

P-2330 PAID EMPLOYMENT AND INCOME REPORTING (Reach Up Services rule 2317)(25-18)

Adults in a Reach Up household may take part in a variety of paid employment activities. Some paid employment is countable in the Reach Up budget and impacts how much the household's Reach Up benefit will be each month. Some paid employment is excluded or not countable, and will not impact the household's benefit amount.

Hours that are worked in paid employment most often can count towards Vermont's Federal Work Participation Rate (WPR). Reporting paid employment hours correctly is important so that accurate information is collected for reporting on the WPR. Even if paid employment income is excluded or not countable in the Reach Up budget, the hours worked may still be able to count towards the WPR.

Participant reports new or change in employment

If a participant reports a new or change in employment (or any factor impacting eligibility) to their Reach Up case manager (RUCM) or VABIR career coach (VCC), this change must be reported to eligibility. Benefit Programs Specialists (BPS) are responsible for entering the reported earned income into ACCESS.

Households that receive Reach Up must report changes that could impact their eligibility for Reach Up within 10 days of the change going into effect. An increase or decrease in the household's employment income could make them eligible for a different Reach Up benefit amount or make them over income for Reach Up. RUCM/VCCs should encourage their participant to call the Benefit Service Center (BSC) to report a change related to their employment.

If a participant reports a change in employment to their RUCM/VCC, try to find out the following:

- When will the change go into effect?
- How likely is the change to happen? If this is new employment, have they received an official offer of employment?
- When will the change in employment impact the income received by the household (which pay date will be impacted)?

If the change sounds like it is likely to occur, the RUCM/VCCs should enter a CATN and create a TODO to the district G_1 caseload with the new information as soon as

possible. This will prevent the RUCM/VCC from being made aware of information but then not following through with reporting the change.

RUCM/VCCs should not send a request for verification (called a VCR in ACCESS) for the information. This is the responsibility of the eligibility staff. If a participant asks for an employment form, the RUCM/VCC can send the participant the form, but explain that an official request will also be sent via mail by the eligibility staff.

If a change is reported and does not end up happening (for example, the participant does not start the job or get the increase in pay), an additional update should be made by the participant to the BSC and by the RUCM/VCC through CATN/TODO.

Paid Employment

Participants must report and verify paid employment as earned income. See Reach Up Eligibility procedure [P-2213A Earned Income](#).

Paid employment on FDP

For most paid employment, after the employment is entered on a Job Income (JINC) panel in ACCESS, “Unsubsidized Employment” will appear as an activity on the participant’s Family Development Plan (FDP). Do not manually enter Unsubsidized Employment as an activity.

```
*** FAMILY DEVELOPMENT PLAN ***                               ASQWOHF1
Participant:                               SSN:               Financial Status: Active
Phone#:                                     Phase: EP 05/01/2016
                                           Participation Code: 04 FP
                                           Review Date:  --  --  --
Date FDP Signed: 02 09 2016
Employment Goal: 33-9032.00 Security Guard
Case Manager:
Location:
*****
Strengths/Supports: *Transportation/Child Devl & Educ/Social & Emotion
Interferes:
*****
Click & Comment

Job Search/Readiness  Education/Preparation  Work Placements  Other Activities  Life Skills
3 of 3      Activity  Hrs/Wk  Start  Target  Act End date  Outcome
Unsubsidized Employment    35    03/22/2016

USER:      FNX: WORK MODE: C RPTGRP:      PERIOD: 05 16 COMMAND:
DO:      IMS:  REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit  Retrn Exit  Print Goal  Hours PgBk  PgFd CMH  St/Sp Intrf C&C
```

The hours that appear on the participant's FDP will correspond with the hours being counted towards the WPR as seen on CASE/D/TIME F10.

If the hours appearing on the FDP do not accurately reflect the hours the participant is working, they will need to provide 30 days' worth of pay stubs or an updated Employment Information form (218E).

Not countable income such as AmeriCorps and Work Study

Paid employment that is excluded or not countable in the Reach Up budget is still entered by eligibility into ACCESS on a JINC panel but is coded as not countable. This means the income will not show up in the Reach Up budget. ACCESS has been updated to be able to capture these hours for WPR purposes and will be found on CASE/D/TIME F10

Common examples of excluded or not countable paid employment include: VISTA, AmeriCorps, and most work study programs.

Paid employment and goals

If a participant is earning money from paid employment, but still eligible to receive a Reach Up benefit, explore what other goals the participant would like to work on. Encourage the participant to consider increasing their paid employment hours if they are able.

Self-Employment (including child care income)

Self-employment is a type of paid employment. Self-employment must be reported even if there is no net income after business expenses. See Reach Up Eligibility procedure [2213C Self Employment](#).

