

WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

DATE: October 1, 2013

CHANGE NUMBER: 667

TO: ALL INCOME MAINTENANCE MANUAL HOLDERS

DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i	1	11/11	i - ii	1	10/13
ii	1	5/12			
ii a	1	5/12			
iii – iv	1	11/11	iii – iv	1	10/13
v	1	8/05	v - vi	1	10/13
vi	1	3/11			
			via	1	10/13
vii	1	5/12	vii – viii	1	10/13
viii	1	1/11			
viii a	1	11/11			
ix	1	5/12	ix – x	1	10/13
x	1	11/11			
xi – xii	1	11/11	xi – xii	1	10/13
xiii – xiv	1	11/11	xiii – xiv	1	10/13
xv	1	11/11	xv – xvi	1	10/13
xvi	1	5/13			
xvii – xviii	1	5/13	xvii – xviii	1	10/13
			xix – xx	1	10/13
			xxi	1	10/13
1	1	10/08	1	1	10/13
2	1	4/12	2	1	10/13
2a	1	4/12	2a – 2b	1	10/13
			2c	1	10/13

3 - 4	1	1/11	3 - 4	1	10/13
4a - 4b	1	11/11	4a - 4b	1	10/13
4c	1	7/07	4c - 4d	1	10/13
4d	1	10/08			
4e	1	10/08	4e - 4f	1	10/13
4f	1	7/12			
5 - 6	1	4/12	5 - 6	1	10/13
6a	1	3/11	6a - 6b	1	10/13
7	1	3/11	7 - 8	1	10/13
8	1	11/12			
9	1	4/12	9 - 10	1	10/13
10	1	9/09			
10a	1	9/09	10a - 10b	1	10/13
11 - 12	1	7/12	11 - 12	1	10/13
12a	1	1/10	12a - 12b	1	10/13
12b	1	4/12			
13	1	9/06	13 - 14	1	10/13
14	1	11/11			
15 - 16	1	11/11	15 - 16	1	10/13
16a	1	4/12			
17	1	9/06	17 - 18	1	10/13
18	1	11/11			
19	1	7/09	19 - 20	1	10/13
20	1	7/12			
21 - 22	1	5/12	21	1	10/13
			22	1	5/12
22a	1	7/12	22a	1	
23	1	5/12	23	1	10/13

24	1	4/12	24	1	4/12
			54a – 54f	1	10/13
55	1	4/00	55 – 56	1	10/13
56	1	5/12			
57 - 58	1	11/11	57 - 58	1	10/13
58a	1	11/11	58a	1	10/13
59	1	5/12	59 – 60	1	10/13
60	1	5/00			
			60a - 60b	1	10/13
61 - 62	1	5/00	61 – 62	1	10/13
63 – 64	1	5/12	63 – 64	1	10/13
			64a	1	10/13
65 – 66	1	11/11	65 – 66	1	10/13
66a – 66b	1	5/12	66a – 66b	1	10/13
67 - 68	1	3/11	67 – 68	1	10/13
69 – 70	1	5/12	69 – 70	1	10/13
			70a	1	10/13
71	1	11/11	71 – 72	1	10/13
72	1	5/12			
			72a – 72b	1	10/13
73 – 74	1	7/10	73 – 74	1	10/13
81 – 82	1	5/12	81 – 82	1	10/13
82a	1	5/12	82a	1	10/13
83 – 84	1	5/12	83 – 84	1	10/13
84a – 84b	1	5/12	84a – 84b	1	10/13
84c – 84d	1	5/12	84c – 84d	1	10/13
89	1	5/12	89 – 90	1	10/13
90	1	11/11			
91	1	11/11	91	1	10/13
92	1	4/12	92	1	4/12
93 – 94	1	11/11	93 – 94	1	10/13

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94a	1	11/11			
97 – 98	1	5/12	97 – 98	1	10/13
98a	1	5/12	98a	1	10/13
99 – 100	1	5/12	99 – 100	1	10/13
100a	1	11/11	100a	1	10/13
101 – 102	1	11/11	101 – 102	1	10/13
103	1	11/11	103	1	11/11
104	1	11/11	104	1	10/13
105 – 106	1	11/11	105 – 106	1	10/13
107	1	5/12	107	1	10/13
108	1	11/11	108	1	11/11
108a	1	11/11	108a	1	10/13
109	1	11/11	109	1	10/13
110	1	11/11	110	1	11/11
114a – 114b	1	5/13	114a	1	10/13
			114b	1	5/13
117	1	11/11	117 – 118	1	10/13
118	1	3/02			
119 – 120	1	1/10	119 – 120	1	10/13
			120a – 120b	1	10/13
			120c – 120d	1	10/13
			120e – 120f	1	10/13
121	1	11/11	121	1	10/13
122	1	11/09	122	1	11/09
			153 – 154	1	10/13
			155 – 156	1	10/13
			157 – 158	1	10/13
A – 1	1	7/12	A1 - A2	1	10/13
A – 2	1	1/10			

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A – 3	1	10/08	A3 – A4	1	10/13
A – 4	1	1/10			
A5 – A6	1	1/10	A5 – A6	1	10/13
A7 – A8	1	1/10	A7 – A8	1	10/13
E-1	1	4/12	E-1	1	10/13
i – ii	2	10/11	i - ii	2	10/13
iii – iv	2	5/13	iii – iv	2	10/13
v	2	5/13	v - vi	2	10/13
1 – 2	2	1/10	1 – 2	2	10/13
3	2	10/11	3	2	10/11
4	2	1/10	4	2	10/13
25	2	4/12	25	2	10/13
			32	2	10/13
			33 – 34	2	10/13
			35 – 36	2	10/13
			37 – 38	2	10/13
39	2	5/05	39	2	5/05
40	2	4/12			
40a	2	4/10			
41	2	11/11			
42	2	4/12			
43	2	11/11	43	2	11/11
44	2	1/10	44	2	10/13
44a	2	4/10			
45	2	4/12	45	2	4/12
46	2	1/10	46	2	10/13
46a	2	1/10			
47 – 48	2	1/10	47 – 48	2	10/13
49 – 50	2	1/10	49 – 50	2	10/13

