


STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

FROM: 
Richard Giddings, Deputy Commissioner
Economic Services Division

BULLETIN NO.: 14-08

DATE: March 10, 2014

SUBJECT: Reach First Procedures

CHANGES ADOPTED EFFECTIVE 3/10/14

INSTRUCTIONS

- Maintain Manual - See instructions below.**
- Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance Bulletin: _____**
- Information or Instructions - Retain until _____**

MANUAL REFERENCE(S):

P2270

The purpose of this bulletin is to establish procedures for determining Reach First eligibility.

Manual Maintenance

Reach First Procedures

Remove

Nothing

Insert

P2270 A1 (B14-08)

3/10/14

Bulletin No. B14-08

P-2270 A1

P-2270 Reach First Program

A. Determining Eligibility

1. Determine if the family is:

- a. **Ineligible for Reach First** (see 2115)
 - i. Received RF payment in 12 months preceding month of application;
 - ii. Meeting the work requirement, but still financially eligible for Reach Up;
 - iii. Minor Parent;
 - iv. Received temporary housing in the current month; or
 - v. Closed RUFA within the past 30 days
- b. **Inappropriate for Reach first** (see 2116)
 - i. A single parent who wants a deferment for child under the age of 2; or
 - ii. Families who are already meeting what would become their Reach Up work requirement, but not able to be self-sufficient within four months.

If they are ineligible or inappropriate, then it is a Reach Up application.

2. If the applicant is neither ineligible nor inappropriate, determine if the family's financial situation qualifies them for Reach First (see 2114). Review the Reach Up/Reach First Enrollment Questionnaire (604) and talk with the applicant to determine the following:
- a. Can Reach First address the family's needs within the next four months? In other words, without further assistance after this time period because their needs will be met in other ways such as Unemployment Insurance or PSE. If it is unclear, then it is a Reach Up application; or
 - b. Can the family demonstrate a feasible plan to be self-sufficient by the time Reach First will have ended? (Keep in mind that by the time Reach First is granted, there will be less than 4 full months to reach the self-sufficiency goal. Use the tentative Reach First end date in your discussion.)

If the family is unable to demonstrate satisfactorily that they will not need on-going assistance beyond the 4 month Reach First period, then it is a Reach Up application.

3. If the family meets the eligibility criteria for Reach Up assistance, meets the Reach First eligibility criteria in Step 2 above and the family has a mandatory applicant (see 2117), the family must participate in Reach First.
4. If the family is financially eligible for Reach Up assistance and meets all Reach First eligibility criteria in Step 2 (see 2114), but has no mandatory applicants (see 2117), the family may choose to participate in either Reach First or Reach Up (see 2118).