

1. Appropriate Referrals

WV WORKS Work-Eligible Individuals and those eligible for continued support service payments may be referred. The following requirements must be met when determining an appropriate referral:

- Possession of a valid **West Virginia** driver's license; and
- The unavailability of public transportation; and
- No road worthy vehicle, or two-parent household with another vehicle is necessary; and
- The need to meet a work activity or continue employment; and
- No criminal driving record. This includes, but is not limited to, a DUI conviction in the past 3 years, a hit and run or flight to avoid arrest. Clients who have completed a State-approved driving class and have had their licenses restored may be referred; and
- Verification of proof of vehicle liability insurance; and
- An agreement to pay the vendor \$1 for the appropriate donated vehicle.

Participation in any WV WORKS Donated Vehicle Program is limited to once per individual. If a household contains two parents and two vehicles are required, each may be referred to the program.

The client must be a Work-Eligible Individual in an active WV WORKS case or eligible for continued support service payments at the time of referral and receipt of the vehicle.

If the client already has a vehicle(s) registered in his name, he must provide documentation that:

- The vehicle(s) is junked; or
- The cost of repairs exceeds the limit specified in Section 24.14; or
- The other parent needs the vehicle for employment or to participate in an activity.

2. Referral Process

Referrals to the WV Donated Vehicle Program vendor are made using form DFA-CARS-1. The form is self-explanatory and all requested information on the form is mandatory.