

E. DFA-RFA-1

The DFA-RFA-1 may be used to protect the date of application for WV WORKS. The form is considered complete when it contains, at a minimum, the applicant's name, address and signature. The DFA-RFA-1 should be used when the client is in the local office and time does not permit conducting an interview on the date the client wishes to apply for benefits. If the applicant does not follow through with the application requirements for **WV WORKS/TANF**, the correct action is **denial of those benefits in the eligibility system**.

When an application is requested by mail, the DFA-2 or other appropriate program application must be sent. The DFA-RFA-1 must not be mailed to the client.

The DFA-2 which contains, at a minimum the applicant's name, address and signature is used to protect the date of application for SNAP, Medicaid and Emergency Assistance.

F. DFA-SLA-1 and DFA-SLA-2

The Single-Streamlined Application allows individuals to apply with the Department by mail, phone, electronically, through the Marketplace, inROADS, or in person for all health coverage.

The DFA-SLA-1 and DFA-SLA-2 are the shelf documents used to apply for health coverage only. These applications collect information needed to determine eligibility on the basis of MAGI.

The DFA-SLA-1 is used for a family or when there is more than one individual in the household. The DFA-SLA-2 is used by a single individual.

G. DFA-SLA-S1

The DFA-SLA-S1 is the supplement used in addition to the DFA-SLA-1 or DFA-SLA-2 to collect additional information required to determine eligibility on a basis other than MAGI.

The DFA-SLA-S1 is a supplement only and is not used as an application.

H. REAPPLICATIONS NOT REQUIRING A NEW FORM