50a	2	4/12	50a	2	10/13
59	2	1/10	59	2	10/13
60	2	7/12	60	2	7/12
			75	2	10/13
i	3	6/12	ii - ii	3	10/13
ii	3	3/11			
1	3	6/12	1 - 2	3	10/13
2	3	3/11			
3 - 4	3	3/11	3 - 4	3	10/13
5	3	3/11	5 - 6	3	10/13
6	3	6/12			
7 - 8	3	6/12	7 - 8	3	10/13
9 - 10	3	3/11	9 - 10	3	10/13
10a	3	3/11	10a	3	10/13
11 - 12	3	9/12	11 - 12	3	10/13
			12a	3	10/13
13	3	9/12	13 - 14	3	10/13
14	3	5/13			
			14a - 14b	3	10/13
			14c	3	10/13
i - ii	4	5/11	i - ii	4	10/13
iii - iv	4	5/11	iii - iv	4	10/13
1	4	7/12	1 - 2	4	10/13
2	4	10/08			
			2a - 2e	4	10/13
3	4	10/08	3 - 4	4	10/13
4	4	4/12			

5	4	10/08	5 – 6	4	10/13
6	4	3/09			
6a	4	11/09	6a – 6b	4	10/13
6b	4	5/11			
7	4	7/12	7 – 8	4	10/13
8	4	11/11			
9	4	3/11	9 – 10	4	10/13
10	4	3/09			
13	4	1/10	13 - 14	4	10/13
14	4	10/11			
15 – 16	4	7/12	15 - 16	4	10/13
17	4	10/08	17 – 18	4	10/13
18	4	4/12			
19	4	3/13	19	4	10/13
20	4	4/10	20	4	4/10
23	4	7/12	23 – 24	4	10/13
24	4	10/08			
24a – 24b	4	4/10	24a – 24b	4	10/13
			24c	4	10/13
i – ii	5	11/10/05	i – ii	5	10/13
1 – 2	5	11/10/05	1	5	11/10/05
			2	5	10/13
3	5	4/08	3	5	10/13
4	5	7/07	4	5	7/07
5	5	7/07	5	5	10/13
6	5	11/10/05	6	5	11/10/05
13 – 14	5	7/07	13 – 14	5	10/13
21 – 22	5	11/10/05	21	5	10/13
			22	5	11/10/05

i - ii	6	11/11	i	6	10/13
			ii	6	11/11
1 - 2	6	7/12	1	6	10/13
			2	6	7/12
3	6	8/12	3 - 4	6	10/13
4	6	11/11			
5 - 6	6	10/11	5 - 6	6	10/13
7 - 8	6	11/11	7	6	11/11
			8	6	10/13
19 - 20	6	11/11	19	6	10/13
			20	6	11/11
21	6	11/11	21	6	10/13
B-1 - B-2	6	1/10	B-1 - B-2	6	10/13
B-3	6	1/10	B-3	6	10/13
i	7	9/11	i - ii	7	10/13
ii	7	3/11			
iii	7	4/12	iii	7	10/13
1	7	1/09	1 - 2	7	10/13
2	7	9/11			
			2a	7	10/13
3	7	9/11	3 - 4	7	10/13
4	7	3/11			
4a	7	9/11	4a - 4b	7	10/13
5 - 6	7	7/11	5 - 6	7	10/13
7	7	3/11	7 - 8	7	10/13
8	7	7/11			
9 - 10	7	7/11	9 - 10	7	10/13
10a	7	7/11	10a	7	10/13
11	7	3/11	11 - 12	7	10/13

12	7	2/11			
13	7	10/00	13	7	10/00
14	7	8/02	14	7	10/13
15 – 16	7	3/10	15 – 16	7	10/13
17 – 18	7	9/10	17 - 18	7	10/13
19	7	7/11	19 – 20	7	10/13
20	7	1/09			
21 – 22	7	1/09	21 – 22	7	10/13
23	7	7/11	23 – 24	7	10/13
24	7	1/09			
24a	7	7/11	24a – 24b	7	10/13
			24c – 24r	7	10/13
29	7	10/00	29	7	10/00
30	7	4/12	30	7	10/13
31 – 32	7	1/00	31 – 32	7	10/13
32a - 32b	7	4/12	32a – 32b	7	10/13
			32c	7	10/13
33 – 34	7	4/12	33 -- 34	7	10/13
35 – 36	7	11/09	35 – 36	7	10/13
36a	7	11/09			
37	7	11/03	37 – 38	7	10/13
38	7	1/11			
39 – 40	7	4/12	39 – 40	7	10/13
41	7	7/11	41	7	10/13
42	7	1/09	42	7	1/09
B-1 – B-2	7	9/11	B-1 – B-2	7	10/13
			B3 – B9	7	10/13
i – ii	8	11/05	i	8	11/05
			ii	8	10/13
5	8	1/10	5	8	1/10

