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**Work Requirements**

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- Worker, Supervisor and/or CSM decision, including reason, about whether or not the family should be sanctioned.

**NOTE:** If a home visit has not been completed within 60 days of the 3<sup>rd</sup> or subsequent sanction request, one will need to be scheduled, attempted and documented before a sanction approval will be considered.

This step is to ensure all challenges identified have been addressed. If good cause is granted by the county, the Policy Unit and Program Manager is notified by email, sanctions are applied in the form of termination of benefits. The amount of the sanction is a fixed amount and is determined as follows:

1st Offense = Ineligibility for cash assistance for 1 month;

2nd Offense = Ineligibility for cash assistance for 6 months;

3rd and All Subsequent Offences = Ineligibility for cash assistance for 12 months.

To be considered for future benefits, the individual will be required to re-apply for WV WORKS benefits to again receive them.

**NOTE:** See item C below for information about the mandatory office visit after imposition of a sanction.

All benefit terminations due to imposition of a sanction require advance notice. See Chapter 6 for specific information. Unless the client shows good cause for non-compliance, the sanction is imposed. This is true even if the client complies after the notice is sent but before the sanction is effective.

Once an ineligibility period is imposed, i.e. after expiration of the advance notice period, the ineligibility remains in effect for the pre-determined number of months, regardless of case status.