Self-employment weekly hour calculation

ACCESS will calculate the weekly hours of self-employment that counts towards the WPR for a participant based on what is entered on the Business (BUSI) panel. CASE/D/TIME F10 will show the number of hours ACCESS is counting towards the WPR as Unsubsidized Employment.

```

+-----Federal Requirements-----+
* | - Average Weekly Hours being reported to Feds | )
The Work Requireme | 5/1/2016 | ALLISON
CSP/WKEX cannot ex | | 
There are 2 RUFA | | 
ALLISON has 27 mon | | 
| | **Core Activities** | Verifi Schd
| | Unsubs Employment.....= 2
| | Sub Public Employment.....=
| | Work Experience.....=
| | OJT - On Job Training.....=
| | Job Search & Job Readiness =
| | Community Service Programs =
| | Voc Ed Training.....=
| | **Non Core Activities**
| | Job Skills Trning rlted emp.=
| | Educ related to Emp/no HS..=
| | School Attendance/no HS....=
| | Deemed Hours.....=
| | ***** Total core hours.....= 2
| | Total non core hours.=
| | Total countable hours= 2
| | Meeting Fed Work Requirements: N
USER: FNX: CAS
DO: IMS: GA1 RPT +-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- 3
EXIT EHR5 EMPL WORK CLCK JSER

```

To determine the number of hours being counted, ACCESS divides the monthly Net Self Employment Income by [VT minimum wage](#) and then divides by 4.3 (the average number of weeks in a month). This calculation often does not match the number of hours a participant works to maintain their business, but is the way Reach Up can count the hours towards the WPR.

Self-employment and goals

Households that are engaged in self-employment and remain on Reach Up should be encouraged to identify goals and make progress towards them. Building their self-employment business may be one of the participant's goals. Looking at their long term goal of improving their finances should be part of the conversation.

Entering self-employment on FDP

Self-employment as an activity will not show up automatically on the participant's FDP the way unsubsidized employment does. The number of self-employment hours ACCESS is counting toward the WPR should also be entered as scheduled hours on the FDP under the "Self-Employment" activity.

*** FAMILY DEVELOPMENT PLAN ***

Participant: _____ SSN: _____ Financial Status: Active
 Phone#: _____ Phase: EP 12/01/2015
 Date FDP Signed: _____ Participation Code: 04 FP
 Employment Goal: 51-2099.99 Assembler (Misc) _____ Review Date: ____-____-____
 Case Manager: _____ FSM **Activity** **Matrix**
 Location: _____ **History** **History**

 Strengths/Supports: Shelter/Health & Safety/Work Skills & Habits **Click & Comment**
 Interferes: _____

Job Search/ **Education/** **Work** **Other** **Life Skills**
Readiness **Training** **Placements** **Activities**
 1,2 of 6 Activity Hrs/Wk Start Target Act End date Outcome
 Employment Team/CWS 07/02/2015 06/30/2016 _ _ _ _ P
 CSP Community Service Pro 18 01/19/2016 _ _ _ _ _
 USER: FNX: WORK MODE: C RPTGRP: PERIOD: 04 16 COMMAND: _____
 DO: IMS: GAL REPORTING GROUP: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

From WORK C, select work placements.

```

+-----Work Placement Activities-----More:  ++
|
|  _ Corrections Work Crew
|  _ CSP Community Service Program
|  _ CSP2 Community Service Program 2
|  _ CSP3 Community Service Placement 3
|  _ Internship
|  _ Learning Together as Work Experience
|  _ OJT - On the Job Training
|  _ Providing Childcare
|  x Self Employment
|  _ Subsidized Private Employment
|  _ Subsidized Public Employment
|  _ Unsubsidized Employment
|  _ VISTA/AmeriCorps
|  _ Work Study
|  _ WIA Workforce Investment Act (Adult/Minor Parent)
|  _ WIA Workforce Investment Act (Youth)
|  _ WKEX Work Experience
|  _ WKX2 Work Experience 2
|

```

Place an "X" next to Self-Employment.

```

+-----Work Placement Activities-----More:  ++
|  _ Corrections Work Crew                      |
|  _ CSP Community Service Program              |
|  _ CSP2 Community Service Program 2          |
|  _ CSP3 Community Service Placement 3         |
|  _ Internship                                |
|  _ Learning Together as Work Experience       |
|  _ OJT - On the Job Training                 |
|  _ Providing Childcare                       |
+-----Self Employment-----+
| Related Interfere (use PF11 to enter         |
|                               if applicable)  |
|
|                               MM DD CCYY      |
| Start Date:..... 06 01 2025                |
| Target Completion:. 05 31 2026              (inor Parent)
| Scheduled Hours/Wk:                          |
| Support Svs:                                |
| _____                                |
+-----+-----+

