



**WEST VIRGINIA
SECRETARY OF STATE**

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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OFFICE OF
WEST VIRGINIA SECRETARY OF STATE

FORM 8 – NOTICE OF AN EMERGENCY AMENDMENT TO AN EMERGENCY RULE (Page 1)

AGENCY **Human Services**

RULE TYPE **Legislative** AMENDMENT TO EXISTING RULE No TITLE-SERIES **78-26**

RULE NAME **Pilot Program for Drug Screening of Applicants for Cash Assistance**

CITE AUTHORITY **§9-3-6(n)**

DATE EMERGENCY RULE WAS ORIGINALLY FILED

Tuesday, June 27, 2017

FIRST EMERGENCY AMENDMENT TO AN EXISTING RULE

SECOND EMERGENCY AMENDMENT TO AN EXISTING RULE

DATE OF FIRST EMERGENCY AMENDMENT

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

Heather J Mcdaniel -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 78-26



Rule Id: 16557



Document: 50094



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FORM 8 – NOTICE OF AN EMERGENCY AMENDMENT TO AN EMERGENCY RULE (Page 2)

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RULE NAME **Pilot Program for Drug Screening of Applicants for Cash Assistance**

CITE AUTHORITY §9-3-6(n)

THE ATTACHED IS AN EMERGENCY AMENDMENT TO AN EXISTING EMERGENCY RULE. THIS EMERGENCY AMENDMENT BECOMES EFFECTIVE AFTER APPROVAL BY SECRETARY OF STATE OR 42ND DAY AFTER FILING, WHICHEVER OCCURS FIRST. THE FACTS AND CIRCUMSTANCES CONSTITUTING THE EMERGENCY AMENDMENT ARE AS FOLLOWS:

The Drug Screening Pilot Program was approved to move forward from Administration for Children and Families (ACF) our Federal Partners. All applicants who would be eligible for TANF and are in the Cash Assistance Group would complete a drug screening questionnaire. If they refuse to complete the questionnaire they will be ineligible for TANF. Based on three or more positive responses by the applicant indicating drug usage on the questionnaire. Reasonable suspicion the applicant will be required to register for drug testing within 7 days. Any applicant who has a positive drug test shall complete a substance abuse treatment and counseling program and a job skills program approved by the Secretary. An applicant may continue to receive benefits from the TANF Program while participating. Second positive drug test will be suspended from the TANF Program for 12 months. Third positive drug test will result in the applicant be terminated from the TANF Program.

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FORM 9 – EMERGENCY RULE QUESTIONNAIRE (Page 1)

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RULE NAME **Pilot Program for Drug Screening of Applicants for Cash Assistance**

CITE AUTHORITY **§9-3-6(n)**

PRIMARY CONTACT

Heather McDaniel
One Davis Square
Suite 100
Charleston, WV 25301

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CITE AUTHORITY **§9-3-6(n)**

DATE OF FILING
Monday, December 11, 2017

STATUTORY AUTHORITY FOR PROMULGATING EMERGENCY RULE
W. Va. Code § 9-3-6(n)

DATE OF FILING OF PROPOSED LEGISLATIVE RULE
Tuesday, June 27, 2017

DOES THE EMERGENCY RULE ADOPT NEW LANGUAGE OR DOES IT AMEND OR APPEAL A
CURRENT LEGISLATIVE RULE?

HAS THE SAME OR SIMILAR EMERGENCY RULE PREVIOUSLY BEEN FILED AND EXPIRED?
No

STATE, WITH PARTICULARITY, THOSE FACTS AND CIRCUMSTANCES WHICH MAKE THE
EMERGENCY RULE NECESSARY FOR THE IMMEDIATE PRESERVATION OF PUBLIC PEACE,
HEALTH, SAFETY OR WELFARE.

**Any applicant who has a positive drug test shall complete a substance abuse treatment and counseling
program and a job skills program approved by the Secretary. Third positive drug test will result in the
applicant being terminated from the TANF Program.**

**Heather J Mcdaniel -- By my signature, I certify that I am the person authorized to file legislative rules, in
accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



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CITE AUTHORITY **§9-3-6(n)**

IF THE EMERGENCY RULE WAS PROMULGATED IN ORDER TO COMPLY WITH A TIME LIMIT ESTABLISHED BY THE CODE OR FEDERAL STATUTE OR REGULATION, CITE THE CODE PROVISION, FEDERAL STATUTE OR REGULATION AND TIME LIMIT ESTABLISHED THEREIN.

SB 6 passed during the 2016 Regular Legislative Session. Any applicant who has a positive drug test shall complete a substance abuse treatment and counseling program and a job skills program approved by the Secretary. AN applicant may continue to receive benefits from the TANF Program while participating. Second positive drug test will result in being suspended from the TANF program for 12 months. Third positive drug test will result in the applicant being terminated from the TANF Program.

