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 VT minimum wage. 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 self-employment until their self-employment has been officially entered into ACCESS. Only hours that show on the CASE/D/TIME F10 screen will count.

```
                    +--------------Federal Requirements---------------+
                 *  |_    Average Weekly Hours being reported to Feds |    )
The Work Requireme |        for 04/2010                ALLISON        |
CSP/WKEX cannot ex |     **Core Activities**        Verifd  chd       |
There are 2 RUFA  ||  Unsubs Employment..........=    2               |
ALLISON has 27 mon |  Subs Priv 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
- ---------------- |  Voc Ed Training............=                    |  ---
                1  |    **Non Core Activities**                       |
                1  |  Job Skills Trning rltd emp.=                    |
_                  |  Educ related to Emp/no HS..=                    |
_                  |  School Attendance/no HS....=                    |
_                  |  Deemed Hours...............=                    |
_                  |  ***** Total core hours.....=    2               |
_                  |        Total non core hours.=                    |
_                  |        Total countable hours=    2               |
USER:     FNX: CAS |  Meeting Fed Work Requirements: N                |
DO:    IMS: GA1 RPT +---------------------------------------------------+        3
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.

```
                  +-----------------Federal Requirements------------------+
                  |_    Average weekly Hours being reported to Feds    |    )
JENNIFER L W      |       for 05/2016          JENNIFER     GEORGE      |
with GEORGE       |    **Core Activities**     Verifd Schd  Verifd Schd |
The Work Req      | Unsubs Employment..........=      15          15    |
CSP/WKEX can      | Subs Priv Employment.......=                        |
There are 4       | Subs Public Employment     =                        |
JENNIFER has      | Work Experience............=                        |
                  | OJT - On Job Training......=                        |
'X' TO VIEW       | Job Search & Job Readiness =                        |  =HELP
X         NAME    | Community Service Programs =                        |  AGE
- ----------      | Voc Ed Training............=                        |  ---
_ JENNIFER        |    **Non Core Activities**                          |
_ GEORGE          | Job Skills Trning rltd emp.=                        |
_                 | Educ related to Emp/no HS..=                        |
_                 | School Attendance/no HS....=                        |
_                 | Deemed Hours...............=                        |
_                 | ***** Total core hours.....=      15          15    |
_                 |        Total non core hours.=                       |
                  |        Total countable hours=     15          15    |
USER:      FN     | RA Meeting Fed Work Requirmts-Overall: Y Two Par:  |
DO:    IMS: G +------------------------------------------------------+        3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
               EXIT            EHRS  EMPL              WORK   CLCK   JSER
```

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 [Entering Earned Income Other than Typical Unsubsidized Employment in ACCESS](#) (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
|  _ Corrections Work Crew                        | cial Status: Active
|  X CSP Community Service Program                | : EP   12/01/2015
|  _ CSP2 Community Service Program 2             | cipation Code: 04 FP
|  _ CSP3 Community Service Placement 3           | iew Date: __ __ ____
|  _ Internship                                   |
|  _ Learning Together as Work Experience         | SM   Activty Matrix
|  _ OJT - On the Job Training                    |      History History
|  _ Parenting Childcare                          | *********************
|  X Self Employment                              |  Habits        Click &
|  _ Subsidized Private Employment                |                Comment
|  _ Subsidized Public Employment                 |
|  _ Unsubsidized Employment                      |      Life Skills
|  _ VISTA/AmeriCorps                             |
|  _ Work Study                                   |
|  _ WIA Workforce Investment Act (Adult/Minor Parent) | ct End date  Outcome
|  _ WIA Workforce Investment Act (Youth)         |  __ __ ____        P
|  _ WKEX Work Experience                         |  __ __ ____        _
|  _ WKX2 Work Experience 2                       |
+--------------------------------------------------------+ 4 16 COMMAND: _____
DO:    IMS:     REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Quit  Retrn Exit               Hours PB    PF        St/Sp Intrf
```

