P-2335 VERIFICATION AND DOCUMENTATION OF COUNTABLE ACTIVITIES (B21-02)

Hours that are entered into ACCESS are reported to the federal government to use in the calculation of Vermont's WPR (see Reach Up Services WPR procedure 2315). If work participation hours have been entered in ACCESS, they must be verified, and documentation must be there to support them.

Each year there is an independent audit of the Reach Up program, and part of that audit is verifying that adequate documentation of countable activities that are entered into ACCESS has been collected.

Entering hours into ACCESS

Participant hours must be entered into the WORK panel (F6) or a JINC (Job Income) panel in ACCESS by the 12th of the following month.

Case Managers are responsible for entering participant hours (including CSP/WKEX, Job Search, Educational Activity etc.).

Only enter hours when verification is received.

Hours are rounded by weekly total—do not round each day

- 0.5 and above is rounded up
- 0.4 and below is rounded down

If information is missing from JINC, the hours may not pull through for the WPR.

Federal Calendar

The Federal Calendar determines which days count in the month. It is different than a typical calendar. See [Federal Calendar and Holiday Lists](#).

The Federal Calendar month starts on the first Saturday of the month and will count all days of that week preceding the Saturday, even if they were in the prior month.

Example: The first Saturday of October 2020 is 10/3/20. All hours entered in the week from Sunday 9/27/20 to Saturday will count for the month of October.

Excused absences and holidays (Reach Up Services rule 2343.6)

The use of excused absences and holidays is allowed for all countable unpaid activities. Excused absence and holiday hours are calculated by the hour.

For participants involved in more than one unpaid activity, excused absences and holidays must be documented by the activity as well as by the hour and entered accordingly on ACCESS.

Example: if a participant was scheduled to attend a CSP and vocational training on an approved holiday, the hours will need be documented on each activity separately.

Documentation for excused absence and holiday hours

Excused absences and holiday hours should always be documented in a participant's case notes.

Other documentation may include:

- Excused Absence Log for Case Management file (640EA-CM)
- Participant Excused Absence Log (640EA-P)
- Student Education Report (642ED)
- Participant Attendance Report (625AR)

Excused absences

Participants are allowed a maximum of 16 hour per month of excused absence time based on the Federal Calendar, and a total of 80 hours in a rolling 12-month period.

Once the rolling 12-month period begins, all excused absences in the prior 12 months will be counted, even if the case has closed and re-opened.

If a participant reaches their maximum monthly and/or yearly limits, their excused absences will no longer count towards the WPR. Participants may still be excused from their activity, but they will not get credit for those hours.

Excused absence hours should correspond to the number of hours the participant has been absent on a day they were scheduled to participate in a countable unpaid activity.

Example: if a participant left one hour early – use one hour of EA.

Reasons for using excused absences should be clearly documented in case notes. Whenever possible, excused absences should be approved in advance by a Reach Up team member.

Making up hours instead of using excused absence hours

Participants have the option of making up missed hours provided they do so in the same Federal Calendar month.

When a participant knows in advance they will need to be absent, they may also plan ahead and "bank" hours, as long as they do so in the same Federal Calendar month.

Both of these options should be discussed with a Reach Up team member as soon as possible.

Holidays

Only certain holidays are allowed to count for holiday hours. The following is a list of typical federal and Vermont state holidays that are usually allowed each year. The day of week and date will vary depending on the calendar.

Sample of Approved Federal Holidays

Holiday	Day of Week	Date	Federal Calendar Month
New Year's Day	Friday	January 1	January
Martin Luther King Jr. Day	Monday	January 18	January
President's Day	Monday	February 15	February
Town Meeting Day	Tuesday	March 2	March
Memorial Day	Monday	May 31	June
Independence Day	Sunday	July 4	July
Labor Day	Monday	September 6	September
Veterans Day	Thursday	November 11	November
Thanksgiving Day	Thursday	November 25	November
Christmas Day	Saturday	December 25	December

The number of hours a participant will receive for a holiday should not exceed the number of hours they were scheduled to be in attendance for that day.

Example: If a participant was scheduled to be at a work site for 3 hours, and it is an "approved" holiday, count 3 hours as holiday time used.

Observed holidays

Participants are awarded holiday time on the day the placement closes for the observed holiday. If a holiday falls on a weekend and the worksite is closed on the observed day instead the participant would be able to use holiday time.

