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DATE: JULY, 2000 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change corrects problems with several items in SCA policy that were discovered after Change 176 was sent to print.

In addition, a change was made to the age definition of dependent child for WV WORKS.

Section 15.2,A: The definition of age for a WV WORKS child is now different from AFDC Medicaid and AFDC/U Medicaid. The definition for AFDC Medicaid and AFDC/U Medicaid has not changed. For WV WORKS, a child may be eligible up to age 19, as long as he is a full-time student in a secondary school, or the equivalent level of vocational or technical training. There is no longer a requirement that he complete the program prior to age 19. Since he is eligible for WV WORKS, he is also eligible for SCA.

APPENDIX B: SCA

The title was added at the beginning of the Appendix.

Item F: A statement about RAPIDS issuance of an approval notice was added.

Item K: A statement about RAPIDS issuance based on the child's age was deleted.

Item M: A clarification was made concerning returning vouchers to the State Office. Only vouchers that are to be voided are returned to the State Office.

Item N: An incorrect statement that the State Office issues replacement vouchers was removed. All replacement vouchers are issued by the Worker.

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15.1 INTRODUCTION

Temporary Assistance for Needy Families (TANF) and WV WORKS are both cash assistance programs funded under a block grant authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). In West Virginia, these cash assistance programs replaced the Aid to Families with Dependent Children (AFDC), which included cash assistance to families of unemployed parents (AFDCU), on January 1, 1997. AFDC/U recipients were automatically eligible for Medicaid.

The emphasis of the PRWORA is on personal responsibility and employment. States are not required to offer the same cash assistance program in all parts of the state. In West Virginia, some counties operated the WV WORKS Program with Workers who handle both the eligibility determination and the work requirement components of the Program beginning January 1, 1997. The focus of WV WORKS is in assisting clients in becoming self-sufficient. Intensive interaction between the client and the Worker is necessary to establish and maintain the Personal Responsibility Contract (PRC) between the Department and the client.

In the other counties beginning January 1, 1997, one Worker determined initial and ongoing TANF eligibility and another Work and Training Worker handled the work requirement component of the TANF Program. Emphasis was placed on personal responsibility and employment, but the two components of eligibility and work requirements were handled by different, specialized staff. These TANF counties were phased into the WV WORKS Program through January, 1998.

Those requirements mandated by the PRWORA were found in TANF and in WV WORKS. However, where the State has discretion, there were some differences between TANF and WV WORKS.

Even though the PRWORA replaced AFDC/U with a block grant, the link between the former AFDC/U Program and automatic Medicaid eligibility was maintained. In addition, any link between the block grant cash assistance program and automatic Medicaid eligibility was expressly prohibited. Therefore, only those TANF and WV WORKS recipients who would have met the requirements of the former AFDC/U Program, are Medicaid eligible as cash assistance recipients, i.e., AFDC/U Medicaid recipients.

The purpose of this Chapter is to set forth the specific eligibility requirements that apply only to TANF, WV WORKS, AFDC/U Medicaid and AFDC/U-Related Medicaid. The program to which each section applies is indicated in the title of the section.

B. LIVING WITH A SPECIFIED RELATIVE (TANF, WV WORKS, AFDC/U Medicaid, AFDC/U-Related Medicaid)

The child must be living with a specified relative in a place established as the relative's home. A specified relative is defined below.

- Natural or adoptive parents. Adoption procedures must be finalized in order for an adoptive parent to qualify as a specified relative. If a child is living with his natural father and paternity has been legally established, the father is considered a specified relative;
- Blood relative: Those of half-blood, brothers or sisters, grandparents, great-grandparents, great-great grandparents, great-great-great grandparents, uncles or aunts, great-uncles or aunts, great-great uncles or

APPENDIX B

2000 WV WORKS SCHOOL CLOTHING ALLOWANCE (SCA)

A. APPLICATION PROCESS

The application process is the same as for WV WORKS, as outlined in Section 1.25, with the following special considerations:

1. Applications Approved Beginning 7/1/00 for a July Payment

When an application is approved effective 7/1/00 or after and includes a benefit for July, RAPIDS automatically issues voucher(s) when SCA eligible children are included in the AG.

The procedure for voucher issuance is as follows:

- The eligibility begin date must be no later than July 31, 2000 for automatic voucher issuance.
- For AG's approved for July and receiving a benefit for July, vouchers are written each week in July and mailed to the client, with the appropriate notification.

For automatic issuance of SCA with WV WORKS approval, the beginning date of eligibility must be no later than July 31, 2000. SCA vouchers for these cases are generated weekly, based on the confirmation date displayed in AGECE. All pick-up vouchers generated through Friday, July 7 will be mailed on Friday, July 14, 2000.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. After the initial mailing on July 14, vouchers are mailed on a weekly basis on the first working day of the next week.

