

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 must 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 not 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 must:

- Contact the household to confirm the withdrawal,
- CATN:
 - the contact with the household, and
 - the reason for withdrawal, and
- Send an ESD 220, Notice of Decision to the household to advise:
 - 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 not delay processing Reach Up because the other program is pending.

Households are not required to file another application for Reach Up when their application for the other program is denied. Reach Up cannot be denied solely 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

```

10/02/15 13:54          *** APPLICATION ***          ASPAB3
DO                      SF#      IM#      REC DATE
Z                      _____ 071      10 02 2015

Program Name
*** RUFA ***          *** RUFA ***          *** APPLYING FOR ***
? APPL DATE          TYPE          ? APPL DATE          ? APPL DATE          ? APPL DATE
Y 10 02 2015          RF          N          Y 10 02 2015          N

**** SF ****          **** EP ****          *CRISIS FUEL          Application Date          Y or N for
? APPL DATE          ? APPL DATE          ? APPL DATE          [Yes or No] Was program Applied for?
N          N          N

FIRST NAME I ** LAST NAME ** MOD          *** SSN ***          BIRTH-DATE          SEX
MATTHEW L SMITH          XXX XX XXXX          09 15 1975          M

OTHER-FIRST I OTHER-LAST-NAME MOD ALT-CVP FOOD STAMP FAIR HEARING          AHS
_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

USER: 084 FNX: APPL MODE: C RPTGRP: XXX XX XXXX PERIOD: 10 15 COMMAND: _____
DO: Z IMS: 071 REPORTING ADULT: MATTHEW L SMITH          3
  
```

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:
SECOND ADDRESS LINE:
CITY, STATE, ZIP:
          NEW EBT CARD?:
          VT ARR DT?: 99 9999
          FROM STATE:
          RA OPT OUT:

*** PHYSICAL 911 ADDRESS *** SAME AS MAILING:
FIRST ADDRESS LINE:
SECOND ADDRESS LINE:
CITY, STATE, ZIP:
TOWN CODE:
TOWN CODE CONFIRM: C ZIP CODE CONFIRM: C

          Y or N          STATUS EFF DATE          STATUS
WEATHERIZATION? Y          04/02/97          PENDING
LIFELINE REQUESTED? N
FS WEBSITE VISITED? N          NOT REQUESTED
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:
DO: Z IMS: D02 REPORTING ADULT:
  
```

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

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12/03/18 12:55          HOUSEHOLD MEMBER PROGRAM APPLICATION          ASPAB7

REL NAME          RUFA Y          MED N          FS Y          EP N          SF Y          NONE
REQ MEM REG DED          REQ MEM          REQ MEM REG          REQ          REQ MEM          REQ
Participant Name          X 1 02
Not HH member
Participant Child          X 2 06

COMMANDS: PRESS ENTER TO CHANGE TO 'STAT' FUNCTION AND PROCESS MEMBER CHANGES
          ALL 'STAT' COMMANDS MAY BE USED, (EXCEPT 'REP'); OR 'CANC' TO CANCEL
USER: 934 FNX: APPL MODE: C RPTGRP:
DO: Z IMS: D02 RPTGRP NAME:
  
```

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

```
Reach Up Code 02 must be participating or deferred
03/13/19 13:11 HOUSEHOLD MEMBER QUESTION 01 ( MEMB . 01 )
PNL PID 6577 (LAST UPDATED: / / : ; ASPADA )

NAME ASSIST ASKED BIRTH DATE
** FIRST ** I **** LAST ***** MOD RU ME FS EP SF PS N MO DA YEAR *** SSN *** S
MICKEY MOUSE X 01 10 1960 124 45 6789

*PROGRAM CASE MEMBER* *CITIZEN*
*** RELATION *** REL RUFA ME FS SF PSE US CTZ ID VET SEX MS GRD ETH RACE
SELF 01 1 Y EM EM M M 12 N W

RUFA REACH UP WORK FS REGISTRATION * IMMIGRANT STATUS DATA *
DEDUCT CODE CAT PART SSU/DET EXP CODE EFF DATE CODE / NBR STATUS
02 P
WORK READY CODE RUFA TYPE WRK QRTS ENTRY DATE

EMP LAST PAID ABAWD DATE ARRIVED DATE LEFT ABS
STATUS MO DA YEAR WRK REQ MO DA YEAR MO DA YEAR

USER: D02 FNX: STAT MODE: E RPTGRP: 124 45 6789 PERIOD: 03 19 COMMAND: REP
DO: M IMS: 021 REPORTING ADULT: MICKEY MOUSE 3
```

