

12/1/20

Bulletin No. 20-10

P-2150D

P-2150 Desk Reviews (continued)

D. Reach Up Desk Review

If changes in the Reach Up ratable reduction, basic needs standards, and shelter maximums occur, they are often effective July 1. It is possible, however, for the ratable reduction to change separately or for both to happen at a time other than July 1. These updates are rare.

When Reach Up standards change, ACCESS will redetermine 3SquaresVT eligibility for Reach Up households that receive both benefits. A mass change notice will be created by RU Central Office and should be included for all affected programs.

In-kind income: The ratable reduction and change in the shelter maximum affect the computation of shelter as in-kind income in Reach Up cases. After desk review runs, central office will inform districts of cases with an INKD panel. Recompute the in-kind income (if necessary) and enter the new amount on the effective month's INKD panel. Approve new eligibility results by the adverse action approval deadline. Include the desk review mass change notice with the district notice.

Example: Desk review runs June 10 to be effective July 1. Districts are informed of cases with an INKD panel on June 12. Make changes on July's INKD panel. Approve any eligibility results and send a notice by June 21 (adverse action approval deadline).