

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 290		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
B-1 - B-9	15	7/02	B-1 - B-10	15	7/03
C-1 - C-11	15	7/02	C-1 - C-13	15	7/03
			FORM OFA/SCA-WVSCA-2003		7/03
FORM WVSC-1		7/02	FORM OFA-WVSC-1		7/03
FORM OFS-SCA-1			FORM OFA-SCA-1		7/03
FORM OFS-SCA-2		8/99	FORM OFA-SCA-2		7/03
DATE: JULY 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change implements policy and procedures for the 2003 WV WORKS School Clothing Allowance (SCA) and the West Virginia School Clothing Allowance (WVSCA). This change is effective July 1, 2003.

SCA/WVSCA

Applications for both programs will be accepted only during the month of July.

Both programs are referred to in RAPIDS as SCA. All RAPIDS screens that deal with SCA apply to WVSCA as well.

Both programs will provide a \$150 SCA benefit for each eligible child. Only vouchers will be issued and the voucher cannot be returned for a check.

APPENDIX B: SCA

The SCA is a special need of the WV WORKS Program as outlined in Section 15.4. Eligibility is determined along with eligibility for WV WORKS.

APPENDIX C: WVSCA

WVSCA recipients are not required to accept a WV WORKS benefit to receive the WVSCA. The gross non-excluded income of the applicant family is compared to 100% of the FPL.

A mail-in application, form OFS-WVSC-1, is being used again this year. This form is being automatically mailed by RAPIDS to all families with

school-age children that received WVSCA in 2002 and who currently are included in an active Food Stamp or Medicaid AG in June 2003. In addition, a supply will be mailed to each local office. To separate the applications from the usual mail received in the local offices, the form will be printed on goldenrod paper.

A change was made to the minimum and maximum ages. This was made necessary because some children who should be eligible were being denied and some who should not be eligible were being approved. This happened when the SCA issuance month was changed from August to July. Birthdates that qualify a child for SCA and WVSCA are 7/02/84 through 9/01/98.

All issues related to payment or return of the vouchers have been moved to the BCF, Office of Finance and Administration. They will also handle all vendor inquiries and requests to pull vouchers prior to mailing. Throughout both Appendices, the **BCF, Office of Finance and Administration is referred to as BCF**, to avoid the confusion of using OFA with 2 different meanings: BCF, Office of Finance and Administration; BCF, Office of Family Assistance (formerly Office of Family Support).

The names and contact information for the BCF staff are included on a separate page, in large font, so you may print the page and post it in the office or at each Worker's desk, if you so choose.

Eligibility questions should be directed to the OFA Policy Unit.

Questions regarding RAPIDS procedures should be directed to the RAPIDS Help Desk.