

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES

**DCF**

**Department for Children and Families**



**FROM:** Sean Brown, Deputy Commissioner  
Economic Services Division

**BULLETIN NO.:** 19-10

**DATE:** 09/06/19

**SUBJECT:** Reach Up Procedures

**CHANGES ADOPTED EFFECTIVE** 10/1/19

**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):**

P-2213

The following Reach Up standards are updated effective October 1, 2019.

- Business expense for providing room and board
- Business expense for providing day care meals and snacks

**Manual Maintenance**

Significant changes are indicated by highlighting text in gray.

**Reach Up Procedure**

**Remove**

**Insert**

P-2213D (19-04)

P-2213D (19-10)

P-2213F (19-04)

P-2213F (19-10)

## P-2213 INCOME (continued)

### P-2213D Income from Providing Daycare (Reach Up rule 2274.4) (19-10)

If payment received is:

Weekly: multiply by 4.3.

Bi-monthly: multiply by 2.15.

Monthly: use **monthly** figure.

#### Meal Deductions:

A participant who is providing day care for other children in their own home can deduct the cost of meals and snacks for the children from earned income as a business expense. To receive this deduction the assistance group must report the number of children receiving meals; the number of days on which meals were provided; and the type of meals provided. Use the following standard deductions or actual documented expenses, if higher.

Breakfast	\$1.33 per day
Lunch only	\$2.49 per day
Dinner only	\$2.49 per day
Snack	\$ .74 per day

Need to know if the childcare provider is receiving a state reimbursement for food. If so, deduct the reimbursement from the expenses.

#### Other Business Expenses:

Can be counted if documented, such as a portion of the rent, toys, non-meal related supplies.

In cases that have documented non-meal related expenses, complete the following:

1. Manually calculate the total monthly meal expense using either the standard deduction table or the actual verified expenses (whichever is higher).
2. Calculate the monthly total for non-meal related expenses.
3. Add the two expenses together (meal and non-meal) and enter the total in the ACTUALS field on the DCIN panel. For these cases the entries in the meals fields will be disregarded and the amount in the ACTUALS field used.

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12/21/15 13:15 DEPENDENT CARE INCOME QUESTION 24 ( DCIN . 01 )
(LAST UPDATED: 12/21/15 13:15 | ASPAFC )

PERSON WITH INCOME          INCOME  AMOUNT      NUMBER OF MEALS PROVIDED:
FROM BABYSITTING           FREQ   $$$$$$ ¢¢  BREAKFAST LUNCH DINNER SNACKS
DIANNA M GARNER            M    1450 00    200    200    240    240

                                MONTHLY AMOUNT      MONTHLY NUMBER OF MEALS:
                                $$$$$$ $$          BREAKFAST LUNCH DINNER SNACKS
                                1450 00            200      200      240      240

COUNT RECUR              EXPENSE          ACTUAL          ***** WARNING! *****
CODE (Y-N)                EXPENSE          EXPENSES        (RUFA, MED, TCC WILL USE THE
-      Y                  FREQ   $$$$$$ $$  $$$$$$ $$      'TABLE' OR 'ACTUAL', WHICH-
                                -      -          -          EVER IS HIGHER. FS & SF WILL
COUNTABLE CODES:        -      -          -          USE 'TABLE' IF 'ACTUAL' IS
BLANK - ALL PROGRAMS
A - RUFA, RUFA-ME, TCC
F - FS
M - SSI-ME
S - SF
USER: 084 FNX: STAT MODE: C RPTGRP: 666 39 8792 PERIOD: 12 15 COMMAND: _____
DO: B IMS: SB2 REPORTING ADULT: DIANNA M GARNER

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## P-2213 INCOME (continued)

### P-2213F Room and Board Income (Reach Up rule 2274.3) (19-10)

Income from Room and Board means that the participant is renting out a room and providing meals for one cost. The income for this type of business is entered on the RBIN panel in ACCESS.

Business expenses for the cost of Room and Board are either Standard Deduction or the Actual Documented Expenses, whichever is the higher amount.

#### Standard Deduction

ACCESS Code	Type	Group Size					
		1	2	3	4	5	6+
1	Room Only	193	353	506	643	764	916
2	2/3 Board	129	237	339	431	512	614
3	Board Only	194	355	509	646	768	921
4	Room & 2/3 Board	322	590	845	1074	1276	1530
5	Room & Board	387	708	1015	1289	1532	1837

#### Actual Documented Expense

The actual documented amount of business expenses for room and/or board as long as the amount does not exceed the income received from the roomers and boarders.

#### **BPS Support**

Watch: [ACCESS Training Video's](#) on how to enter an RBIN panel.