

P-2281 Reach Ahead Auto-Enrollment and Applications (24-16)

A household can apply and/or enroll in the Reach Ahead program through auto-enrollment, the filing of a completed [ESD 600](#) (Reach Ahead Enrollment/Review), or through screening.

Auto-Enrollment into Reach Ahead

When Reach Up or PSE closes, ACCESS will automatically enroll the household into Reach Ahead if they are eligible for the program *and* the family has not opted out.

- If Reach Up or PSE case closes in time for Reach Ahead to be approved the next calendar month (i.e. Reach Up or PSE closes before the 2nd adverse action of the month), the case will automatically enroll into Reach Ahead.
- If Reach Up or PSE closes after the 2nd adverse action, ACCESS will put the case in PENDING mode. When propagate and carry forward runs, ACCESS will approve any PENDING Reach Ahead cases unless there are edits. Any remaining cases with edits will need to be manually approved and will appear on the daily.
- Sanctioned Reach Up households - including those that are scheduled to close at the end of the month for failure to meet with their case manager -can still auto-enroll into Reach Ahead as long as income/work hours verification is provided and meets eligibility requirements.
- If you are expecting auto-enrollment and the case does not auto-enroll, enter a CATN and bring case to district Senior BPS.
- If case should have auto-enrolled and did not:
 - Review and confirm that the household is meeting their [work requirement](#). If the household is meeting their work requirement, APPL case for RA and approve.

Reach Ahead Application

A Reach Ahead application is required when a household was not eligible for Reach Ahead at the time of Reach Up or PSE closure, if the household opted out of auto-enrollment, or if there was a break in Reach Ahead benefits; which is when a household goes a full month without receiving a Reach Ahead food benefit (Reach Ahead rule 2502.2).

- BPS or case manager mails or hands Reach Ahead Enrollment/Review ([600](#)) and/or 202 to household
- When the application is returned, enter APPL into ACCESS. For RUFA type, enter "RA".
- Household must return one of the following with application: last 30 days of paystubs, a statement from employer that includes both income and hours worked, or self-employment documentation.
 - Last 30 days of paystubs should include paystubs 30 days prior to the application date.
 - Statement from employer, including [218E](#), should be dated within the last 30 days and cover hours and wages for the last 30 days. A collateral call to the employer should be made if the employer statement does not include all needed information.
 - Reach Ahead self-employment documentation requirements follow Reach Up self-employment procedures and rules. Please see [P-2213C Self-employment \(Rule 2274\)](#) and [ESD Verification Matrix](#) for more information and guidance.
 - If a paystub is missing, but returned paystubs are reflective of ongoing income, process Reach Ahead.
 - If income verification is not returned, or application is otherwise incomplete, send 202v requesting correct information. Check off "Reach Ahead" on 202v.
- If it appears that the household is not meeting the [work requirement](#) and ACCESS wants to deny, bring case to district Senior BPS before denying.
- If it appears that the household has not had Reach Up or PSE in the last 12 months, bring the case to district Senior BPS and then APPL RA so that a denial notice can be generated.
- If it appears that the household has been on Reach Up or PSE in the last 12 months and ACCESS wants to deny for not meeting the 12-month look back period, bring the case to district Senior BPS and contact [Reach Up AOPs](#).

Reach Ahead Two Parent Households

Reach Ahead application procedures for two parent households vary based upon what Reach Up program the household is currently enrolled in, the household

composition at time of Reach Ahead application and/or auto-enrollment, and both parents' ability to work.

If one parent receives SSI

- At least one household member must be coded "able to work" as "02" to process eligibility.
- Eligibility for the Reach Ahead Pilot program cannot be based on the parent receiving SSI's employment hours.

If neither parent receives SSI

If one parent is meeting the work requirement and the other parent reports new employment after Reach Ahead application or auto-enrolment:

- Request income/work hours verification for the second parent's new job.
- If income/work hours verification for the second parent's new job is not received:
 - If the first parent is meeting the household's work requirement and provided verification, do not close Reach Ahead Pilot.
 - If the second parent's employment hours are needed for the household to meet their full work requirement, close Reach Ahead Pilot and email the household's case manager to alert them.

If a second parent who is meeting the work requirement joins a household

If the household is currently receiving Reach Up:

- Add the second parent according to current Reach Up procedures.
- If the household closes and the family is otherwise eligible for Reach Ahead, follow Reach Ahead application procedures.

If the household is not receiving Reach Up or Reach Ahead, and the family applies for Reach Ahead:

- Follow Reach Ahead application procedures.
- Add second parent to the household.

If the household is receiving Reach Ahead:

- Add the second parent to the household.
- Verify parent's income/hours.
 - If income is not verified, do not close Reach Ahead unless the second parent's hours are needed to meet the work requirement.