

P-2284 Transfer from Reach Ahead back to Reach Up (24-16)

When a Reach Ahead household closes for failure to meet the work requirement, a blurb on the closure notice will inform the household that they can request to be transferred back to Reach Up without a new application if the request is made verbally or in writing by the day of closure listed on the household's Reach Ahead closure notice *and* the household responds to the request for verification in a timely manner.

If the Reach Ahead household does not request to be transferred back to Reach Up by the date of closure on their Reach Ahead closure notice, the household will need to reapply and will need to complete new application procedures.

Household Calls Benefit Service Center to Request Transfer from Reach Ahead to Reach Up

- Check notices for date of Reach Ahead closure notice and reason for closure.
- Household can be screened for Reach Up or Reach First. Reach First transfers can occur if household requests Reach First transfer before date of Reach Ahead closure. See procedure below.
- Enter the date the request was made (either verbally or in writing) as the APPL date in ACCESS.
- Send 202v requesting:
 - Verification of last 30 days of income
 - Initial Family Development Plan ([614FDP](#))
 - Child support forms 137s (if there is an absent parent)
 - Information about shelter expense if change from last application/review
 - Information about resources if change from last application/review
 - Information about any new household members
 - Application ([202](#)) only if a new parent has joined the household since the last application/review
 - Verification of any other information affecting eligibility – such as verification that household applied for unemployment

- If above verification is not received by due date, deny Reach Up *unless* good cause is provided or an extension has been requested.
 - As a reminder, unlike regular Reach Up applications, households do not get 60 days to submit verification without needing to provide a new application.
- Set the review date for six months or the time the 3SquaresVT is reviewed, whichever is earlier.
- When Reach Up is approved:
 - The BPS doing the approval will send an email to the Reach Up Supervisor for case assignment.
 - The BPS doing approval will enter a CATN with the Reach Up Supervisor's number so that it will show up in the Reach Up Supervisor's TODO.
 - Reach Up supervisor assigns case to appropriate case manager and/or career coach for assessment and follow up.

If Reach First is Requested

- Screen using the [Reach First flow chart](#) if it seems the household is eligible for Reach First.
- Enter the date the request was made (either verbally or in writing) as the APPL date in ACCESS.
- Send 202v requesting:
 - Information about shelter expense if change from last application/review
 - Verification of last 30 days of income
 - Information about resources if change from last application/review
 - Information about any new household members
 - Application ([202](#)) only if a new parent has joined the household since the last application/review
 - Verification of any other information affecting eligibility - such as verification that household applied for unemployment.

- If above verification is not received by due date, deny Reach First *unless* good cause is provided or an extension has been requested.
- If above verification is received by due date and Reach First is appropriate, transfer to Reach First.
- If above verification is received by due date, and Reach First is **not** appropriate, transfer to Reach Up:
 - Follow procedure 2284 for transfer.
- When Reach First is approved:
 - The BPS doing the approval will send an email to the Reach Up Supervisor for case assignment.
 - The BPS doing approval will enter a CATN with the Reach Up Supervisor's number so that it will show up in the Reach Up Supervisor's TODO.
 - Reach Up supervisor assigns case to appropriate case manager and/or career coach for assessment and follow up.

Household Contacts Case Manager or Career Coach to Request Transfer from Reach Ahead to Reach Up

- Case manager and/or career coach will send a TODO to the assigned Reach Up district number - G[district initial]1 indicating the date on which the request was made and which program (RU or RF) was requested.
- BPS follows procedure 2284 for transfer.