6	8	2/08	6	8	10/13
7 – 8	8	2/08	7	8	10/13
			8	8	2/08
9	8	2/08	9	8	2/08
10	8	1/10	10	8	10/13
11	8	5/13	11	8	10/13
12	8	3/10	12	8	3/10
13	8	1/10	13	8	1/10
14	8	5/11	14	8	10/13
14a	8	5/11	14a	8	10/13
15	8	11/05	15	8	11/05
16	8	1/10	16	8	10/13
17	8	2/08	17 – 18	8	10/13
18	8	1/10			
i	9	10/11	i - ii	9	10/13
ii	9	7/06			
iii	9	1/03	iii	9	1/03
iv	9	11/08	iv	9	10/13
v	9	12/99	v	9	10/13
26	9	12/99	26	9	10/13
			26a – 26f	9	10/13
27 - 28	9	12/99	27 – 28	9	10/13
29 – 36	9	12/99			
37	9	12/99	37 – 38	9	10/13
38	9	2/10			
39 – 40	9	9/10	39 - 40	9	10/13
41	9	6/09	41 – 42	9	10/13
42	9	12/99			
49 – 50	9	12/99	49	9	12/99

			50	9	10/13
51 – 52	9	12/99	51	9	10/13
			52	9	12/99
53 – 54	9	11/08	53 – 54	9	10/13
55	9	12/99	55 – 56	9	10/13
56	9	6/09			
57 – 58	9	12/07	57 – 58	9	10/13
			58a – 58f	9	10/13
59 – 60	9	12/99	59 – 60	9	10/13
63	9	12/99	63	9	10/13
64	9	7/07	64	9	7/07
			A1 – A11	9	10/13
i - ii	10	5/11	i	10	5/11
			ii	10	10/13
iii – iv	10	5/11	iii – iv	10	10/13
v – vi	10	5/11	v – vi	10	10/13
via	10	7/12			
vii – viii	10	9/11	vii - viii	10	10/13
ix – x	10	9/11	ix – x	10	10/13
xi	10	9/11	xi - xii	10	10/13
xii	10	5/13			
xiii - xiv	10	7/12	xiii - xiv	10	10/13
xv	10	7/12	xv – xvi	10	10/13
xvi	10	5/13			
1	10	10/08	1 – 2	10	10/13
2	10	11/08			
3	10	11/08	3 – 4	10	10/13

4	10	8/10			
4a	10	8/10	4a – 4b	10	10/13
			4c – 4d	10	10/13
5	10	8/10	5 – 6	10	10/13
6	10	10/08			
7	10	10/08	7	10	10/13
8	10	4/12	8	10	4/12
9	10	2/07	9	10	2/07
10	10	9/11	10	10	10/13
11 – 12	10	5/11	11 – 12	10	10/13
13 – 14	10	5/11	13 – 14	10	10/13
15 – 16	10	5/11	15 – 16	10	10/13
17 – 18	10	5/11	17 – 18	10	10/13
18a	10	5/11	18a	10	10/13
19 – 20	10	5/11	19 – 20	10	10/13
21	10	5/11	21 – 22	10	10/13
22	10	7/12			
22a	10	11/11	22a	10	10/13
23 – 24	10	2/11	23 – 24	10	10/13
24a	10	5/11	24a	10	10/13
25 – 26	10	5/11	25 – 26	10	10/13
27 – 28	10	5/11	27 - 28	10	10/13
29 – 30	10	5/11	29 – 30	10	10/13
31 – 32	10	5/11	31 – 32	10	10/13
32a	10	5/11	32a	10	10/13
33	10	11/11	33 – 34	10	10/13
34	10	5/11			
34a	10	5/11	34a	10	10/13
35 – 36	10	5/11	35 – 36	10	10/13

37	10	1/12	37 – 38	10	10/13
38	10	5/11			
39 – 40	10	5/11	39 – 40	10	10/13
41 – 42	10	5/11	41 – 42	10	10/13
43	10	3/13	43 – 44	10	10/13
44	10	5/11			
44a	10	11/11	44a – 44b	10	10/13
44b	10	5/11			
44c	10	5/11	44c – 44d	10	10/13
			44e	10	10/13
103 – 104	10	4/12	103 - 104	10	10/13
109	10	4/12	109	10	4/12
110	10	2/12	110	10	10/13
117	10	12/09	117	10	12/09
118	10	10/10	118	10	10/13
119	10	10/10	119	10	10/13
120 – 154	10	2/12			
			154a -154w	10	10/13
155 – 156	10	10/10	155 – 156	10	10/13
157	10	10/10	157	10	10/13
158	10	9/11			
158a	10	3/05	158a – 158b	10	10/13
159 -164	10	10/01, 9/11			
165 - 166	10	10/01	165 - 166	10	10/13
167 – 169	10	10/01, 9/11			
170	10	8/01	170	10	10/13
171	10	8/01	171	10	10/13
172 – 174	10	10/01, 9/11			
179 – 180	10	3/13	179 – 180	10	10/13
181 – 182	10	5/13	181	10	5/13
			182	10	10/13

183	10	3/05	183	10	10/13
184	10	10/01	184	10	10/01
185 – 186	10	10/01	185 – 186	10	10/13
189 - 190	10	2/12	189 – 190	10	10/13
			190a	10	10/13
191	10	10/01	191	10	10/01
192	10	11/11	192	10	10/13
			192a – 192f	10	10/13
193	10	11/08	193	10	11/08
194	10	2/12	194	10	10/13
197	10	3/02	197	10	3/02
198	10	11/11	198	10	10/13
199	10	11/11	199 – 200	10	10/13
200	10	2/12			
			200a	10	10/13
205	10	9/11	205	10	9/11206
206	10	2/12	206	10	10/13
209 – 210	10	2/12	209	10	2/12
			210	10	10/13
213	10	1/12	213 – 214	10	10/13
214	10	2/12			
215	10	4/07	215 – 216	10	10/13
216	10	2/12			
216a	10	4/07	216a	10	10/13
A-1	10	7/13	A-1	10	10/13
			G1 – G55	10	10/13
7 – 8	11	11/12	7 – 8	11	10/13
8a – 8b	11	11/12	8a - 8b	11	10/13
			8c	11	10/13
9 - 10	11	10/08	9	11	10/13

