

P2215 CHILD SUPPORT (Reach Up rule 2232)(25-20)

Child support must be pursued from any parent that is not in the household. These parents are considered the “Absent Parent” (ABSP) or “Non-Custodial Parent” (NCP).

Example:

A person is married to their second spouse and lives with the two children from a previous marriage. Pursue support from the first spouse, the birth parent of the children.

Caretakers must agree to pursue any support for children they are caring for. The Office of Child Support (OCS) can clarify how this process works for caretakers.

Determining who to list as Head of Household

If household is applying and only one parent has a child or children with an absent parent, and that parent is not the Head of Household according to the application, ask if the household minds if that parent is listed in ACCESS first. If they agree, enter a voluntary withdrawal for the Head of Household and APPL the household under the other parent’s name. Ask the Application & Document Processing Center (ADPC) to mirror the documents in both cases.

If the family does not want us to switch the Head of Household, see procedure 2215A for more information about Signing the Child Support Authorization ([form 137](#))

Example:

Pat and Sam are newlyweds. Pat’s son is 5 years old from a previous marriage. When the family submitted their application, Sam was listed as the Head of Household. Since Sam is not the birth parent, it would be easier for OCS to direct the payments to the department if Pat was the Head of Household.

Determining who to list as the Absent Parent

Ask the household to list any and all possible absent parents to the child. OCS will assist the household through the process of identifying the birth parent if necessary.

If the household claims they cannot identify a parent, ask them for the names of all potential parents, complete [137](#)’s for each of them, and create an ABSP panel for each possibility in ACCESS.

Voluntary Acknowledgement of Parenthood (VAP)

Effective July 1, 2018, the Vermont Parentage Act (VPA) (15C VSA 305(a)) expanded the categories of individuals recognized as parents under Vermont law. The VPA also allows courts to determine that a child has more than two parents.

This means that a Reach Up applicant or participant completing a [137](#) must list anyone who has signed a VAP and/or falls into one or more of the categories below as a noncustodial parent.

The VPA recognizes the following individuals as parents:

- A person who gave birth to the child
- A person who is the alleged genetic parent of the child
- A person who is an intended parent of the child.
An intended parent is a person who has manifested an intent to be legally bound as a parent of child resulting from assisted reproduction or surrogacy.
- A person who has adopted the child
- A person who was married to the person who gave birth to the child when the child was born
- A person who was married to the person who gave birth to child and the child was born not later than 300 days after the termination of the marriage
- A person who was married to the person who gave birth to the child after the child's birth and is named as a parent on the birth certificate
- A person who lived in the same household with the child for the first two years of the child's life and, together with the child's other parent, openly acknowledged the child as their child
- A person who has been adjudicated to be a parent of the child (a court has issued an order adjudicating the person as a parent)

Sperm, egg and embryo donor

If applicant reports the child was conserved using a sperm egg, embryo donor, or if there was a gestational carrier (surrogate) under the Vermont Parentage Act, the donor is not a parent, and a Child Support Authorization (form [137](#)) is not needed.

In most situations the Department can accept the information reported by the applicant. However, due to the variety of donor situations and informal contract it is best practice

to look at each case individually. If the case is questionable, please forward it to AOPS. Under rule 2208.3 the Department can request additional verification.

Adoption by single parent

If an applicant reports they are the only parent of a child due to adoption, a Child Support Authorization (form [137](#)) is not needed. ACCESS will ask for an ABSP panel to be added. Enter the ABSP using the name "Unknown Unknown" with a temporary social security number and explain in CATN and WARN.

Terminated parental rights

For households where parental rights have been terminated and ACCESS is still asking for an ABSP panel, enter 1 or more ABSP panels using the name "Unknown Unknown" with a temporary social security number and explain in CATN and WARN. Code the Absent Parent Coop Code 7 for a lifetime waiver.

Absent Parent Removal Reasons

Certain individuals have been ruled out as having an obligation to a child. This occurs when someone has had their parental rights terminated, or when OCS has determined through DNA testing that an individual is not considered a parent.

OCS enters the correct removal reason. The child's name will have to be removed from the absent parent panel, or the panel should be deleted if there are no other children listed.

New Child Support Authorizations ([137](#)) will need to be collected if there are other potential parents.

	ASHADMCT
Removal Reasons	
D1 ON ANFC - OVER AGE FOR 4D	
D2 ON IV-D - OVER AGE FOR PA	
D3 CHILD WITH AP OR OTHER REL	
D4 EMANCIPATED MINOR	
D5 AP EXCLUDED BY BLOOD TEST	
D6 ADOPTED	
D7 TERMIN OF PARENTAL RIGHTS	
D9 OTHER	

IV-D (or 4D) = Child Support side of ACCESS
PA = TANF funded public assistance

Removal reasons D1, D3, and D9 are only informational and will allow you to continue. All other codes will require the child to be removed from the panel, or for the panel to be deleted.