If the holiday falls on a weekend and the worksite does not observe the holiday on a different day, the participant only gets the actual holiday itself if they were scheduled to work on that day.

Participants can only receive holiday hours on either the holiday itself, or the observed holiday, not both.

Participant completes hours on day of holiday they were scheduled

If a participant completes hours on a holiday they are awarded double time.

Example: Participant is scheduled to complete hours on a Wednesday, which is New Year's Day, and an approved holiday. The participant could choose to work on the holiday and get credit for holiday hours and their verified scheduled hours (essentially double time).

Case Manager Support

For more information on what type of verification is needed for countable Activities, see the [Verification Documentation Desk Aid](#).

See the Federal Calendar and Holiday list found on the SharePoint page [Federal Calendar and Holiday Lists](#) for the annually updated information.

Confirming hours after they are entered

```
                    +---------------Federal Requirements----------------+
03/04/19 13: |_      Average Weekly Hours being reported to Feds      |   )
The Work Req |          for 03/2019        Parent 1        Parent 2    |
CSP/WKEX can |      **Core Activities**    Verifd Schd   Verird Schd   |
There are 3  |  Unsubs Employment...........=                         |
     A has 5 |  Subs Priv Employment.......=                          |
             |  Subs Public Employment.....=                          |
             |  Work Experience............=                          |
             |  OJT - On Job Training......=                          |
'X' TO VIEW  |  Job Search & Job Readiness =                          | =HELP
X      NAME  |  Community Service Programs =    6    12     6    12    |  AGE
- ---------- |  Voc Ed Training............=    5     5                |  ---
    P WOO |       **Non Core Activities**                          |
 _      W O |  Job Skills Trning rltd emp.=                          |
 _    N M |  Educ related to Emp/no HS..=                          |
 _           |  School Attendance/no HS....=                          |
 _           |  Deemed Hours...............=                          |
 _           |  ***** Total core hours.....=   11    17     6    12    |
 _           |        Total non core hours.=                          |
 _           |        Total countable hours=   11    17     6    12    |
USER: 310 FN |                                                        |
DO: Z IMS: 3 +-------------- ----- ---------------------------------+        3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
             EXIT           EHRS  EMPL              WORK  CLCK  JSER
```

Enter CASE D TIME and then press F10 to show the following:

- Hours that are scheduled
- Hours that have been entered as verified for each category of activities
- Total number of hours entered for each participant (core and non core)

Problem with hours sticking in ACCESS

If there is a problem with verified hours remaining visible in ACCESS (also known as "sticking"), contact COPS (AHS.DCFESDCOPS@vermont.gov) as early as possible, so it can try be fixed in time.

Excused hours in CASE D TIME

```
05/24/16 14:34    *** WORK REQUIREMENTS AND TIME LIMITS ***    ( ASQEBI  )
The Work Requirement for this family is: 20 hours.
CSP/WKEX cannot exceed 20 hours per week.
There are 4 RUFA members in this household.
TONYA has 76 months of countable RUFA benefits through May 2016


'X' TO VIEW WORK REQUIREMENTS, 'H' FOR HISTORY            <SHFT+PF12>=HELP
X     NAME       M/RL     SSN      AGE X      NAME       ROLE    SSN      AGE
- ------------- ----  ----------- --- - -------------- ----  ----------- ---
_  TONYA          1/01               _                         - -
   _               1/05               _                         - -
   _               1/05               _                         - -
   _               1/05               _                         - -
   _                      - -         _                         - -
   _                      - -         _                         - -
   _                      - -         _                         - -
                         - -         _                         - -
USER:      FNX: CASE MODE: D RPTGRP:            PERIOD: 06 16 COMMAND:
DO:   IMS:      RPTGRP NAME: TONYA                                      3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  EXIT       EHRS  EMPL               WORK  CLCK  JSER
```

