

Procedure Section: P2150, Desk Review

Subsection: P1250A, General Information

Procedure:	P2150A	Effective Date:	12/1/20
Bulletin:	20-10	Supersedes:	B96-25

Included Programs

All Programs

A desk review is a primarily automated process for implementing a mass change, usually of one or more standards, to a large number of cases. ACCESS is programmed to apply the change to all affected cases, causing these cases to have eligibility redetermined. Occasionally, a policy change must affect all cases simultaneously, so a desk review is necessary. Policy changes are often made at the same time as standards changes. Standards changes (and any policy changes) will be published in one or more bulletins prior to desk review. Examples of mass changes are

- changes in the COLA (cost-of-living adjustment) for social security, SSI/AABD, veteran's pension and compensation, and railroad retirement income;
- Reach Up ratable reduction, basic needs or shelter standard;
- Room/board and day care business expenses for all programs;
- 3SquaresVT thrifty food plan tables, standard deduction, shelter deduction, utility standard with heat, utility only standard, phone standard, gross and net income tests.

Desk reviews generally run on a weekend to allow enough time for case processing without needing to block users from working on cases during normal work hours. They process the following month's eligibility for pending and ongoing cases (example: a desk review to change July's Reach Up benefits will be run in early June). They are run as early as possible in a month to allow as much time as possible for workers to approve full transactions and closures (see below) and to give recipients sufficient notice of the change in eligibility or benefits. If the first of a month falls on a weekend (or a Friday or Monday holiday), the desk review may be run that weekend (example: the COLA desk

review to affect February eligibility may be run December 30 or 31 because of the January 1 holiday).

These procedures include information and instructions common to all desk reviews and identify material unique to specific desk reviews. They will give you information on what ACCESS will do for you and what your responsibilities are. Prior to each desk review, a memo or email will be sent to you explaining specific changes and dates for that desk review and referring to these procedures for more information.

Revision History for P2150A

12/1/2020

This bulletin revises several sections of Desk Review Procedures by updating language and deleting obsolete practices. It also removes procedures pertaining to health care programs administered by the Department of Vermont Health Access.