

P-2210 HOUSEHOLD COMPOSITION (continued)

P-2210I 18 Year Old In School Letter (22-06)

Households will receive an automatically generated letter the month prior to their child turning 18, notifying them that their child's benefits will end at the end of the following month unless they meet certain eligibility requirements.

The household must complete the letter and return it to the department.

Letter is returned

Child not graduating before their 19th birthday and never had a disability preventing graduation before this date

No further information is needed from the household. This child will be removed from the Reach Up household at the end of the month they turn 18. If they are the only child in the household the entire Reach Up benefit must be closed.

Child will graduate before 19th birthday

A statement from the child's school verifying this information and providing the anticipated month of graduation must be provided by the household. This child can remain on Reach Up until the end of the month they graduate. If they are the only child in the household, the entire Reach Up benefit must be closed at the end of the month in which the child graduates.

Child will not graduate before 19th birthday and had disability that prevented graduation before this date.

A statement from the child's school verifying this information, or a statement from the child's medical provider verifying the presence of a disability that prevented graduation, must be provided. This child can remain on Reach Up until the end of the month they turn 19. If they are the only child in the household the entire Reach Up benefit must be closed at the end of the month in which the child turns 19.

Letter is not returned

If the form is not returned, remove the child at the end of the month the child turns 18.

BPS Support

Sample 18 year old in school letter



Department for Children and Families
Economic Services Division

APPLICATION/DOCUMENT PROCESSING CTR
280 STATE DRIVE
WATERBURY VT 05676-9944

Questions? Call ESD Benefit
Service Center at **800-479-6151**

JOSEPHINE PARENT
17 ANY DRIVE
APT. 1B
SMALLVILLE, VT
05000

Notice to Reach Up Recipients

To be eligible for Reach Up, children who reach the age of 18 must attend high school full-time and must graduate before their 19th birthday or have (or have had) a disability that will prevent graduation before their 19th birthday.

Please check the appropriate statement below for MARY B. LITTLE

1. Will graduate before his/her 19th birthday.
2. Will not graduate before his/her 19th birthday and has never had a disability preventing graduation before this date.
3. Will not graduate before his/her 19th birthday and has or had a disability that prevents graduation before this date.

If you checked #2, please return this form to the Application and Document Processing Center.

If you checked #1 or #3, in order for your child to remain on Reach Up, please have this form completed by a school authority and return it to the Application and Document Processing Center by November 17, 2017.

If you checked #3 and your child has never had an Individualized Education Program (IEP) with the school, also provide a statement from your child's doctor identifying the disability preventing your child's graduation before his/her 19th birthday.

Signature

Date

By: ESD Benefit Service Center, Benefit Programs Specialist

Have a school authority complete the next section if you checked #1 or #3 above.

Student's name: _____

Attends school full-time: _____ Yes/No

Child's present class grade: _____ (e.g. grade 12)

This child has or had an IEP: _____ (yes/no)

Projected graduation date: _____

This child does not have an IEP, but does have a disability preventing graduation by his/her 19th birthday:
_____ (yes/no)

If yes, explain:

Signature: _____

Title and School: _____

The creation of the 18 year old in school letter also creates a TODO for the district G_1 caseload.

Entering 18 year old school status on SCHL panel

See the ACCESS Eligibility Training video: [\(SCHL\) Entering a School Panel](#).

SCHL

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01/14/16 14:59 SCHOOL ATTENDANCE      QUESTION 03 ( SCHL . 1 )
                                         (LAST UPDATED: 00/00/00 00:00 ; ASPADC )

PERSON ENROLLED
IN SCHOOL OR TRAINING
MARSHA A WILLIAMSON
DAMIAN R RAYMOND

STATUS   SCHL   FS   18-19  < 23
TYPE    TYPE  ELIG PSE   RUFA  VHAP
1      2   Y  -     -     -
1      1   Y  -     Y   -

STATUS (SCHOOL HOURS)      SCHOOL TYPE
1 - FULL-TIME              1 - GRADE/HIGH SCHOOL
2 - AT LEAST HALF-TIME    2 - COLLEGE/UNIVERSITY
3 - LESS THAN HALF-TIME   3 - TECHNICAL/VOCATIONAL
                           4 - TRAINING (EXCEPT JOB CORPS)
                           5 - JOB CORPS
                           6 - HIGHER EDUCATION
                           7 - CORRESPONDENCE - HIGHER EDUCATION

USER: 084 FNX: STAT MODE: C RPTGRP: XXX XX XXXX PERIOD: 01 16 COMMAND: _____
DO: M IMS: GM1 REPORTING ADULT: MARSHA A WILLIAMSON 3
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Enter "Y" under "18-19 RUFA" if the child will either graduate before they turn 19 years old or will not graduate by the time they turn 19 years old due to a disability.

Manually sending out 18-year-old letter

A household that is newly approved Reach Up and has a child turning 18 years old the month of application or the following month may not receive the automatic letter which are created by ACCESS on the 5th working day of each month. Send a manual version of the letter if there is a 17-year-old that will turn 18 years old the month following approval in the Reach Up household.

An 18-year-old letter is being created by the Forms Group. Until it is finalized and posted, use this [PDF document](#) found on SharePoint.