

P-2210 HOUSEHOLD COMPOSITION (continued)

P-2210I 18-Year-Old In School Letter (24-06)

Households will receive an automatically generated letter three months prior and then again, the month prior to their child turning 18, notifying them that their child's benefits will end at the end of the month the child turns 18 unless they meet certain eligibility requirements.

The household must complete the letter and return it to the department.

The letter is sent out twice. The 2nd letter tells households if they have already returned the form to ignore the 2nd letter. The reason it is now sent out 3 months before the child turns 18 is to try to prevent the child support case from ending if the child will remain eligible for Reach Up. Child support cases typically close when a child turns 18—but support can continue to be collected if the child remains in school.

*As of 1/1/24 **Reach Up** and the **PSE program** ONLY will allow children to remain eligible for Reach Up as long as are attending school full time and will either graduate by the time they turn 22 or have a disability that impacts their ability to graduate by the time they turn 22. If the child is attending an alternative school program as long as they are considered a full-time student by their program, they are eligible to continue receiving Reach Up benefits.

For families who are active **Reach First** or **Reach Ahead** the age for an eligible child remains 18th unless they graduate by their 19th birthday.

When the Letter is returned

Child not graduating before their 22nd* (or 19th if RF or RA) birthday and never had a disability preventing graduation before this date

No further information is needed from the household. This child will be removed from the Reach Up household at the end of the month they turn 18. If they are the only child in the household the entire Reach Up benefit must be closed.

Child will graduate before 22nd* (or 19th if RF or RA) birthday

A statement from the child's school or alternative educational program verifying this information and providing the anticipated month of graduation must be provided by the household. This child can remain on Reach Up until the end of the month they graduate, if they are the only child in the household, the entire Reach Up benefit must be closed at the end of the month in which the child graduates.

Child will not graduate before 22nd * (or 19th if RF or RA) birthday and has a disability that prevented graduation before this date

A statement from the child's school verifying this information, or a statement from the child's medical provider verifying the presence of a disability that prevented graduation, must be provided. A copy of their Individual Education Plan (IEP) or 504 plan is also accepted documentation regarding the child's disability.

If the family is active Reach First or Reach Ahead, this child can remain on the grant until the end of the month they turn 19. If they are the only child in the household the entire Reach Up benefit must be closed at the end of the month in which the child turns 19.

If the family is active Reach Up or PSE, this child can remain on the grant until the month prior to turning 22. If they are the only child in the household the entire Reach Up benefits must be closed at the end of the month prior to the child's 22nd birthday. **Example** Child is turning 22 on May 15, child's eligibility would end April 30th.

Letter is not returned

If the first form is not returned, remove the child at the end of the month the child turns 18. If the only child in the household the entire Reach Up benefit would end the month the child turns 18.

If the second letter is not returned but the first letter verifying school information has been received do not close the case.

BPS Support

18-year-old in school letter for Reach First or Reach Ahead cases

[Form 600-CO18 \(RFRA\) Fillable.](#)

18-year-old in school letter for Reach Up or PSE case

[Form 600-CO18 \(RUPSE\) Fillable.](#)

The creation of the 18-year-old in school letter also creates a TODO for the district G_1 caseload.

Manually sending out 18-year-old letter

A household that is newly approved Reach Up and has a child that is turning 18 years old the month of application, or the following month may not receive the automatic letter which are created by ACCESS on the 5th working day of each month. Send a manual version of the letter if there is a 17-year-old that will turn 18 years old the month following approval in the Reach Up household.

If there is an 18-year-old child in the newly applying household, confirm the child's school status over the phone. If the household claims the child will graduate by the time they turn 19 or 22 (depending on the program) or will not graduate by the time they turn 19 or 22 (depending on the program), send the manual version of the letter before adding the child to the Reach Up household. If there are other children in the household, Reach Up can be approved for the other members of the household.

Entering 18-year-old school status on SCHL panel

See the ACCESS Eligibility Training video: [\(SCHL\) Entering a School Panel](#).

SCHL Panel

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PERSON ENROLLED          SCHL   FS          18-22  < 23 Anticipated
IN SCHOOL OR TRAINING   STATUS TYPE  ELIG  PSE  RUFA  VHAP Grad Date
                        1      1      Y      y      y      06 30 2025

STATUS (SCHOOL HOURS)   SCHOOL TYPE
1 - FULL-TIME           1 - GRADE/HIGH SCHOOL
2 - AT LEAST HALF-TIME 2 - COLLEGE/UNIVERSITY
3 - LESS THAN HALF-TIME 3 - TECHNICAL/VOCATIONAL
                        4 - TRAINING (EXCEPT JOB CORPS)
                        5 - JOB CORPS
                        6 - HIGHER EDUCATION
                        7 - CORRESPONDENCE - HIGHER EDUCATION

USER: 160 FNX: STAT MODE: C RPTGRP: 009 xx xxxx PERIOD: 05 24 COMMAND:
DO: Y IMS: GY1 REPORTING ADULT: _____ 3
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Depending on the program they are active with enter "Y" under "18-22* RUFA" if the child will either graduate before they turn 19 or 22 years old or will not graduate by the time they turn 19 or 22 years old due to a disability.

Enter the anticipated graduation date.

When the anticipated graduation date has been reported by the participants or from the 18-year-old letter, enter the date in the ANTICIPATED GRAD DATE field on the SCHL panel. If a date is not entered ACCESS will create an edit saying SCHL-ANFC-ELIG-CODE, and a date will need to be entered to receive eligibility results.

ACCESS will create a TODO to remove the child (or close the benefit if they are the only child in the household) in the following circumstances:

- the month prior to the child's anticipated graduation date,
- the month prior to the child turning 22 if they will not graduation by their 22nd birthday but remain eligible due to a disability.

Further information is not required. Rely on the anticipated graduation date entered in ACCESS unless it has been reported the student will not graduate.

Review when a child should be removed from grant

- Active Reach Up, Reach First, Reach Ahead or PSE-Child turns 18 not in school—eligible the birthday month they turn 18 and need to be removed from the grant the following month.
- Active Reach Up or PSE Child over 18 will graduate before turning 22—eligible the graduation month and needs to be removed from the grant the following month.
- Active Reach Up or PSE Child over 18 not graduating before 22 but has disability—eligible the month before they turn 22 (in other words the final month they are 21).