

MANUAL MATERIAL TRANSMISSION WV INCOME MAINTENANCE MANUAL

DATE:	May 1, 2005	CHANGE NUMBER:	357
TO:	ALL INCOME MAINTENANCE MANUAL HOLDERS		

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This change is being made to extend Simplified Reporting requirements to all Food Stamp AG's except those composed entirely of elderly (age 60) or disabled adults (age 18) without non-excluded earnings.

In order to quickly implement this policy, two letters will be sent to all FS AG's affected by this change. The first letter notifies AG's of their change in reporting requirements and the effective date of the change. The second letter identifies those AG's who are currently certified for more than 6 months and notifies the AG that their certification period is being shortened and a redetermination is required. The month the redetermination is due is indicated on the letter.

Chapter 1

Section 1.4,G: Information has been added regarding the Worker's need during an application to check the client's EBT account status and reactivate it, if applicable. When a Food Stamp application has been approved and the EBT account has not been reactivated, any FS benefits that have been expunged as a result of this must be restored to the client. This includes the initial allotment and any balance in the account as of the date of application..

Section 1.4,N: All Food Stamp AG's will now receive either a 6 month or 24 month certification period. There has been no change to the certification periods of expedited AG's with postponed verifications.

Section 1.4,O: Information has been added to clarify that when determining eligibility for expedited processing, the client may chose to use the SUA, if eligible, and this amount, plus the shelter expense, must be compared to the AG's gross non-excluded income and liquid assets.

Section 2.2,B: All Food Stamp reporting requirements will depend on the AG composition and length of certification. Simplified Reporting AG's are assigned a 6 month period and are not required to report changes except when the AG's income exceeds the 130% FPL. Change Reporting AG's are assigned a 24 month certification period and are required to report all changes.

Chapter 2

Section 2.2,D: This section has been reordered and Item 14 has been added regarding EBT card handling in the local offices. This change also obsoletes Form ES-CG-CM-1 which is the change of address form. For Change Reporting AG's, an ES-6 is required to request information regarding changes in address and expenses when mail is returned by the Postal Services.

Sections 2.4, 2.6, 2.11, 2.12, 2.13 and 2.15 have been updated due to name changes and system changes. Section 2.3 has been reserved for future use.

Section 2.17,A: This Section has been updated to remove references to form ES-CG-CM-1, the C-219 system, and reports that have been replaced through data exchanges, RAPIDS system alerts or MOBIUS reports.

Information was adding regarding RAPIDS system alerts that provide information for WV WORKS cases, RAPIDS Data Exchange, State On-line Inquiry (SOLQ), Workers' Compensation Information (E-Comp), BEP Employment Programs Information System (MACC) and Unemployment Compensation system (ESABPS).

References to deprivation categories which no longer have any impact on WV WORKS eligibility have been deleted.

Policy questions pertaining to Section 2.17 should be directed to the DFA Family Support Policy Unit. Questions pertaining to the rest of the change should be directed to the DFA Economic Services Policy Unit.