Excused absence (EA) hours are tracked in ACCESS. CASE/D/Time F5 will display 12 months of Excused Absence hours. From CASE D TIME, press F5 to get the calendar of excused hours to open.

```
+-------------------------------Excused Hours-----------------------------+
|_           Excused Hours for                              06/2016  |
|    Week      Hours     Week      Hours     Week      Hours     Week      Hours  |
|   Ending  Exc Tot   Ending  Exc Tot   Ending  Exc Tot   Ending  Exc Tot  |
|  07/04/15            10/03/15           01/02/16           04/02/16   5      |
|  07/11/15            10/10/15           01/09/16           04/09/16          |
|  07/18/15            10/17/15           01/16/16           04/16/16          |
|  07/25/15            10/24/15           01/23/16           04/23/16          |
|  08/01/15            10/31/15           01/30/16           04/30/16   5      |
|  08/08/15            11/07/15           02/06/16           05/07/16   1      |
|  08/15/15            11/14/15           02/13/16           05/14/16          |
|  08/22/15            11/21/15           02/20/16           05/21/16          |
|  08/29/15            11/28/15           02/27/16           05/28/16   1      |
|  09/05/15            12/05/15           03/05/16           06/04/16          |
|  09/12/15            12/12/15           03/12/16           06/11/16          |
|  09/19/15            12/19/15           03/19/16           06/18/16          |
|  09/26/15            12/26/15           03/26/16           06/25/16          |
|                                              Excused Hours Used:   6 |
+-------------------------------------------------------------------------+
USER:      FNX: CASE MODE: D RPTGRP:            PERIOD: 06 16 COMMAND:
DO:   IMS:      RPTGRP NAME:                                            3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  EXIT       EHRS  EMPL               WORK  CLCK  JSER
```

The excused absence calendar will show the excused absences in the 12 months prior to the period that is being displayed in ACCESS. In the example above the period being displayed is June 2016.

Entering Excused Absence and Holiday's into ACCESS

A participant's Excused Absence and Approved Holiday hours are entered for a WKEX/CSP on the JINC panel by selecting F8.


```
05/24/16 15:42        EMPLOYMENT INFORMATION FOR JINC . 02            ASPAFA1

NAME:              TONYA            SSN:
                                    VERIFIED: ES     UPDATED:   20160504
                                    CM  V UPDATED:   20160523

EMPLOYER INFO: CVOEO_____
               5 LEMNAH DRIVE_____    Work Placement Type: CSP

                            Hours for 05/2016
                   ****** Verified *******        ****** Scheduled ******
     Week Ending: 05/07 05/14 05/21 05/28       05/07 05/14 05/21 05/28
     CSP2          10    00    00    00           10    10    10    10
        Excused    00    00    00    00
        Holiday    00    00    00    00

        Average Weekly Scheduled Hours: 010

DAY   PAY      SCHD HRS      HRLY WAGE    OCCUP.    INDUST.
PAID  FREQ      PER WK       $$$$$ ¢¢     CODE      CLASS.
               010                        20         5
          PF8=Hours
USER:      FNX: WORK MODE: C RPTGRP:           PERIOD: 05 16 COMMAND:
DO:    IMS:    REPORTING ADULT: TONYA
```

From WORK C, select Work Placements and go to the JINC for the correct WKEX/CSP. Press F5 to go to the 3rd JINC screen, and then press F8.

A participant's Excused Absence and Approved Holiday hours are entered for all other activities on the Work panel by selecting F6.


```
05/24/16 16:04        *** FAMILY DEVELOPMENT PLAN ***            ASQWOHF1
Participant: TONYA              SSN:            Financial Status: Active
Phone#:                                        Phase: EP  06/01/2016
                                               Participation Code: 02 NE
Date FDP Signed:  05 16 2016                     Review Date: __ __ ____
Employment Goal:  13-2011.01 Accountant_____
Case Manager:                                  FSM   Activty Matrix
Location:                                            History History
**** +-----------------------------Hours for 05/2016----------------------+
Stre |          ****** Verified *******      ****** Scheduled ****** |
Inte | Week Ending: 05/07 05/14 05/21 05/28   05/07 05/14 05/21 05/28 |
     | Job Search    __    __    __    __       09    09    09    09  |
        Excused     __    __    __    __                              |
        Holiday     __    __    __    __                              |
     | Necessary Tre __    __    __    __       01    01    01    01  |
        Excused     __    __    __    __                              |
        Holiday     __    __    __    __                              |
CSP  | Working with  __    __    __    __       01    01    01    01  |
     | Other Activit __    __    __    __       01    01    01    01  |
USER +----------------------------------------------------------------+
DO: A IMS: GA1 REPORTING GROUP: TONYA
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
```

From WORK C press F6.