2. Applications Approved After Deadline in June And Prior to July 1, 2000

For AG's with an eligible child included and approved between the 6/00 deadline and prior to 7/1/00 for the month of July, 2000, SCA vouchers will be created in a process which runs on 6/30/00. The vouchers will be mailed on Friday, July 14, 2000.

- client received no WV WORKS benefit and no SCA.
- When the error is due to an incorrect birthdate or relationship code.
- When an SCA eligible child is added to an active WV WORKS case.

Procedures for issuing additional vouchers in these situations are as follows:

- Data system action must be taken to correct the case.
- The corrective SCA voucher is requested in the data system. Instructions are in the RAPIDS User Guide.
- An explanation about the corrective voucher must be entered in CMCC.

C. REPORTS AND ISSUANCE HISTORY

1. SCA Reports

There are five reports on MOBIUS which have information about special payments.

WRRP790: School Clothing Allowance (SCA) Statistical Report

This report is created during the weekly process and lists the case number, the primary person's name, the amount of the voucher(s) issued, and indicates whether it is a WV WORKS voucher or WVSCA voucher.

The following SCA reports contain information about payments to vendors.

WRBI812A: Vendor Payment Report - By Vendor

WRBI815A: Client Payment Report - By Vendor

WRBI817A: Client Payment Report - By County

WRBI525A: Consolidated Vendor Report

The WRBI812A and WRBI815A Reports are created during the weekly process, before the Auditor's Office writes the vendor checks.

2. Denials

WV WORKS denials result in consideration of eligibility for WVSCA when yes is indicated on ACPA.

G. COMMON ELIGIBILITY REQUIREMENTS.

All appropriate WV WORKS requirements in Chapter 8 apply.

H. ELIGIBILITY DETERMINATION GROUPS

The Eligibility Determination Groups are the same as for WV WORKS. See Section 9.21.

I. INCOME

All WV WORKS income requirements in Chapter 10 apply.

J. ASSETS

The asset limit is \$2,000. All WV WORKS asset policy outlined in Chapter 11 applies.

K. SPECIFIC REQUIREMENTS

1. Age and School Attendance

To be eligible for the SCA, the child must meet the following criteria.

In addition to being eligible for WV WORKS, the child must be enrolled in private or public school. Schools include kindergarten and college.

Children who are schooled at home are also eligible. School enrollment for children ages 5 to 15 is presumed by RAPIDS. ANSE is checked by RAPIDS for enrollment for ages 4 and 16 - 18.

NOTE: See item L,2 below for instructions on the return of vouchers when the child is not eligible.

The SCA voucher is paid for a dependent child only. An individual who is included in the AG as caretaker relative is **NOT** eligible for SCA, even though he may be

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply.

M. OVERPAYMENT OF SCA

When SCA is received ineligibly, it is subject to repayment according to the WV WORKS repayment policy found in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child who is a caretaker relative has received SCA, the overpayment of SCA must be repaid.

Whenever possible, repayment of the overpayment is to be accomplished by the client returning the voucher(s) to which he was not entitled. Vouchers which are returned by the client and which are to be voided must be forwarded with an OFS-SCA-1 to OFS, 350 Capitol Street, Room B-18, Charleston, WV 25301. Otherwise, normal repayment procedures apply. The following outlines actions which are taken to recover an overpayment by returning the voucher.

1. Client Returns the Total Number of Vouchers

- The Financial Clerk gives the client a receipt (R-4) for the vouchers attached and returns the vouchers to OFS with a completed OFS-SCA-1.
- If appropriate, the Worker takes data system action to close the case or correct it.

2. Client Returns a Portion of the Vouchers

- The Worker asks the client to return the number of vouchers to which he was not entitled.
- The Financial Clerk issues a receipt (R-4) to the client.
- The Financial Clerk attaches a completed form OFS-SCA-1 and returns the vouchers to OFS.

11. Payee

The payee is the individual in whose name the vouchers are written. The specified relative with whom the child is living is the payee.

12. Repayment and Penalties

WVSCA vouchers are subject to repayment. The procedures in Section 20.3 apply.

A WV WORKS AG that has been closed for a third sanction, or the 24-month work requirement, is eligible to apply for WVSCA. In addition, if ineligible according to 1.25,M, the AG may be eligible for WVSCA.

13. Beginning Date of Eligibility

Eligibility is determined for the month of July only. When additional information is required, and the application is made by 7/31/00, and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA may be approved, when the family is otherwise eligible.

