

## INTERPRETIVE MEMO

Rule Interpretation

3SquaresVT Procedural Instruction

This memo remains effective statewide until it is specifically superseded – either by a subsequent memo or by a contradictory rule with a later date.

Please file in your manual facing the page indicated below.

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This memo:  is new  Replaces one dated: \_\_\_\_\_

### Recertification: Verification Simplifications

For recertification, accept and document self-declaration of the following items:

#### Income that does not change by more than \$50 per month

- Changes of more than \$50 per month must be verified.
- Accept the amount on interfaces as verification of unearned income from the Office of Child Support, Department of Labor (unemployment compensation), or Social Security Administration (SSA, SSDI, SSI/AABD).

#### Dependent care expenses

#### Allowed medical expenses

- Households that report their medical expenses continue to exceed \$35 per month remain eligible for the standard deduction of \$138. A provider signature is not required when the household reports over-the-counter expenses are recommended by a health care provider. Document in CATN and put a “sticky note” on the recertification form in ONBASE.

#### Shelter expenses

- Most shelter expenses may be accepted as self-declared.
- Changes in housing subsidies, mortgage escrow, or homeowner’s insurance must be verified and documented.

#### Employment termination

- An ESD 218 ET form is not required

Verify and document questionable information that is incomplete, inaccurate, inconsistent, or outdated. For example, when there are:

- Inconsistencies within the recertification form; between existing ACCESS panels and the recertification form or Interim Report; or between the recertification form and the Interim Report.
- New household members who may need to be included as a mandatory household member.

  
12/17/2010