Place an "X" next to Self-Employment.

```
            JOB INCOME          QUESTION 22 ( JINC . 01 )
                               LAST UPDATED: 04/28/16 09:51 BY 203 : ASPAFA

Social Security #:            Work Requirement:    hours          Group: 3
NAME OF PERSON                PROJECTED                   COUNTABLE
WITH JOB INCOME               MTG/NOT MTG                    CODE
                                   N           Self Employment
                                        Related Interfere (use PF11 to enter
Elig Specialist:    FINANCIAL                        if applicable)
Case Manager:
                       ***** EMPLOY                     MM DD CCYY
TOTAL HRS      MEETS WORK             Start Date:........ 10 01 2015
PER WEEK       REQUIREMENT            Target Completion:. 06 30 2016
   2                N                 Scheduled Hours/Wk: 2
                   PROJECTED     P1   Support Svs:
START DATE      END DATE
01 19 2016
* EITC AMOUNT *    FOLLOWUP
$$$$$ cc       DATE   STATUS             EMPLOYER NAME/PHONE
00000 00                                 SALVATION ARMY
                                         ( 090 )  524 6605
USER:    FNX: WORK MODE: C RPTGRP:       PERIOD: 04 16 COMMAND:
DO:    IMS:    REPORTING ADULT:                                      3
```

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          *** FAMILY DEVELOPMENT PLAN ***              ASQWOHF1
Participant:                    SSN:            Financial Status: Active
Phone#:                                         Phase: EP  12/01/2015
                                                Participation Code: 04 FP
Date FDP Signed:  04 26 2016                       Review Date: __ __ ____
Employment Goal:  51-2099.99 Assembler (Misc)_____
Case Manager:                                   +----+ +------+ +------+
Location:                                       |FSM | |Activty||Matrix|
                                                +----+ |History||History|
+-------------------------------Hours for 04/2016------------------------------+
|          ********** Verified *********   ********* Scheduled ********* |
| Week Ending: 04/02 04/09 04/16 04/23 04/30   04/02 04/09 04/16 04/23 04/30 |
| Employment Te  __    __    __    __    01      __    __    __    __    __ |
|      Excused                           __                                 |
|      Holiday   __    __    __    __    __                                 |
| Self Employme  __    __    __    __    __      02                         |
| Mental Health                                  __    __    __    __    __ |
| Substance Abu  __    __    __    __    __      __    __    __    __    __ |
| Other Activit  __    __    __    __    __      __    __    __    __    __ |
+------------------------------------------------------------------------------+
 USER: 310 FNX: WORK MODE: C RPTGRP:          PERIOD: 04 16 COMMAND: _____
 DO: A IMS: GA1 REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Quit  Retrn Exit  Print Goal  Hours PgBk  PgFd  CMH   St/Sp Intrf C&C
```

Do NOT verify weekly self-employment "attendance" and do NOT 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                        ASP1VA0
 PERIOD:  04 16 VER:  4 OF  4               PERIOD:   4 16 VER:  3
 PROC: 04 26 16  15:11                      PROC: 04 04 16   11:51
 NET SELF EMPLOY INCOME:   $    70.00         $    70.00
 GROSS EARNED INCOME:     +$                 +$
 WORK EXPENSES:           -$                 -$
 EARNED INCOME DISREGARD: -$    70.00        -$    70.00
 DAY CARE EXPENSES:       -$                 -$
 UNEARNED INCOME:         +$                 +$
 RUFA Income:             =$                 =$
 BASIC NEED STANDARD:      $   680.00  FOR: 2  $   680.00  FOR: 2
 SHELTER EXPENSES:        +$   400.00        +$   400.00
 TOTAL NEEDS:             =$  1080.00        =$  1080.00
 PAYMENT STANDARD: 49.6%   $   535.68         $   535.68
 REACH UP Sanction Amt:   -$    75.00        -$    75.00
 RUFA Grant:              =$   460.00        =$   460.00
 RECOUPMENT:              -$                 -$
 RUFA Grant Less Recoup:  =$   460.00        =$   460.00
 Parent Share Offset Amt: -$                 -$
 RUFA Reduced Grant Amt:  =$   460.00        =$   460.00
 INCOME TEST: GROSS: PASSED    NET: PASSED  GROSS: PASSED  NET: PASSED
 USER:     FNX: ELIG MODE: D RPTGRP:        PERIOD: 04 16 COMMAND: _
 DO:   IMS:     RPTGRP NAME:                            PANEL: 3      3
```

