STATE OF VERMONT
AGENCY OF HUMAN SERVICES

# DCF

## Department for Children and Families

**BULLETIN NO.:** 20-08

**FROM:** Tricia Tyo, Interim Deputy Commissioner
Economic Services Division

**DATE:** 9/29/20

**SUBJECT:** Reach Up Procedures

**CHANGES ADOPTED EFFECTIVE** ___11/01/20___

**INSTRUCTIONS**

__X__ 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-2201 | P-2202 | P-2203 | P-2210 |
| P-2213 | P-2214 | P-2215 | P-2222 |
| P-2230 | | | |

Procedures were updated to include information previously found in the RUFA Binder and a variety of staff desk aids. Some language was updated to keep up with current times, and clarification was provided around some procedures. New procedures were created for the processes around the Reach Up 18-year-old in school letter, how to count student income (financial aid) and interim reports. Changes were made to require that households be asked if they have spent their lump sum income on allowable expenses prior to closing (previously households could report this pending or post closure), as well as no longer requiring a child support authorization (form 137) to be provided by a household before approving Reach First.

### Manual Maintenance

Significant changes are indicated by highlighting text in gray.

### Reach Up Procedures

| Remove | | Insert | |
|---|---|---|---|
| P-2201G | (19-04) | P-2201G | (20-08) |
| P-2202A | (19-04) | P-2202A | (20-08) |

| Remove (con't) | | | Insert (con't) | |
|---|---|---|---|---|
| P-2202B | (19-04) | | P-2202B | (20-08) |
| P-2203B | (19-04) | | P-2203B | (20-08) |
| P-2210A | (19-04) | | P-2210A | (20-08) |
| P-2210D | (19-04) | | P-2210D | (20-08) |
| Nothing | | | P-2210I | (20-08) |
| P-2213 | (19-04) | | P-2213 | (20-08) |
| P-2213A | (19-04) | | P-2213A | (20-08) |
| P-2213C | (19-04) | | P-2213C | (20-08) |
| P-2213E | (19-04) | | P-2213E | (20-08) |
| P-2213G | (19-04) | | P-2213G | (20-08) |
| Nothing | | | P-2213H | (20-08) |
| P-2214A | (19-04) | | P-2214A | (20-08) |
| P-2215A | (20-02) | | P-2215A | (20-08) |
| P-2215D | (19-04) | | P-2215D | (20-08) |
| Nothing | | | P-2222 | (20-08) |
| P-2230A | (20-02) | | P-2230A | (20-08) |

# P-2201 APPLICATION (continued)

## P-2201G Application Decisions (Reach Up rule 2216) (20-08)

### Approval

Provide eligible households the opportunity to receive benefits as soon as possible, but no later than 30-calendar days from the application date.

Issue a combined benefit when the household:

- applies after the 15<sup>th</sup> of the month, and
- is found eligible for the initial month and the following month.

### Denial

Deny the application as soon as possible, but no later than 30-calendar days from the application date for households found ineligible for benefits.

Households <u>must</u> file a new ESD 202 if they wish to receive benefits. Since a signed signature page is considered an application, households can choose to submit a new signed first page of the application, and request that the rest of the information be taken from a previously submitted and acted upon application available in OnBase if the information is still accurate. There is no time limit to how long a previously submitted application can be used, as long as a new signature page is provided.

### BPS Support

Before approving eligibility make sure information entered for the current month is carrying forward into future months.

Enter the correct withdrawal or denial code on the STAT C STAT panel. Non-coop codes are used for non-cooperation. These codes will go away after a set period of time. When a new application is entered for a previously closed case these codes will be gone and will not cause an automatic denial.

Use "N" for not providing verification and "I" for not completing an interview.

## STAT C STAT—Withdrawal Codes and Non-Coop Codes

```
 01/14/16 14:36          STAT HEADER ( STAT )
                                 (LAST UPDATED: 01/12/16 00:00 ¦ ASPACA   )
 EB DISCOVERY: 00 00 0000                        RECEIPT DATE: 12 31 2015
 FS RECEIPT: 01 14 2015 TYPE I        FS INTERVIEW DATE: 01 16 2015 METHOD T
 VERIF STATUS     REVIEW      EXPEDITED   WITHDRAWAL CODE      >30 DAYS CD
 RUFA   FS   SF      FREQ       FS REASON    RUFA FS SF EP PSE    RUFA   FS
  V     V    V        12                     ▬  ─  ─  ─  ─
 +----------------------------------------------------------+
 |                                                          |   NON-COOP CODE
 | WITHDRAW CODE                           AS0D31M6        |N  RUFA   FS   SF
 | RUFA   FS    SF    EP                                     |   ▬   ─    ─
 | ------------------                                        |
 | BLANK   NOT WITHDRAWN.                                    | PSE        SCHOOL
 |   V     VOLUNTARILY WITHDRAWN.  ACCESS WILL CLOSE OR DENY.|OSURE CD   MEALS
 |   D     DUPLICATE ELIGIBILITY.  ACCESS WILL CLOSE OR DENY.|
 |   E     NO SPOUSE/EP IN HH.     ACCESS WILL CLOSE OR DENY.|
 |   S     SPOUSE/EP ON RUFA/SSI.  ACCESS WILL CLOSE OR DENY.|
 +----------------------------------------------------------+
 +--------------------------------------------------------------+  SF
 | NON-COOP CODE - RUFA                        AS0DCACB        |LO      2014
 | ------------------                                          |03 13 2013
 | BLANK  Cooperating.                                         |
 |   S    Refused to pursue other sources of income or resources.|):
 |   N    Refused or failed to provide information.           |         ___
 |   Q    Refused to provide information to Quality Control.   |          3
 |   I    Failed or refused to be interviewed or complete review |
 |   X    On strike.                                          |
 |   E    Refusal of UP to participate in employment search.  |
 | NOTE:  All non-blank codes will result in RUFA closure/denial. |
 |        Valid non cooperation codes for Reach Ahead are      |
 |        N and I.                                             |
 +--------------------------------------------------------------+
```

