

**MANUAL MATERIAL TRANSMITTED**

**MANUAL: INCOME MAINTENANCE**

**CHANGE NUMBER: 238**

**DELETE**

**INSERT OR CHANGE**

<b>PAGES</b>	<b>CHAPTER</b>	<b>DATED</b>	<b>PAGES</b>	<b>CHAPTER</b>	<b>DATED</b>
115 - 116	1	5/00	115	1	5/00
			116	1	3/02
117 - 118	1	1/01	117 - 118a	1	3/02
65 - 66	9	6/99	65	9	6/99
			66	9	3/02
67 - 70	9	12/99	67 - 70	9	3/02
			70a - 70b	9	3/02
207 - 208	10	10/01	207 - 208	10	3/02
208a - 208r	10	10/01	208a - 208t	10	3/02
i	24	4/01	i	24	4/01
ii - iv	24	9/01	ii	24	3/02
			iii	24	9/01
			iv - v	24	3/02
5	24	10/1/01	5	24	10/1/01
6 - 6b	24	4/01	6	24	3/02
7 - 10	24	4/01	7 - 10	24	3/02
11 - 12	24	5/98	11 - 12a	24	3/02
13 - 14	24	1/00	13	24	3/02
			14	24	3/02
15 - 20	24	10/1/00	15 - 20	24	3/02
20a - 20c	24	10/1/00	20a - 20c	24	3/02
20d	24	4/01	20d	24	3/02
20e - 20g	24	9/01	20e - 20g	24	3/02
20h	24	10/01	20h	24	3/02
20i - 20o	24	4/01	20i - 20u	24	3/02
49 - 52	24	4/01	49	24	4/01

			50 - 52a	24	3/02
APPENDIX E-1 - E-4	24	4/01	APPENDIX E-1 - E-3	24	3/02
			APPENDIX E-4	24	4/01
			OFS-1000-TEMP		3/02
DATE: MARCH 5, 2002			TO: ALL INCOME MAINTENANCE MANUAL HOLDERS		

Changes are made for WV WORKS as follows:

- ✓ Section 1.25, I--The time limits for acting on WV WORKS applications has changed. The application must be accepted, orientation completed and an initial PRC completed within 10 calendar days of the date a client expresses an interest in applying. Data system action to approve, deny or withdraw the application must still be taken within 30 days.

This change was recommended by the WV WORKS Policy Work Group as a way to combat the negative impact that scheduling appointments has had on the client's initial benefit. In some counties, it appears that as much as 6 weeks could elapse between the client expressing interest in the program and completion of the eligibility process. This sometimes involved scheduling 3 appointments--one for orientation, one for the PRC and another for the application and payment could not be made until all were completed. This will preserve the scheduling of appointments and still allow for faster service delivery. The policy also specifies that there must be a completed application form prior to conducting orientation or negotiating a PRC.

This change is effective for all initial contacts received on or after 3/05/02.

- ✓ Section 24.3,D--Spacing problems were corrected and item D,1 was reworded for clarity.
- ✓ Section 24.4,B--Extensive information was added about educational assessment testing. The Policy Unit is grateful to Mike Lobert in the OFS WV WORKS Unit for preparing this information.
- ✓ Section 24.14,B--Clarification was added about when the 12-month period for continued support service payments begins and ends.
- ✓ Chapter 24, Appendix E- College attendance for WVEP was always limited to undergraduate courses. This limitation is now being added to those WV WORKS recipients who choose to participate in an educational activity as their work requirement. This is also now limited to undergraduate work in a 2- or 4-year program.

Those individuals who are attending college beyond a 2- or 4-year program must be interviewed face-to-face and a new PRC completed.

Reminder: Any unpaid activities related to college courses are limited to those related to undergraduate courses only. See Section 24.13,E.

- ✓ Section 10.24,C,2,a--Part of a sentence was removed from the first paragraph because it no longer applies with the addition of a new exception to the 25% reduction rule. This change was also recommended by the WV WORKS Policy Work Group to prevent the presence of older siblings in the home from causing a reduction in family income.
- ✓ Section 9.21,A,3--A parent or other caretaker who is removed from the AG for failure to report that a child is or will be out of the home is currently ineligible indefinitely. This change limits the period of ineligibility to 6 months. This is another recommendation from the WV WORKS Policy Work Group.

Those individuals who were removed prior to the implementation of the time limit and who have been out of the AG for at least 6 months, must be added back to the AG as soon as possible. These cases are in error until the adult is added back in because they are either required to be included (parents) or have requested to be included (non-parent caretakers) in the AG. Prior to adding the individual back in the AG, a new PRC must be negotiated in a face-to-face interview.

Those who were removed prior to the implementation of the time limit and who have NOT been out of the AG for 6 months, need to be notified of the policy change. Therefore, we have prepared a letter for you to send to notify the people who were told their removal was indefinite, but who now will have a definite end. It is to be used for only those who have already been removed from the AG but who have not been removed for 6 months. It is only valid through August, 2002.

RAPIDS instructions will be released separately.

RAPIDS has identified fewer than 150 individuals who have been removed for this reason.

- ✓ Section 24.3,B--Item 5 was added to this Section to address the issue of counting time for those who are on paid vacation or paid annual leave from their jobs.
- ✓ Section 24.4,K,1--Clarification was added that referral to In-Service to WV must take place no later than during the 59<sup>th</sup> month of receipt of WV WORKS.

Questions should be directed to the OFS Policy Unit.

