

**APPENDIX C****WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE (WVSCA)****A. APPLICATION PROCESS**

An Application for West Virginia School Clothing Allowance, form DFA-WVSC-1, will be mailed to families with school-age children who received WVSCA in the previous program year and who are included in an active SNAP or Medicaid AG in June of the current program year. Active SNAP AGs who have indicated “Yes” to the question “Does your household choose to be evaluated for automatic issuance of SCA should you be determined eligible?” by deadline for the current program year will not be mailed WVSCA application forms and will be included in the automatic issuance unless there is a child in the case who is less than 5 or older than 17. If there is a child of this age in the case, they will be skipped in the automatic issuance and sent a DFA-WVSC-1 during the regular mass mailing. SNAP AGs confirmed on or after the automatic issuance question deadline for the current program year must complete a DFA-WVSC-1, DFA-2, or use inROADS to apply for WVSCA.

**1. Application Forms**

The Application/Redetermination form, DFA-2, or the Application for West Virginia School Clothing Allowance, DFA-WVSC-1, is used. When a DFA-2 is used, a DFA-WVSC-1 is not required. A DFA-2 may only be required when application is made for another benefit at the same time. Applicants may also use inROADS to apply over the internet at [www.wvinroads.org](http://www.wvinroads.org).

Applicants who receive their applications through the mass mailing completed in mid-June may use the information accompanying the application to electronically sign the application. Individuals submitting applications using inROADS must electronically sign the application.

**Specific TANF, WV WORKS, AFDC/U and  
AFDC/U – Related Medicaid Requirements****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****4. Date of Application**

The date of the application is the date that the DFA-2 or DFA-WVSC-1, which contains at least the applicant's name and address or the date the electronic signature is submitted in inROADS.

If the DFA-WVSC-1 is received by mail, the date of application is the date the form is received in the local office. When the form is received prior to July 1<sup>st</sup> of the program year, it may be processed in eRAPIDS no sooner than July 1<sup>st</sup>.

**5. Interview Required**

No interview is required when the DFA-WVSC-1 or inROADS is used. When the client is being interviewed for an application or redetermination for another program, form DFA-2 is used.

**6. Who Must Be Interviewed**

No interview is routinely required, but when an interview is conducted, a specified relative with whom the child lives must participate in the intake interview.

If the child is living with only one specified relative who is unable to participate in the interview, a representative may participate in the intake interview. A written statement, signed by the specified relative, which gives the representative authority to apply on his behalf, is required.

**7. Who Must Sign**

The specified relative with whom the child lives must sign the DFA-WVSC-1 or submit an electronic signature.

Only one signature is required.

**8. Content Of The Interview**

In addition to the requirements outlined in Section 1.2, the following specific requirements apply.

- An applicant for WVSCA only is not required to cooperate with BCSE, but must be made aware of the services and referred, if appropriate.
- An explanation of Categorical Eligibility for SNAP benefits must include that, if approved for WVSCA, the AG is Categorically Eligible until the voucher expiration date. See Section 1.4,R,3.

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

## 9. Due Date Of Additional Information

The client and the Worker agree on the date by which additional verification must be obtained. This date must be within 30 days of the date of application.

## 10. Agency Time Limits

As long as the application is made by the last day of July and the applicant returns the requested information in the time frame specified by the Worker, the WVSCA is approved, if the family is otherwise eligible. All applications must be processed by August 31<sup>st</sup>. inROADS will accept applications from July 1<sup>st</sup> through July 31<sup>st</sup>. Receipt of applications should be logged on a central office log and offices should make every effort to complete the applications in the order received. Because SCA vouchers expire October 31<sup>st</sup> of the current year, every effort should be made to process all applications in a timely manner within 30 days of the date of application.

## 11. Agency Delays

If an application has not been acted upon within the required time limit due to agency error, corrective action must be taken immediately.

## 12. Payee

The vouchers list the payee as the primary person in the case. This person must be the specified relative with whom the child lives.

## 13. Beginning Date Of Eligibility

Eligibility is determined for the month of July only. When additional information is required, the applicant must return the requested information within the time limit specified on the request for verification.

eRAPIDS generates vouchers in a weekly cycle when eligibility is confirmed. WVSCA AG's confirmed on July 1<sup>st</sup> are mailed by mid-July. After that, vouchers are mailed on a weekly basis on the first working day of each week.

## 14. Redetermination Schedule

There is no redetermination schedule for WVSCA.

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

## 15. Expedited Processing

There are no requirements for expedited processing. AGs are approved in the order in which eligibility is established. The Worker must follow the customary practice of processing applications as quickly as possible and in the order received.

