

P-2214 DEDUCTIONS (continued)

P-2214B Caretaker Shelter (Reach Up rule 2241)

Caretakers can receive a larger child only Reach Up grant if they report a shelter expense for the child they are caring for.

Encourage caretakers to “charge” the child the maximum shelter allowance plus the special needs housing allowance (\$490 outside of Chittenden County, and \$540 inside Chittenden County).

Whenever possible shelter for the child should be entered as a RENT panel, not RBEX. If a caretaker indicates RBEX on their application, explain that RBEX is entered as RENT.

Enter a clear CATN to document what was reported.

It is okay if the documented expenses of the child and the caretaker add up to more than the total cost of the caretaker’s shelter.

BPS Support

Entering Shelter Expense for a Non-Needy Child Only Grant

- a. Non-needy caretaker is receiving child-only Reach Up grant and no other benefits: Enter a RENT panel for the child in the amount the caretaker claims to charge.
- b. Non-needy caretaker is receiving child-only Reach Up grant and 3SVT and/or SF, and caretaker owns a home and pays housing expenses (i.e. mortgage, lot rent, property taxes and/or insurance):
 1. Enter a HOME panel for the child in the amount the caretaker claims to charge. Code the child’s HOME panel as R “RUFA Repairs Allowed For.”
 2. Enter as many additional HOME panels (and/or PHON panel for insurance) in the caretaker’s name for the actual housing expenses they claim.

Example: Mary owns home and pays property tax of \$100/month. Mary cares for child Shannon and charges her \$490/month. Utilize HOME panels in this

case and enter one HOME panel for Shannon (child) in the amount of \$490 and coded as R "RUFA Repairs Allowed For." Enter an additional home panel for Mary (caretaker) in the amount of \$100 coded as T "Taxes."

- c. Non-needy caretaker is receiving child-only Reach Up grant and 3SVT and/or SF and has unsubsidized rent with any combination of heat and utilities included or not included:
1. Rent must be entered for the child as RENT.01 before entering rent for the caretaker (RENT.02).
 2. First enter a RENT panel for the child in the amount the caretaker claims in the upper line. Indicate the child's Rent is not subsidized and that heat and utilities are not included. Enter \$0.01 in the FS/SF Rent Amount under the section that says Complete Below if Different.
 3. Next enter an additional RENT panel for the caretaker for the rent expense claimed, with the correct heat or utilities. This is the amount that will pull into the FS/SF budget.
 4. Enter the UTIL panel to match the caretaker's RENT.02 panel. The UTIL panel must match the last RENT panel entered in ACCESS. Only enter one UTIL panel.

Example: Sandra rents an unsubsidized apartment for \$300/month heat included. Sandra cares for child Peter and agrees to charge him \$540/month (this amount helps cover rent as well as the electric bill, wear and tear on the apartment, etc). Enter Peter (child)'s RENT as \$540 with heat and utilities not include. On the same RENT.01 panel, enter \$0.01 under the FS/SF Rent Amount. Enter Sandra (caretaker)'s rent in a RENT.02 panel as \$300 non-subsidized with heat included. Enter a UTIL panel under Sandra indicating she pays for all utilities except heat.

- d. Non-needy caretaker is receiving child-only Reach Up grant and 3SVT and/or SF and has subsidized rent with any combination of heat and utilities included or not included:
1. Rent must be entered for the child as RENT.01 before entering rent for the caretaker (RENT.02).
 2. First enter a RENT panel for the child in the amount the caretaker claims to charge in the upper line. Indicate the child's RENT is not subsidized and that fuel and utilities are not included. Enter \$0.01 in the FS/SF Rent Amount under the section that says Complete Below if Different.

3. Next enter an additional RENT panel for the caretaker for the total rent expense claimed. Indicate the caretaker's RENT is subsidized and accurately document if fuel and utilities are included. This is the amount that will pull into the FS/SF budget.
4. Enter the UTIL panel to match the caretaker's RENT.02 panel. The UTIL panel must match the last RENT panel entered in ACCESS. Only enter one UTIL panel.

Example: Nicki rents a subsidized apartment for \$100/month with nothing included. Nicki cares for her niece Samantha and charges her \$400/month. Enter Samantha (child)'s rent in RENT.01 as \$400/month not subsidized with fuel and utilities not included. Enter \$0.01 under the FS/SF Rent Amount. Enter Nicki (caretaker)'s rent as RENT.02 as \$100 subsidized with nothing included. Enter a UTIL panel under Nicki indicating she pays all utilities.

- e. Non-needy caretaker is receiving child-only Reach Up grant and 3SVT and/or SF and pays room rent:

1. If the caretaker claims to charge the child less than the caretaker pays in room rent themselves, first enter a RBEX panel for the child in the amount the caretaker claims to charge the child. Next enter a RBEX panel for the caretaker to cover the additional room rent paid. Only enter one UTIL panel under the caretaker's name if caretaker indicates they pay for heat or utilities.

Example: Jim pays \$125 each week to rent two rooms in a house. He is currently caring for his grandson, Jacob and charges Jacob \$100 each week for room rent. Enter a RBEX for Jacob for \$100/week. Enter an additional RBEX for Jim for \$25/week.

2. If the caretaker claims to charge the child more for room rent than the caretaker pays, this must be entered using a RENT panel. Follow the guidance listed above in example C.

- f. Non-needy caretaker is receiving child-only Reach Up grant under a 666 temporary social security number and also receives 3SVT benefits under their actual social security number:

1. Enter a RENT panel for the child in the amount the caretaker claims to charge in the 666 number.

2. Enter the caretaker's shelter expense under their own Social Security number using the appropriate HOME, PHON or RENT panels.