



Applications

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West Virginia

Applications

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Filing and Processing Applications

All persons have a right to file an application for cash assistance.

Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

Food Stamps
Medicaid

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 30 days.

The agency is required to issue a written decision on applications.

Pre-Application Requirements

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

Pending Application Requirements

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

- Sign personal responsibility contract
- Attend orientation session
- Complete an assessment
- Agree to cooperate with child support enforcement

No applicants are exempt from pending application requirements.

Personal Responsibility Contracts

Applicants and/or recipients are required to sign a personal responsibility contract.

Applicants must sign a personal responsibility contract:
While the application is pending

The personal responsibility contract is:

- A standard form listing obligations

The following people must sign the contract:

- Head of household
- Both parents in "two-parent" families
- Minor parent who is not head of household

The following applicants and recipients are exempt from developing and signing a contract:

- Non-parent caretaker not receiving assistance

The following obligations can be included in the contract:

- Agreement to participate in work activities
- Child school attendance requirements
- Minor parent school attendance requirements
- Immunization or preventative health requirements
- Cooperation with child support enforcement
- Participation in life skills or parenting classes
- Teen parent living arrangement

The contract includes a state or county agreement to provide services, but the services are not listed.

The sanction for refusing to sign a contract is:
Denial of application or termination of grant

The sanction lasts until compliance.

Employability Plans

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, while the application is pending.

An individual develops an employability plan with:

TANF eligibility worker at the TANF office

The following people must sign an employability plan:

Head of household

Both parents in "two-parent" families

Minor parent who is not head of household

The following applicants and recipients are exempt from developing and/or signing an employability plan:

Non-parent caretaker not receiving assistance

Employability plans do not include a state or county agreement to provide services.

A sanction is imposed if an applicant or recipient refuses to sign employability plan. The sanction for refusing to sign the plan is:

Denial of application or termination of grant

The sanction lasts until compliance.

Formal Diversion Programs

The state operates a formal diversion program.

Current cash assistance recipients may not participate in the diversion program.

The maximum cash payment is \$759.

The size of a diversion payment is calculated on a case-by-case basis up to the maximum.

The income and asset limits used to determine diversion program eligibility are the same as those applied to applicants for ongoing cash assistance.

Eligibility for a cash diversion payment is decided based upon:

Objective written criteria

Caseworker discretion

A family that receives a diversion payment is ineligible for ongoing cash assistance for three months.

A family that receives a diversion payment:

- Is ineligible for another diversion payment for the remainder of client's 60 months of lifetime benefits

A diversion payment uses the number of months of time limited assistance that a family agrees to forego in order to receive the payment.

When a family receives a diversion payment, its child support rights are assigned to the state.

Families that receive diversion payments are eligible to receive:

- Child care services
- Case management services

The estimated scale of the diversion program in terms of the proportion of TANF applicants receiving diversion payments is:

- Less than one percent

Emergency Assistance

The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families

Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.