```

Enter a Start Date and a Target Completion (if the participant's self-employment will be ongoing enter the Target Completion one year from the Start Date).

```

04/28/16 11:37          *** FAMILY DEVELOPMENT PLAN ***          ASQWOHF1
Participant:              SSN:          Financial Status: Active
Phone#:                  Phase: EP 12/01/2015
                          Participation Code: 04 FP
                          Review Date:  _ _ _ _
Date FDP Signed: 04 26 2016
Employment Goal: 51-2099.99 Assembler (Misc)
Case Manager:
Location:
                          FSM  Activity Matrix
                          History History
+-----Hours for 04/2016-----+
| ***** Verified ***** | ***** Scheduled ***** |
| Week Ending: 04/02 04/09 04/16 04/23 04/30 | 04/02 04/09 04/16 04/23 04/30 |
| Employment Te      _ _ _ _ _ | _ _ _ _ _ |
| Excused            _ _ _ _ _ | _ _ _ _ _ |
| Holiday            _ _ _ _ _ | _ _ _ _ _ |
| Self Employme      _ _ _ _ _ | 02 _ _ _ _ _ |
| Mental Health      _ _ _ _ _ | _ _ _ _ _ |
| Substance Abu      _ _ _ _ _ | _ _ _ _ _ |
| Other Activit      _ _ _ _ _ | _ _ _ _ _ |
+-----+-----+
USER: 310 FNX: WORK MODE: C RPTGRP:          PERIOD: 04 16 COMMAND:
DO: A IMS: GA1 REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

```

Enter the Scheduled Hours/WK based on input from the participant.

Do NOT verify weekly self-employment "attendance" and do NOT enter hours into ACCESS under F6. Entering verified hours will cause the hours to be counted twice because they are already pulled in from the BUSI panel.

In-Kind Income

In-kind income is considered a form of earned income when someone works and receives full or partial shelter instead of cash payment. See Reach Up Eligibility procedure [2213E In-Kind Income](#) for how in-kind income counts towards the Reach Up budget.

Reach Up can count any hours that are verified by the landlord that is reducing the rent, as long as the number of hours reported does not exceed the amount by which the rent is being reduced divided by minimum wage.

Example: A statement from the landlord indicates the participant works on maintenance for 20 hours per week in exchange for having their rent reduced by \$500/month. \$500 divided by \$14.01 (Vermont minimum wage in 2025) is 35.69 hours for the month. To get the weekly average, divide 35.69 by 4.3 which equals 8.3 hours per week. Round down to get an average of 8 hours per week.

Entering In-Kind Income on the FDP

ACCESS will not pull hours from the In-kind Income panel (INKD) into CASE D TIME F10. In order for In-Kind Hours to count for the WPR an activity and verified hours must be entered from the WORK screen.

```
*** FAMILY DEVELOPMENT PLAN ***          ASQWOHF1
Participant:                               SSN:      Financial Status: Active
Phone#:                                     Phase: EP  12/01/2015
                                           Participation Code: 04 FP
                                           Review Date:  _ _ _ _
Date FDP Signed:
Employment Goal:  51-2099.99 Assembler (Misc) _____
Case Manager:
Location:
*****
Strengths/Supports: Shelter/Health & Safety/Work Skills & Habits
Interferes:
*****
[Job Search/Readiness] [Education/Training] [Work Placements] [Other Activities] [Life Skills]
[FSM] [Activity History] [Matrix History]
[Click & Comment]

1,2 of 6      Activity  Hrs/Wk  Start      Target  Act End date  Outcome
Employment Team/CWS      07/02/2015  06/30/2016  _ _ _ _ _  P
CSP Community Service Pro 18    01/19/2016  _ _ _ _ _  -

USER:      FNX: WORK MODE: C RPTGRP:          PERIOD: 04 16 COMMAND:
DO:      IMS: GAL REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit  Retr  Exit  Print Goal  Hours PgBk  PgFd  CMH  St/Sp  Infr  C&C
```

From WORK C, select Work Placements.

```

+-----Work Placement Activities-----More:  +
|   Corrections Work Crew
|   - CSP Community Service Program
|   - CSP2 Community Service Program 2
|   - CSP3 Community Service Placement 3
|   - Internship
|   - Learning Together as Work Experience
|   - OJT - On the Job Training
|   - Providing Childcare
|   - Self Employment
|   - Subsidized Private Employment
|   - Subsidized Public Employment
|   X Unsubsidized Employment
|   - VISTA/AmeriCorps
|   - Work Study
|   - WIA Workforce Investment Act (Adult/Minor Parent)
|   - WIA Workforce Investment Act (Youth)
|   - WKEX Work Experience
|   - WKX2 Work Experience 2

```

Place an “X” next to the “Unsubsidized Employment” activity. This will create a Job Income panel (JINC).

