

6/1/12

Bulletin No. 12-06

P-2110 D

P-2110 General Application Procedures (Continued)D. Application Processing For Reach Up/Health Care/3SquaresVT/Home Heating Fuel Assistance/Essential Person

See 2100 in the Clerical Manual for D.O. Receptionist responsibilities.

Review the ESD202 (Application for ESD Programs) for accuracy and completeness.

Process the application according to appropriate program procedures.

During contact with the client, if he or she requests a program(s) which was not entered on the ESD202, use an OnBase sticky note to update the ESD202 (noting that you have changed it) with the appropriate program application and date. If a paper application was submitted, write directly on the application. Complete whatever additional forms are needed.

Example: A Health Care and 3SquaresVT application is received on 6/1. The family does not qualify for expedited 3SquaresVT. On 6/9 the client states she wants Reach Up too because her husband has lost his job.

- Update the ESD202 with information applicable to Reach Up. The applicant does not need to provide an additional signature or date to note the newly requested program. Enter the Reach Up application on the wife's APPL for 6/9. The application date of the newly requested program will always be the date of the request.
- Follow procedures at P-2201 (Reach Up), P-2510 (3SquaresVT), P-2401 (Health Care), P-2900 (Home Heating Fuel Assistance), and P-2722 (Essential Person) to process the application.
- The 3SquaresVT application date remains 6/1. If you cannot make a decision on the Reach Up application within 30 days of the 3SquaresVT application, act on the 3SquaresVT application, and then change the 3SquaresVT benefit when Reach Up income is known.
- The Health Care - The application date also remains 6/1. Inform the client that if Reach Up is granted this will automatically make the recipients eligible for Medicaid beginning with the month the Reach Up grant begins. (If the Reach Up /Medicaid application was received in the prior month, a separate Medicaid eligibility determination will be made for that month.) Also, inform the client that if Reach Up is denied, the Medicaid eligibility, if approved, will be based on the date of the Medicaid application. (If retroactive Medicaid is requested, also inform the client that a decision will be made and she will receive a notice.)
- If Reach Up eligibility can be determined within the 30-day processing period on the 3SquaresVT and Health Care applications, process all three program applications simultaneously.

The processing of eligibility for additional program(s) after receipt of an application is only allowed if the eligibility on the application is still pending. This is true regardless of whether the application is a new application or a review. Once eligibility has been processed, the client must submit another application for the newly requested program(s).

P-2110 General Application Procedures

D. Application Processing Reach Up/Health Care/3SquaresVT (Continued)

Additionally, on review applications, if the recipient neglects to check off the program that is under review, assume the recipient is still interested in the benefit and process the application accordingly.

Likewise for any application, if the applicant/recipient does not check off a program on the front of the application but does so in the member question, consider it to be an application for that program.