

## **P-2281 Reach Ahead Auto-Enrollment and Applications (continued)**

### **P-2281A Reach Ahead Screening (24-16)**

The Reach Ahead Pilot program has expanded the eligibility look back period to 12-months from the date of RU/PSE closure. This means more households are now eligible for Reach Ahead. It is important that all potentially eligible households be screened for Reach Ahead to ensure that as many families as possible can access Reach Ahead Pilot program supports and resources. General Reach Ahead screening guidance is below and the steps and processes for screening is outlined in the following section.

- Any household that is active in any ESD program and/or any household that is applying or reviewing for any ESD program can and should be screened for Reach Ahead eligibility.
- Any household that has already submitted an application and completed the application process for RU, 3SVT, or GA can be screened for Reach Ahead, regardless if the household is active or closed in any ESD program.
- Households can request to be screened for Reach Ahead anytime they believe they may be eligible for the program.
- BPS, case managers, career coaches and supervisors can initiate Reach Ahead screening whenever they believe a household may be eligible for the program.
- Screening can be completed by a BPS, case manager, career coach or supervisor.
- Households can provide verbal agreement to participate in the Reach Ahead program.
- Households must be given the option not to participate in the Reach Ahead program.
- Income/work hours verification that the household is currently meeting their work requirement is required for Reach Ahead approval.
- Interviews are not required for Reach Ahead screening and approvals.
- Households should only be approved for Reach Ahead after screening if the household meets all Reach Ahead eligibility requirements, they have been

notified that they are eligible for the program, they have requested enrollment **and** they have been given the option to decline participation.

- A new application/202 is not required for approval after screening **if** the household is active in another ESD program, is within their 12-month look back period (see [P-2280A](#) for more detail), meets all other Reach Ahead eligibility requirements **and** they have previously submitted an application and completed the application process.
  - Approval can occur without an application/202 in these situations since the open household would have:
    - Submitted an application/202 and completed the application process for any ESD program within the last 12 months (the Reach Ahead look back period) as part of their annual review.
    - Verified household members and income within at least the last 6 months and reported any household changes as part of any program enrollment.
  - Example: A household submitted a 202 and completed the application process for RU in May 2022. RU closes out in April 2023.
  - The household begins receiving 3SVT in June 2023 and their benefit has remained open. The household asks to be screened for Reach Ahead in March 2024. The household provides the correct range of paystubs and they meet all Reach Ahead requirements. A new application/202 is not required for approval as the household is within their 12-month look back period, the household previously submitted an application/202 and completed the application process, and the household verified household information during their IR in November.

Example: The same household above has not enrolled in any ESD program since RU closure in April 2023. The household asks to be screened for Reach Ahead in March 2024, they provide the correct range of paystubs and screening shows they meet all Reach Ahead eligibility requirements. Although they meet all requirements, and the household falls within their 12-month look back, the household will need to submit an application (600/202) to be approved as they are not open in ACCESS and updated verification is needed.

- Reach Ahead should not be APPL'ed during screening as no application is submitted during this process.

## **Reach Ahead Screening Process**

Households should be screened for Reach Ahead eligibility on an ongoing basis. Screening can occur at any time, however it is best practice to screen at time of application for any ESD program, during interviews and/or reviews for any ESD program, and if change reports or verification is received that indicates possible employment income.

### ***If Screening is Requested by Household***

Households can ask to be screened for Reach Ahead whenever they feel they may be eligible. Households can make this request in writing or verbally to BPS, case managers/career coaches or supervisors.

When a household requests Reach Ahead screening:

- The BPS, case manager/career coach or supervisor who received the request will enter a CATN to report that Reach Ahead screening was requested by the household.
- BPS will review ACCESS and OnBase to see:
  - If the household is enrolled in other ESD programs.
  - If a household member received RU/PSE in the last 12 months.
  - If household meets other Reach Ahead eligibility requirements:
    - Income from employment.
    - A minor child in the household.
    - See procedure [2280A](#) and [2280C](#) for additional eligibility information.
  - If the household has submitted an application and completed the application process for any ESD program in the last 12 months.
  - If the household has recently submitted verification (such as income) that is required to approve Reach Ahead.

If screening shows household is not eligible for Reach Ahead:

- BPS will enter CATN to report that household was screened for Reach Ahead, household is not eligible for Reach Ahead, and why household is not eligible.
- BPS will send a blank notice to the household to:

- State household requested to be screened for Reach Ahead.
  - Screening found the household is not eligible for Reach Ahead at this time and the reason why.
  - Household will need to submit an application (202/600) if they would like to apply for Reach Ahead now or in the future.
- No additional action is needed as household did not submit an application.