## 16. The Benefit

All eligible AGs will receive vouchers only and the voucher cannot be returned for cash assistance.

AGs with one eligible child receive 2 vouchers, each for one-half of the benefit amount. AGs with more than 1 eligible child receive 1 voucher for each eligible child.

Vouchers are printed with the case name and address, denomination of the voucher and the individual benefit and voucher number assigned by the data system. Up to 5 vouchers are in each envelope. If the WVSCA AG includes 6 or more children, additional envelopes are mailed. An instruction sheet and a letter from the Governor accompany the vouchers. The BCF Office of Finance and Administration is responsible for paying vendors who accept vouchers. Approval letters must not be used in place of a voucher to purchase clothing or piece goods.

**NOTE:** Vouchers must be redeemed by October 31<sup>st</sup> of the current program year. The payee should take identification with them at the time the vouchers are redeemed. See Section 1.4,R,3 for Categorical Eligibility for SNAP.

## 17. Personal Responsibility Contract (PRC)

A PRC is not required when an application is made for WVSCA only.

## 18. Orientation

Attending WV WORKS orientation is not an eligibility requirement when an application is made for WVSCA only.

**B. CORRECTIVE ACTION**

Corrective action for WVSCA is required in the following circumstances:

- When the error is due to an incorrect birth date on the demographics screen, relationship code on the household relationship screen, or incorrect enrollment code on the school enrollment screen.
- When a WVSCA-eligible child is added to a case after WVSCA vouchers have been issued.

**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. When a customer returns clothing purchased with a SCA voucher, he must not receive a refund or store credit. He must exchange for purchases allowed by the SCA program.

**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.

**C. VERIFICATION**

All appropriate WV WORKS verification requirements in Chapter 4 apply.

**D. POTENTIAL RESOURCES**

There are no potential resource requirements for WVSCA.

**E. 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.

**F. COMMON ELIGIBILITY REQUIREMENTS**

The WV WORKS requirements in Chapter 8 apply to WVSCA.

**G. 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.

**H. 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.

I. ASSETS

There is no asset limit for SCA.

J. 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 12<sup>th</sup> 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 1<sup>st</sup> 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.

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eRAPIDS issues a voucher for any 4-year-old enrolled in kindergarten when the school enrollment screen shows an enrollment status of full-time (FU), less than half-time (LH), or half-time (HA).

**NOTE:** A 5-year-old who is not enrolled in kindergarten is not eligible for the SCA. Since so many 5-year-olds are enrolled, the choice was to include them and make those not enrolled the exceptions.

- Minimum age requirement is met when the child will be age 5 on or before September 1<sup>st</sup> of the current program year.
- Maximum age requirement is met when the child is not yet age 19 on July 1<sup>st</sup> of the current program year.

**NOTE:** See item M below for instructions on how to return vouchers when the child is not eligible.

The instruction sheet directs the WVSCA payee to return the voucher(s) when the child is not enrolled in school, is no longer in the home, or will not be returning to school.

## 2. WV WORKS Eligibility And WVSCA

An applicant determined eligible for a WV WORKS payment is not required to accept the benefit to receive WVSCA. An applicant who does not wish to receive WV WORKS may withdraw his application and apply only for WVSCA.

The following WV WORKS penalty situations do not result in automatic ineligibility for WVSCA. Instead, eligibility is determined as for any other applicant.

- AG is closed for a sanction;
- AG has reached the 60-month lifetime limit or has exhausted the approved extension months;
- AG is closed for failure to meet the 24-month requirement of being engaged in a work activity;
- AG is closed due to receipt of lump sum payment; or
- AG is ineligible due to the 45-day waiting period for quitting a job.

**K. ALIENS, REFUGEES AND CITIZENSHIP**

The alien and refugee requirements for WV WORKS in Chapter 18 apply to WVSCA.

**L. OVERPAYMENT AND REPAYMENT**

When WVSCA is received in error, it is subject to repayment according to the WV WORKS repayment policy in Section 20.3. If the Worker learns, for example, that a child is no longer in the home or that a child that meets the eligibility criteria as a caretaker relative has received WVSCA, the overpayment of WVSCA must be repaid.

Whenever possible, recovery of the overpayment must be accomplished by the return to the local office of the voucher(s) for which the client was not eligible. Vouchers which are returned by the client and must be voided and forwarded with an DFA-SCA-1 to the Bureau for Children and Families, Office of Finance and Administration, 350 Capitol Street, Room 730, Charleston, WV 25301. Otherwise, normal repayment procedures apply. The following actions are taken to recover overpayments by means of returned vouchers.