			10	11	10/08
11 – 12	11	6/08	11	11	10/13
			12	11	6/08
17	11	1/12	17	11	10/13
18	11	10/08	18	11	10/13
19	11	11/08	19 – 20	11	10/13
20	11	3/09			
20a	11	11/09	20a	11	10/13
21 – 22	11	11/09	21 – 22	11	10/13
23	11	6/09	23	11	10/13
24	11	11/08	24	11	11/08
25	11	11/08	25 – 26	11	10/13
26	11	9/10			
27 – 28	11	3/09	27 – 28	11	10/13
28a	11	6/09	28a	11	10/13
29 – 30	11	12/09	29 - 30		
31	11	3/11	31 - 32	11	10/13
32	11	3/12			
33	11	12/09	33	11	10/13
34	11	11/09	34	11	11/09
34a	11	12/09	34a	11	10/13
35 – 36	11	9/10	35 – 36	11	10/13
37	11	12/09	37	11	10/13
38	11	11/10	38	11	11/10
38a	11	11/10	38a	11	10/13
39 – 40	11	3/09	39	11	3/09
			40	11	10/13
40a – 40b	11	3/09	40a – 40b	11	10/13
41 – 42	11	11/10	41 – 42	11	10/13
43 – 44	11	11/10	43 – 44	11	10/13
49 – 50	11	11/10	49	11	11/10

			50	11	10/13
57	11	12/09	57	11	10/13
69 – 70	11	7/03	69	11	10/13
			70	11	7/03
71 – 72	11	7/03	71	11	10/13
			72	11	7/03
73	11	10/08	73	11	10/08
			74	11	10/13
79	11	6/09	79	11	6/09
80	11	5/11	80	11	10/13
i	12	10/06	i	12	10/06
ii	12	5/017	ii	12	10/13
iii	12	5/07	iii - iv	12	10/13
iv	12	4/12			
v	12	5/07	v	12	10/13
1 – 2	12	4/12	l	12	10/13
			2	12	4/12
5	12	1/10	5	12	10/13
6	12	11/11	6	12	11/11
19	12	4/10	19	12	10/13
20	12	6/09	20	12	6/09
25	12	4/10	25	12	10/13
26	12	10/06	26	12	10/06
27	12	10/06	27 – 28	12	10/13
28	12	4/08			
29 – 30	12	10/06	29	12	10/13
			30	12	10/06
31	12	4/08	31 – 32	12	10/13
32	12	5/10			
32a	12	5/07	32a	12	10/13

33 – 34	12	10/06	33 – 34	12	10/13
35 – 36	12	10/06	35 – 36	12	10/13
43	12	5/07	43	12	5/07
44	12	10/06	44	12	10/13
A-1	12	9/10	A-1	12	10/13
A-2	12	5/07	A-2	12	5/07
B-1	12	9/10	B-1	12	10/13
B-2	12	9/95	B-2	12	9/95
C1	12	9/10	C-1	12	10/13
C2	12	12/97	C-2	12	12/97
i	15	7/10	i	15	10/13
ii	15	11/08	ii	15	11/08
iii	15	6/10	iii	15	10/13
1	15	5/07	1 – 2	15	10/13
2	15	7/09			
3 – 4	15	10/11	3 – 4	15	10/13
5 – 6	15	7/09	5 – 6	15	10/13
7 – 8	15	7/09			
9 – 10	15	7/09			
11 – 12	15	7/09			
13 – 14	15	7/09			
15	15	7/09			
16	15	7/10	16	15	10/13
17 – 18	15	7/10	17 – 18	15	10/13
18a	15	7/10			
19	15	7/09	19 – 20	15	10/13
20	15	7/10			
21	15	4/11	21 – 22	15	10/13

22	15	5/06			
22a – 22b	15	3/09	22a – 22b	15	10/13
23	15	3/09	23 – 24	15	10/13
24	15	12/01			
25	15	4/11	25 – 26	15	10/13
26	15	5/07			
27	15	5/08	27 – 28	15	10/13
28	15	7/08			
29	15	12/06	29 – 30	15	10/13
30	15	5/07			
31	15	1/08	31 – 32	15	10/13
32	15	4/12			
33	15	9/07	33 – 34	15	10/13
34	15	4/12			
35 – 36	15	9/07	35 – 36	15	10/13
37 – 38	15	9/07	37 – 38	15	10/13
38a	15	4/11			
38b	15	9/07			
38c	15	9/07			
38d	15	4/12			
39	15	5/07	39 – 40	15	10/13
40	15	6/12			
41	15	4/11	41 – 42	15	10/13
42	15	10/08			
42a	15	10/08	42a	15	10/13
43	15	1/08	43 – 44	15	10/13
44	15	9/12			
			E1 – E11	15	10/13
i - ii	16	3/10	i - ii	16	10/13