## Verification Status

```
07/17/20 13:59         STAT HEADER ( STAT )
                               (LAST UPDATED: 06/0
EB DISCOVERY: 00 00 0000                         F
FS RECEIPT: 09 18 2019 TYPE R         FS INTERVIEW DA
VERIF STATUS     REVIEW      EXPEDITED   WITHDRAWAL CODE
RUFA   FS   SF      FREQ       FS REASON    RUFA FS SF F
V      V            12
+------------------------------------------------+
|                                                |
| VERIFICATION STATUS            AS0DCACE         |
| RUFA                                           |
| ----------                                     |
| Q   QUESTIONABLE (Verification has been requested). |
|     Creates edit that inhibits eligibility.    |
| V   VERIFIED.  Eligibility will be processed.  |
| R   REFUSED.  Processing will either close or deny. |
| F   FAILED.  Processing will either close or deny. |
| N   NON-COMPLIANCE 60 mos. Processing will deny. |
| T   60 mo. requirements not yet met.           |
+------------------------------------------------+
```

Do not use the codes of R or F in the VERIF STATUS fields, unless the case is being denied for not meeting Time Limit requirements (see Reach Up procedure 2202A about time limits and initial applications). When a new APPL date is entered for a case that has an old 'VERIF STATUS' code of R or F on the STAT panel the application is automatically denied.

# P-2202 TIME LIMITS (continued)

## P-2202A Initial Application (Reach Up rules 2238.2) (20-08)

### Screening Requirements

Screen the ESD 202 and ACCESS to find out how many countable, cumulative months the applicant has received. If it is a 2-parent family, the name and number will appear for the parent with the greater number of months.

Inform the household of the number of months of Reach Up they have received if they have 60 months or more, or if they ask for this information.

Confirm that the household is not currently ineligible due to a two-month break in benefits.

### Interview

Complete the interview with the household. Explain that benefits cannot be granted until:

- all required paperwork and verification is received; and
- the household has met with a Reach Up case manager; and
- the household has met the family work requirement with a Community Service Placement, employment, or other countable activities (or a combination) for two consecutive weeks, but no later than the 30th day following the date of application (unless the processing date is extended due to department delay or good cause); **or**
- the household has provided verification of a deferment and meets the criteria for the deferment.

Explain that if households are granted Reach Up and do not comply with Reach Up Services (case management) requirements and do not have a good cause reason for not complying, the household will not be eligible for benefits for two months (called a two-month break in benefits). See Reach Up Services procedures [2349A](#) and [2349B](#) for more details about Time Limit requirements.

### Out of State TANF Months

Verify financial assistance received in other states if the Household says they moved to VT in the last 12 months and/or has received financial assistance from any other state since October 1996.

# Case Manager Appointment

Benefits cannot be approved until the household has met with a case manager.

Appointments are scheduled in the district office where the household resides, unless another office is requested. Use the District 60+ Month Calendar to find an agreeable time. An appointment must be offered within 3 business days of completing the interview but can take place later if the household requests.

Provide the household with the appointment information verbally and enter appointment information in CATN.  A reminder can be sent using a blank notice in ACCESS or an appointment reminder (form 202APPT) if in office, but this is not required.

### Missed Case Manager Appointment

If someone does not show up for their scheduled meeting, the case manager will call the household to see if they would like to reschedule. If all other necessary verification is received, the application would pend for 30 days and then could be denied.

# Two Week Period of Compliance

### Approval

If above conditions are met the Reach Up case manager will send an email to the District Management Team and Reach Up grant will be approved.

### Denial

If above conditions have not been met by 30 days from the date of application (unless there is a department delay or good cause), the Reach Up case manager will send an email to the District Management Team and Reach Up grant be denied.

# BPS Support

### Entering SPEC C CLOCK

See the ACCESS Eligibility Training video: CLOCK- Viewing and Entering Months

**SPEC C CLOCK F10** (Shows individual participant's months—in a 2-parent household each participant will have their own clock)

Shows # of countable months

```
           SSN:  666454585          NAME:   JENNIFER    R SANTINO

  TANF Months:    30    Total Months:   67   Vermont Countable Months:    56

      Period             Funding      Participation   Minor      Countable
                         Stream    Other
      2007 03              T                    02                    Y
      2007 04              T                    02                    Y
      2007 05              T           $
      2008 01              T                    02                    Y
      2008 02              T         Med        33                    N
      2008 03              T                    02                    Y
      2008 04              T         Med        34                    N
      2008 05              T         Med        34                    N
      2008 06              T         Med        34                    N
      2008 07              S                    02                    Y
      2008 08              S                    02                    Y
      2008 09              S                    02                    Y
      2008 10              T         Med        34                    N
      2008 11              T         Med        34                    N
      2008 12              S         Med        34                    N

   PF7-Previous      PF8-Next                              / EXIT :
```

"Countable" column shows if a month was countable or not. Blank months aren't countable.

"Other" column shows why a code is non-countable.

| "Other" Column Abbreviation | Meaning |
|---|---|
| CLK | There is a PERS HIST entry; but no CLOCK entry; no eligibility for the month; and no grant, or under $10 for the month. |
| MP | Minor Parent |
| $ | The Reach Up grant was less than $10 |
| Baby | Young child deferment (no more than 12 of these months can be non-countable) |
| Medical | Medical deferment |
| Fam | Needed in the home deferment |
| DV | Domestic Violence deferment |

**CASE D TIME** (shows household's months—based on parent that has more months)

```
01/28/16 10:30   *** WORK REQUIREMENTS AND TIME LIMITS ***    ( ASQEBI   )
The Work Requirement for this family is: 30 hours.
CSP/WKEX cannot exceed 11 hours per week.
There are 3 RUFA members in this household.
RACHEL has 66 months of countable RUFA benefits through December 2015


'X' TO VIEW WORK REQUIREMENTS, 'H' FOR HISTORY              <SHFT+PF12>=HELP
X        NAME        M/RL     SSN      AGE X      NAME      ROLE    SSN      AGE
- -------------- ---- ----------- --- - -------------- ---- ----------- ---
_  RACHEL E MENDL 1/01 666-74-8505  28  _                       -  -
_  JASON F POWERS  1/05 666-66-6666  12  _                       -  -
_  ALEXANDER L PO  1/05 666-78-9846  09  _                       -  -
_                       -  -          _                       -  -
_                       -  -          _                       -  -
_                       -  -          _                       -  -
_                       -  -          _                       -  -
USER: 084 FNX: CASE MODE: D RPTGRP: 666 74 8505 PERIOD: 01 16 COMMAND:
DO: L IMS: GL1 RPTGRP NAME: RACHEL E MENDLESON                         3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                EXIT         EHRS  EMPL                WORK  CLCK  JSER
```

