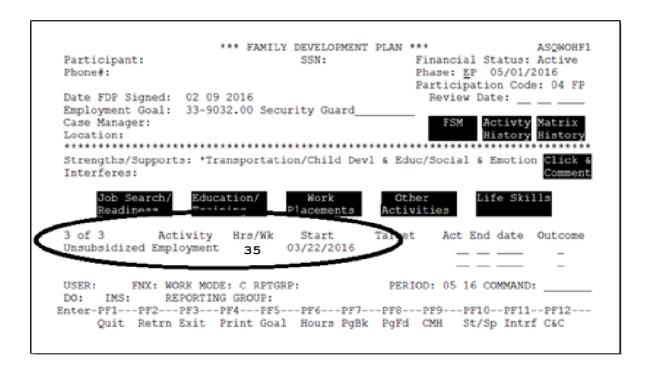
P-2330 PAID EMPLOYMENT ACTIVITIES (Reach Up Services rule 2350.1) (B21-02)

Unsubsidized Employment

Participants must report and verify unsubsidized employment. See Reach Up procedure P-2213A Earned Income.

After the employment is entered into ACCESS, Unsubsidized Employment will automatically appear as an activity on the participant's Family Development Plan (FDP). Do not manually enter Unsubsidized Employment as an activity.



The hours that appear on the participant's FDP will correspond with the hours being counted towards the participant's work requirement. (CASE/D/TIME F10)

If the hours appearing on the FDP do not accurately reflect the hours the participant is working, they will need to provide 30 days' worth of pay stubs or an updated Employment information form.

Unsubsidized employment and goals

Even if a participant is meeting their work requirement through unsubsidized employment, explore what other goals the participant would like to work on.

Self-Employment (including child care income)

Self-employment is a type of unsubsidized employment. Self-employment must be reported even if there is no net income after business expenses.

Participants may count self-employment toward their work requirement hours when:

- The self-employment is verified and entered into ACCESS;
- The self-employment is included in the participants FDP as an approved activity; and
- Efforts are being made to increase the reported self-employment income.

Self-employment weekly hour calculation

To determine the number of hours being counted towards a participant's work requirement, divide the monthly Net Self Employment Income by <u>VT minimum wage</u>. Then divide by 4.3 (the average number of weeks in a month).

The calculations do not need to be done manually. ACCESS will calculate the weekly hours for a participant. CASE/D/TIME F10 will show the number of hours ACCESS is counting towards the participant's weekly work requirement as Unsubsidized Employment.

Participants will not receive credit towards their work requirement for selfemployment until their self-employment has been officially entered into ACCESS. Only hours that show on the CASE/D/TIME F10 screen will count.

```
The Work Requireme | Average Weekly Hours being reported to Feds |
The Work Requireme | 50 84/2010 Z

CSP/WKEX cannot ex **Core Activities** Ve
There are 2 RUFA N Unsubs Employment ... =

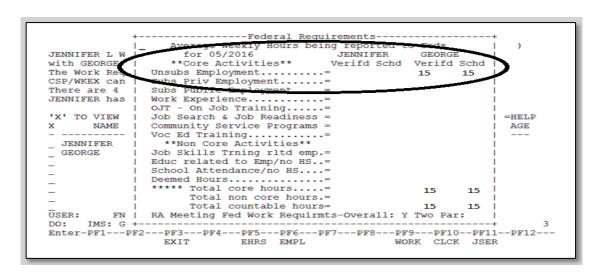
ALLISON has 27 mon | Sas Pair Employment
              | Subs Public Employment...=
| Work Experience....=
| OJT - On Job Training...=
'X' TO VIEW WORK R | Job Search & Job Readiness =
                                                                       | =HELP
X NAME M | Community Service Programs =
                                                                       | AGE
---
       1
                       **Non Core Activities**
               | School Attendance/no HS...=
                Deemed Hours.... = | ***** Total core hours...= | Total non core hours.=
                       Total non core hours.=
Total countable hours= 2
USER: FNX: CAS | Meeting Fed Work Requirements: N
DO: IMS: GA1 RPT +-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                EXIT EHRS EMPL WORK CLCK JSER
```

Self-employment and goals

Households that are engaged in self-employment and remain on Reach Up should be encouraged to identify goals and make progress towards them. Time can be allowed for self-employed participants to build their self-employment business, but they should be held accountable.