iii	16	11/11	iii	16	11/11
iv	16	5/13	iv	16	10/13
1 – 2	16	4/12	1 – 2	16	10/13
3	16	4/12	3 – 4	16	10/13
4	16	7/09			
7 – 8	16	4/12	7 – 8	16	10/13
8a	16	7/10	8a – 8b	16	10/13
8b	16	7/09			
9	16	4/12	9	16	10/13
10	16	2/08	10	16	2/08
11	16	4/12	11	16	10/13
12	16	5/10	12	16	5/10
13 – 14	16	5/10	13 – 14	16	10/13
15	16	4/12	15	16	10/13
16	16	3/10	16	16	3/10
16a	16	1/10	16a – 16b	16	10/13
			16c	16	10/13
17	16	7/98	17 – 18	16	10/13
18	16	5/13			
19	16	5/136	19 – 20	16	10/13
20	16	10/98			
21	16	5/10	21 – 22	16	10/13
22	16	3/10			
			22a	16	10/13
23 – 24	16	1/10	23 – 24	16	10/13
24a	16	1/10			
25	16	5/07	25 -26	16	10/13
26	16	8/07			
27	16	11/10	27 – 28	16	10/13
28	16	8/07			
29 – 30	16	8/07	29	16	10/13

			30	16	8/07
31 -32	16	5/07	31 – 32	16	10/13
33 – 34	16	3/10	33 – 34	16	10/13
35	16	5/10	35 – 36	16	10/13
36	16	11/08			
37	16	11/09	37 – 38	16	10/13
38	16	5/07			
39 – 40	16	5/10	39	16	5/10
			40	16	10/13
40a	16	5/10	40a	16	10/13
41	16	10/98	41 – 42	16	10/13
42	16	11/04			
42a	16	11/04	42a	16	10/13
43	16	11/10/05	43 – 44	16	10/13
44	16	1/12			
45	16	5/11	45	16	5/11
46	16	1/12	46	16	10/13
47	16	11/10/06	47 – 48	16	10/13
48	16	1/12			
48a	16	11/10/05			
49	16	11/10/06	49 – 50	16	10/13
50	16	3/10			
51 – 52	16	3/10	51 – 52	16	10/13
53	16	3/10	53	16	3/10
54	16	11/11	54	16	10/13
55	16	1/10	55 – 56	16	10/13
56	16	11/09			
57 – 58	16	4/12	57 – 58	16	10/13
58a – 58b	16	5/13	58a – 58b	16	10/13

59 – 60	16	4/02	59 – 60	16	10/13
61	16	3/10	61	16	10/13
62	16	3/18/02	62	16	3/18/02
63	16	3/18/02	63	16	10/13
64	16	7/98	64	16	7/98
A-1 – A-2	16	5/07	A-1	16	10/13
			A-2	16	5/07
			B1 – B7	16	10/13
i	18	2/09	i - ii	18	10/13
ii	18	4/10			
iii	18	4/10	iii	18	10/13
11 – 12	18	2/09	11	18	10/13
			12	18	2/09
15 – 16	18	7/07	15	18	7/07
			16	18	10/13
17	18	7/07	17	18	10/13
18	18	2/09	18	18	2/09
18a	18	7/07	18a	18	10/13
25	18	7/07	25	18	7/07
26	18	2/09	26	18	10/13
29	18	7/07	29	18	7/07
30	18	2/09	30	18	10/13
43	18	2/08	43	18	2/08
44	18	4/10	44	18	10/13
45 – 46	18	7/07	45	18	7/07
			46	18	10/13
23 – 24	23	3/13	23	23	10/13
			24	23	3/13

27	23	3/13	27	23	10/13
28	23	7/10	28	13	7/10
3 – 4	28	2/11	3	28	10/13
			4	28	2/11
5 – 6	28	2/11	5	28	10/13
			6	28	2/11
7	28	7/09	7	28	10/13
8	28	3/11	8	28	3/11
13 – 14	28	7/09	13	28	10/13
			14	28	7/09
FORMS					
DFA-RR-1	1	11/11	DFA-RR-1	1	10/13
DFA-2	1	11/2011	DFA-2	1	10/13
			DFA-SLA-S1	1	10/13
			DFA-SLA-1	1	10/13
			DFA-SLA-2	1	10/13
DFA-MA-1	1	9/17/12			
WV-KIDS-1		3/07			
CHIP Application Instructions		3/07			

This manual change was made to include provisions of the Patient Protection and Affordability Act enacted March 23, 2010, amended by the Health Care and Education Reconciliation Act of 2010, enacted March 30, 2010, and together referred to as the Affordable Care Act (ACA). This manual change adds the following policies effective October 1, 2013. Effective October 1, 2013, the Medicaid and WV CHIP programs will:

- begin using a single, streamlined application (SLA) to collect information needed to determine eligibility for applicants for any Insurance Affordability Program (IAP), i.e., Medicaid, WV CHIP, or Advance Premium Tax Credits and/or Cost Sharing Reductions used to purchase a Qualified Health Plan (QHP) through the Federal Facilitated Marketplace (FFM).

- ensure a coordinated and timely process for performing eligibility determinations, for facilitating enrollment into coverage, and for transferring the client's information between the Department and the FFM through a secure electronic account.
- determine eligibility for current Medicaid or WV CHIP populations effective October 1, 2013, and for the expanded Adult Group and Former WV Foster Children with an effective date of January 1, 2014.
- use the MAGI methodology to determine financial eligibility for all IAPs applying on or after October 1, 2013, with a coverage effective date of January 1, 2014. Ensure that applicants with income below the MAGI standard and determined eligible for coverage in a MAGI coverage group be promptly enrolled into the MAGI Medicaid coverage group. The client may also pursue eligibility for non-MAGI Medicaid coverage groups while enrolled in the MAGI group.
- re-determine eligibility for both MAGI and non-MAGI groups using electronic data matches without requiring information from the client, to the extent possible. When the review cannot be renewed automatically based on available electronic data matches, a pre-populated form containing case information must be provided to the client.
- use MAGI converted income thresholds to determine eligibility for MAGI coverage groups.
- utilize the federal data hub to verify certain information needed for a Medicaid or WV CHIP eligibility determination. Available electronic data sources will be utilized to verify information. Additional information will be requested from the client only when information in the electronic source is not available, or is not reasonably compatible.