**STAT C STAT**

```
04/30/14 17:49           STAT HEADER ( STAT )
                            (LAST UPDATED: 03/01/14 01:25 ¦ ASPACA   )
                                    RECEIPT DATE: 07 10 2013

VERIF STATUS      REVIEW     EXPEDITED     WITHD                    >30 DAYS CD
RUFA   FS  SF     FREQ       FS REASON     RU    Shift F12 to get    RUFA   FS
T                  12                            to the "help"
+----------------------------------------       screen
|                                                          D   NON-COOP CODE
| VERIFICATION STATUS              AS0DCACE             RSN  RUFA  FS   SF
| RUFA
| ----------
| Q   QUESTIONABLE (Verification has been requested). |              CHOOL
|     Creates edit that inhibits eligibility.         |    Verif Status   EALS
| V   VERIFIED.  Eligibility will be processed.       |
| R   REFUSED.  Processing will either close or deny. |   N – denial
| F   FAILED.  Processing will either close or deny.  |   T – defaults to
| N   NON-COMPLIANCE 60 mos. Processing will deny.    |   "T" in month of
| T   60 mo. requirements not yet met.                |   application     014
+----------------------------------------------------+

USER: 701 FNX: STAT MODE: C RPTGRP:          PERIOD: 04 14 COMMAND:
DO: Z IMS: D1Z REPORTING ADULT:                                        3
```

When an applicant has over 60 countable months, ACCESS automatically puts a "T" on the "Verif Status" field of the STAT panel. This "T" will prevent the case from being approved.

After finding out if the applicant has met the two-week requirements or not, go into STAT and update the "Verif Status" field to the following:

- "V" if they have met two-week requirements; or
- "N" if they have not complied and if 30 days has passed from the day of application.



If "N" is entered and it is before adverse action, case should automatically deny. Check CASE D to make sure. If the case has not been denied, turn the case around with STAT C TRANS and check CASE D again. If the "N" is entered after adverse action, go into ELIG C RUFA to approve denial

*STAT edits*

```
04/30/14 18:13          *** EDIT SUMMARY PANEL ***              ASPAB2

*PANEL*  CODE                              PROCESSED: 04-23-14 18:56
MEMB.02  DA14 RUFA Member Code Is Missing.
         DAD0 All Deprived Children And Siblings Of Other Deprived Children
              Must Request RUFA And Have A RUFA Member Code.
MEMB.01  DA79 A Member has received at least 60 countable months of Reach
              Up. When able to work, grant cannot be approved until at
              Least two weeks from date of application




                                                This edit prevents approval for two
                                                weeks from the date of application
                                                if applicant is able to work.   If
                                                applicant is not able to work, case
                                                manager will enter a deferment
   USER: 701 FNX: ST.                      RIOD: 04 14 COMMAND:
                                                code, which will eliminate the edit,
   DO: Z IMS: D1Z RE                            and notify eligibility that it is okay    3
                                                to approve case.
Connected to 159.105.21.130 port 23                              23/73   NUM      18:13 IBM-3278-2
```

***Approving case without two-week delay***

Occasionally a household who has received more than 60 countable months, applies for Reach Up and the application needs to be approved without waiting the initial two weeks. Ask a Reach Up Supervisor or case manager to change the adult household members' participation codes to a deferment code (code 33, 34 or 38) on WORK C. ACCESS will now allow the eligibility to be approved.

After the household is approved, the deferment code can be switched back to the correct code by the supervisor or case manager.

***Adding district 60 month appointment calendars to Outlook calendar***

Open Outlook Calendar.
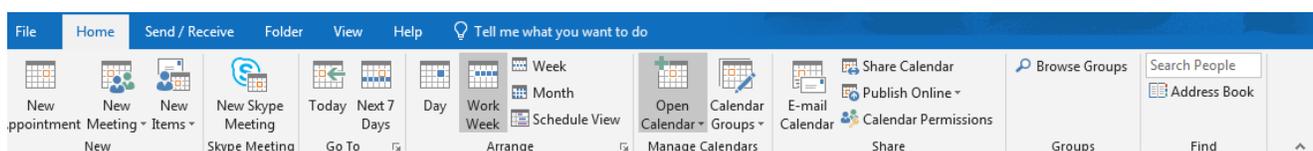


In Calendar view, click "Open Calendar" in the ribbon.
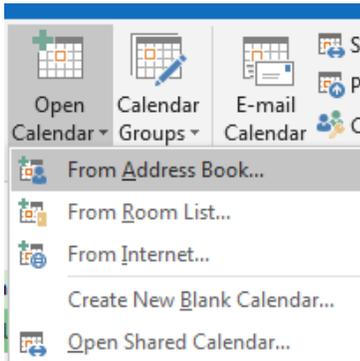
Select "From Address Book".

The Address Book will list all calendars in the Global Address List (GAL).

In the Search field, type the names from below to find each district's 60 Month Appt Calendars.