STATE, WITH PARTICULARITY, THOSE FACTS AND CIRCUMSTANCES WHICH MAKE THE EMERGENCY RULE NECESSARY TO PREVENT SUBSTANTIAL HARM TO THE PUBLIC INTEREST.

SB 6 passed during the 2016 Regular Legislative Session. An applicant may continue to receive benefits from the TANF Program while participating. Second positive drug test will result in being suspended from the TANF program for 12 months. Third positive drug test will result in the applicant being terminated from the TANF Program.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

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FORM 11 – FISCAL NOTE FOR PROPOSED RULES (Page 1)

AGENCY **Human Services**

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CITE AUTHORITY **§9-3-6(n)**

PRIMARY CONTACT

Heather McDaniel
One Davis Square
Suite 100
Charleston, WV 25301

SECONDARY CONTACT

Cindy Dellinger
One Davis Square
Suite 100
Charleston, wv 25301

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CITE AUTHORITY §9-3-6(n)

SUMMARIZE IN A CLEAR AND CONCISE MANNER WHAT IMPACT THIS MEASURE WILL HAVE ON COSTS AND REVENUES OF STATE GOVERNMENT.

The purpose of this rule is to require drug screening and testing of applicants for the Temporary Assistance to Needy Families Program for whom there is a reasonable suspicion of substance abuse. The rule creates a pilot program, requiring applicants to pass an initial drug test to become eligible for benefits, requiring participation in a substance abuse treatment program, counseling and job skills program with an adverse drug test; precluding assistance for refusal to take a drug test; establishment of administrative review of decisions to deny benefits; providing mechanism for dependent children to receive benefits if a parent is deemed ineligible; setting forth prohibition from benefits for an adverse drug test. The bill requires federal approval of the program and ensures confidentiality of records.

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CITE AUTHORITY **§9-3-6(n)**

FISCAL NOTE DETAIL -- SHOW OVER-ALL EFFECT IN ITEM 1 AND 2 AND, IN ITEM 3, GIVE AN EXPLANATION OF BREAKDOWN BY FISCAL YEAR, INCLUDING LONG-RANGE EFFECT.

Effect Of Proposal	Current Increase/Decrease (use ' - ')	Next Increase/Decrease (use ' - ')	Fiscal Year (Upon Full Implementation)
ESTIMATED TOTAL COST		50,172.00	22,172.00
PERSONAL SERVICES			
CURRENT EXPENSES			
REPAIRS AND ALTERATIONS			
ASSETS			
OTHER			
ESTIMATED TOTAL REVENUES		50,172.00	22,172.00

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CITE AUTHORITY **§9-3-6(n)**

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT). PLEASE INCLUDE ANY INCREASE OR DECREASE IN FEES IN YOUR ESTIMATED TOTAL REVENUES.

NA

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FORM 11 – FISCAL NOTE FOR PROPOSED RULES (Page 4)

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CITE AUTHORITY **§9-3-6(n)**

PLEASE IDENTIFY ANY AREAS OF VAGUENESS, TECHNICAL DEFECTS, REASONS THE PROPOSED RULE WOULD NOT HAVE A FISCAL IMPACT, AND/OR ANY SPECIAL ISSUES NOT CAPTURED ELSEWHERE ON THIS FORM.

NA

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

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FORM 12 – BRIEF SUMMARY AND STATEMENT OF CIRCUMSTANCES (Page 1)

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RULE NAME **Pilot Program for Drug Screening of Applicants for Cash Assistance**

CITE AUTHORITY **§9-3-6(n)**

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN RULE AND STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE.

This rule establishes and sets forth the requirements for drug screening applicants of benefits from the Temporary Assistance for Needy Families (TANF) Program under a three year pilot program.

The Drug Screening Pilot Program was approved to move forward from Administration for Children and Families (ACF) our Federal Partners. All applicants who would be eligible for TANF and are in the Cash Assistance Group would complete a drug screening questionnaire. If they refuse to complete the questionnaire they will be ineligible for TANF. Based on three or more positive responses by the applicant indicating drug usage on the questionnaire. Reasonable suspicion the applicant will be required to register for drug testing within 7 days. Any applicant who has a positive drug test shall complete a substance abuse treatment and counseling program and a job skills program approved by the Secretary. An applicant may continue to receive benefits from the TANF Program while participating. Second positive drug test will be suspended from the TANF Program for 12 months. Third positive drug test will result in the applicant be terminated from the TANF Program.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes
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Title-Series: 78-26



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TITLE 78
LEGISLATIVE RULE
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

SERIES 26
PILOT PROGRAM FOR DRUG SCREENING OF APPLICANTS
FOR CASH ASSISTANCE

§78-26-1. General.