The following updates were made to all sections of this change: RAPIDS was changed to eRAPIDS. References to Legacy screen names were removed. The Tables of Contents were updated with new group names and page numbers.

Forms: The following forms were obsoleted: WV-KIDS-1, CHIP Application Instructions, and DFA-MA-1.

The DFA-2 was updated. The DFA-RR-1 was updated. The DFA-SLA-S1 – Supplement to Application for Health Coverage was added. The DFA-SLA-1: Single Streamlined Application for Families was added. The DFA-SLA-2: Single Streamlined Application for an individual was added.

Chapter 1

1.1: Clarified that the applicant may designate a representative to act on their behalf.

1.2: Added that the application for health coverage may be submitted by mail, phone, electronically, Marketplace, inROADS, in person, or through SSA's data exchange. Applications for Insurance Affordability Programs and coordination with the Federally Facilitated Marketplace

(FFM) were added. Clarifications on redeterminations submitted by mail and inROADS were added. Procedures for voter registration for Marketplace applicants were added. Additional races were added for reporting required for ACA.

1.3: The DFA-2 was updated. The DFA-RR-1 was updated. The DFA-SLA-S1 – Supplement to Application for Health Coverage was added. The DFA-SLA-1: Single Streamlined Application for Families was added. The DFA-SLA-2: Single Streamlined Application for an individual was added.

1.5: The Adult Group was added as a new health coverage group. Who can be included on the same application was added. Coverage in the Adult Group does not begin until January 1, 2014.

1.6: AFDC Medicaid was changed to Parents/Caretaker Relatives. Who can be included on the same application was added. Information on rolling renewals was added.

1.7: References to deprivation factor were removed. AFDC Medicaid was changed to Parents/Caretaker Relatives.

1.8: AFDC Medicaid coverage group was changed to Parents/Caretaker Relatives.

1.9: Qualified Child and Poverty Level Children Medicaid were changed to Children Under Age 19. Who can be included on the same application was added. Information on the redetermination schedule and rolling renewals was added.

1.10: Poverty-Level Pregnant Women was changed to Pregnant Women. Who can be included on the same application was added. Information on the redetermination schedule was added.

1.12: Information on the redetermination process was added.

1.15: Applications for Medicare Premium Assistance (QMB, SLIMB and QI-1) received by SSA or the Marketplace are forwarded to the department for eligibility determination. The redetermination process was clarified.

1.17 & 1.22: Added the Marketplace and DFA-SLA-1 as an application method.

1.19, 1.20, 1.21 & 1.23: Added the DFA-SLA-1 as an application method.

1.24: Coordination between the department and the FFM was added. New application procedures beginning Oct 1, 2013 were added.

1.26: The Former WV Foster Children group was added. Information on the redetermination schedule and rolling renewals was added. Coverage in the Former WV Foster Children group does not begin until January 1, 2014.

Appendix A: Was updated with new acronyms and abbreviations due to changes required under ACA.

Chapter 2

2.1: Clarified that the applicant may designate a representative to act on their behalf. The Federal Data Hub was added as a source of information for Medicaid groups.

2.2: Pages reserved for future use were updated.

2.3: Medicaid section was moved to this section which was previously reserved for future use. Reference to QC and PL was updated to Children Under Age 19. Language to include the Marketplace as a method of applying was added. Examples were added for reported changes. Removed duplicate language concerning spenddowns, change in income during POC, and COLAs. Reference to deprivation factors was removed. Reference to the Federal Data Hub as a source of information concerning eligibility from Medicaid was added. Specified that verification is only requested from the client after all other means have been exhausted.

2.4: Case maintenance policies for the Ault Group were added.

2.5: AFDC Medicaid was changed to Parents/Caretaker Relatives. References to AG were updated to household. Obsolete case maintenance policies were removed.

2.6 & 2.7: Reference to Qualified or Poverty-Level child was removed.

2.8: Qualified Child and Poverty Level Children coverage groups were changed to Children Under Age 19.

2.9: Poverty-Level Pregnant Women coverage group was changed to Pregnant Women. Added a note that a pregnant woman is not eligible to be included in the Adult Group.

2.16: References to the deprivation factor were removed.

2.17: Reference to Periodic Reporting was removed.

2.18: Case maintenance policies for the Former WV Foster Children group were added.

Chapter 3

This title of all sections of this chapter was updated to reflect the Federal Data Hub and Data Exchanges.

3.1, 3.2: Added reference to the Federal Data Hub as a source of information concerning eligibility for Medicaid. When there is no Medicaid in the case, information returned by the hub is not used for eligibility purposes for other programs. Verification is only requested from the client after all other means have been exhausted. Bureau for Employment Programs was updated to WorkForce West Virginia.

3.3: The Department of Homeland Security and Public Assistance Reporting Information System (PARIS) were added as types of data received by the hub.

3.5: Specified that verification for Medicaid is only requested from the client after all other means have been exhausted. Added new section regarding special requirements for disclosing data received via the federal data hub.