AHS - DCF ESD STAL 60 Month     ←This is St Alban's Calendar
AHS - DCF ESD BURL 60 Month     ←This is Burlington's Calendar
AHS - DCF ESD HRFR 60 Month     ←This is Hartford's Calendar
AHS - DCF ESD STBY 60 Month     ←This is St Johnsbury's Calendar
AHS - DCF ESD BRBO 60 Month     ←This is Brattleboro's Calendar
AHS - DCF ESD BARR 60 Month     ←This is Barre's Calendar
AHS - DCF ESD NWPT 60 Month     ←This is Newport's Calendar
AHS - DCF ESD RTLD 60 Month     ←This is Rutland's Calendar
AHS - DCF ESD SPFD 60 Month     ←This is Springfield's Calendar
AHS - DCF ESD BGTN 60 Month     ←This is Bennington's Calendar
AHS - DCF ESD MORR 60 Month     ←This is Morrisville's Calendar
AHS - DCF ESD MDLB 60 Month     ←This is Middlebury's Calendar
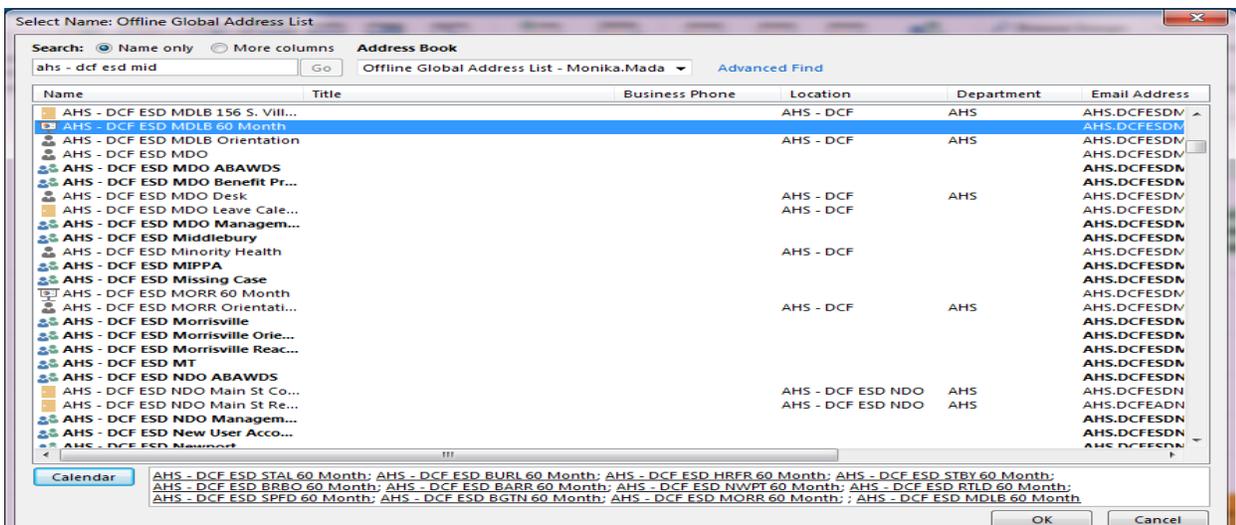
Select the name of the calendar and click "Calendar" on the bottom. Repeat this step for all 12 districts.
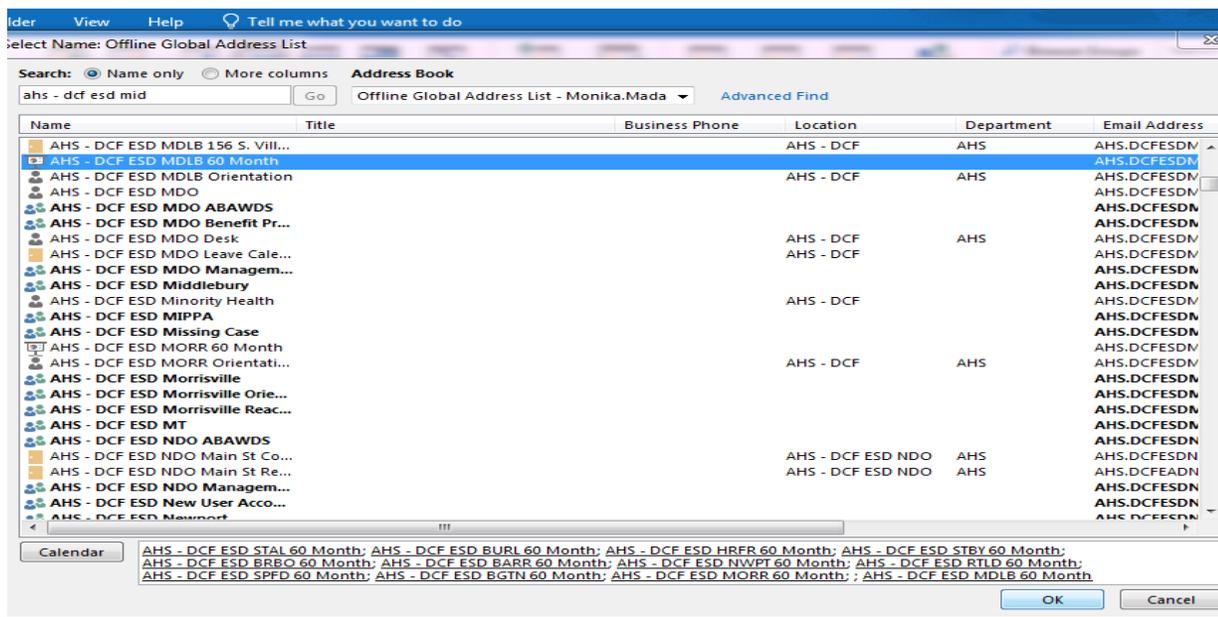


Then click "OK" on the bottom of the screen.

Go back to your Outlook Calendar. Under "My Calendars" you will see all 12 District Offices' Calendars.

***Scheduling a case management appointment for an applicant with over 60 countable months***
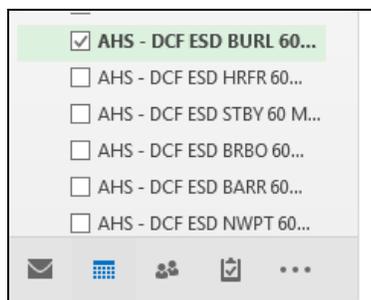


