

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 220		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
i - v	24	4/01	i	24	4/01
			ii - v	24	9/01
20e - 20h	24	4/01	20e - 20h	24	9/01
62c - 62d	24	4/01	62c - 62i	24	9/01
DATE: SEPTEMBER 1, 2001 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made to implement two changes to WV WORKS policy as follows.

1. Vision/dental services are being extended to those whose **SOLE** barrier to participation in a work activity is the need for vision and/or dental services. This was added to Section 24.4,I. These clients may continue to be in the TB component in RAPIDS WP even though no support services can be paid from that component because all payments for vision/dental services are paid by MCFH.

Section 24.4 was reorganized to show 2 groups of eligibles. One group is the one in place since vision/dental started; the other is this new group.

If the client has other temporary barriers in addition to the need for vision/dental services, the other barriers must be addressed prior to referral for such services. No one who has barriers in addition to the need for vision/dental services may be referred under this new group.

2. OFS has chosen to implement the payment of bonuses to those clients who reach specified levels of achievement. These were added as support service payments in Section 24.14. There is no discretion in whether or not these are issued, or in the amount of the payment. Once these milestones have been achieved, the full amount of the bonus must be paid timely.

Please pay careful attention to the RAPIDS components which apply to each bonus. For example: Perfect attendance at a vocational training course applies only to those appropriately in the VT component, except for college students. Therefore, even though some vocational training or job skills may be learned in high school, this does not result in eligibility for a bonus. It is not appropriate to have high school students coded as VT. Neither is it appropriate to change components only for the purpose of issuing a bonus.

These bonuses will be paid as support service payment and paid directly to the client. They are not subject to recoupment for previous overpayments.

Since the Worker will be issuing them as support service payments, their receipt usually can be anticipated and they must be counted as unearned income for Food Stamps. When the circumstances are such that their receipt could not have been anticipated, such as when an achievement is met that was not expected, the bonus cannot be counted as Food Stamp income.

RAPIDS instructions will be released separately.

Questions should be directed to the OFS Policy Unit.