

**MANUAL MATERIAL TRANSMITTED**

**MANUAL: INCOME MAINTENANCE**

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APPENDIX C - 1					
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			FORM OFA-EXIT-1		7/03
FORM OFA-WVW-4		5/01	FORM OFA-WVW-4		7/03
FORM OFA-PRC-1		5/03	FORM OFA-PRC-1		7/03
			FORM OFA-RFA-1		7/03
<b>DATE: JULY 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS</b>					

This change is being made to implement the next round of changes from the WV WORKS Refocus Implementation Team, effective 7/03. Other necessary updates were also made. An asterisk (\*) before the explanations below indicate that the change is a result of the Refocus Implementation Team.

The changes are as follows:

#### CHAPTER 1

1. \*Section 1.25, C was changed to reflect use of the new Request for Assistance form, OFA-RFA-1. This form mirrors the RAPIDS RFA signature page and is designed for use when the date of application cannot be protected in the data system. Use of the OFA-RFA-1 is limited to use with WV WORKS applicants and applicants for WV WORKS and Food Stamps.
2. Section 1.25,G was changed to add information about direct deposit of the CSI benefit and when it is available to the client.
3. \*Section 1.25,M was changed for the same reasons identified in item #1. In addition, clarification was added to the first

bullet to show that benefits may not be issued for any part of the 45-waiting period caused by leaving employment without good cause.

4. Section 1.25,S was changed to remove policy about the WV WORKS check. The CSI benefit was added to the direct deposit information. When the WV WORKS benefit is received by direct deposit, any monthly CSI payment is also direct deposited.

## CHAPTER 2

5. Section 2.2,D,1 was changed to add a clarifying statement about adverse action for name changes for an EBT account. It was added here to correspond to one added to Section 2.17,D,1.
6. Section 2.17,D,1 was updated to correspond to the policy previously added for Food Stamps in Section 2.2,D,1. It concerns the effect of a name change on EBT account access.
7. Section 2.17,D,5,c was rewritten to correspond to RAPIDS processes.
8. Section 2.17,D,7,b(1) now contains information about direct deposit of the CSI benefit.
9. Section 2.17,E was updated to change references to the "check" to the "benefit," since checks are no longer issued for WV WORKS monthly benefits amount. The direct deposit of CSI benefits was added and references to EBT conversion were removed. All policy and procedures about the WV WORKS check were removed, with the exception of an explanation of how the issuance of a check is identified in RAPIDS.

## CHAPTER 10

10. \*Section 10.3,Z (last column only) was changed to show that educational income is excluded for WVW, regardless of the source of the educational income. The same change was also made in Section 10.24,D,7.
11. Section 10.24,C,2,c reflects the change in the CSI amount from \$50 to \$25 beginning 7/03. This did not originate with the Refocus Team; it is part of the State Law change that passed during the last session. All CSI checks **issued** 7/01/03 or later will reflect the new amount, regardless of the month for which the child support was received. Information about the direct deposit of the CSI benefit was added.

**EXAMPLE:** On June 15<sup>th</sup> an absent parent pays his June child support obligation. This information is received by RAPIDS from OSCAR and a CSI is issued from RAPIDS in August. Even though the child support was paid for June, the month before the CSI payment amount was reduced, a \$25 CSI payment is issued because the payment is made after 7/01/03.

RAPIDS has released additional information about how the change will be accomplished for active cases already coded to receive the CSI.

12. Section 10.24,C,3 was updated to change "check" to "benefit."

### CHAPTER 13

13. \*Throughout Chapter 13, the reference to a 6-month sanction was changed to a 3-month sanction. While this change was originally recommended by the Refocus Team, it was intended to be implemented with several other changes and was not intended to reduce the effect of the sanction process. These other changes were cut from the law and only the 3-month sanction remained. Those who are in a 6-month sanction on 7/01/03 remain ineligible until the 6-month sanction expires. Subsequent sanctions imposed on or after 7/01/03 will be 3-month sanctions.

14. Section 13.8,C now shows a major change in the temporary exemption due to the age of a child. It is no longer necessary to determine the First Child. The temporary exemption has been reduced to 6 months for each child. The mother no longer has the option of choosing to be temporarily exempt during the last trimester because the State Law talks in terms of an exemption following birth of the child. About 4.5 pages were removed as a result of this change. Many Workers/Supervisors have requested such a change over the years, but we had no choice based on the State law. The law was changed during the last legislative session at the request of DHHR.

Those individuals who were approved for a longer temporary exemption prior to 7/01/03 due to having a First Child will remain temporarily exempt under the policy in effect at that time. Those who were approved for a temporary exemption that included any month in the last trimester of pregnancy remain temporarily exempt under the policy in effect at that time. Once the original temporary exemption period ends, any subsequent exemption period is allowed based on the policy that is effective 7/01/03.

### CHAPTER 24

15. Section 24.4,B shows the new definition of assessment found in the State law. In addition, clarification was added to the requirement that 2 assessment home visits be attempted before imposing a sanction for failure to cooperate. The policy now states that when the first home visit is scheduled in writing, such as on the initial PRC, a second attempt need not be made prior to imposing a sanction, unless the client had good cause or contacts the Worker to reschedule. The original policy was designed to prevent imposition of a sanction just because the Worker was in the vicinity of the client's home and dropped inunannounced. Such a situation would require scheduling another

home visit in writing. Thanks to Betty Ann Nicholson for making us aware of the practice of scheduling the home visit on the initial PRC.

16. Welfare to Work, In-Service to WV and WVEP have been removed from the Chapter and from the component codes in Section 24.14. WtW technically does not end until 9/30/03, but there is little activity. If you still have recipients in this component, please retain the pages of the Manual dealing with this activity until 9/30/03. Along with these changes, Appendices C and E have been removed.
17. \*Section 24.4,K (formerly item M) now shows clarification based on questions and comments from staff.
18. \*The requirement for an exit interview in the 59<sup>th</sup> month (or the last month of the extension period) was added to 24.4 and is now item L.
19. \*Clarification was added to Section 24.13,E,2 about study hours for college students based on questions we have received. The determination is based on the number of credit hours for which the client is enrolled, NOT the number of hours he actually makes it to class. In addition, a flat 2 hours is to be allowed for each credit hour; we removed the "up to" from the sentence.
20. A new component code has been added to address those working with an Intensive Case Management agency. The new code is IC and is to be used for those working with such an agency, regardless of the activity in which they participate. Since the activities could vary from day-to-day due to the nature of the one-on-one case management, combining all activities into one component is the only viable way to account for their hours. This is found only in the support service charts in Section 24.14.
21. \*Component code PL has been expanded to include all inactive AG's which are being carried by the Family Support Case Manager for Job Retention follow-up, as well as those inactive AG's which qualify for support service payments. The designation in Section 24.14 now shows the component to be Continued Support Services/Job Retention.

#### FORMS

22. \*The PRC has been updated to remove the information that pertains to unemancipated minors, since unemancipated minors do not complete the PRC negotiation or sign it. The time limit for the 3<sup>rd</sup> sanction was also updated, well as the terminology related to the check and the benefit.

23. \*The orientation form has also been updated to reflect the time limit for the 3<sup>rd</sup> sanction.

Policy questions should be directed to the Policy Unit. Data system questions should be directed to the RAPIDS Help Desk.