

P2204 APPLYING UNDER SANCTION

When approving benefits check budget to see if a sanction amount is showing. If it is, explore further to see if the sanction is still in effect.

Determine if Sanction is cured (Reach Up Services rule 2377.2)

Households that were sanctioned when closed remain sanctioned unless they have a full month break in benefits. Use the date of approval to determine if a full month (30 days) has passed.

If a case closed mid month, consider the 16th of the following month a “full month.” If the case closed at the end of the month, consider the next calendar month as a “full month.”

Example 1: Case closes in sanction on 2/15/19. If reapplying and approval will be 3/16/19 or beyond, sanction has been cured.

Example 2: Case closes in sanction on 2/28/19. If reapplying and approval will be 4/1/19 or beyond, sanction has been cured.

Sanction remains in place

Applying before the 16th of the month

If someone closes RU and then reapplies and is still sanctioned—if applying before the 16th, explain they must meet with a case manager before the 16th in order to receive any benefits for the month.

Applying after the 16th of the month

If applying after the 16th, benefit for the current month is forfeited and they must meet with case manager before the 16th of the following month in order to receive any benefits.

Informing Case Management

Eligibility staff should send an email to the District Management Team to inform them that there is a sanctioned applicant who is pending (or recently approved if all supporting documents/information is provided). Reach Up Supervisor (or their alternate if out) should inform the RU Case Manager to reach out to the sanctioned participant to set up a meeting.

Sanctioned applicant in office

If the applicant is in the office meeting with Eligibility staff, and a case manager or RU supervisor is not available to meet with the applicant at that time, the face to face meeting with Eligibility can count as the sanction meeting and benefits can be released. Participants should then be encouraged to meet with their case manager as soon as possible to create a plan to cure their sanction.