Select the correct district office's calendar by checking the calendar box.
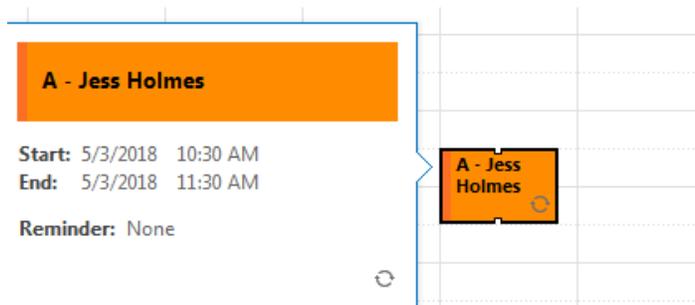
Each District will have "available times" for meetings with participants marked on their calendar. Discuss with participant which will work best for them within 3 days. Click on the preferred open appointment.
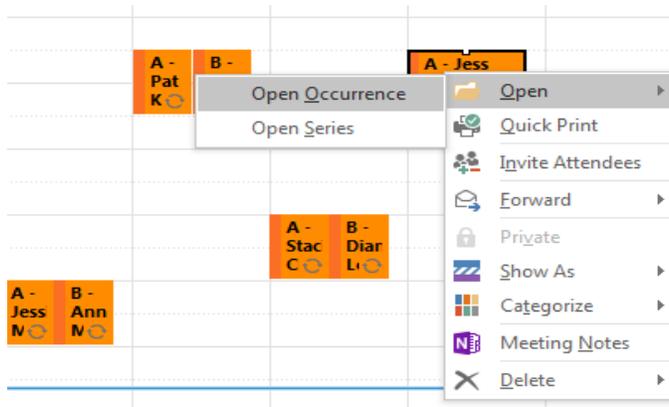


Open that single occurrence appointment by right clicking on the appointment and selecting "Open" and then "Open Occurrence".
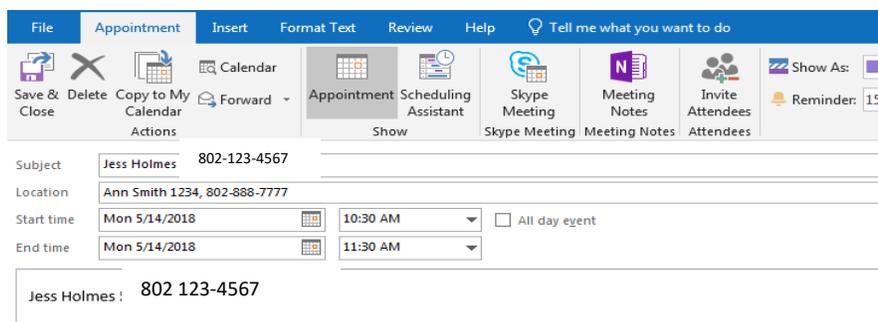


In the "Location line" type in the participant's name, last four digits of SSN and their phone number.

Share the case manager's phone number with the participant. Explain to them to call the case manager if this specific appointment later doesn't work.

Save and Close appointment by clicking on the "Save & Close" icon on the ribbon.

# P-2202 TIME LIMITS (continued)

## P-2202B Break in Benefits (Reach Up rule 2238.2) (20-08)

A household who does not follow through with Reach Up Services (case management) will not be eligible for two months after their Reach Up grant closes. Reach Up Supervisors or Case Managers will start the break and place a WARN and CATN in ACCESS listing the dates the household will not be eligible.

If it is a 2-parent family the break in benefits follows the parent who did not comply.

See Reach Up Services procedures 2349A and 2349B for more details about Time Limit requirements.

### Impact on 3SVT and Supplemental Fuel Benefits

If the household also receives 3SVT and/or Supplemental Fuel benefits, continue to count the benefit amount they would have received in Reach Up during the break in the 3SVT and/or Supplemental Fuel budgets. Enter a UNEA panel for the amount of the Reach Up benefit the household would have received. This should be coded as countable for 3SVT and Seasonal Fuel only (FS and SF).

### Reapplying after a Break in Benefits

The household must reapply if the Reach Up case was closed. Households can apply up to 30 days before their break in benefits period ends.

Benefits will not be approved until:

- the two-month break in benefits due to non-compliance has passed;
- all required paperwork and verification is received;
- the household has met with a Reach Up case manager; and
- the household has met the family work requirement for two consecutive weeks, but no later than the 30th day following the date of application (unless the processing date is extended due to department delay or good cause); **or**
- the household has provided verification of a deferment and meets the criteria for the deferment.

***Applying within 30 days of last closure***

ACCESS will automatically deny an application if a household applies within 30 days of last closure for someone who is in a 2-month break in benefits due to non-compliance with Reach Up services.

## BPS Support

See guidance [Time Limits Closures and Breaks in Benefits Chart.](#)

***Counting Reach Up benefit in 3SVT and SF budgets***

See Standard Operating Procedure [(SOP) 2238](#) for details on what to do in ACCESS to make sure the 3SVT and Supplemental Fuel budget are correct if a household closes with a two month break in benefits.

***STAT C UNEA***

```
10/25/17 14:07 UNEARNED INCOME     QUESTION 28 ( UNEA . 01 )
                             _        (LAST UPDATED:  / /   :  ¦ ASPAFI  )
                                     AVG MONTHLY
   NAME OF PERSON                    INCOME AMT    RECEIPT DATE
   RECEIVING UNEARNED INCOME        $$$$$ ¢¢       MO DA YEAR   TYPE   REC
   FRED FARQUAR                     00650 00       10 01 2017    24     Y
                                                            **DESCRIPTION**
                                                            60+ Sanction


   UNEARNED INCOME TYPES:
   01 SSA                  09 MILITARY ALLOTMENT    17  RETIREMENT
   02 SSI-AABD             10 GENERAL ASSISTANCE    18 COUNT FOR ALL PROGRAMS
   03 VT UNEMPLOYMENT COMP 11 VA PENSION            19 NOT COUNT ANY PROGRAM
   04 CHILD SUPPORT        12 GIFTS,PRIZES,INHERIT  20 COUNT RUFA, RUFA-ME, TCC
   05 WORKMANS COMP        13 STRIKE BENEFITS       21 COUNT FS
   06 RAILROAD RETIREMENT  14 FOSTER CARE           22 COUNT SSI-ME
   07 DIVIDENDS            15 PUBLIC ASSISTANCE      23 COUNT SF
   08 VA COMPENSATION      16 LUMP SUM              24 COUNT FS AND SF
                                                    25 JTPA STIPEND
```

On the UNEA panel enter the following information:

- INCOME AMT: Reach Up benefit household was entitled to prior to break in benefits
- TYPE: code 24 (Count for 3SVT and Fuel)
- REC (recurring): Y (Yes)
- **DESCRIPTION**: 60+ Sanction

