

2. Requests For Applications

The Department responds to requests for applications to be mailed to potential applicants and accepts applications submitted by mail. If an individual requests the application by telephone, the application is mailed on the date of the telephone call. If the individual requests the application by letter, an application form is mailed on the day the request for the application is received in the local office.

3. Complete Application

The application is considered complete based on the means by which the application is received.

a. Paper Applications

For a paper application, the application is complete, when the client signs a DFA-WVSC-1, DFA-2, or the Document for Protection of Application Date, DFA-5, which contains, at a minimum, his name and address.

NOTE: This includes applications received by electronic means, such as fax, email or scan.

b. inROADS Applications

When the inROADS application is submitted with an electronic signature, the application is complete.

NOTE: If the applicant has completed the interactive interview, and there is a technical failure that prevents printing the DFA-2, form DFA-5 must be signed by the applicant and filed in the case record with the subsequently printed DFA-2. He must not be required to return to the office to sign the DFA-2 when a DFA-5 has been signed. In this instance, the application is considered complete when the DFA-5 is signed.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

- When the primary person changes after issuance but before the voucher is redeemed.
- When an eligible child comes under parental control of another responsible adult that is not a member of the household.

Procedures for issuing vouchers that were not generated because of an incorrect birth date, relationship code, enrollment status, or when a child is added to the AG after issuance may be found in the eRAPIDS SCA Desk Guide issued for the current program year.

When the primary person changes after the voucher is issued but before redemption and the new responsible adult cannot be made the payee in the case, the Worker may use the SCA Payee Change Form, DFA-SCA-3, to identify the change in payee. This form is completed by the Worker and sent with the client to the participating retailer. It grants permission for the merchant to allow a person, other than the payee named on the voucher, to redeem the voucher.

NOTE: This form may also be used when the primary person is unable to use the SCA voucher to purchase clothing for the upcoming school year for the child(ren) due to other circumstances such as no photo ID, medically unable to shop for the child(ren), or the death of the primary person.

Another option when the SCA voucher payee changes after issuance but before the voucher is redeemed is to make the new responsible adult the primary person. The original vouchers are returned and cancelled. New vouchers are issued by the Worker through the auxiliary function in eRAPIDS. Information on this procedure is found in the SCA RAPIDS Desk Guide and Users Guide, Chapter 9.

NOTE: If an auxiliary is requested, supervisory approval is required in eRAPIDS.

C. REPORTS AND ISSUANCE HISTORY

1. WVSCA Reports

There are 2 reports from eRAPIDS on MOBIUS which have information about special payments. Information regarding these reports may be found in the eRAPIDS SCA Desk Guide.

2. Issuance History

eRAPIDS Benefit Issuance History screens are outlined and discussed in the eRAPIDS SCA Desk Guide.

D. VERIFICATION

All appropriate WV WORKS verification requirements in Chapter 4 apply.

E. POTENTIAL RESOURCES

There are no potential resource requirements for WVSCA.

F. NOTIFICATION

Notification is required.

1. Approvals

eRAPIDS automatically issues an approval notice. In addition, instructions to the client and the Governor's letter are included with all WVSCA vouchers mailed from the State Office.

2. Denials

eRAPIDS automatically issues a denial notice. See Chapter 6 and the eRAPIDS User Guide.

G. COMMON ELIGIBILITY REQUIREMENTS

The WV WORKS requirements in Chapter 8 apply to WVSCA.

H. ELIGIBILITY DETERMINATION GROUPS

The policy for Eligibility Determination Groups is the same as WV WORKS in Section 9.21.

NOTE: The Caretaker Relative Option form, OFS-WVW-10, is for inclusion in a WV WORKS cash assistance payment only. It is not used for WVSCA.

I. INCOME

The total gross non-excluded income for the AG is compared to 100% FPL. See Chapter 10, Appendix A. There are no deductions from the gross non-excluded income. Income sources are treated according to the WV WORKS policy in Section 10.3. Income is prorated and converted as appropriate to determine a monthly amount as it is for WV WORKS. See Section 10.24,A. If the gross non-excluded income is equal to or greater than 100% FPL, the family is ineligible for WVSCA.

NOTE: No deductions or disregards are applied.

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

NOTE: For SCA, income eligibility is based only on the month of July, the program month. When income has been previously verified within the last two months, additional income verification is not required. If appropriate, income must be updated in RAPIDS.

J. ASSETS

There is no asset limit for SCA.

K. SPECIFIC REQUIREMENTS

1. Age and School Attendance

To be eligible for the WVSCA, the child must meet all of the following criteria.

- Must be a resident of West Virginia, not visiting or on vacation. See Section 8.2.
- Meet the eligibility requirements for WV WORKS for July of the current program year.
- Enrolled in public or private school. School enrollment includes Kindergarten through 12th Grade, college, and home-schooling.

NOTE: The WV WORKS policy for including 18-year-olds requires that the 18-year-old be enrolled in secondary school, i.e., high school, high school equivalency, vocational training that substitutes for high school, etc. College is not secondary school. Therefore, the following apply:

- An 18-year-old in college is not eligible for the SCA.
- A 17-year-old in college meets the school enrollment requirement.
- An 18-year-old in high school meets the school enrollment requirement.

The following activities are not considered school enrollment: preschool, nursery school, Head Start, correspondence course or internet courses.

School enrollment for children ages 5 through 17 is presumed by RAPIDS. eRAPIDS uses information on the school enrollment screen to confirm enrollment for children ages 4 and 16 through 18. Children in some counties may be able to attend kindergarten at an earlier age than 5. Children who have attained the age of 5 by September 1st of the current program year are assumed to be enrolled in kindergarten. West Virginia State Law also permits 4-year olds who will attain age 5 by the last day of the calendar year to enroll, if approved by the Superintendent. The statement of a parent or other specified relative is sufficient and no other verification is required to document enrollment.