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

On the RUFA budget, "Net Self Employ Income" will provide the amount of self-employment 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.

```
                   +---------------Federal Requirements--------------+    )
               * |_    Average Weekly Hours being reported to Feds |
The Work Requireme |                                    ALLISON     |
CSP/WKEX cannot ex |     **Core Activities**         Verifd  Schd    |
There are 2 RUFA   |  Unsubs Employment..........=    2              |
ALLISON has 27 mon |                                                 |
                   | 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
- ---------------- - | Voc Ed Training............=                  |  ---
               1 |    **Non Core Activities**                        |
               1 | Job Skills Trning rltd emp.=                      |
                 | Educ related to Emp/no HS..=                      |
                 | School Attendance/no HS....=                      |
                 | Deemed Hours...............=                      |
                 | ***** Total core hours.....=    2                 |
                 |         Total non core hours.=                    |
                 |         Total countable hours=   2                |
USER:      FNX: CAS | Meeting Fed Work Requirements: N               |
DO:    IMS: GA1 RPT +------------------------------------------------+      3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                 EXIT          EHRS  EMPL              WORK  CLCK  JSER
```

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 self-employment, 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 |    )
The Work Requireme |                              ALLISON       |
CSP/WKEX cannot ex |  **Core Activities**        Verifd chd      |
There are 2 RUFA   |  Unsubs Employment.........= 17             |
ALLISON has 27 mon |  Subs Priv 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
- --------------- - |  Voc Ed Training............=              | ---
        1 |  **Non Core Activities**                    |
        1 |  Job Skills Trning rltd emp.=                |
          |  Educ related to Emp/no HS..=                |
          |  School Attendance/no HS....=                |
          |  Deemed Hours...............=                |
          |  ***** Total core hours.....=   2            |
          |        Total non core hours.=                |
          |        Total countable hours=   2            |
USER:    FNX: CAS | Meeting Fed Work Requirements: N            |
DO:   IMS: GA1 RPT +------------------------------------------------+     3
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.

```
                *** FAMILY DEVELOPMENT PLAN ***                    ASQWOHF1
Participant:                    SSN:              Financial Status: Active
Phone#:                                           Phase: EP  10/01/2014
                                                  Participation Code: 02 NE
Date FDP Signed:  04 05 2016                         Review Date: __ __ ____
Employment Goal:  37-2012.00 Housekeeper_____
Case Manager:                                   FSM  Activty Matrix
Location:                                            History History
*************************************************************************
Strengths/Supports:                                      Click &
Interferes:                                              Ccmment

     Job Search/    Education/      Work         Cther       Life Skills
     Readiness      Training     Placements   Activities

1/2 of 2      Activity   Hrs Wk   Start      Target    Act End date  Outcome
Unsubsidized Employment  9       02/19/2016                           P
                                             ___          __ __ ____  P

USER:     FNX: WORK MODE: C RPTGRP:         PERIOD:        COMMAND: _____
DO:    IMS: GB1 REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Quit  Retrn Exit  Print Goal  Hours PgBk  PgFd  CMH   St/Sp Intrf C&C
```

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.

```
                    *** FAMILY DEVELOPMENT PLAN ***                ASQWOHF1
Participant:                    SSN:              Financial Status: Active
Phone#:                                           Phase: EP  10/01/2014
                                                  Participation Code: 02 NE
Date FDP Signed:  04 05 2016                         Review Date: __ __ ____
Employment Goal:  37-2012.00 Housekeeper_____
Case Manager:                                    FSM  Activty Matrix
Location:                                             History History
*************************************************************************
Strengths/Supports:                                              Click &
Interferes:                                                      Comment

    Job Search/     Education/      Work        Other      Life Skills
    Readiness       Training    Placements    Activities

  1 2 of 2      Activity    Hrs/Wk    Start    Target   Act End date  Outcome
  Unsubsidized Employment   9 _    2/19/2016    __ __ ____    P
  Self-Employment           8 -    0/15/2015  10/14/2016  __ __ ____    P

  USER:       FNX:  WORK MODE: C RPTGRP:         PERIOD:      COMMAND: _____
  DO:    IMS: GB1 REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Quit  Retrn Exit  Print Goal  Hours PgBk  PgFd  CMH   St/Sp Intrf C&C
```

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.