Self-employment and two parent households

If a two-parent household is self-employed, and both parents are actively engaged in the business, CASE/D/TIME F10 "Unsub Employment" will indicate the number of hours each one is considered self-employed for Reach Up. This means a BUSI panel must be added for each parent and the total income is split between the two.



If one participant owns the business and the other participant works for the other, they would need to be paid for their hours to count. This income would be counted against their Reach Up benefits.

Example: George owns a business and his self-employment hours total 27 hours. Jennifer would like to work with George to meet the remaining 8 hours of their household's work requirement. George would need to pay Jennifer at least minimum wage for Jennifer to be able to count the 8 hours. The pay Jennifer receives will be counted as income. The pay is also an allowable business expense.

Case Manager Support

Participant reports change in employment

If a participant reports a change in employment (or any factor impacting eligibility) to their case manager, either:

- Enter a CATN about the new information AND complete a Change Report Form (200) on the behalf of the participant, that will be sent to OnBase in Workflow. The Change Report does not have to be signed by the participant if it is completed by the case manager; or
- Enter a CATN and create a TODO to the district G_1 caseload with the new information.

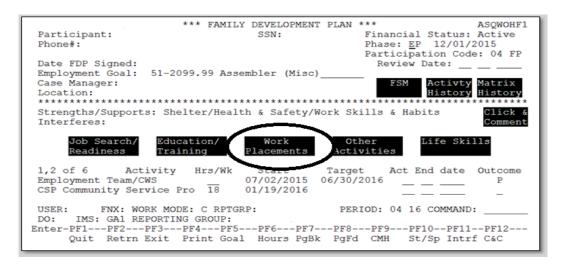
Entering Paid Employment Activities on FDP

See the guidance <u>Entering Earned Income Other than Typical Unsubsidized</u> <u>Employment in ACCESS</u> (for case management).

Entering self-employment on FDP

Self-Employment will need to be manually entered as an activity on the participant's FDP. The number of hours ACCESS is counting towards the participant's weekly work requirement on CASE/D/TIME F10 are the number of hours that should be entered on the FDP under the "Self-Employment" activity.

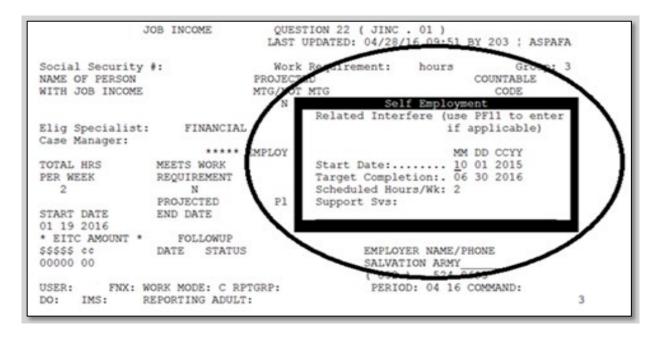
Self-Employment hours are automatically pulled into CASE/D/Time F10, the same way unsubsidized employment is counted.



From WORK C, select work placements.

```
-----Work Placement Activities-----More:
                                                                    ASQWOHF1
                                                     | cial Status: Active
     Corrections Work Crew
   X CSP Community Service Program
                                                     | : EP 12/01/2015
     CSP2 Community Service Program 2
                                                      | cipation Code: 04 FP
                                                      | iew Date: _
     CSP3 Community Service Placement 3
     Internship
     Learning Together as Work Experience
     OJT - On the Job Training
    X Self Employment
                                                        Habits
          dized Private Employment
     Subsidized Public Employment
     Unsubsidized Employment
                                                           Life Skill:
     VISTA/AmeriCorps
     Work Study
     WIA Workforce Investment Act (Adult/Minor Parent) | ct End date Outcome
     WIA Workforce Investment Act (Youth)
     WKEX Work Experience
     WKX2 Work Experience 2
                             ----+ 4 16 COMMAND:
DO:
             REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                                                        St/Sp Intrf
     Quit Retrn Exit
                                Hours PB PF
```

Place an "X" next to Self-Employment.



