

## **P-2350 Case Management Procedures for Households with 60 or more months of Reach Up/Timelimits (6/1/25, 25-06)**

### **Federal time limits on TANF**

Federal rules limit families to 60 countable months of Temporary Aid for Needy (TANF) cash assistance in a lifetime.

Certain family and benefit situations determine whether a month “counts” toward this 60-month limit.

See Reach Up Eligibility [procedure 2202](#) for more information about Vermont Time Limits.

Once a participant reaches their lifetime limit of 60 countable months on Reach Up, Vermont has slightly different rules in order to continue receiving Reach Up benefits.

If the person is not engaging with Reach Up services, and attempts have been made to re-engage with them, the family’s Reach Up may need to close. See Reach Up Services procedure 2350A for more information.

### **How Reach Up programs do and do not count towards the 60-months limit**

This is based on whether they are funded by federal TANF money, or State of Vermont money.

Reach Up	YES
Reach First	NO
PSE	NO
Reach Ahead	NO

## Participation codes that don't count towards 60-month limit

Within Reach Up, certain months don't count towards the 60-month limit (such as months in which someone could not work due to medical conditions).

Needed in the Home (11)

Medical (34, 35)

Young Child (45) – only the first 12 months are non-countable

Domestic Violence (54)

## 60-Month limits do not apply to certain types of Reach Up households:

- Minor Parents (parents under the age of 18). Both parents must be 18 or older before months' start counting for either parent. Example: 17-year-old parent and 18-year-old parent in the same household--months don't count for either.
- Child only households including:

Non-needy caretaker grants

Single parents who receive SSI

Two parent households where both receive SSI

## Ongoing case management for households with 60 or more countable months

For the most part, case management is the same for families that have received more than 60 countable months and those that have received less than 60 countable months.

## Time Limit Appointment

In participant's 58<sup>th</sup> month of Reach Up, send participants a Reach Up Time Limits letter (form [609](#)) with an appointment. The purpose of the letter and the appointment is to remind participants that they are approaching 60 countable months of Reach Up and to discuss the participant's responsibilities as they reach their time limit on Reach Up. If a case closes and reopens, and there is any question if the letter went out, send it again.

The letter can be sent through a macro in ACCESS or the Reach Up Time Limits letter in the Forms Library.

At the time limit appointment, review with the participant their goals and their recent progress on their goals. Use the goal achievement process and motivational interviewing techniques to determine if the participant's goals remain the same or if they should be updated. Revise and have participant sign new FDP if necessary. Explore and evaluate whether the participant may qualify for a participation code and follow the steps necessary if so [P2320 Time Limits-Stopping the Clock](#)

Explain the difference if a household that has received over 60 countable months does not engage with Reach Up services—rather than having their benefit sanctioned, the benefit could close. On occasion while working with families that have received over 60 countable months, remind them of this difference.

## **Newly assigned households with more than 60 countable months**

When a new family applies for and is approved Reach Up, the Reach Up case manager should review the Reach Up program, and specifically point out the difference of what it means to have met their time limits.

### **2<sup>nd</sup> parent joins active household receiving Reach Up**

When a second parent joins an active household that receives Reach Up and the second parent has at least 60 countable cumulative months, but the head of household has not yet reached their time limits, consider the family as a newly assigned household with more than 60 countable months.

Schedule a case management meeting with both parents within three business days of the reported change. Explain the difference of what it means to have met their time limits. If the second parent is assigned to a different Reach Up Case Manager/Career Coach then coordinate with that other staff member to communicate to both parents.

## **Household is sanctioned**

### **Active sanction and 2<sup>nd</sup> parent with over 60 countable months joins**

If a Reach Up household is sanctioned when a second parent that has at least 60 countable cumulative months of Reach Up joins, the sanction must be lifted because households that have received over 60 countable months are not eligible for sanction. End the sanction as soon as administratively possible.

Schedule a case management meeting with both parents as soon as administratively possible after becoming aware of the reported change. During the meeting explain the difference of what it means to have met their time limits. Work with both parents to determine goals and create plans with both parents.

### **Active sanction and household is approaching 60 countable months**

If a Reach Up household is sanctioned and is approaching 60 countable months, follow the chart below to determine next steps. See Reach Up Services procedure 2350A for more information about closures. Make sure to explain during the time limits appointment what will happen when household reaches 60th month