P-2201 APPLICATION (continued)

P-2201A Application Process (23-12)

The application process begins when the household files a complete ESD 202 for Reach Up benefits. (Reach Up rule 2207) Households <u>must</u> complete the following actions as part of the application process:

- submit and complete the ESD 202,
- an interview (Reach Up rule 2208.2), and
- verify all required information (Reach Up rule 2208.3).

Deny the application if the household refuses to cooperate with any of these actions.

Filing and Completing the Application

The application process begins when the household submits an ESD 202 for Reach Up benefits with, at a minimum, the:

- name,
- address, and
- signature (Reach Up rule 2207)

Note: Electronic signatures through online applications are acceptable. Applications signed by a "mark" **must also** have the signature of a witness.

Return incomplete ESD 202s to the household for completion. Obtain any other missing information needed to complete the application during the interview.

The ESD 202 may be submitted:

- In-person,
- By mail,
- By fax, or
- Online electronic application.

Encourage households to maintain the same head of household if benefits have closed and are reopening with the same household members.

Online Application

Provide households who file their ESD 202 online at a district office:

- An opportunity to review the electronic ESD 202, and
- A copy of the information submitted on the electronic application if requested by the applicant.

Application Date

Online and Fax Submission

If the ESD 202 is submitted during normal work hours, use that date as the application date.

If the ESD 202 is submitted after hours, weekends or holidays, use the next business day as the application date.

Interviews are <u>not</u> required to be completed on the application date. Accept ESD 202s with only the minimum requirements and record the date accepted as the application date.

ACCESS Entry of the Application

Enter the application on the date it is received. Use the program identified under the Household Information section of the ESD 202 if the requested program isn't marked on page one.

Review PERS/D/HIST to see if the household members are known to ACCESS.

Reach Up versus Reach First

Make sure to explore if a household could be eligible for and interested in receiving Reach First instead of Reach Up. See the Reach First flow chart for more information.

It is much easier to close Reach First and switch to Reach Up, than the opposite.

Withdrawal of the Application

Households may withdraw their application at any time before their eligibility is determined. BPS <u>must</u>:

- Contact the household to confirm the withdrawal,
- CATN:
 - \circ the contact with the household, and
 - the reason for withdrawal, and
- Send an ESD 220, Notice of Decision to the household to advise:
 - \circ the application was denied due to the withdrawal request, and
 - the household may reapply.

Joint Applications for Agency Programs

Households may use the same application and apply at the same time for Reach Up and other ESD programs, such as 3SquaresVT.

Complete a single interview for households jointly applying. Process Reach Up benefits following the required Reach Up rules and timeframes. Do <u>not</u> delay processing Reach Up because the other program is pending.

Households are <u>not</u> required to file another application for Reach Up when their application for the other program is denied. Reach Up <u>cannot</u> be denied <u>solely</u> because the other program's application was denied.

BPS Support

Incomplete Applications

See SOPs 2100 and 2110A for more information.

Entering Application in ACCESS on the APPL Screen

Update APPL C

*** APPLICATION *** 10/02/15 13:54 ASPAB3 SF# IM# REC DATE DO 071 10 02 2015 \mathbf{Z} Program Name *** APPLYING FOR *** Application Date Y or N for [Yes or No] Was program Applied for? **** SF **** **** EP **** *CRISIS FUEL ? APPL DATE ? APPL DATE ? APPL DATE <u>N</u> ____ ___ <u>N</u> ____ <u>N</u> ___ _

 FIRST NAME
 I ** LAST NAME ** MOD
 *** SSN ***
 BIRTH-DATE
 SEX

 MATTHEW
 L SMITH
 XXX XX XXXX
 09 15 1975
 M

09 15 1975 OTHER-FIRST I OTHER-LAST-NAME MOD ALT-CVP FOOD STAMP FAIR HEARING AHS USER: 084 FNX: APPL MODE: C RPTGRP: XXX XX PERIOD: <u>10</u> <u>15</u> COMMAND: D0: Z IMS: 071 REPORTING ADULT: MATTHEW L SMITH

On APPL C

- enter "Y" for any program applied for; and
- enter the new date of application in the field under each program name.

