

these costs will be incurred in moving to another state, and the amount is negotiated.

1.5.19 ORIENTATION

The purpose of Orientation to WV WORKS is to inform all applicants about WV WORKS, the general policies and requirements.

Orientation is part of the application process. It is an opportunity to make sure that each person understands the services available and the program requirements. It also gives the applicant an easy way to ask questions and receive answers. This will also begin the assessment process by allowing the Worker to determine the issues most important to the applicant

Each adult and emancipated minor in the WV WORKS AG and non-recipient Work-Eligible Individual must receive orientation to the program. Orientation **must** **may** be conducted in a group, **or individually**. ~~unless special circumstances of the applicant necessitate an individual orientation.~~

The important point of orientation is that information be presented uniformly using the standardized orientation materials and the applicant leaves with a good understanding of the Program, his general requirements and services available to him. Not only is it important that each applicant in a District or Region receive the same information, it is equally important that all applicants statewide receive the same information. For that reason, the three forms described below are used to accomplish uniformity. Their use is mandatory.

Attending a WV WORKS orientation and signing the DFA-WVW-4 are eligibility requirements, so eligibility may not be established until these are completed. However, when the AG reapplies for benefits within 3 months of the last day of the effective month of closure, the AG members or non-recipient Work-Eligible Individuals may not be required to complete another orientation session.

Orientation Not Required Example: An AG is closed on April 10. The last day of the effective month of closure is April 30. If he reapplies on or before July 31, no new orientation is required.

1.5.19.A Orientation to WV WORKS (DFA-WVW-4)