Enter Reach Up Participation of "P"

```
Reach Up Code 02 must be participating or deferred
03/13/19 13:12 HOUSEHOLD MEMBER QUESTION 01 ( MEMB . 01 )
PNL PID 6577 (LAST UPDATED: / / : ; ASPADA )

NAME ASSIST ASKED BIRTH DATE
** FIRST ** I **** LAST ***** MOD RU ME FS EP SF PS N MO DA YEAR *** SSN *** S
MICKEY MOUSE X 01 10 1960 124 45 6789

*PROGRAM CASE MEMBER* *CITIZEN*
*** RELATION *** REL RUFA ME FS SF PSE US CTZ ID VET SEX MS GRD ETH RACE
SELF 01 1 Y EM EM M M 12 N W

RUFA REACH UP WORK FS REGISTRATION * IMMIGRANT STATUS DATA *
DEDUCT CODE CAT PART SSU/DET EXP CODE EFF DATE CODE / NBR STATUS
02 P
WORK READY CODE RUFA TYPE WRK QRTS ENTRY DATE
A

EMP LAST PAID ABAWD DATE ARRIVED DATE LEFT ABS
STATUS MO DA YEAR WRK REQ MO DA YEAR MO DA YEAR

USER: D02 FNX: STAT MODE: E RPTGRP: 124 45 6789 PERIOD: 03 19 COMMAND: REP
DO: M IMS: 021 REPORTING ADULT: MICKEY MOUSE 3
```

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+-----+
| Reach Up Participation AS0D32FH |
|-----|
| blank Volunteer no longer interested in participating. |
| P Registrant is no longer interested in participating. |
| A Client needs assessment. |
| Y Active participant. |
| N Will not participate for a good cause. |
| F Deferred. |
| D Participation Denied. |
| T Terminated from program. |
+-----+
V CODE RUFA TYPE WRK QRTS ENTRY DATE
```

Enter Work Ready Code of "AP"

```

Reach Up Code 02 must be participating or deferred
03/13/19 13:12 HOUSEHOLD MEMBER QUESTION 01 ( MEMB . 01 )
PNL          PID          6577          (LAST UPDATED: / / : | ASPADA )

          NAME          ASSIST ASKED          BIRTH DATE
** FIRST ** I **** LAST ***** MOD RU ME FS EP SF PS N MO DA YEAR *** SSN *** S
MICKEY      MOUSE          X          01 10 1960 124 45 6789

          *PROGRAM CASE MEMBER* *CITIZEN*
*** RELATION *** REL RUFA ME FS SF PSE US CTZ ID VET SEX MS GRD ETH RACE
SELF          01 1          Y EM EM          M M 12 N W

RUFA          REACH UP          WORK FS REGISTRATION * IMMIGRANT STATUS DATA *
DEDUCT CODE CAT PART SSU/DET EXP CODE EFF DATE CODE / NBR STATUS
02          P          02          P          02          P
WORK READY CODE RUFA TYPE          WRK QTRTS ENTRY DATE
AP

EMP          LAST PRID          ABAWD          DATE ARRIVED          DATE LEFT ABS
STATUS      MO DA YEAR          WRK REQ          MO DA YEAR          MO DA YEAR

USER: D02 FNX: STAT MODE: E RPTGRP: 124 45 6789 PERIOD: 03 19 COMMAND: REP
DO: M IMS: 021 REPORTING ADULT: MICKEY          MOUSE          3
  
```

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+-----+
|                                     ASHDDAWR                                     |
| Work Ready Codes                                                             |
| AP Application Phase (pending only)                                         |
| RD Referred to DET (pending only)                                           |
| PW Pre Work Ready Phase                                                      |
| EX Extension Phase (after 12 months in PW)                                  |
| WR Work Ready Phase (after 12 months of PW or EX)                          |
| EP Employment Phase (after 12 months of WR)                                  |
| TP Transition Phase (system generated-not an option)                       |
| AS Assessment Phase (system generated-not an option)                       |
| Place cursor on desired line and hit enter                                  |
| to select code.                                                             |
+-----+
  
```

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](#)

```

          01 1 1A 1
          REACH UP          WO
CODE CAT PART SSU/DET EXP
05 XW P 034
WORK READY CODE RUFA TYPE
EP
  
```

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