

**WV INCOME MAINTENANCE MANUAL
MANUAL MATERIAL TRANSMISSION**

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DFA-WVW-70	FORM	3/04	DFA-WVW-70	FORM	1/06
OFA-WVW4A	FORM	8/03	DFA-WVW-4A	FORM	1/06

Several updates and changes are being made in WV WORKS policy. The changes are as follows:

Chapter 4

Table of Contents: Numerous corrections made on referenced page numbers.

Section 4.2,E: Item 9 added to address verification of WV WORKS participation hours.

Section 4.2,H: Headings added to top of page above items 15 and 16.

Chapter 12

Section 12.3,C: Clarification added regarding appropriate referrals of WV WORKS clients to the Medical Review Team (MRT).

Chapter 13

Section 13.10: Added documentation requirement for participants unable to meet the minimum five hour per week work requirement.

Chapter 15

Section 15.6,C: Policy regarding the extension of WV WORKS benefits past 60 months has been updated.

Section 15.6,D: Clarification was added regarding referrals to MRT at the formal case review in the 55th month.

Section 15.6,E: Additional language was added regarding the extension request procedure.

Section 15.7,E: Clarification was added regarding the 5 hour per week work requirement in order to maintain WV WORKS eligibility. This clarifies and corrects a previous policy answer which had stated that good cause did not need to be determined for clients who are in one of the exemption components.

Chapter 24

Table Of Contents - Several corrections have been made to update these pages.

Section 24.4,C: All references to CASAS testing have been removed. This test is no longer used. Clarification was added regarding clients declining to complete the Learning Needs Screening and EHI. Language was added regarding the forwarding of assessment testing results to Workforce WV / BEP. Assessment testing hours and time spent at the WV WORKS Orientation are now counted under the Community Service component (CS) in Work Programs. The Personal Development component (PD) had been eliminated.

Section 24.4,J: A periodic self-sufficiency evaluation was added at the 12th month of receipt of WV WORKS. Language was added regarding MRT referrals for clients disabled longer than six months.

Section 24.8: Policy language was added regarding placement of CWEP participants in DHHR offices. Reference to the form number for the Job Experience Description was corrected.

Section 24.9: Reference to Job Experience Description form number corrected.

Section 24.10,I: This is a new section listing additional community service activities in which participation hours may be counted.

Section 24.13: Language added regarding satisfactory progress of participants in educational activities. Policy added clarifying the number of hours considered full-time for ABE.

Section 24.14: Several increases in support service payments are included. The code "JA" has been included under job search as this was previously omitted in error. Two new support service payments have been added: GED Achievement Bonus, and Six-Month Self-Sufficiency Bonus.

Section 24.16: Individuals will now qualify for two 6-month continuation of services periods. The examples have been corrected in this section.

Section 24.16,B: Language added regarding eligibility for the two 6-month periods. Examples were updated.

Section 24.16, D and E: These are two new sub-sections regarding the coding of those in continuation of services periods. Supervisory approval is required for all PL support service payments with the exception of transportation.

Chapter 24, Appendices A and B: The names of the department and supervisors have been corrected.

FORMS

Forms DFA-CARS-1 (Donated Vehicle Program), DFA-WVW-70 (Referral Form) and DFA-WVW-4A - Template (WV WORKS List of Local Services - for WV WORKS orientation) have been updated. The orientation template has been updated to add required information regarding sexual harassment. A sexual harassment informational handout is also included.

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

RAPIDS questions should be directed to the RAPIDS Help Desk.