P-2240 Sanctioned Households (Reach Up Services rule 2375) (19-12)

Sanction Basics

A Reach Up household that does not participate with Reach Up Services requirements may be sanctioned. This means fiscal sanctions are imposed by reducing the Reach Up benefit.

Sanctions are specific to the individual participant. If a sanctioned participant leaves one household and joins another Reach Up household, the sanction follows them to the new household.

Sanctions are not available to participants in households that have received 60+ countable months of Reach Up.

Counting Sanction Months

Sanctions must last a minimum of one whole month. Once a sanction has been entered, the earliest it can end is after the benefit amount has been reduced for at least one month, unless good cause is found.

Sanctions are cumulative. If a Reach Up household closes after the sanction notice is sent, but before the sanction is imposed, the sanction still counts toward the participant's cumulative total.

If the household is closed and then reapplies for Reach Up benefits within 30 days of their closure, the sanctioned participant remains sanctioned. See Applying Under Sanction procedure (P-2204).

Sanction Forgiveness

During the first 60 months of receiving Reach Up benefits, a participant may have all previous sanctions forgiven by complying with Reach Up Services requirements for twelve consecutive months.

If sanctions are forgiven, any subsequent sanctions start over at the \$75 level. This is done automatically by ACCESS.

Sanction Amounts

The amount of the sanction depends on the number of cumulative months the participant has been sanctioned.

- \$75 per sanctioned participant, per month for 1 3 cumulative months.
- \$150 per sanctioned participant, per month for the 4th cumulative month and beyond.

Housing Protection

The Reach Up household's housing costs are protected during the first six months of sanction.

In combination with the household's other countable income, the Reach Up benefit cannot be reduced below whichever is less:

- The household's actual housing costs; or
- The housing standard (\$450 in Chittenden County; \$400 elsewhere).

A household may be eligible for another six-month housing protection period after:

- They have participated in Reach Up Services requirements for 36 consecutive months without sanction; or
- Reach Up has been closed for 36 months.

Entering an Initial Sanction

After a sanction is entered by the Reach Up case manager or supervisor, a TODO should be received indicating the start of the sanction must be approved to decrease the Reach Up benefit. Make sure a 606 Sanction Authorization is available and signed before approving the change in eligibility.

Releasing Sanctioned Benefits

Once sanctioned, a participant must meet with their Reach Up case manager to have their benefits released each month until the sanction is ended. If more than one participant in a Reach Up household is sanctioned, all sanctioned participants must meet with their case manager(s) before the benefit can be issued.

If a sanctioned participant does not come in for their meeting by the 16th of the month, Reach Up closes at the end of the month and the current month's benefits are forfeited.

Shelter Information Needed for Sanction Release

Sanctioned benefits must first pay for a sanctioned participant's housing expenses. Shelter information for the household should have been gathered during the interview or requested by the case manager when the sanction was put in place.

If shelter information is not available or is questionable, request the information, or verification of the information with an ESD VCR.

Confirm or update landlord or mortgage information.

If VCR is not responded to, but the participant has met with their case manager, issue sanctioned benefit (including the shelter allowance in the budget) and remove shelter from the budget for future payments.

Household No Longer Has Shelter Expense

At any point after a sanctioned participant has met with their case manager, if they report they no longer have a shelter expense, issue the sanctioned benefit (including the current shelter allowance in the budget) and remove the shelter expense from the budget for future payments.

BPS Support

CASE D SANC

01/28/16 11:48 *** CASE SANCTIONS	MENU SCREEN *** (ASPEBH)
Mark 'X' beside a name for full CA Mark 'H' to view person's Sanctior	
X RL MEMBER	CURRENTLY AGE SANCTIONED
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USER: 084 FNX: <u>CASE</u> MODE: D RPTGRP: 666 DO: A IMS: GA1 RPTGRP NAME: RACHEL E ME	

CASE D SANC will show Y if a participant is sanctioned for the time period selected.

