an enrollment status of full-time (FU), less than half-time (LH), or half-time (HA).

**NOTE:** A 5-year-old not enrolled in kindergarten is not eligible for the SCA just because eRAPIDS presumes enrollment. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions. The school enrollment screen in eRAPIDS should indicate these children are not enrolled.

- Included in the WV WORKS payment as a dependent child.
- An individual who is included in the AG as a caretaker relative is not eligible for SCA, even when he meets the age and enrollment requirements.
- Minimum age requirement is met when the child will be age 5 on or before September 1<sup>st</sup> of the current program year.
- Maximum age requirement is met when the child is not yet age 19 on July 1<sup>st</sup> of the current program year.

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Situations not addressed below or any situations that arise after October 31<sup>st</sup> of the current program year must be sent to DFA Family Support Policy Unit for an evaluation of a replacement on a case-by-case basis.

1. Undelivered Or Damaged Vouchers

If a voucher is stolen or lost in the mail prior to receipt, the Worker must secure an affidavit of loss, form DFA-SCA-2, from the client and issue the replacement voucher through eRAPIDS by completing the replace voucher screen in the system. See eRAPIDS User Guide.

**NOTE:** The voucher cannot be replaced if it is lost or stolen after it is received by the household.

Only the following situations result in a replacement SCA voucher and must be documented in eRAPIDS:

- The voucher was not delivered by the USPS.
- A voucher that was incorrectly voided by a vendor may be replaced after the client returns the voided voucher to the local office. The local Financial Clerk's office returns it to the BCF Office of Operations and the Worker requests new vouchers through eRAPIDS. The Worker must complete the replace voucher screen in the system. See eRAPIDS User Guide.
- Vouchers completely destroyed in a disaster, such as a house fire or flood, may be replaced if verification of the disaster is provided.
- When the voucher is torn, water damaged, etc., to the extent that a vendor will not accept it, the voucher may be replaced. The remnants of the voucher must be brought to the local office and returned to BCF Office of Operations. The Worker issues the replacement through eRAPIDS on the replace voucher screen following directions in the eRAPIDS User Guide.

Instructions on procedures to replace the vouchers are found in the eRAPIDS User Guide.

**NOTE:** The Worker does not have to wait for notification from Operations or receive an alert to replace vouchers in these situations. Do not issue the amount to be replaced from Emergency Assistance funds.