Enter a Start Date and a Target Completion (if the participant's self-employment will be ongoing enter the Target Completion one year from the Start Date). Enter the Scheduled Hours/WK (this will be the hours you determined by using CASE/D/TIME F10).

04/28/16 11:37 *** Participant: Phone#:	FAMILY DEVELOPMENT SSN:	PLAN *** Financial Status Phase: EP 12/03 Participation Co	1/2015	
Date FDP Signed: 04 26 20	016	Review Date:		
Employment Goal: 51-2099.	99 Assembler (Misc)_			
Case Manager:			ty Matrix	
Location:			ry History	
++ ******** Verified ******* ******* Scheduled ********				
Week Ending: 04/02 04/09				
Employment Te	04/10 04/23 04/30	04/02 04/09 04/10 04/	23 04/30 1	
Excused			i I	
nollday		_	i	
Self Employme		3 02		
Mental Health			!	
Substance Abu			!	
Other Activit			!	
USER: 310 FNX: WORK MODE:	C RPTGRP:	PERIOD: 04 16 COMMAN	ND:	
DO: A IMS: GA1 REPORTING G		12.1.027 01 10 00.11		
Enter-PF1PF2PF3PF4 Quit Retrn Exit Pri		PF8PF9PF10PF PgFd CMH St/Sp Int		

Do <u>NOT</u> verify weekly self-employment "attendance" and do <u>NOT</u> enter hours into ACCESS under F6.

Manually calculating self-employment

Manually calculating expected self-employment income may be helpful when planning with a participant. ** Reminder once self-employment information is officially entered by Eligibility, ACCESS will do the calculation to correctly calculate the weekly "verified" hours. Case managers only need to enter the "scheduled" hours so it will appear correctly on the FDP.

ELIG D RUFA.03

```
04/28/16 09:38
                        RUFA Results - Budget
  PERIOD: 04 16 VER: 4 OF 4
                                                             PERIOD: 4 16 VER:
                                                             PROC: 04 04 16 11:51
NET SELF EMPLOY INCOME: $ 70.00
                                                                    70.00
WORK EXPENSES:
EARNED INCOME DISREGARD: -$
                                                                   70.00
                                  70.00
                                                             -$
DAY CARE EXPENSES: -$
                                                             -5
UNEARNED INCOME:
                            +5
                                                             +5
RUFA Income:
                            =$
                                                             =$
RUFA Income: =$
BASIC NEED STANDARD: $ 680.00 FOR: 2
SHELTER EXPENSES: +$ 400.00
TOTAL NEEDS: =$ 1080.00
PAYMENT STANDARD: 49.6% $ 535.68
REACH UP Sanction Amt: -$ 75.00
                                                                  680.00
                                                                             FOR: 2
                                                             +$
                                                                  400.00
                                                             =$ 1080.00
                                                                  535.68
75.00
                                                             -$
RUFA Grant:
                            =$
                                 460.00
                                                             =$
                                                                  460.00
RECOUPMENT:
                                                             -$
                             -$
RUFA Grant Less Recoup: =$
                                                             =$
Parent Share Offset Amt: -$
                                    60.00
NET: PASSED
RUFA Reduced Grant Amt: =$ 460.00
INCOME TEST: GROSS: PASSED
                                                        GROSS: PASSED NET: PASSED
                                                     PERIOD: 04 16 COMMAND: _
PANEL: 3
          FNX: ELIG MODE: D RPTGRP:
      IMS:
               RPTGRP NAME:
```

ELIG/D/RUFA.03 shows the RUFA Budget.

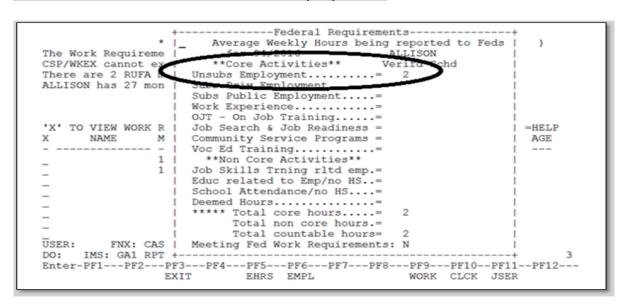
On the RUFA budget, "Net Self Employ Income" will provide the amount of selfemployment income ACCESS is counting towards the participant's work requirement.

