

WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

DATE:	May 1, 2004		CHANGE NUMBER:	356	
TO:	ALL INCOME MAINTENANCE MANUAL HOLDERS				
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
v	1	7/03	v - xvii	1	5/05
vi	1	12/02			
vii, viii	1	1/03			
ix	1	7/03			
x - xiii	1	5/00			
xiv, xv	1	10/02			
131	1	10/02	131 - 138	1	5/05
132 - 134	1	7/03			
135 - 136	1	10/3			
137 - 138	1	4/03			
15	10	8/01	15	10	5/05
16	10	3/05	16	10	3/05
241	10	8/04	241	10	5/05
242	10	7/03	242	10	7/03
i	24	3/04	i	24	3/04
li	24	12/04	ii	24	5/05
iii	24	3/04	iii	24	5/05
iv	24	8/04	iv	24	8/04
v	24	3/04	v	24	5/05
23 - 25	24	3/04	23 - 31	24	5/05
26 - 28	24	8/04			
29 – 31	24	12/04			
32	24	1/00	32	24	5/05

37	24	4/03	37	24	4/03
38	24	4/03	38 - 39	24	5/05
39 - 40	24	12/03	40	24	12/03
53 - 54	24	3/04	53	24	3/04
			54	24	5/05
67 - 68	24	3/04	67 - 72	24	5/05
69	24	7/04	73	24	4/03
70	24	3/03	74	24	5/05
71	24	7/04	75	24	8/04
72	24	7/03	76 - 80	24	5/05
73	24	4/03			
74	24	7/03			
75 - 76	24	8/04			
77 - 78	24	3/04			
79	24	7/03			
80	24	8/04			
81 - 84	24	4/03	81 - 82	24	5/05
87 - 92	24	4/04	87	24	4/04
			88 - 92	24	5/05
OFS-WVW-25	FORM	6/02	DFA-WVW-25	FORM	5/05
OFS-WVW-JR-1	FORM	4/03	DFA-WVW-JR-1	FORM	5/05
OFS-EXIT-1 (obsolete)	FORM	7/03			

Chapter 1

Section 1.25,M – A dash was added at the end of this section to clarify the beginning date of eligibility (date from which benefits are prorated) for WV WORKS applicants who have been under a 3rd or subsequent WV WORKS sanction prior to approval. An example was included.

Section 1.25,N – All WV WORKS AG's who also receive Food Stamp benefits or are later approved for them have their redetermination periods shortened to or set at 6 months.

Section 1.25,S,2 – The income limit for Diversionary Cash Assistance (DCA) was changed.

Chapter 10

Section 10.3,M,2 – Information under the “Note” on the left side of the chart was corrected to “SSSS”.

Section 10.24,C,2,a – Last dash, first dot – clarified age of individual who does not cause a 25% reduction in WV WORKS benefits.

Chapter 24

Section 24.4,C,8 – Clarification added regarding reporting of assessment testing participation hours and use of the PD component.

Section 24.5 – Language added regarding programs or activities not clearly identified in Sections 24.6 – 24.13.

Section 24.4,J – Local offices now have the discretion to decide when a face-to-face meeting with the client and others is required at the 24/36/48-month self-sufficiency evaluations.

Section 24.6,C – Policy regarding Job Retention follow-up has changed. Note: Until the 60-day job retention letter can be fully automated in RAPIDS, it must be accomplished by a Worker generated letter. Workers can use the 60-day employment follow-up due alert (#244) as a reminder to send the letter.

Section 24.14,C,1 – 12 – All references to intensive case management (IC) were removed from the support services payments charts. The IC component is no longer used.

Section 24.14,F and G – These sections were corrected to reflect the previous Manual change in 21.3 regarding support service check replacement procedures and lost, stolen, or destroyed support service checks. Previous Section H is now Section G.

Section 24.16,B – The six-month continuation of support services was changed. This period runs for six consecutive months and does not end automatically if the case is reopened during this 6 month period. An example is included.

Section 24.16,D – Payment of health insurance premiums was removed as a support service.

FORMS

The Job Retention Follow-up and Job Search forms were updated. The OFS-EXIT-1 is obsolete due to the previous elimination of the WV WORKS 59-Month Exit Interview.