Enter an X in the field to the left of the participant's name to find out more details about the sanction.

Press enter (after X has been entered next to participant's name)

01/28/16 11:54 *** CASE SANCTIONS SCREEN *** (ASPEBH) BPS: GA1 / ADO FINANCIAL DT LST MOD: 12 03 2012 FSCM: 666 / SANDY CASEMANAGER MOD BY: 310 SSN: 666-74-8505 NAME: RACHEL E MENDLESON SANCTION START ----MEETING WITH CASE MANAGER----- SANCTION END FORFEIT RSN ---DATE--- SCHED DATE TIME HELD DATE WAIVER RSN ---DATE---RU ? (ĥh mm) 7 09 01 2012 <u>09 03 2012</u> 09 30 _ -----UNFORGIVEN SANCTION HISTORY--------- CURRENT SANCTION INFORMATION ---- ----START----- ----END------ FULL ACT HOUSING PROTECTION IN EFFECT? Yes RSN DATE RSN DATE AMT AMT 7 11 01 2012 Z 01 01 2013 75 75 FAMILY HOUSING PROTECTED MONTHS: SANCTION \$ AMT APPLICABLE: 75 MONTHS ON RU SINCE JULY 2001: 4 CONSECUTIVE MONTHS OF COMPLIANCE: 0 TOTAL MONTHS OF SANCTIONS *: 0 * Next sanction not included in count. USER: 084 FNX: CASE MODE: D RPTGRP: 666 74 8505 PERIOD: 09 12 COMMAND: DO: A IMS: GA1 RPTGRP NAME: RACHEL E MENDLESON

CASE D SANC should show:

- When the sanction started;
- When the sanction meeting is scheduled;
- If the meeting was held or waived;
- The unforgiven sanction history; and
- The full sanction amount, and the actual sanction amount (if housing protection was in place).

BPS Sanction Process

TODO sent by **Check ELIG** Go into ELIG C RUFA and confirm that client's grant amount **BPS** receives after sanction has been applied (by ACCESS). TODO that 1 – 3 months cumulative - \$75/sanctioned adult/month. participant is 4th and subsequent months - \$150/sanctioned adult/ month. sanctioned. Approve Sanction SUBS/C/CVP **Review RENT panel in ACCESS** in ACCESS Go to SUBS/C/CVP Verify and/or enter LL info & APP in and verify or housing costs. Send VCR if nec. ELIG/C/RUFA. update the CVP Enter agreed to arrears for LL & Letters are with a "4" code Amount to be vendored generated: and enter monthly. "Starting the 99/99/9999 for If case has current RVP, remove Sanction" and end date. and add a WARN: RVP to be "Eligibility Notice". reinstated when sanction ends.

Paperwork Processed:

- Copy of 606 in OnBase.
- Sanction Appt. letter, Reason for Sanction, Starting the Sanction and Eligibility Notice mailed to participant.

Sanction is Released/Housing Protected Client attends sanction meeting before 16th of the month and CM enters Meeting Held date on SANC panel. TODO is generated for Eligibility staff.

- BPS goes to CHCK/C/CVP (housing costs are covered prior to dispersing funds to participant to protect housing.) *
- Check is written to LL or mortgage Co. to cover as much as the housing cost as possible (up to the grant amount). Not 60/40 split.
- Do not issue grant unless housing info is returned.

Ending a Sanction

BPS receives TODO that sanction is ending.

- Go into ELIG/C for the appropriate month and approve the end of sanction.
- Any remaining grant money for that month including the \$75/\$150 sanction amount is auto-sent by ACCESS.
- Re-establish RVP if WARN on case says it should be in place.
 Update CVP end date.

Remainder of Benefit Issued Set up 2 CVP's for any remaining grant amount in a 60/40 split by EBT or DD.

- 60% dated to go out as soon as sanction meeting has been attended.
- Remaining 40% goes out after 16th of month.
 (Any child support is also issued in 60/40 split, not 100% at beginning of month.)