

WV INCOME MAINTENANCE MANUAL MANUAL MATERIAL TRANSMISSION

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| DATE: | July 1, 2006 | CHANGE NUMBER: | 415 |
| TO: | ALL INCOME MAINTENANCE MANUAL HOLDERS | | |

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This change was made to add policies and procedures to WV WORKS policy that will ensure that disabled applicants and participants are given the same opportunities to participate and benefit from the program as all other participants. These changes provide guidelines for equal and fair treatment for mentally, physically, or learning disabled participants and are based on the American's with Disabilities Act (ADA).

Two new forms must be used to refer and track the referrals.

Section 1.25,V: This outlines the rights of disabled WV WORKS applicants/participants and what accommodations must be made to facilitate their participation.

Section 13.9: A reference was added to include consideration of a disability during the sanction process.

Section 15.6: Clarification of eligibility for a two-parent household was added. For a two-parent household to be eligible for an extension, each of the parents must be eligible for an extension under one of the six categories.

When approving an extension due to participation in an educational activity, progress must be evaluated considering the effects of any learning disability the participant may have.

Section 24.4: Information was added regarding assessment and the development of an appropriate PRC for a disabled participant.

Form DFA-WVW-ADA-1 is to be used anytime a WV WORKS participant is referred to an outside agency.

Form DFA-WVW-ADA-1A is to be used to monitor and record the outcome of the referral.

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

RAPIDS questions should be directed to the RAPIDS Help Desk.