### STAT D MEMB

Check to see if participant has had a two-month break in benefits.



```
04/28/14 13:19    HOUSEHOLD MEMBER QUESTION 01 ( MEMB . 01 )
                                  (LAST UPDATED: 04/28/14 11:44 ¦ ASPADA    )

              NAME                    ASSIST ASKED      BIRTH DATE
** FIRST ** I **** LAST                              MO DA YEAR   *** SSN *** S

          *PR
*** RELATION *** REL RU                          T SEX MS GRD ETH RACE
SELF              01   2                            F  N  10   N  W

  RUFA           REACH                          * IMMIGRANT STATUS DATA *
DEDUCT   CODE CAT                              CODE /    NBR      STATUS
  81    
       WORK READY CODE                          WRK QRTRS    ENTRY DATE
          EP

  EMP       LAST  PAID      ABAWD      DATE ARRIVED      DATE  LEFT  ABS
STATUS      MO DA YEAR      WRK REQ    MO DA YEAR        MO DA YEAR
  E         04 19 2014

USER: 701 FNX: STAT MODE: D RPTGRP:           PERIOD: 04 14 COMMAND:
DO: Z IMS: D1Z REPORTING ADULT:                                       3
```
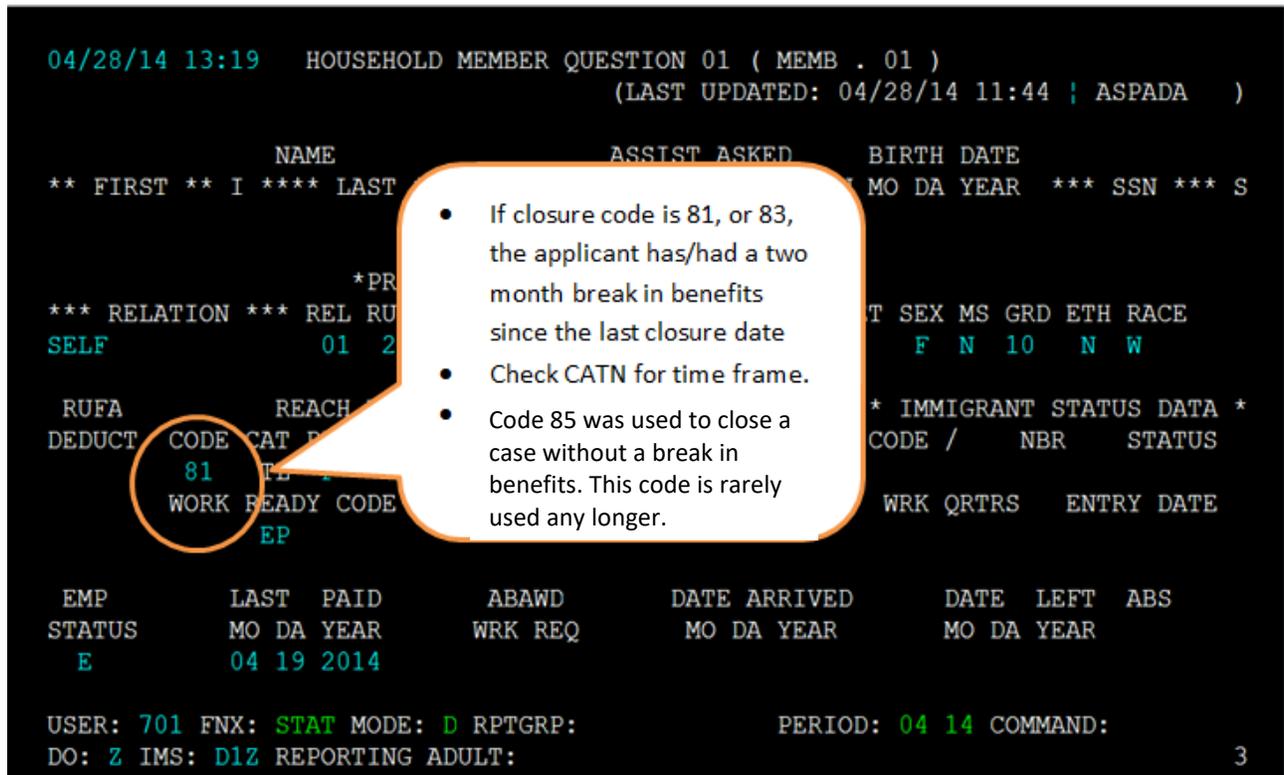
Callout:
- If closure code is 81, or 83, the applicant has/had a two month break in benefits since the last closure date
- Check CATN for time frame.
- Code 85 was used to close a case without a break in benefits. This code is rarely used any longer.

### Auto Denial not working

The auto-denial for the first 30 days after closure during break in benefits does not require approval in ELIG C. Check CASE D to make sure that the case has been denied. If it is still active, turn the case around with STAT C TRANS. If it is still active, go into ELIG C RUFA and approve the denial.

## Guidelines for re-APPLing cases that have received over 60 months

| Date application or required information is received | Reason for previous closure | When to re-APPL | Must meet 60 month application requirements before granting? |
|---|---|---|---|
| Before closure date | Non-coop - Eligibility reasons (failure to complete review, provide requested documentation, etc.) **and** they do not have a code 81 in PERS D HIST | Day after closure date | No |
| | Non-compliance with Reach Up services (codes 83 or 81) – 2 month break in benefits | Day application is received | N/A – ACCESS is programmed to automatically deny these cases. |
| After closure date | Non-coop - Eligibility reasons (failure to review, provide requested documentation, etc.) | Day required information is received | Yes |
| | Non-compliance with Reach Up services (codes 83 or 81) – 2 month break in benefits | Day application is received | If APPL is entered within 30 days of closure with code 81 or 83 ACCESS will automatically deny. If APPL is entered in 2nd month after closure with code 81 or 83 ACCESS will allow it to remain pending so that it can be approved when the break in benefits is over. |

# P-2203 VERIFICATION AND CASE NOTES (CATN) (continued)

## P-2203B Social Security Numbers (Reach Up rule 2234) (20-08)

If a person does not have a social security number (SSN), verification of application for a number must be provided by the household.  (See All Programs Procedure P-2122B.)