07/08/25 15:21 JOB INCOME QUESTION 22 (JINC . 01)
 LAST UPDATED: 07/08/25 14:06 BY 934 | ASPAFA

Social Security #: _____ Work Requirement: hours _____ Group: 3
 NAME OF PERSON PROJECTED COUNTABLE
 WITH JOB INCOME MTG/NOT MTG CODE
 N A

Elig Specialist: _____ POLICY REFERENCE: _____
 Case Manager: _____

***** EMPLOYMENT INFORMATION *****

TOTAL HRS PER WEEK	MEETS WORK REQUIREMENT	HOURLY WAGE	GROSS MONTHLY INCOME
9	N	0000000	0.04

START DATE 06 01 2025
 PROJECTED END DATE _____
 Work Placement Type _____

* EITC AMOUNT * FOLLOWUP
 \$\$\$\$ ¢¢ DATE STATUS
 00000 00

USER: 934 FN: WORK MODE: C RPTGRP:
 DO: Z IMS: 934 REPORTING ADULT:

INC EMP
 F7 F5

EMPLOYER NAME/PHONE
 INKIND INCOME
 (111) - 222 3333
 PERIOD: 07 25 COMMAND:

Enter Countable Code “A” for Reach Up only.

Enter “In-Kind Income” in Employer Name/Phone. Phone number can be made up or participant’s phone number.

07/08/25 15:27 INCOME INFORMATION FOR JINC . 01 ASPAFA3

NAME: SSN:

MO	DA	YEAR	HOURS HHH	GROSS WAGES \$\$\$\$\$ ¢¢	TIPS/COMMISSION \$\$\$\$\$ ¢¢	PAY FREQ	PAY DAY
07	01	2025	009	00000 01		W	FRI

TOTALS: 9 0.01 EMP F5 JOB F6
MONTHLY: 38 0.04

**EITC AMOUNT: \$\$\$\$ ¢¢ VERIFIED: ES UPDATED: 20250708
FUTURE START: / / CM V UPDATED: 20250708

USER: 934 FNX: WORK MODE: C RPTGRP: PERIOD: 07 25 COMMAND:
DO: Z IMS: 934 REPORTING ADULT:

Enter the average hours per week and \$0.01 for gross wages on the JINC Income Information panel. Enter Pay Frequency as “W” for weekly, and pick any pay day.

07/08/25 15:47 EMPLOYMENT INFORMATION FOR JINC . 01 ASPAFA1

NAME: SSN: VERIFIED: ES UPDATED: 20250708
CM V UPDATED: 20250708

EMPLOYER INFO: INKIND INCOME _____

Work Placement Type:

BARRE VT 05663 INC F7 JOB F6
PHONE (111)- 222 3333

JOB TITLE(S) STARTING
***** MO DA YEAR

1) MAINTENANCE 06 01 2025 PROJ END ACTUAL END
MO DA YEAR MO DA YEAR

3)

DAY	PAY	SCHD HRS	HRLY WAGE	OCCUP. CODE	INDUST. CLASS.
PAID	FREQ	PER WK	\$\$\$\$\$ ¢¢		
FRI	W	009		30	5

USER: 934 FNX: WORK MODE: C RPTGRP: PERIOD: 07 25 COMMAND:
DO: Z IMS: 934 REPORTING ADULT:

Since the JINC was created through the WORK screen, enter a “V” for verified next to CM.

Add the town, state and zip code of the participant's address to the address info.
Add a job title and starting date.

Select an Occupational Code and Industry Code (press shift F12 for a list of codes and choose the most appropriate option).

```

+-----Work Participation Rate Hours-----+
07/08/25 15:58 * | Average Weekly Hours being reported to Feds | )
The Work Requireme | for 07/2025 |
CSP/WKEX cannot ex | **Core Activities** Verifd Schd |
There are 1 RUFA m | Unsubs Employment.....= 9 9 |
has 35 mon | Sub Public Employment.....= |
| Work Experience.....= |
| OJT - On Job Training.....= |
'X' TO VIEW WORK R | Job Search & Job Readiness = 1 | =HELP
X NAME M | Community Service Programs = | AGE
- - - - - | Voc Ed Training.....= 1 | ---
| **Non Core Activities** |
| Job Skills Trning rltd emp.= |
| Educ related to Emp/no HS..= |
| School Attendance/no HS....= |
| Deemed Hours.....= |
| ***** Total core hours.....= 9 11 |
| Total non core hours.= |
| Total countable hours= 9 11 |
USER: 934 FNX: CAS +-----+
DO: Z IMS: 934 RPTGRP NAME: . 3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
EXIT EHRS EMPL WORK CLCK JSER VocEd

```

Verified In-Kind Income hours should now show up in CASE D TIME F10. These hours can count towards the WPR.