

## **P-2201 APPLICATION (continued)**

### **P-2201F Verification (Reach Up rule 2208.3) (23-12)**

Required verifications must be provided before approving the application. Because the Child and Medical Support Authorization, form 137, is assigning child support rights, and because the Initial Family Development Plan, form 614FDP, is where a participant signs when enrolling in the program, these forms cannot be signed and dated before the actual date of the application.

#### **Initial Family Development Plan**

The initial Family Development Plan (form 614FDP) is an eligibility requirement and must be signed and received before Reach Up can be approved. A verbal signature is allowable on the 614FDP if needed.

The 614FDP is only required if the parent(s) are included in the Reach Up application and are not receiving SSI. Caretaker households do not need to complete a 614FDP unless they are considered a “needy” caretaker included in the Reach Up household. Two parents can sign the same 614FDP and it can still be considered valid.

#### **Response to Request for Verification**

##### **No Contact by Household**

If the household does not submit the necessary information and does not indicate that there are any problems in obtaining the information, the application will be denied based on the due date of the ESD 202V.

Allow 2 additional business days past the due date for the scanning and dispatching process through ADPC.

##### **Contact by Household**

If the household indicates that they are having difficulty in obtaining any or all the information:

- assist the household in obtaining the verification.
- determine if the household has good cause for not providing the information.

##### ***Determining good cause***

There may be extraordinary circumstances when verification is unlikely to be available and obtaining it is beyond the control of the household. These reasons are outlined in Reach Up rule 2208.3. In such cases the District Management Team may waive the requirement of verification. If attempts to obtain

verification have been made by both the household and the Department and the verification is unable to be collected, the Department can accept the household's self-reported information.

The District Management Team may seek guidance from AOPS to determine good cause.

### **Verification Received within 60-Days from Application Date**

Reopen the application when required verification is received after denial but within 60-days from the original application date. Issue benefits from the date the missing requirements were provided, if eligible. Households are not required to complete a new ESD 202. Utilize Proration Table to determine additional amount of Reach Up owed to household and ask COPS to issue.

Proration Table

<b>Date</b>	<b>%</b>	<b>Date</b>	<b>%</b>	<b>Date</b>	<b>%</b>	<b>Date</b>	<b>%</b>	<b>Date</b>	<b>%</b>
<b>1</b>	100	<b>7</b>	80	<b>13</b>	60	<b>19</b>	40	<b>25</b>	20
<b>2</b>	97	<b>8</b>	77	<b>14</b>	57	<b>20</b>	37	<b>26</b>	17
<b>3</b>	93	<b>9</b>	73	<b>15</b>	53	<b>21</b>	35	<b>27</b>	13
<b>4</b>	90	<b>10</b>	70	<b>16</b>	50	<b>22</b>	30	<b>28</b>	10
<b>5</b>	87	<b>11</b>	67	<b>17</b>	47	<b>23</b>	27	<b>29</b>	7
<b>6</b>	83	<b>12</b>	63	<b>18</b>	43	<b>24</b>	23	<b>30/31</b>	3

Because the intention of this rule is to utilize the original application, if a 137 and/or 614FDP was provided that would have been utilized with the original application, these two forms can continue to be considered valid. A new 137 and/or 614FDP does not need to be requested

This process is more similar to 3SVT. Good cause does not need to be determined to utilize this process.

Example:

Household submits application 7/25/23.

Completes interview on 7/28.

V is due 8/7/23, some verification is received including the 614FDP, but not all.

Application is denied 8/10/23 for not providing all verification.

Rest of verification, including the 137, comes in 8/28/23, less than 60 days from the original application date.

Verification is worked on 8/31/23. The original 614FDP can be utilized. ReAPPL case for 8/28/23 and approve Reach Up. ACCESS will issue benefits as of 8/31/23. Household will be eligible for \$856 per month. ACCESS issues \$25 based on 8/31 date of approval.

Because verification was received on the 28<sup>th</sup>, household should receive 10% of the benefit (according to Proration Table). 10% of \$856 is \$85 (drop the cents). \$85 minus \$25 issued = \$60. Ask COPS to issue \$60 for month of August.