Hit Enter and update the ADDR panel

12/03/18 12:55 *** ADDRESS ***	(ADDR) ASQACZ
*** MAILING ADDRESS ***	ADDRESS LAST UPDATED 11/07/18
FIRST ADDRESS LINE:	NEW EBT CARD?:
SECOND ADDRESS LINE: PO POX	VT ARR DT?: 99 9999
CITY, STATE, ZIP: NO VI 050	FROM STATE:
	RA OPT OUT:
*** PHYSICAL 911 ADDRESS *** SAME AS MAIN	LING:
FIRST ADDRESS LINE:	
SECOND ADDRESS LINE:	
CITY, STATE, ZIP:	
TOWN CODE: SOU TOWN CODE CONFIRM	C ZIP CODE CONFIRM: C
Y or N STATUS EFF DATE	STATUS
WEATHERIZATION? Y 04/02/97	PENDING
LIFELINE REQUESTED? N	NOT REQUESTED
FS WEBSITE VISITED? N	
INTERNET ACCESS? N	******* ALTERNATE *******
PHONE A/C NUMBER TYPE ** NOTE **	PHONE A/C NUMBER TYPE
LIFE PHONE CD: PHONE CO NAME:	LIFE INELIG:
USER: 934 FNX: APPL MODE: C RPTGRP:	PERIOD: 01 19 COMMAND:
DO: Z IMS: DO2 REPORTING ADULT: 3	

Hit enter again and update which members of the household are applying

12/03/18 12:55		H	OUSEI	IOLD	MEMBEI	R PRO	GRAM 1	APPL	ICATIC	N	А	SPAB7
FIRST REL NAME Participant Name Not HH member		MEM 1	REG 02		MI REQ						SF Y REQ MEM	
Participant Child	A											
COMMANDS: PRES. ALL USER: 934 FNX: DO: Z IMS: D02	STA APP	r' Co L MO	DE: (NDS N C RP1	MAY BE	USED	, (EX	CEPT	'REP'); OR	'CANC' TO	

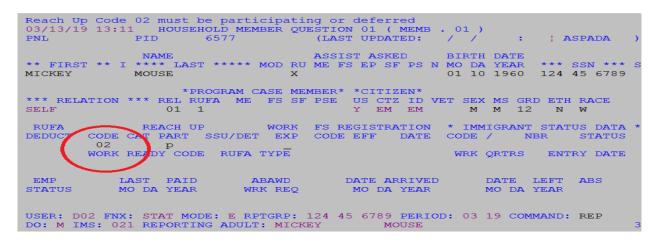
For each Household Member:

- enter "X" for any program applying for, and enter "X if no program is being applied for;
- enter appropriate Member Code
 - 02 for participating adults (05 is no longer entered by Eligibility)
 - 06 for children
 - 16 for Unborn children (parent applying in last 30-90 days of pregnancy)

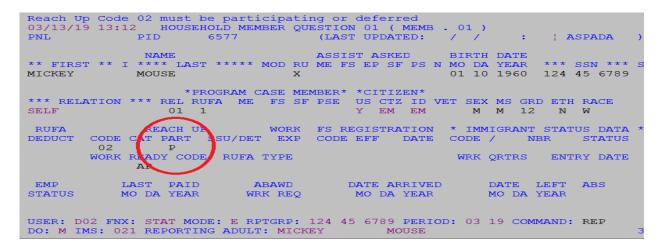
If any household member information is not included update it on their MEMB panel.

For Participating Parents:

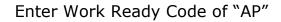
Enter Member Code 02

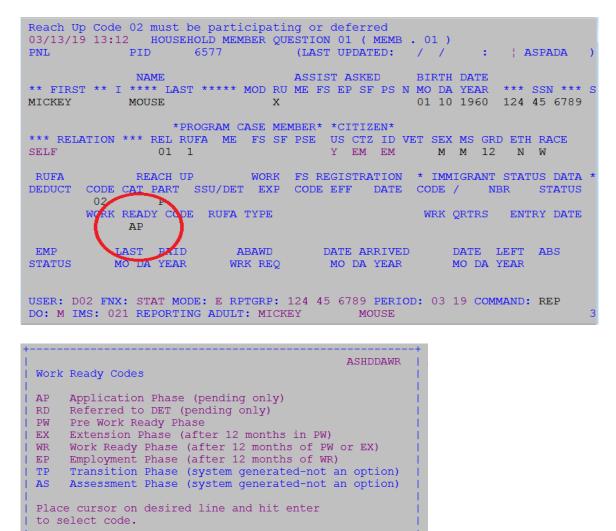


Enter Reach Up Participation of "P"



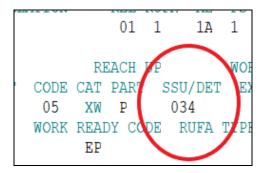
Reach	Up Participation	AS0D32FH
blank	Volunteer no longer interested in	participating
Р	Registrant is interested in parti	cipating.
А	Client needs assessment.	
Y	Active participant.	
N	Will not participate for a good c	ause.
F	Deferred.	
D	Participation Denied.	
т	Terminated from program.	





Transferring adult household members to supervisor number

Any adult member that will be part of the Reach Up household should be assigned to the Reach Up Supervisor in the district. Update the SSU field on STAT C MEMB (for every adult member on RU) to District RU Supervisor number. A list of Reach Up Supervisors is located on SharePoint. Reach Up Supervisors List for Case Transfers.docx



If there is a problem updating the SSU number, ask the district supervisor to update the number or send to AOPs.