1.1. Scope -- This rule establishes and sets forth the requirements for drug screening applicants of benefits from the Temporary Assistance for Needy Families program under a three-year pilot program. For the purposes of the pilot program pursuant to the authority and option granted by 21 U. S. C. § 862a(d)(1)(A) to the states, West Virginia hereby exempts all persons domiciled within the state from the application of 21 U. S. C. § 862a(a).

1.2. Authority. -- W. Va. Code § 9-3-6(n).

1.3. Filing date. -- _____.

1.4. Effective date. -- _____.

1.5. Sunset Provision -- This rule shall terminate and have no further force or effect upon the expiration of the three-year pilot program which began implementation on October 23, 2017.

§78-26-2. Definitions.

2.1. Applicant -- means a person who is applying for benefits from the Temporary Assistance for Needy Families program.

2.2. Case manager -- means a person employed by the department with responsibility for making a reasonable suspicion determination during the application process for Temporary Assistance for Needy Families.

2.3. Department -- means the Department of Health and Human Resources.

2.4. Drug screen or drug screening -- means any analysis regarding substance abuse conducted by the Department of Health and Human Resources on applicants for assistance from the Temporary Assistance for Needy Families program.

2.5. Drug test or drug testing -- means a drug test which tests urine for amphetamines (amphetamine and methamphetamine) cocaine, marijuana, opiates (codeine and morphine), phencyclidine, barbiturates, benzodiazepines, methadone, propoxyphene and expanded opiates (oxycodone, hydromorphone, hydrocodone, oxymorphone).

2.6. Drug use questionnaire -- means an assessment tool to be used by case managers to ascertain if there is reasonable suspicion that an applicant is abusing drugs. The questionnaire uses a point-based system to assist the case manager in determining if there is reasonable suspicion.

2.7. Protective payee -- means an individual over age 18 designated to receive public assistance

payments for the eligible dependents of another person who is ineligible for benefits for himself or herself. The protective payee may be an immediate family member of the applicant.

2.8. Reasonable suspicion -- means a score on the drug use questionnaire that indicates the possibility of substance abuse. Reasonable suspicion is also achieved if an applicant has been convicted of a drug related offense within three years of completion of the drug use questionnaire.

2.9. Secretary -- means the secretary of the department or his or her designee.

2.10. Substance abuse -- means the use of prescribed or over-the-counter medications used in excess of the recommended dosages, or the use of illegal substances. Substance abuse also includes any non-medical use of prescribed or over-the-counter medications.

2.11. Treatment program -- means any substance abuse treatment and counseling program which is licensed by the state of West Virginia and regulated pursuant to Title 64, Series 11, Title 69, Series 11 or Title 69, Series 12 of the West Virginia Code of State Rules.

2.12. Temporary Assistance for Needy Families program (TANF) -- means assistance provided through ongoing cash benefits pursuant to 42 U.S.C. §601, et seq., operated in West Virginia as the West Virginia Works Program pursuant to article nine of chapter nine of the W. Va. Code.

§78-26-3. Drug Screening Process.

3.1. Upon application for TANF benefits all applicants will be provided a drug use questionnaire to complete. Applicants will be required to swear or affirm as to the veracity of their answers and will be subject to prosecution for fraud or suspension from the program for 12 months, or both, for providing false information in accordance with Department policies. Public databases may be consulted by the Department to verify an applicant's answers.

3.1.a. Any applicant who has been convicted of a drug related offense within three years of filling out the questionnaire must indicate as such.

3.1.b. Any such drug related conviction shall be considered grounds for reasonable suspicion, for the purpose of referring the applicant for a drug test.

3.2. Should an applicant refuse to complete the drug use questionnaire, the applicant is ineligible for TANF benefits.

3.3. If the drug use questionnaire indicates reasonable suspicion, the applicant will be referred for a drug test.

3.3.a. The applicant and case manager will coordinate to arrange for the applicant to be drug tested by a third-party vendor.

3.3.b. The drug test must be completed by the applicant within 48 hours of the completion of the drug use questionnaire.

3.3.c. Should unforeseen circumstances prevent the applicant from completing a drug test within 48 hours, the applicant and the case manager will confer and the case manager will, if he or she deems it appropriate, allow the applicant additional time to complete the test. The case manager shall

have discretion to allow the applicant more than 48 hours to complete the test. Second or subsequent requests by the applicant to reschedule a drug test will be decided by the case manager's supervisor.

3.4. Upon receipt of the drug test results, the case manager will:

3.4.a. Contact the applicant to advise him or her of the results.

3.4.b. If the results are negative, the application will be accepted and the applicant will be assigned an activity under the TANF program.