Chapter 4

4.1: Updated for Medicaid and WVCHIP that self-attested information is verified with electronic and other data sources and the reasonable compatibility standard is applied before verification is requested from the client. Reasonable compatibility was added and defined. Method for applying the reasonable compatibility standard was added. To comply with ACA provisions, policy was added that waives specific verification requirements for applicants for certain Medicaid Groups and WV CHIP.

4.2: Specified that verification for Medicaid is only requested from the client after all other means have been exhausted. Verifications for the deprivation factors were removed. Updated verification chart to include the new requirements and documents accepted due to ACA. The Hub was added as a source of verification for Medicaid.

Chapter 5

5.2, 5.4 & 5.6: References to AFDC Medicaid were removed or changed to Parents/Caretaker Relatives.

Chapter 6

6.2: Evaluation for non-MAGI coverage was added. Added information that must be included on the Medicaid approval notice due to ACA.

6.3: Specified that verification for Medicaid is only requested from the client after all other means have been exhausted.

6.4: Qualified Child was changed to Children Under Age 19. Qualified Child computation section was removed.

App B: Notifications for new groups under ACA were added.

Chapter 7

7.1: A statement concerning CHIP applications being accepted through the FFM was added.

7.2: An explanation of the policy similarities and differences between CHIP and The Children Under Age 19 Group was outlined. Redetermination scheduling was revised to include the automatic process using electronic data matches, and policy on rolling renewals. A child must

first be determined ineligible for Medicaid before being determined eligible for WV CHIP. Added policy regarding deemed WV CHIP newborns.

7.3 Added policy concerning the forwarding of an eRAPIDS data file to the FFM when a CHIP redetermination income exceeds 300% FPL.

7.5: This section has been updated to include policy on self-attestation.

7.7: This section was updated to include references to FFM notification.

7.8: The Enumeration Section was expanded and an example added.

7.9: Policy concerning MAGI-based household determinations was added.

7.10: This Section has been completely revised to incorporate the MAGI-Based Income Methodology using tax households.

7.14: Income limits were updated. Policy for backdating coverage was updated. While there is no longer a penalty period for dropping non-excepted insurance, the good cause for dropping criteria is being retained. Added policy concerning forwarding the eRAPIDS data file to the FFM when a CHIP redetermination income exceeds 300% FPL.

Appendix B: The Redetermination Chart has been deleted. The new Appendix B contains the Income Methodology that was used prior to October 1, 2013 for historical reference.

Chapter 8

8.2: Clarified state of residence for individuals residing in an institution and for students.

8.3: Removed reference to DFA-2 citizenship attestation.

8.4: Poverty-Level Pregnant Women was changed to Pregnant Women.

8.7: Clarified that Medicaid applications may not be delayed or denied while an eligible individual verifies his SSN.

Chapter 9

9.2: Inserted policy regarding Medicaid eligibility determination groups.

9.3: Added new policy regarding the Adult Group; moved Medicaid eligibility determination group content to IMM 9.2. The tax filer, tax dependent and non-filer rules were added.

9.4: Added policy regarding the Parents/Caretaker Relatives coverage group; moved AFDC Medicaid policy to Appendix A.

9.5 & 9.6: AFDC Medicaid was changed to Parents/Caretaker Relatives.

9.7: Added policy regarding the Children Under Age 19 coverage group; moved Qualified and Poverty Level Children policy to Appendix A.

9.8: Added policy regarding the Pregnant Women coverage group; moved Poverty-Level Pregnant Women policy to Appendix A.

9.14: Clarified that the Income Group and Needs Group is the same as the Medicaid coverage group for which the alien is applying.

9.18: Added AFDC-Related policy regarding who must be included in the AFDC-Related Assistance Group.

9.20: Added policy regarding the new Former WV Foster Children group.

Added new Appendix A for historical purposes.

10.1: Added definitions applicable to the implementation of ACA.

10.2: Chapter references were updated.

10.3: Added Chart 2 which shows income sources used in the calculation of MAGI for the Adult Group, Parents/Caretaker Relatives, Children Under Age 19, Pregnant Women and WV CHIP. Updated Income Chart to remove coverage groups added to Chart 2.

10.6: Removed section references.

10.7, 10.10, 10.11 & 10.12: Moved sections titled AFDC Medicaid, Qualified Children, Poverty-Level Children and Pregnant Women Medicaid income policies to Appendix G for historical purposes.

10.8: Added new section Parents/Caretaker Relatives; Pregnant Women; Children Under Age 19; and Adult Group (Categorically Needy, Mandatory) The MAGI methodology was added. The tax filer, dependent and non-filer rules were added and defined.

10.9: Changed references from AFDC Medicaid to Parents/Caretaker Relatives Medicaid or AFDC-Related Medicaid as appropriate; updated Section references.

10.10: The Former WV Foster Children group was added.

10.15, 10.16 and 10.19: Changed references from AFDC Medicaid to AFDC-Related Medicaid; updated Section references.

10.18: Clarified an alien must meet the income requirements of the Medicaid coverage group for which he is applying.

10.21: Updated title of section to include optional for parents; clarified current policy regarding deductions; inserted AFDC-Related policy regarding self-employment, annual contract employment, and educational and withheld income.

10.22: Updated title from mandatory to optional. Changed references from AFDC Medicaid to AFDC-Related Medicaid; updated Section references.

App A: Was updated with new income limits for ACA. Typo corrected.

App. G was added for historical reference.

Chapter 11

11.1: The definition of spouse was clarified.

11.2: Changed reference from AFDC to AFDC-Related. Added Medicaid coverage groups which have no asset test.

11.3: Removed AFDC Medicaid from table. Added Medicaid coverage groups which have no asset test.

11.4: Changed references from AFDC to AFDC-Related in the asset list. Clarification added for Long-Term Care Medicaid for annuities.

