

## Work Requirements

During the case staffing, the Worker must discuss with the client the reason(s) for the sanction. The Worker will explore with the client why he has not complied with the PRC or SSP or otherwise participated and cooperated. During the visit, the Worker will explore any support services, other Department services or community resources that are available to the client to address any challenges to participation. Appropriate services and referrals will be arranged. The Worker must also discuss the following during the case staffing visit:

- Plans for how the children's needs will be met when the WV WORKS benefit stops.

**NOTE:** Under no circumstances is the Worker to suggest or indicate that the loss of WV WORKS income will result in removal of the children from the home.

- How rent and utilities will be paid while the WV WORKS case is ineligible. Determine how extra expenses, such as, but not limited to, cleaning and laundry supplies, clothing, etc. will be covered.

Explain that if a client is in their first sanction, Emergency Assistance is not available for 1 month. For the second and subsequent sanctions, Emergency Assistance is not available for the first 3 months of a sanction period.

- Explain that Food Stamp benefits will not increase due to the loss of WV WORKS.
- Explain that the client must establish good cause to avoid a sanction.

The staffing office visit does not substitute for advance notice of any additional sanctions or for any good cause appointments.

**NOTE:** A case staffing office visit is required after all sanctions including subsequent sanctions. As of the 3<sup>rd</sup> and all subsequent sanctions a referral must be made to the TANF Policy Unit for approval.

#### D. PROCEDURES WHEN THE SANCTION PERIOD ENDS

The sanction periods expire when the client has received reduced benefits for the appropriate number of months. Once the sanction period has started, it runs for the appropriate number of consecutive months, whether the case remains active or not. In addition, once a sanction has been imposed, it cannot be stopped until the appropriate time has elapsed. After a sanction period has expired, the individual will be required to re-apply for WV WORKS benefits to again receive them.