If screening shows potential eligibility for Reach Ahead but additional verification is needed:

- BPS will enter a CATN to report household was screened for Reach Ahead but additional verification is needed.
- BPS will send a 202V with a due date to the household to:
    - Review household asked to be screened for Reach Ahead.
    - Request income/work hours verification for the prior 30 days if not already in OnBase or documented in ACCESS.
    - Request 600 or 202 if household is not open in other programs and updated household information/verification is needed.
    - State that the household is not required to participate in the Reach Ahead program and they can decline to participate in the program if they are found eligible.
  - If feasible, the household's current or prior case manager/career coach is encouraged to reach out to the family to review what verification is needed to complete screening and to offer support in submitting documentation.

If screening shows the household is eligible for Reach Ahead and all needed income/work hours verification has been received:

- BPS will enter a CATN to report household was screened for Reach Ahead and household is eligible for the program.
- BPS will send a blank notice to the household to:
    - Review household asked to be screened for Reach Ahead.
    - Screening found the household is eligible for Reach Ahead at this time.

- Ask the household to contact ESD within 10 days if they want to enroll in Reach Ahead.
- State that household is not required to participate in the Reach Ahead program and household can decline to participate in the program.

**OR**

- BPS will enter a CATN to report household was screened for Reach Ahead and household is eligible for the program.
- BPS, case manager/career coach, or supervisor will contact the household by phone, email, or in-person to let them know they are eligible for the program, to share the household is not required to participate in the program, and to ask if the household would like to enroll in Reach Ahead.
- BPS, case manager/career coach, or supervisor will enter a CATN to report:
  - Household was informed they are eligible for Reach Ahead.
  - Household was asked if they would like to participate and what their response was, if applicable.
  - Household is aware they are not required to participate in the Reach Ahead program and household can decline to participate in the program.

If the household has provided all required verification, is eligible for Reach Ahead **and** requests to enroll in the program:

- BPS, case manager/career coach or supervisor will CATN that household has requested to enroll in the Reach Ahead program.
- APPL Reach Ahead for the date the household agreed to enroll in Reach Ahead.

If the household does not submit required verification:

- Best practice is BPS entering a CATN to report that requested verification has not been received and the household needs to contact ESD if they would still like to enroll in Reach Ahead.
- Best practice is BPS sending a notice to the household that states ESD did not receive the requested verification and the household must contact ESD within 10 days if they would still like to enroll in Reach Ahead.

- No further action is needed as the household did not submit an application.

If the household does not contact ESD to request or decline Reach Ahead participation within 10 days of notice being sent:

- Best practice is BPS entering a CATN to report that household has not contacted ESD to request or decline participation.
- Best practice is BPS sending a notice to the household that states ESD has not received a response from the household about Reach Ahead participation and household must contact ESD if they would like to enroll in Reach Ahead.
- No further action is needed as the household did not submit an application.

### ***If Screening is Requested or Initiated by ESD***

BPS, case manager/career coach, and/or supervisor can request and initiate Reach Ahead screening whenever they feel a household may be eligible for the program. The screening process in this situation largely mirrors the actions that are taken if a household requests Reach Ahead screening themselves. The main differences are as follows.

If BPS, case manager/career coach, or supervisor receives verification (such as the submittal of paystubs, self-employment documentation or a former participant reporting employment changes) that the household may be eligible for Reach Ahead:

- BPS, case manager/career coach, or supervisor will enter a CATN that household may be eligible for Reach Ahead and will be screened for eligibility.
- If ESD has recent verification documentation in OnBase or ACCESS, BPS will complete screening based off this verification.
  - If household is eligible for Reach Ahead based off verification ESD already has, BPS will:
    - Enter a CATN that household was screened for Reach Ahead and they meet eligibility requirements.
    - Send a 202V with due date or make contact with the household to let them know they were screened for Reach Ahead, they are eligible for the program, they have the choice to decline participation, and they must contact ESD within 10 days if they would like to participate.
    - Follow screening procedures in prior section where applicable.

- If household is not eligible for Reach Ahead based off verification ESD already has, BPS will:

- Enter a CATN that states household was screened for Reach Ahead, household does not meet eligibility requirements, and what makes the household ineligible.

- Best practice is BPS sending a notice to the household that states:

- Household was screened for Reach Ahead however they are not eligible at this time. Provide the reason why the household is not eligible and state household can apply for Reach Ahead now or in the future if they are interested and submit an application.

- Follow screening procedures in prior section where applicable.

- If verification is needed to determine eligibility, BPS will:

- Enter CATN that household was screened for Reach Ahead, however more verification is required.

- Best practice is BPS sending a 202V with a due date that outlines:

- Household was screened for Reach Ahead, however verification is needed to determine eligibility.

- Household must contact ESD if they are interested in enrolling in Reach Ahead.

- Household can decline to participate in the program if they are found eligible.

- Follow screening procedures in prior section where applicable.