

## **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 4<sup>th</sup> 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 CASE/SANC panel.  
Mark 'H' to view person's Sanction History.

X	RL	MEMBER	AGE	CURRENTLY SANCTIONED
X	01	RACHEL E MENDLESON	21	Y
-				
-				
-				
-				
-				

\* \* THE EARLIEST A NEW SANCTION CAN BEGIN IS 03/01/16 \* \*

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 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 ?
 7  09 01 2012   09 03 2012  09 30  - - - - -  -  - - - - -  -
                    (hh mm)

-----UNFORGIVEN SANCTION HISTORY-----
----- CURRENT SANCTION INFORMATION -----  -----START-----  -----END-----  FULL ACT
HOUSING PROTECTION IN EFFECT? Yes  RSN  DATE  RSN  DATE  AMT AMT
FAMILY HOUSING PROTECTED MONTHS:    7  11 01 2012  Z  01 01 2013  75  75
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 3
```

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