When an application is approved 7/1/00 or after, RAPIDS automatically issues voucher(s).

The procedure is as follows:

- In order to qualify for automatic issuance of the WVSCA, the eligibility begin date must be no later than July 31, 2000.
- For cases approved in July, vouchers will be written each week in July and mailed to the client, with the appropriate notification.

RAPIDS generates vouchers in a weekly cycle when initial eligibility is confirmed. WVSCA cases confirmed between July 1-7 will be mailed on July 14. After that, vouchers will be mailed on a weekly basis on the first working day of each week.

14. Redetermination Schedule

There is no redetermination schedule for WVSCA.

18. Personal Responsibility Contract (PRC)

A PRC is not required when an application is made for WVSCA only.

19. Orientation

Attending WV WORKS orientation is not an eligibility requirement when an application is made for WVSCA only.

B. CORRECTIVE ACTION

Corrective action for WVSCA is required in the following circumstances:

- When the error is due to an incorrect birthdate of relationship code.
- When an WVSCA eligible child is added to WVSCA case already approved for 7/00.

Procedures for issuing additional vouchers in these situations are as follows:

- System action as indicated to correct the case must be taken.
- The corrective WVSCA voucher is requested in the data system. Instructions are in the RAPIDS User Guide.
- An explanation about the corrective voucher must be entered in CMCC.

C. REPORTS AND ISSUANCE HISTORY

1. WVSCA Reports

There are five reports from RAPIDS on MOBIUS which have information about special payments.

WRRP790: School Clothing Allowance (SCA) Statistical Report

This report is created during the weekly process, and lists the case number, the primary persons' name, the amount of the voucher(s) issued, and indicates whether it is a WV WORKS SCA voucher or WVSCA voucher.

E. POTENTIAL RESOURCES

There are no potential resource requirements for WVSCA.

F. NOTIFICATION

Notification is required.

1. Approvals

RAPIDS automatically issues an approval notice. In addition, instructions to the client and the Governor's letter will be included with all WVSCA vouchers mailed from the State Office. A copy of the instruction sheet is included with this Appendix.

2. Denials

Form ES-NL-A is used for denials. See Chapter 6 and the RAPIDS User Guide.

G. COMMON ELIGIBILITY REQUIREMENTS.

The WV WORKS requirements in Chapter 8 apply to WVSCA

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as WV WORKS in Section 9.21.

I. INCOME

Gross non-excluded income for the AG is totaled and compared to 100% FPL. See Chapter 10, Appendix A. There are no deductions from the gross non-excluded income, whether is is earned or unearned. Income sources are treated according to the WV WORKS column in Section 10.3. Income is prorated and converted as appropriate to arrive at a monthly amount as it is for any other program. See Section 10.4,A.

If the gross non-excluded income is equal to or greater than 100% FPL, the family is ineligible for WVSCA.

J. ASSETS

The asset limit is \$2,000. All WV WORKS asset policy outlined in Chapter 11 applies to WVSCA. If countable assets exceed \$2,000, the case is not eligible for WVSCA.

will not be returning to school, the voucher must be returned.

2. WV WORKS Eligibility and WVSCA

An applicant determined eligible for a WV WORKS payment is not required to accept the benefit and meet all WV WORKS requirements. An applicant who does not want WV WORKS may withdraw his application and apply only for WVSCA.

NOTE: All WV WORKS withdrawals must be entered in RAPIDS. In addition, families currently ineligible for WV WORKS because of a third sanction, or failure to meet the 24-month work requirement, or ineligible due to the 45-day quit policy in 1.25,M, may be evaluated for and receive the WVSCA, if otherwise eligible.

L. ALIENS, REFUGEES AND CITIZENSHIP

The alien and refugee requirements for WV WORKS in Chapter 18 apply to WVSCA.

M. OVERPAYMENT OF WVSCA

When WVSCA is received ineligibly, it is subject to repayment according to the WV WORKS repayment policy in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child that meets the eligibility criteria as a caretaker relative has received WVSCA, the overpayment of WVSCA must be recovered.

Whenever possible, recovery of the overpayment is to be accomplished by the client returning the voucher(s) to which he was not entitled. Vouchers which are returned by the client and are to be voided must be forwarded with an OFS-SCA-1 to the OFS State Office. Otherwise, normal repayment procedures apply. The following actions are taken to recover overpayments by means of returned vouchers.

1. Client Returns the Total Number of Vouchers

- The Financial Clerk gives the client a receipt (R-4) for the vouchers and returns the vouchers to OFS with a completed OFS-SCA-1 attached.
- If appropriate, the Worker takes data system action to correct the case.