3.4.c. If the results of the drug test are positive, the application will be accepted and the applicant will be assigned to a treatment program and a job skills program as his or her activities under the TANF program.

3.5. Notwithstanding section 3.4.c., any applicant who submits a positive drug test can avoid assignment to a treatment program if, immediately upon assignment to such a program, the case manager is informed by the applicant that he or she is in possession of a valid prescription for the type and quantity of drug(s) that created the positive test result. Within 24 hours of informing the case manager of possession of a valid prescription(s), the applicant shall produce the prescription.

§78-26-4. Substance Abuse Treatment and Counselling Program Requirements.

4.1. Upon assignment to treatment by a case manager, the applicant will have seven days to enroll in a treatment program. Should unforeseen circumstances prevent the applicant from enrolling in a treatment program within seven days, the applicant and the case manager will confer and the case manager will, if he or she deems it appropriate, allow the applicant additional time to enroll. The case manager shall have discretion to allow the applicant more than seven days to enroll. At the same time, the case manager will assign the applicant to a job skills program of the secretary's choosing.

4.2. Once an applicant is enrolled in a program he or she shall provide the case manager with weekly time sheets which have been provided to the applicant by the case manager. The applicant will also provide the case manager with weekly progress reports from the treatment program.

4.3. In similar fashion to the original drug test, the case manager will coordinate with the applicant to arrange for the applicant to be drug tested by a third-party vendor upon the completion of the treatment program. Again, such drug testing will be arranged by the applicant and the case manager and will be conducted by a third-party vendor pursuant to the provisions of section 3.3.c. of this rule.

4.4. Upon successful completion of the substance abuse program, the applicant will be assigned to a new activity such as job searching, community college enrollment, or other similar activities to prepare the applicant for job placement.

4.5. The applicant shall continue to be subject to periodic, random drug testing.

4.6. Should an applicant referred for treatment refuse to enroll in a treatment program or participate in a job skills program, he or she is, subject to applicable federal law, ineligible for TANF benefits.

4.7. Any applicant referred for treatment who does not successfully complete both a treatment program and a job skills program is ineligible for TANF benefits, until successful completion of both

programs.

4.8. If an applicant fails a random drug test after completion of the required programs, his or her receipt of TANF benefits shall be suspended until he or she successfully completes a second treatment program and job skills program, or for 12 months, whichever period shall be shorter.

4.9. An applicant's third positive drug test shall, subject to applicable federal law, render him or her ineligible for TANF benefits.

§78-26-5. Other Adult Members, Dependent Children and Protective Payee.

5.1. A protective payee may be designated for any applicant who is ineligible for TANF benefits due to:

5.1.a. The applicant's refusal to fill out a drug use questionnaire or participate in a drug test;

5.1.b. The applicant's refusal to participate in a treatment program; or

5.1.c. The applicant's second or third positive drug test.

5.2. Upon an ineligibility determination as provided in section 5.1., the applicant may designate a protective payee. The protective payee will receive TANF on behalf of the other eligible dependents in the applicant's household. The protective payee shall have a fiduciary duty to properly expend all TANF monies received on behalf of the other eligible dependents.

5.3. The applicant shall present the proposed protective payee to his or her case manager for approval.

5.4. The secretary shall require the applicant's designated protective payee to submit to the department's drug use questionnaire and, if the designated protective payee satisfactorily completes the questionnaire, he or she will be approved as a protective payee for the eligible dependents.

5.5. The secretary reserves the right to audit all usage of TANF monies by the protective payee.

§78-26-6. Coordination with Child Protective Services.

6.1. An investigation and home visit will be conducted by Child Protective Services (CPS) regarding the children of any applicant whose benefits are suspended without the designation of a protective payee or who has had his or her benefits terminated.

6.2. The investigation and home visit will be conducted by CPS. Once they are completed, CPS will prepare a report which details any action deemed necessary for the health and welfare of the children involved. If the health and welfare of the children involved does not require any action on the part of CPS, the report will state as such.

6.3. If the report indicates that CPS action is necessary, all services provided to the applicant and children shall be provided or coordinated by CPS, and not the case manager.

§78-26-7. Appeal Rights.

7.1. Any applicant or protective payee who believes that he or she has been aggrieved by any action undertaken pursuant to West Virginia Code § 9-3-6, or this rule, shall have the right to file an appeal with the West Virginia DHHR Board of Review.

§78-26-8. Confidentiality.

8.1. The secretary will ensure the confidentiality of all drug screen and drug test results administered as part of this program.

8.2. Drug screen and test results will be used only for the purpose of determining eligibility for the TANF program.

8.3. At no time may drug screen or test results be released to any public or private person or entity or any law-enforcement agency, except as otherwise authorized by this rule.