

NOTE: For clients who choose the Employment Assistance option, the EAP payments must be stopped before adverse action in the final month so that no payment is issued for the next month. Advance notice requirements apply. Once an individual is no longer eligible for EAP due to job loss or reduction in hours the Employment Assistance Payment screen must be updated in eRAPIDS.

C. SUPPORT SERVICE PAYMENTS

Although the client must actually request support services and apply for a support payment prior to the issuance of the payment, it is the Worker's responsibility to insure that the client is aware he is eligible for continued support service payments and inform the client of the services available. The Worker must note in Work Programs comments that the individual has opted to receive support service payments and place the DFA-WVW-15 into the case record. The decision is binding for the post-employment period.

When case management services are provided, the Worker is responsible for identifying or for soliciting from the client his statement of need.

All requests for continued support service payments must be made on application form DFA-SS-2. Multiple payments of the same type of support service require a DFA-SS-2 for each payment. Multiple payments of different types of support services may be requested using one DFA-SS-2 form.

EXCEPTION: Payments for transportation require completion of a DFA-TS-12.

1. Application Form, DFA-SS-2

Form DFA-SS-2 may be completed in a face-to-face interview, mailed, scanned, faxed, or left at the front desk to give to the Worker. A supply of these forms must be available to the client without having to see a Worker. It is suggested that a supply of forms be provided to the client to mail in as needed. Any additional information may be obtained by telephone or by mail.

Except for ongoing transportation needs, the Worker is required to talk to the client prior to acting on the DFA-SS-2 to confirm the identity of the person making the request and to discuss the need for the payment. Failure to be available at a pre-determined time for these confirmations does not result in application of a sanction; it results only in denial of the requested payment.

NOTE: Although non-recipient Work-Eligible Individuals are not included in the AG, they are eligible to receive continued support services and payments as long as they meet all other eligibility requirements.

no longer wish to receive the EAP payment, and may not receive PL services instead. Once the EAP is discontinued, no additional EAP may be issued unless the individual is found eligible for a new post-employment period. While receiving EAP, the employed parent must be placed in an employment component in addition to the EA component. The other parent in a two-parent household must be enrolled in the EA component and may be enrolled in any other component they are participating in. Families choosing this option are not eligible for support service payments, with the exception of car repairs, vehicle insurance, relocation and transportation during the post-employment period. They may still receive bonuses.

EXCEPTION: When a participant's hours are reduced by the employer to below what is required for EAP, the participant may receive PL services for the remainder of his original post-employment period only when the following conditions are met:

- He remains over income for WV WORKS benefits; and
- His hours were reduced through no fault of his own.

NOTE: Any participant who is currently enrolled in the PL component for January 2008 cannot move to the EAP for the remainder of his period. The EAP is only available for closures occurring in January 2008 or after.

1. Projecting Hours Of Participation In The EAP

The hours of participation for participants in the EAP may be projected for up to 6 months. The number of hours projected are based on the 30 days of pay stubs or signed wage statements from the employer. These hours may be used to project the participant's hours for up to the 6-month limit, unless the Worker becomes aware of a change or the participant reports a change in circumstances that requires recalculation. The pay stubs or wage statements must be from the preceding 30-day period and may include hours for which the individual was paid, but did not work, including paid leave and paid holidays. If the wage statements/pay stubs available are not representative of continuing circumstances, the actual hours must be reported each month by using a time sheet, employer's statement, or pay stubs and participation hours are not projected. See Section 10.24,A for WV WORKS budgeting methods.

EXAMPLE: Ms. Jones has been receiving WV WORKS for 15 months and obtains employment and requests that her WV WORKS benefits be closed for February. The Worker receives an employer's statement that Ms. Jones is expected to work 30 hours/week at \$7.50/hour. She chooses to receive the EAP and signs the DFA-WVW-15. The Case Manager enters 30 hours weekly in the FU component for each of the following 6 months.