11.5 & 11.6: Removed references to AFDC Medicaid.

Chapter 12

12.1: Removed AFDC Medicaid and AFDC Related Medicaid in the incapacity/disability decisions to be made by MRT.

12.3: Removed the terms AFDC Medicaid and AFDC Related Medicaid from the General Requirements. Inserted the FFM is to be notified if the client becomes eligible for Medicaid due to a MRT approval. Worker instructions were also noted in the event the customer is first eligible and approved for the Adult Group while awaiting the MRT decision. The FFM is to be notified if the client becomes eligible for the other Medicaid categories.

12.8: Corrected manual reference.

12.9: Inserted the term medical to better define the type decisions being made by MRT. Guidelines for presumptive decision of incapacity for AFDC Medicaid and AFDC-Related Medicaid were removed.

12.10 Inserted the FFM when there is an MRT referral. Included the worker is to notify the FFM when there is an MRT referral and use comments section to alert MRT the account is at the Exchange.

12.11: Removed AFDC Medicaid and AFDC-Related Medicaid references from this section. Exemption was changed to good cause reason for WV WORKS.

12.12: Removed the AFDC Medicaid and AFDC-Related Medicaid references from the section.

12.15: Removed reference to AFDC-Related Medicaid.

App A & App B: Inserted the term medical to better define the type decisions being made by MRT.

App C: Removed AFDC Medicaid and AFDC Related Medicaid references from this section. A reference to WV WORKS was added.

Chapter 15

15.1: AFDC Medicaid was changed to Parents/Caretaker Relatives.

15.2: AFDC Medicaid was changed to Parents/Caretaker Relatives. Removed deprivation factor content and placed into Appendix E for historical purposes.

15.3: Information regarding Medicaid requirements was removed. Reference to deprivation factor was removed.

15.7: Reference to Food stamps was changed to SNAP.

Appendix E was added for historical reference.

Chapter 16

Information regarding ACA implementation was added.

16.1: Qualified Child and Poverty Level Children Medicaid were changed to Children Under Age 19. AFDC Medicaid was changed to Parents/Caretaker Relatives. Clarified that enrollment into Medicaid must not be delayed pending child support cooperation. Information regarding the DFA-AP-1 was removed. Worker responsibilities when client claims good cause prior to referral was clarified. Reference to deprivation factor was removed.

16.3: Added consideration of MAGI and non-MAGI coverage groups. Clarified which groups are MAGI and non-MAGI. Special Pharmacy was added as a Medicaid coverage group that receives limited coverage.

16.4: AFDC Medicaid was changed to Parents/Caretaker Relatives. Qualified Child and Poverty Level Children Medicaid were changed to Children Under Age 19. Poverty-Level Pregnant Women was changed to Pregnant Women. The Adult Group and Former WV Foster Children group were added. Updated diagrams to reflect changes in Categorically and Medically Needy Mandatory and Optional Medicaid coverage groups.

16.5: AFDC Medicaid was changed to Parents/Caretaker Relatives. Qualified Child and Poverty Level Children Medicaid were changed to Children Under Age 19. Information regarding AFDC Medicaid, Qualified Children Medicaid, Poverty-Level Pregnant Women Medicaid and Poverty-Level Children Medicaid was moved to Appendix B for historical purposes. Income limits were updated. Transitional Medicaid eligibility requirements were clarified. Added policy regarding Children Under Age 19 coverage group, the new Pregnant Women coverage group, the new Adult Group and the new Former WV Foster Children coverage group. Clarified pregnant applicants must be evaluated for the Pregnant Women group as they would not be eligible for the Adult Group. Policy regarding continuously eligible newborns was clarified.

16.6: Pages reformatted throughout section. Clarified the alien must meet the income, asset and non-financial requirements of any full coverage Medicaid group, with the exception of Long Term Care groups.

16.7: AFDC and Deemed AFDC Medicaid were changed to Parents/Caretaker Relatives. The new Adult Group was added. Qualified Child and Poverty Level Children Medicaid were changed to Children Under Age 19. Poverty-Level Pregnant Women was changed to Pregnant Women.

16.8: AFDC/U was changed to AFDC-related; removed references to the asset limit and deprivation factor.

16.9: Corrected title to indicate this is an optional category; removed unnecessary language.

16.10: AFDC was updated to categorically needy.

App A: AFDC Medicaid was changed to Parents/Caretaker Relatives. References to deprivation factor were removed.

Appendix B was added for historical purposes.

Chapter 18

18.4: Corrected policy section references; added punctuation. Added pregnant women and children 18 and under who are lawfully admitted to list of Medicaid eligible aliens.

18.6: Clarified that aliens have no asset test when determined eligible by MAGI methodology.

18.7: AFDC Medicaid was changed to Parents/Caretaker Relatives.

18.9: Removed reference to a policy section; clarified the alien must meet all eligibility requirements of the Medicaid group for which they are applying.

18.10: AFDC Medicaid was changed to Parents/Caretaker Relatives. Section reference was corrected,

Chapter 23

23.10: Section reference was updated. References to AFDC Medicaid were changed to AFDC-Related Medicaid.

Chapter 28

28.3: The DFA-2 was removed as an application form for Special Pharmacy. The redetermination process was updated.

28.4: Reference to Medicaid groups was removed.

28.10: Section reference was updated. References to AFDC Medicaid were changed to Parents/Caretaker Relatives Medicaid.

Questions regarding the RAPIDS process should be directed to the RAPIDS Help Desk. All other questions should be directed to the DFA Policy Unit.

Policy questions should be directed to the DFA Family Support Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.