Assigning a temporary SSN for an absent parent

If a Social Security number (SSN) of the absent parent is unknown, a temporary (666) number will have to be assigned.

Follow the local district procedure for obtaining a temporary SSN. Before assigning a temporary number check thoroughly in ACCESS for a known number (either a Social Security number or a previously assigned temporary number) for the absent parent.

Places to look:

- Look up the Head of household or custodial parent's name in PERS D to see if the noncustodial parent is listed.
- Look up the Head of household or custodial parent's name in CUST D (this is the child support side of ACCESS) to see if the noncustodial parent is listed.
- Look up the child in PERS D to see if the noncustodial parent is already listed from another case.

Child support received while applying for Reach Up

Explain that until a decision is made on the grant, the household may use any child support received for living expenses but must report it to the department. All support received after a grant has been approved must also be reported to the department and will count as unearned income.

Past due child support

Any past-due support owed to the household by any noncustodial parent prior to application may be used after the household is approved to reimburse the department for any benefits paid to the household or to pay off any money owed to the department that accumulated while the household was on benefits.

Amounts more than the department's reimbursement will be paid to the household.

Requesting a child support waiver

Explain what a waiver of cooperation is. Households can request a waiver by marking off Waiver Request in Section 8 of the Child Support Authorization ([137](#)), and completing a Waiver of Cooperation for Child and Medical Support ([form 137W](#)). See Reach Up procedure [2215B](#) for more information.

Sharing information with OCS

When a Reach Up/PSE case is approved, enter a CATN in ACCESS and send a copy of the CATN/TODO to the OCS Record Center worker number FMU.

Use the top portion of the CATN screen to enter the CATN/TODO so that a copy remains available in CATN.

The CATN/TODO should only be sent to FMU. Delete the worker number that pre-populates in the “Send Reminder to workers” field and replace it with “FMU”*.

Do not enter the CATN/TODO while the case is pending Reach Up/PSE.

Include the following information in the CATN/TODO:

- Which program is approved (Reach Up/PSE)
- 137 Status in OnBase (137 is available in OnBase/137 being scanned to OnBase)
- If applicant is requesting a waiver include: Waiver has been requested.

Examples if there is only one ABSP/137s:

Reach Up is approved. 137 is in OnBase.

Or

PSE is approved. 137 is being scanned to OnBase today. Waiver has been requested.

If there are more than one ABSP also indicate:

- Name of HOH
- Number of 137s
- Initials of each ABSP

Example if there are multiple ABSPs/137s:

Chris Dorer (HOH/CP SSN) has been approved Reach Up. Two 137s available in OnBase for BS and JJ.

Example:

```
05/22/19 13:35          CASE ACTION LOG          ASPATC

TYPE OF CONTACT: C Person Contacted: D_ _____

MSG: Reach Up is approved. 137 is in Onbase. _____

                                     List MYD Cases?
                                     CS Worker: 621
                                     CS Supv: 648
                                     BPS Supv: 183
                                     Case Mgr:
                                     RU Supv:
                                     SF Worker: GN1

*** REMINDER FUNCTION ***

Reminder Date: 05 22 2019 ('*' in first M = Today's date)
Send Reminder to workers: FMU _____

Of the above entry (if any) OR of the following:

Msg: _____

USER: 430 FNX: CATN MODE: C RPTGRP:          PERIOD: 05 19 COMMAND:
DO: N IMS: GN1 REPORTING ADULT:
F8= 'MORE'  Shift-F3= 'EXIT'  Shift-F12= 'HELP'
```

*If the ESD worker number is left in the reminder section it will not send to the OCS worker number.

Changes to Reach Up household

Adding a child with an absent parent

If, at some future date, a child whose parent is absent enters the household, a new 137 must be obtained using a 202V for the new absent parent before the child is added to the benefit.

If the child is added, enter a CATN and send a copy of the CATN/TODO to the OCS worker number FMU, that a new child has been added to a Reach Up benefit. Indicate if [137](#) form is available in OnBase or is being scanned. Indicate if a Waiver has been requested.

137 for new child not returned

If the [137](#) is not returned, the household's Reach Up must close.

Unborn children with absent parent

Unborn Children should not have the [137](#)'s gathered until that child is born.

When the birth of the child is reported, mail the [137](#)'s to the parent with a 202VCR with a 10-day time frame to return the [137](#)'s.

Inform OCS as done above for adding a new child.

137 for new baby not returned

If the [137](#)'s are not returned, the household's Reach Up must be closed or denied.

ABSP joins Reach Up household

If the absent parent of a child joins the Reach Up household, delete the ABSP panel, and send a TODO to the OCS worker indicated on the CATN C screen.