See also All Programs Procedure P-2160 for guidance on issuing temporary social security numbers (also known as 666 numbers) in lieu of SSNs.

### Temporary SSNs

Temporary SSNs may be used for the following household members:

- Newborn (when it is verified that a SSN has been applied for)
- Person who doesn't have a SSN (when it is verified that a SSN has been applied for)
- Reach Up Caretaker household (check if the caretaker had been assigned a 666 number in the past for the same children)
- Reach Up Temporary Absence up to 180 days (when the child(ren) is absent)

Temporary absence numbers may also be used when a person objects to a 666 # due to religious reasons (we can give them an OCS temporary #). This situation is rare.

### *When not to use a temporary SSN*

Never use a temporary SSN for people who have a real SSN (except Reach Up caretaker and Reach Up temporary absence cases involving caretakers).

### *Assigning temporary SSN to newborn*

Households that are adding a newborn who was born in a hospital should be able to provide form SSA 2853 (commonly known as "Half Sheet"), that shows that they have applied for a social security number.

If the newborn was born at home or form SSA 2853 is not available, form 215A is used as proof that they have applied for a SSN. Form 215A must be signed by the Social Security Administration (SSA).  This information can also be verified over the phone with SSA.

### *Assigning temporary SSN for a caretaker household*

If the head of household (HOH) for the caretaker grant has a current Reach Up grant or Reach Up history for their own kids or other children, the grant should be set up with a temporary SSN.

If the grant is set up in the caretaker's real SSN, any additional caretaker grants must be set up with a temporary SSN (for example, when children are on separate caretaker grants because they are not siblings or half-siblings).

### *Assigning temporary SSN for a temporary absence*

A child that is temporarily absent from their home, may remain a part of the original Reach Up household using their permanent SSN. If the child's caretaker also applies for a Reach Up benefit for the child, use a temporary SSN for the child in the caretaker grant.

ACCESS will ask if this child is really the other child in the temporary absence household. Indicate "no."

When the temporary absence ends, if one household remains on Reach Up, do not merge the child's SSNs. Instead send the case to COPS to correctly fix and merge files where needed.

## Updating temporary SSN to a permanent SSN

At 6 months, or at the next recertification, whichever comes first, request the permanent SSN for any household member that had a temporary SSN assigned while the household applied for a permanent SSN.

### *Delay in getting SSN*

As long as the household has applied for the SSN, if they claim they cannot get their permanent SSN because of a delay on SSA's end, they can be approved/continue to receive benefits. According to SSA's website, they state that: "Once you've submitted your application, you should receive a /Social Security card in six to 12 weeks."

If the 12 week mark has already passed from when the household applied for the SSN, request that the household provide verification from SSA that there has been a delay in issuing the SSN.

This information can also be verified over the phone with SSA.

# BPS Support

## Sample SSA 2853

---

### MESSAGE FROM SOCIAL SECURITY

#### INFORMATION ABOUT WHEN YOU WILL RECEIVE
#### YOUR BABY'S SOCIAL SECURITY CARD

---

**IMPORTANT: IF YOU HAVE NOT NAMED YOUR BABY, A SOCIAL SECURITY
CARD CANNOT BE ISSUED.**

---

You should receive your baby's Social Security card in about 13 weeks. In your State, it takes about 12 weeks before the information about your baby's birth is provided to the Social Security Administration. After the birth is registered, Social Security is given a computer tape which we use to issue your baby a Social Security card. The card will be mailed to you about 1 week after we are notified by the Sate of your baby's birth.

If you are filing for public assistance benefits for your baby, <u>you will need the following information completed before you leave the hospital.</u>

This certifies that a Social Security number was requested for

_____

Name of Child

_____

Signature of hospital official                     Date

---

NOTE. Notify your caseworker when you receive your baby's Social Security card.

Bulletin No. 90-60

### *Adding MEMB panel for newborn with no name*

Enter first and last name as « UNKNOWN », « UNKNOWN » if there is no name yet.

### *Extra caution when using temporary SSNs*

It is important to make sure a temporary SSN should be used for a household member. Assigning a temporary SSN by mistake could cause a household member to be granted under multiple identities.

Incorrect MATCH/Merges can affect ACCESS, funding streams, and the Office Of Child Support (could create a 2nd OCS case). When SSNs are merged incorrectly, a huge workload issue is created for COPS to correct.

# P-2210 HOUSEHOLD COMPOSITION

## P-2210A Determining the Reach Up Household (Reach Up rule 2240) (20-08)

In order to determine the Reach Up Household, follow these steps:

- Identify the dependent eligible child or children.
- Identify the siblings related to the dependent child by blood, marriage (step-siblings), or adoption in the household, who meet age requirements.
- Identify parent(s) of the dependent child or children in the household, and any parent(s) of the related siblings to the dependent child(ren).

These are the required members of the Reach Up Household.

Example: Single Parent, One Child With Income

A mother has three children; ages 18, 15, and 10; by two different fathers, both absent.  Her oldest child receives monthly Social Security benefits (SSDI) based on the noncustodial parent's disability.  The mother wants to apply for Reach Up for the two other children.

- The two younger children are eligible children, because they are under 18.
- The oldest child, who is 18 and is scheduled to graduate before his 19th birthday, is a sibling to these two by blood through the mother.
- The mother is the parent in the household, and is related to all the children

The mother and her three children <u>must</u> be included in the Reach Up Household, and the income and resources of all members, including the Social Security (SSDI) received by the eldest child, <u>must</u> be considered as available to the family.

Example: Unmarried Parents; Child-in-Common; Half Siblings

The household consists of two unmarried parents, Mother and Father.  The mother has two minor children, Jane and John by a previous marriage.  The father, who is working part- time, has a child of his own, Peter, by a previous marriage. The parents, in addition to the children listed above, have a child in common, Mary.

The mother is applying for Reach Up for her two children from her previous marriage.

- Jane and John are eligible children because they are under 18.
- Mary is related by blood to Jane and John.  Mary is an eligible dependent child. Therefore, Mary must be included in the Reach Up Household.
- Peter is related to Mary by blood therefore, he must be included in the Household as a sibling of an eligible dependent child.