**1. Client Returns All Vouchers**

- The Financial Clerk gives the client a receipt (R-4) for the vouchers and returns the vouchers to BCF with a completed OFA-SCA-1.
- The vouchers are returned in the system by completing the return voucher screen.
- If appropriate, the Worker takes action to correct the case.
- Worker records comments in case comments to document case activity.
- The Worker must then release, re-mail or cancel the returned voucher in the system on the release/re-mail voucher screen.

**2. Client Returns A Portion Of The Vouchers**

- The Worker asks the client to return the number of vouchers to which he was not entitled.
- The Financial Clerk issues a receipt (R-4) to the client.
- The Financial Clerk attaches a completed form DFA-SCA-1 and forwards the vouchers to BCF.
- The vouchers are returned in the system by completion of the return voucher screen.

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- Worker records information in case comments to document the return of the voucher(s).
- The Worker must then release, re-mail or cancel the returned voucher in the system on the release/re-mail voucher screen.

**M. VOUCHER REPLACEMENT**

**NOTE:** For corrective procedures for vouchers issued to an incorrect payee see item B of this appendix.

Outlined below are situations in which the WVSCA vouchers may be replaced. If replaced prior to September 30<sup>th</sup> of the current program year, this may be accomplished in RAPIDS. For replacements after September 30<sup>th</sup>, contact the DFA Family Support Policy Unit for additional instructions.

Situations not addressed below or situations that arise after October 31<sup>st</sup> of the current program year, must be sent to the DFA Family Support Policy Unit for an evaluation on a case-by-case basis. Agency error or hearings are the only reasons corrective action may be taken after the December 31<sup>st</sup> of the program year.

**1. Undelivered Or Damaged Vouchers**

If a voucher is stolen or lost in the mail prior to receipt, the Worker must secure an affidavit of loss, form OFA-SCA-2, from the client and issue the replacement voucher through eRAPIDS by completing the replace voucher screen in the system. See eRAPIDS User Guide, Chapter 9.

**NOTE:** Vouchers lost or stolen after receipt cannot be replaced.

**NOTE:** The voucher cannot be replaced if it is lost or stolen after it is received by the household.

Only the following situations result in a replacement WVSCA voucher and must be documented in RAPIDS:

- The voucher was not delivered by the USPS. The worker must check for postal return status before replacement.
- A voucher that was incorrectly voided by a vendor may be replaced if the client returns the voided voucher to the local office. The local Financial Clerk's office returns it the BCF Office of Finance and Administration and the Worker requests new vouchers through eRAPIDS by completing the replace voucher screen in the system. See eRAPIDS User Guide, Chapter 9.
- Vouchers completely destroyed in a disaster, such as a house fire or flood, may be replaced if verification of the emergency is provided.

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AFDC/U – Related Medicaid Requirements**

- When a voucher is torn, water damaged, etc., to the extent that a vendor will not accept it, the voucher may be replaced. The remnants of the voucher must be brought to the local office and returned to BCF. The Worker issues the replacement through eRAPIDS on the replace voucher screen. See eRAPIDS User Guide, Chapter 9.

**NOTE:** The Worker does not have to wait for notification from Finance or an alert to replace vouchers in these situations. Do not issue the amount to be replaced from EA funds. Instructions or procedures to replace the vouchers are found in the eRAPIDS User Guide, Chapter 9.

## 2. Vouchers Returned To BCF Office of Finance and Administration

Vouchers which cannot be delivered by the postal service are returned to the BCF Office of Finance and Administration State Office.

- The Worker will receive a voucher returned alert.
- The Worker will update the case with the correct address if needed.
- The Worker will release, re-mail or cancel the SCA voucher on the release/re-mail special payment screen in the system.
- The state office clerk will then take the requested action.
- After two instances of postal return of the SCA voucher, the voucher must be mailed to the local office and picked up by the payee. Postal returns with an out-of-state forwarding address must be cancelled and must not be forwarded.

## 3. Application Denial Is Reversed In A Fair Hearing

When a Hearings Officer rules in a Fair Hearing that the WVSCA denial was inappropriate, the Worker must issue replacement vouchers to the applicant.

## 4. Agency Delay/Error

If an application has not been acted on within the required time limit due to agency delay/error, corrective action must be taken immediately. The Worker must issue replacement vouchers to the applicant. However, the Worker must first contact the DFA Family Support Policy Unit for additional information.

## 5. Destroyed Clothing Purchased With Vouchers

When clothing that has been purchased with vouchers is destroyed, such as in a house fire, replacement vouchers cannot be issued. Instead, Emergency Assistance policy concerning replacement of clothing in Chapter 19 is followed, if the AG is otherwise eligible.