

## WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

**DATE:** December 1, 2004 **CHANGE NUMBER:** 347

**TO:** ALL INCOME MAINTENANCE MANUAL HOLDERS

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### 2004 SCHOOL CLOTHING ALLOWANCE SUPPLEMENTS

This information is being issued to address the School Clothing Allowance Voucher Supplemental Payments that will be sent during December 2004 to recipients of the 2004 West Virginia School Clothing Allowance (WVSCA) and WV WORKS School Clothing Allowance (SCA) vouchers. There is no application procedure for a WVSCA or SCA supplemental voucher. Each eligible school-age child who received a School Clothing Allowance voucher through the WVSCA or SCA Program for the 2004 program will automatically be issued a supplemental SCA voucher during December 2004. Only those children who received the initial vouchers are eligible for the supplemental vouchers.

No applications will be accepted for additional children who were not living in the household at the time the original SCA vouchers were issued.

Vouchers are printed with the case name and address, denomination of the voucher and the individual benefit and voucher number assigned by the data system. Each envelope contains all vouchers for one AG, instructions and a letter from the Governor.

Supplemental School Clothing vouchers must be redeemed by 3/31/05. Those cases which are Categorically Eligible for Food Stamp benefits based solely on receipt of WVSCA or SCA have their categorical eligibility end on 3/31/05. See Section 1.4,R,3.

Corrective action will be required when, as a result of Departmental error, the AG receives no supplemental SCA or WVSCA voucher.

Voucher replacements are issued in accordance with the procedures outlined in Chapter 15, Appendixes B and C.

### **EXIT INTERVIEW IN 59<sup>TH</sup> MONTH**

Section 24.4, Item K: An exit interview in the 59<sup>th</sup> month is no longer required. This policy was eliminated.

### **VISION/DENTAL PROGRAM**

Section 24.4,K: This change is being made to reinstate the Pre-Employment Vision and Dental Services Project for WV WORKS recipients. This program is a cooperative effort between the Division of Family Assistance and the Office of Maternal, Child and Family Health. The Worker's role is to complete the referral form and certify that the WV WORKS participant is eligible for services. This program was previously eliminated in Manual Change 327 dated August 1, 2004, but is being reinstated beginning December 1, 2004.

Section 24.4, K: This item replaces the previous item K and was added to provide referral instructions and identify eligible WV WORKS participants for the Vision/Dental Referrals which will begin again December 1, 2004. The Worker uses the Pre-Employment Services Project Referral, DFA-R-1, which was effective 11/03, to make appropriate referrals. The distribution of copies is listed on the form.

**NOTE:** Referrals cannot begin until December 1, 2004 and the DFA-R-1 revised 11/03 must be used.