

24.15 PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES

The following instructions apply to issuing payments to EIP employers and providers of skills training.

A. EIP EMPLOYERS

Employers are reimbursed up to 50% of the client's gross wages. Payments are issued monthly and are based on information from the time sheet, DFA-TS-12.

B. PROVIDERS OF VOCATIONAL SKILLS OR LIFE SKILLS TRAINING

A payment can be made only in response to an invoice from the service provider and payment must be made directly to the vendor. Care must be taken to ensure that the payment limit is not exceeded for any contract. Supervisors must monitor the negotiation of these contracts and the payments made to vendors to determine if problems exist and to take corrective action, as necessary. Payment cannot be made until the Worker verifies that the client has begun participation. This must be recorded in Work Programs comments.

Payment may be made for life skills training such as, but not limited to: parenting and financial literacy. Existing programs offered by other agencies must be used first when available without cost.

24.16 CONTINUATION OF SERVICES

Beginning January 2008, Work-Eligible Individuals may choose between 2 employment support options any time WV WORKS cash assistance is closed and the participant reports employment. The closure may be at the client's request or may be due to excess income, but the participant must be employed the required number of hours. See Section A below. When the client accepts employment and the WV WORKS benefit is closed, the Worker advises the client regarding the benefits of each option and the participant chooses the one best suited to the needs of his family. The participant signs the WV WORKS Post-Employment Services Option form, DFA-WVW-15, to document the decision. The Case Manager must note which option the individual has chosen in Work Programs comments. The participant receives 1 copy of the form and another is placed into the case record. This participant's decision is binding for the 6-month period. Both options may receive bonuses.

Option 1 – This option is a 6-month continuation of support services and payments any time WV WORKS cash assistance is closed due to employment which meets the requirements outlined below. Services include case management; support service payments; continuation of and payment for activities such as, but not limited to, job search, job readiness, and skills training. Employed former WV WORKS participants must apply to receive continued support service payments.

Option 2 – This option is the West Virginia Employment Assistance Program (EAP). This program enables the employed former WV WORKS recipient to continue to receive the TANF payment he received prior to becoming employed by use of a 100% earned income disregard for the 6-month period. The family must elect to receive the Employment Assistance payment instead of continued support service payments. Participation hours for this employment may be projected for up to 6 months by using either pay stubs or a written statement from the employer. If it is apparent that the hours may vary substantially, the EAP participant must provide a time sheet or pay stubs each month to verify the hours.

EXAMPLE: A WV WORKS client reports employment. The income reported is over the program limit so the WV WORKS benefit closes for March. The Worker contacts the client and explains the 2 employment support options and the client chooses the EAP. The Worker mails the DFA-WVW-15 to the client to obtain his signature but the client fails to return the completed form. The client is ineligible to receive either employment support option until the form is returned. In May the client comes in for a SNAP review and completes the form and returns it to the Worker. The client is eligible for EAP benefits from May through August since August is the end of the 6-month period that began in March.

When the AG is closed due to imposition of the 3rd or subsequent sanction or a reason other than employment, no continued support service payments are issued. Because the participant was not employed at the time the benefits ended, he is not eligible for either employment option even if he later becomes employed during the 6-month period.