Determine the number of hours being counted towards the participant's work requirement by taking the "Net Self Employ Income" and dividing by VT minimum wage. Then divide by 4.3 (the average number of weeks in a month).

The screen shot above shows the participant's "NET Self Employ Income" is \$70.00. Divide \$70.00 by \$10.96 (VT minimum wage) and then divide by 4.3 (the average number of weeks in a month) or

\$70/\$10.96 = 6.39/4.3 = 1.5 hours per week (rounded up to 2)

On the FDP enter 2 hours of self-employment.



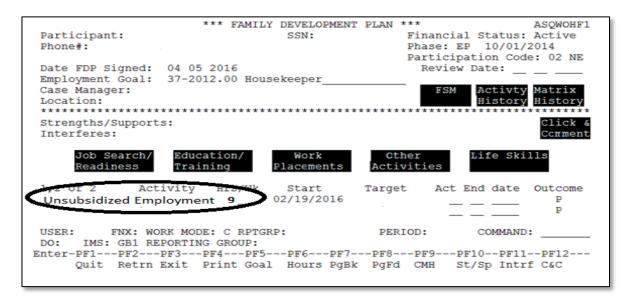
Go to CASE/D/TIME F10 to confirm the number of hours ACCESS is counting towards the participant's weekly work requirement.

Entering self-employment and unsubsidized employment on the FDP

In cases where participants have unsubsidized employment and selfemployment, CASE D TIME F10 "Unsub Employment" will indicate the total number of unsubsidized employment and self-employment hours ACCESS is counting towards a participant's work requirement.

```
----Federal Requirements--
                      Average Weekly Hours being reported to Feds |
                                                ALLISON
Verifo
The Work Requireme |
CSP/WKEX cannot ex
There are 2 RUFA
                        **Core Activities**
                     Unsubs Employment..... = 17
ALLISON has 27 mon
                     Subs Public Employment....
                     Work Experience.....
                     OJT - On Job Training....=
'X' TO VIEW WORK R |
                     Job Search & Job Readiness =
                                                                     =HELP
      NAME M I
                     Community Service Programs =
                                                                      AGE
              - - | Voc Ed Training.....
                      **Non Core Activities**
                1 | Job Skills Trning rltd emp.=
                     Educ related to Emp/no HS .. =
                     School Attendance/no HS....
                     Deemed Hours....=
                     ***** Total core hours....=
                          Total non core hours.=
                          Total countable hours=
         FNX: CAS | Meeting Fed Work Requirements: N
     IMS: GA1 RPT +----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
                 EXIT
                           EHRS EMPL
                                                   WORK CLCK JSER
```

In the example above, the participant has a total of 17 hours per week of unsubsidized employment AND self-employment.



In order to determine the correct amount of self-employment hours to count, first determine the number of hours a participant is in Unsubsidized Employment on the WORK/C screen. In the example above, the participant is employed for 9 hours per week in unsubsidized employment.

Then subtract the number of hours the participant is in unsubsidized employment from the number of "Unsub Employment" hours on CASE D TIME F10 to determine the correct number of hours a participant is self- employed.

Participant: Phone#:	*** FAMILY DEVELORSSN:	Financi	ASQWOHF1 al Status: Active EP 10/01/2014
Date FDP Signed: Employment Goal: Case Manager: Location:	04 05 2016 37-2012.00 Housekeepe	Revie	History History
Strengths/Support Interferes: Job Search/ Readiness	Education/ Wor Training Placeme		Click & Comment Life Skills
1 2 of 2 Act Unsubsidized Emp Self-Employment	ivity H15/Wk Star loyment 9 2/19/3 8 - 0/15/3	2016	End date Outcome
DO: IMS: GB1 RE Enter-PF1PF2	RK MODE: C RPTGRP: PORTING GROUP: PF3PF4PF5PF6 Exit Print Goal Hour:		

Manually enter the correct number of self-employment hours on the participant's FDP.

Example: In the above screen shots, the participant worked 9 hours per week at an unsubsidized job. CASE D TIME F10 showed a total of 17 hours of unsubsidized employment. 17-9 = 8. This means the participant was being credited with an additional 8 hours per week from their self-employment income.