

P-2231 PROTECTIVE PAYMENTS (Reach Up rule 2221, 2222, 2226) (including Vendor Payments)

Protective payments include management of the Reach Up benefit by someone outside of the Reach Up household to meet the needs of the family.

Payments will either be:

- made to a Protective Payee
- Controlled Vendor Payments (CVPs)
- Rent Vendor Payments (RVPs)

CATN all protective payment information clearly including what type of protective payment is being used, if a payee is involved, agreements to pay any arrears, and any changes.

Protective payments may be related to the following:

- Protective Payments (examples include: Temp Absence of parent, court ordered)
- Money Mismanagement
- Sanctions
- Participant Request

Protective Payees

Protective payees may be court appointed, or a person suggested by the participant and approved by the department. This person receives the Reach Up benefit for the participant and disburses the money to cover current expenses (shelter, basic needs, other needs), and sometimes past due expenses. To avoid conflict of interest, ESD staff and vendors of goods and services who deal directly with the participant should not be protective payees.

Vendor Payments

If a protective payee is not available, vendor payments are started.

Send a letter to the landlord informing them

- that payments will be made on behalf of the participant
- start of payments
- end of payments
- if arrears will also be paid

Rent Vendor Payment (RVP)

RVPs are used if only rent is to be vendored.

RVP payments go out automatically through ACCESS (60% of rent on the 1st, 40% of rent on the 16th). Any remaining benefits are issued to the participant in a 60/40 split.

Controlled Vendor Payment (CVP)

CVPs are used:

- if more than rent is to be vendored (for example rent and electricity to are to be paid)
- if case is sanctioned

Districts develop their own way of tracking CVP payments, often a list is kept on the share drive. After the second adverse action in the month, issue benefits for the following month.

CVPs cannot be more than the benefit amount.

CVPs can be less than the benefit amount but this is limited to budget for a one-time expense (such as property taxes or mortgage insurance). In those specific cases, carry forward any unspent balance for the following month when the larger expense is due.

Arrears payments

Payments must be made to current expenses first, then if agreed by the participant payments can be made to arrears. If arrears payments are to be made, have participant sign a Protective Payment Agreement ([form 207](#)).

BPS Support

RVP Payments in ACCESS

If only current rent is to be paid through RVP, enter code C on the RENT panel.

```
02/13/18 10:27 RENTAL EXPENSE      QUESTION 31 ( RENT . 01 )
                                     (LAST UPDATED: 01/05/18 09:42 | ASPAGF )

NAME OF PERSON WHO PAYS THE RENT      INCL IN RENT      RENT AMT      MONTHLY
                                     FUEL  UTIL      FREQ  $$$ $ ¢¢      $$$ $ ¢¢
                                     Y    N          M          66 00          66 00

**** SUBSIDIZED/PUBLIC HOUSING ****      (COMPLETE BELOW IF DIFFERENT)
Y/N TYPE BDRMS  RUFA SUBSIDY      FS / SF      FS / SF      FS / SF
Y  S          STD  ACT    HH  USED  INKIND      RENT AMT      MONTHLY
                                     FREQ  $$$ $ ¢¢      $$$ $ ¢¢
                                     M          0 00          0 00

***** R V P  D A T A *****
RVP CODE: C          RENT AMT: $ 00066 00      ARREARAGE
*****
LANDLORD NAME: Vermont State Housing Auth.____      TOTAL ARREARS: 00000 00
LANDLORD C/O: _____      AMT TO BE PAID: 00000 00
LANDLORD STREET: 1 Prospect St. _____
CITY, STATE, ZIP: Montpelier____ VT 05602 _____      BALANCE LEFT:
USER: 934 FNX: STAT MODE: C RPTGRP:          PERIOD: 02 18 COMMAND:
DO: Z IMS: D02 REPORTING ADULT:
3
```

If an arrears payment will also be made, enter code A on the RENT panel.

```
02/13/18 09:38 RENTAL EXPENSE      QUESTION 31 ( RENT . 01 )
                                     (LAST UPDATED: 01/05/18 09:42 | ASPAGF )

NAME OF PERSON WHO PAYS THE RENT      INCL IN RENT      RENT AMT      MONTHLY
                                     FUEL  UTIL      FREQ  $$$ $ ¢¢      $$$ $ ¢¢
                                     Y    N          M          66 00          66 00

**** SUBSIDIZED/PUBLIC HOUSING ****      (COMPLETE BELOW IF DIFFERENT)
Y/N TYPE BDRMS  RUFA SUBSIDY      FS / SF      FS / SF      FS / SF
Y  S          STD  ACT    HH  USED  INKIND      RENT AMT      MONTHLY
                                     FREQ  $$$ $ ¢¢      $$$ $ ¢¢
                                     M          0 00          0 00

***** R V P  D A T A *****
RVP CODE: A          RENT AMT: $ 00066 00      ARREARAGE
*****
LANDLORD NAME: Vermont State Housing Auth.____      TOTAL ARREARS: 00320 00
LANDLORD C/O: _____      AMT TO BE PAID: 00050 00
LANDLORD STREET: 1 Prospect St. _____
CITY, STATE, ZIP: Montpelier____ VT 05602 _____      BALANCE LEFT:
USER: 934 FNX: STAT MODE: C RPTGRP:          PERIOD: 02 18 COMMAND:
DO: Z IMS: D02 REPORTING ADULT:
3
```

Sending letter to landlord in ACCESS

For start or end of CVPs or RVPs issue a letter to the landlord through SPEC/C/FORMS.

```
02/13/18 10:28 Automated Forms Issuance ASQAMFMO

- Interview Notice (Form 202C)
- Interview Notice for Reachup (Form 202C RU)
- Notice of Missed Interview (Form 202D)
- Reminder Letter (Form 202RL-M)
- Verification / Review Letter (Form 202RL2)
- Verification Request (Form 202V)
- Verification Request (Form 202V) (with optional paragraphs)
- Verification Reminder Notice (Form 202V2) (HEALTH CARE ONLY)
- Verification Change Request (Form 202VCR)
- Notice of Decision (Form 220)
R Controlled Vendor Payment Start - (A = Arrearage R = Rent only)
- Controlled Vendor Payment End - (A = Arrearage R = Rent only)

- Conciliation Letter (Form 617)
- Conciliation Resolution (form 617CR)
- Reasons For Sanction Letter
- Fair Hearing Withdrawal (Form 113W)

- Blank Letter
USER: 934 FNX: SPEC MODE: C RPTGRP: PERIOD: 02 18 COMMAND:
DO: Z IMS: D02 RPTGRP NAME SHIFT-F12= HELP
```

Instead of entering an X on this screen, enter "R" if only current rent is to be vendored. Enter "A" if vendors will include current rent and a payment towards arrears.