

P-2271 Special Household Situations-Lund

P-2271A Lund Residential Program (23-12)

Families who are eligible for Reach Up and stay at Lund can qualify to get benefits to cover the cost of Lund. Reach Up benefits will be paid to the Lund Residential Program for the participant, outside of ACCESS.

Lund Residents must complete the ESD 202 Application, an interview, and provide all necessary verifications needed before the benefit can be approved.

All Lund cases are approved by Benefit Programs Specialists who manage Lund cases (Lund BPS). Their worker number and phone number will be listed in the case warning.

Lund BPS will have weekly contact with a Lund Residential worker to prepare for any upcoming needs: initial applications, departures, interim (temporary) reports, and reviews. Documents will be sent directly to the Lund BPS to process.

Approving Reach Up benefits for Lund Residents

When the interview has been completed and all verifications (example: Child Support Form 137) have been received, Lund BPS approves the Reach Up benefit. Processing Lund cases should be a priority and benefits should be approved no later than 3 days after all the required verifications have been submitted.

Approve the Reach Up benefit paid to Lund for a partial month, even if the participant already received a benefit themselves, prior to moving into Lund.

Example: Participant receives regular Reach Up benefit in October, and then on 10/16 moves into Lund. Approve Reach Up Lund benefit from 10/16 as we have to pay Lund for her stay. Do not wait until 11/1 to pay the benefits.

LUND and 3SVT benefits

Lund Residential program provides meals for their residents and if the household has been receiving 3SVT benefits, their 3SVT grant should close.

Closing Reach Up benefits for Lund Residents

When leaving or discharged from Lund, the Reach Up Lund benefit will stop. The Lund Residential program must verify the participant's leave date (when the participant physically left) and the discharge date (the last day that the Reach Up grant covered the participant's costs) before the participant can start receiving their own Reach Up benefit.

Approve a child's benefit in a different household within the same month if the child leaves Lund. The money paid to Lund is for the mother not the child, so this is not a duplicate benefit.

Example: If Mom and Baby were at Lund in November and Lund received the full November Reach Up benefit. Baby then went to live with Grandma as of 11/13. Approve the Reach Up grant for the child in Grandma's household as soon as 11/13. Do not wait until 12/1.

Reapplying for Reach Up benefits outside of Lund

If the participant wants to get benefits on their own they need to re-apply using the ESD 202 application. The Lund BPS will help the participant in the process. Participants are eligible for pro-rated benefits after they complete a new interview and provide all necessary verifications.

If the participant leaves the program suddenly and then re-applies for benefits on their own, the District receiving the new application must send the Lund BPS a copy of the ESD 202 application. The Lund BPS processes the case together with the District that received the new application.

If the participant sent in their new application before physically leaving the Lund residential program, the 3SVT application should be denied and re-approved from the day that they left the program. If the participant sent in their new application before physically leaving the Lund residential program, they do not need to complete a new Application for Child Support Services (form 137) or a new Initial Family Development Plan (614FDP).

BPS Support (specific to Lund BPS)

Follow the [Reach Up Lund Case Worksheet](#).

Updating ACCESS for new Lund Residents

Transfer the case location to Burlington: GB1, by entering SPEC/C/XFER.

Ask a Supervisor to have the case locked for their specific worker's number.

Update Mailing Address to:

LUND
76 Glen Road
Burlington, VT 05401

Update Physical Address to:

LUND Family Center
76 Glen Road
Burlington, VT 05401

Update phone number to: 802-864-7467. If participant has a phone, enter it as an alternate number.

Enter all applicable panels and add an Institution Panel, by entering STAT/C/INST.

Enter code 30 for INST TYPE and fill in the admission date as the ASSOCIATED DATE

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INST Panel Tip: get HELP for ASSOCIATED DATE field using <SHIFT>+<F12>
03/06/17 08:21      INSTITUTION      Question 02 ( INST. 01 )
                               ( Last updated:  /  /  :  ; ASPADB )

PERSON NAME      LTC APPLICATION DATE  #DAYS
MINNIE MOUSE      MM DD YYYY              0

INST TYPE      INST DESCRIPTION      ASSOCIATED DATE
30            ERROR - NO DESCRIPTION FOUND  01 01 2017

CLINICAL NEED ASSESSMENT:  LEVEL OF CARE      DETERMINATION DATE
                               MM DD YYYY

LONG TERM CARE EXPENSE DEDUCTIONS  AMOUNT      REVIEW MONTH
Health Insurance Premiums:         $$$$$$ €€   MM YYYY
Spousal Allocation:                _____
Non-covered Medical Expenses:      _____
Home Maintenance/CMA:              _____
Legal Dependents:                  _____

Press <Shift>+<F10> to Choose Another Member of the Household
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Place a WARN on the case by entering WARN/C with 99/99/9999 as an end date.

The WARN should state: "LUND cases are locked, and changes can only be made by worker XYZ. Please contact worker XYZ with any changes or questions. Note for Healthcare Staff: escalate health insurance questions to HAEEU"

To close the 3SVT benefit, enter STAT/C/RBEX. For Room and Board Expense Type, enter 3-Board, 3 Meals.

Remove all household members who are not moving with the participant to Lund, by entering a leave date on the member's panel.

Check INQD/D/Reach Up to make sure that no Reach Up benefit was issued directly to the participant through ACCESS.

Reapplying for Reach Up benefits outside of Lund

Delete the INST panel.

Calculate the benefit the household is entitled to by using manual budgets. Email the prorated benefit amount to the COPS unit who will adjust the Reach Up grant for the month. The pro-rated benefit will be issued to the participant through Controlled Vendor Payments. Continuing benefits can be approved through ELIG/D/RUFA in ACCESS.

Email a Supervisor to remove the restriction from the case. This will allow other BPS to make changes to the case.

Remove the case WARN about the participant residing at LUND.