

MANUAL MATERIAL TRANSMITTED

MANUAL: WV Income Maintenance Manual

CHANGE NUMBER: 327

DELETE

INSERT OF CHANGE

PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
TOC - All	4		TOC - All	4	8/04
All	Chapter 4		All	Chapter 4	
TOC - All	10		TOC - All	10	
All	Section 10.24		All	Section 10.24	
A-1, A-2	10	5/04	A-1	10	8/04
All	Section 13.10		All	Section 13.10	
TOC - All	Chapter 24		TOC - ALL	Chapter 24	
All	Section 24.4		All	Section 24.4	
All	Section 24.14		All	Section 24.14	
FORM	OFS-WHEELS-1	9/00	FORM	DFA-CARS-1	8/04
FORM	OFS-WVW-1	7/00	FORM	DFA-WVW-1	8/04
DATE:	August 1, 2004				
TO:	ALL INCOME MAINTENANCE MANUAL HOLDERS				

The following changes were made to the WV WORKS program:

- A reduction in cash assistance payments
- Elimination of the Marriage Incentive
- Participation in an educational activity as good cause for voluntarily quitting employment
- Elimination of Pre-Employment Vision and Dental Services
- The addition of the WV WORKS Donated Vehicle Program
- Transportation Support Service payments were reduced
- Elimination of the GED Completion Bonus and Six-Month Job Retention Achievement Bonus

Chapter 4

Section 4.2,E, Items 4 and 5 – Language was added under “Possible Sources of Verification” column to include enrollment and/or attendance in a full-time educational activity.

Section 4.2,H – Items 9 and 15 were removed and other items were renumbered.

Chapter 10

Section 10.24,C,2,b – This section was deleted due to the elimination of the WV WORKS Marriage Incentive. Item c was changed to Item b.

Section 10.24,C,3 – Under determining countable income for WV WORKS, Step 8 with the addition of the Marriage Incentive was removed. The remaining steps were renumbered.

Appendix A – The income limits chart was corrected to reflect the new WV WORKS payment amounts. Payments were reduced by 25% effective August 1, 2004

Chapter 13

Section 13.10 – An additional good cause reason was added for quitting employment to enter a full-time educational activity. This change was made to comply with the intent of Senate Bill 577 regarding attendance in educational activities by WV WORKS participants.

Chapter 24

Section 24.4, Items I and J – Item I was deleted due to elimination of Vision and Dental Services. Item J was changed to Item I. Item I was renamed the WV WORKS Donated Vehicle Program and includes appropriate program policies. Availability of this new program will be announced at the appropriate time by the Bureau for Children and Families. The referral form OFS-WHEELS-1 is obsolete and was replaced by form DFA-CARS-1.

Section 24.14,C, Items 8, 12, and 13 – Transportation Support Service Payments were reduced to \$2.50 and \$4.00 per day, with a maximum payment of \$100 per month. The GED Achievement Bonus and Six-Month Job Retention Achievement Bonus payments were eliminated.

Clients requesting a fair hearing regarding the reduction of WV WORKS cash assistance will be allowed to receive benefits at the old amount pending a fair hearing decision if the request is made within the 13-day advance notice period and the client requests continued benefits. Separate RAPIDS instructions will be forthcoming.

Because of the August reduction in WV WORKS cash assistance payments and possible increase in a family's Food Stamp benefits, WV WORKS staff must update the PRC and complete a new CWEP Individual Participation Agreement or JOIN Individual Participation Agreement for each WV WORKS CWEP and JOIN participant to reflect the correct monthly hourly obligation.

Transportation Support Service Payments which are under the current \$5 / \$8 payment levels, GED Achievement Bonuses and Six-Month Job Retention Bonuses for July 2004 or prior months must be entered into RAPIDS no later than August 31, 2004.

In accordance with the memorandum dated June 28, 2004, referrals for Pre-Employment Vision/Dental Services ended at the close of business on June 30, 2004. No additional referrals were to be made by staff after that date. These referral are time-limited and services must be completed within one year of the date of the referral. Referrals through June 30, 2004 will receive covered services until the end of their referral period. Dental referrals that expired must have been re-issued by June 30, 2004, provided the recipient met the requirements and the Worker verified there was a remaining balance available.

Policy questions should be directed to the DFA Family Support Unit.

Systems questions should be directed to RAPIDS.