- Mother is eligible as the parent of Jane, John, and Mary the eligible dependent children.
- Father is eligible as the parent of Mary and Peter.

The Reach Up household is Mother, Father, John, Jane, Mary, and Peter.

## Special Circumstances

### *Termination of Parental Rights*

Termination of parental rights does not sever the legal relationship between siblings. The children remain siblings unless they are adopted by different parents.

Example: Caretaker household with half siblings, one with terminated parental rights

Bill has been living with his grandmother, Lena. Lena is receiving a child only Reach Up grant for Bill. Both of Bill's parents have had their parental rights terminated. Jen and Bill have the same birth mother and different fathers. Jen's parents have not had their parental rights terminated. Jen has moved in with Bill and Lena.

Bill and Jen can be on the same Child Only Reach Up grant because they remain siblings.

### *Children receiving SSI*

Siblings of a child receiving SSI do not get pulled into the same household because the SSI child is not in the assistance group (unless their shared parent is in household).

Example: Eric receives SSI and lives with his father, Jim. Jim takes on care of Eric's two half siblings Cecilia and Zoey (shared mother, different fathers than Eric).

Jim is able to receive a Child Only Reach Up grant for Cecilia and Zoey because Eric is not on the grant.

# BPS Support

## Entering a PARE panel

See ACCESS Eligibility Training Video: [Entering a PARE Panel](#).

## PARE panel

```
01/14/16 16:04 OTHER PARENT-CHILD QUESTION 06 ( PARE . 01 )
                                                        ( ASPADF   )

NAME OF PARENT OF CHILD                 NAME OF CHILD              LAST
IN HOME (NOT HEAD/SPOUSE)      ** FIRST ** I **** LAST ***** MOD   UPDATE
JEFFREY M STEIN                BRYAN        W EDWARDS



USER: 084 FNX: STAT MODE: C RPTGRP: XXX XX XXXX PERIOD: 01 16 COMMAND: _____
DO: M IMS: GM1 REPORTING ADULT: VERONICA     E EDWARDS                      3
```

# P-2210 HOUSEHOLD COMPOSITION (continued)

## P-2210D Eligibility of Pregnant People (Reach Up rules 2231 and 2240) (20-08)

### Pregnant People Who Are Not Minors or High-Risk Pregnancy

Pregnant people with no children may be eligible for Reach Up within 30 days of their due date.  Count the day before the due date as day one.  Pregnancy must be verified.

If the other parent of the unborn child lives in the same household as the pregnant person, the other parent cannot be on the grant before the birth of the child.  The other parent's needs are not included in the Reach Up budget, however income and resources of the other parent must be used to determine eligibility if the parent is married or a civil union partner of the pregnant person.

- If the application date is 30 or less days from when the household will become eligible, ACCESS is programmed to deny for the month of application and grant for the following months.
- Deny the application if the application date is more than 30 days from when the household will become eligible. Add a note to the denial letter letting the household know her first day of potential eligibility and explain that they must reapply.

### Pregnant Person Under the Age of 18

A pregnant minor is potentially eligible for Reach Up when the expected delivery date falls within the month of application or in the three months period after the month of application.  Once Reach Up is granted, eligibility is not affected if the person turns 18 before her expected delivery date.

### Pregnant Person Unable to Work Due to High-Risk Pregnancy

A pregnant person that is 18 years of age or older and claims that she is unable to work due to a high-risk pregnancy is potentially eligible for Reach Up when the expected delivery date falls within the month of application or in the three-month period after the month of application. High risk pregnancy must be verified. The High Risk Pregnancy Medical Report (form 210HRP) may be used as verification.

**_NOTE:_** If the pregnant person applies <u>within 30 days</u> of the due date, a high-risk determination is <u>not</u> necessary.

- If the pregnant person is receiving social security disability benefits, a high-risk pregnancy can be assumed.

## BPS Support

### _Entering a PREG panel_

See the ACCESS Eligibility Training video: [(PREG) Creating and Viewing a Pregnancy Panel](#).

### _PREG panel_

```
01/27/16 15:26        PREGNANCY       QUESTION 10 ( PREG . 01 )
                                (LAST UPDATED: 01/27/16 15:26 ¦ ASPADL    )

                                      DUE   DATE       DEL DATE        HIGH RISK
NAME OF PERSON WHO IS PREGNANT        MM DD CCYY        MM CCYY        PREGNANCY
ANDREA M SEAMAN                       09 01 2016



USER: 084 FNX: STAT MODE: C RPTGRP: 666 66 6666 PERIOD: 01 16 COMMAND:
DO: M IMS: GM1 REPORTING ADULT: .ANDREA     M SEAMAN                        3
```

### Determining Eligibility Dates for Pregnancy (ACCESS does this automatically)

Count back a month (or three months for minor or high risk) and _add a day_.

<u>Example:</u> Due on Jan. 7, eligible on Oct. 8.

| Due in the month of: | Becomes Reach Up eligible in: | |
|---|---|---|
| | **Not Minor/Not High Risk** | **Minor/High Risk** |
| January | December | October |
| February | January | November |
| March | February | December |

| | | |
|---|---|---|
| April | March | January |
| May | April | February |
| June | May | March |
| July | June | April |
| August | July | May |
| September | August | June |
| October | September | July |
| November | October | August |
| December | November | September |

### 2nd parent not in the home: child support authorization during pregnancy

Pregnant people do not have to complete a child support authorization (form [137](#)) before the baby is born. Instead, request the form after the birth of the baby is reported.

### 2nd unmarried parent in the home: PARE panel during pregnancy

A PARE panel is not needed during pregnancy. Instead the PARE panel should be added after the birth of the baby is reported if the other parent is living in the household.

# P-2210 HOUSEHOLD COMPOSITION (continued)

## P-2210I 18 Year Old In School Letter (20-08)

Households will receive an automatically generated letter the month prior to their child turning 18, notifying them that their child's benefits will end at the end of the following month unless they meet certain eligibility requirements.

The household must complete the letter and return it to the department.

**Letter is returned**

***Child not graduating before their 19th birthday and never had a disability preventing graduation before this date***

No further information is needed from the household. This child will be removed from the Reach Up household at the end of the month they turn 18. If they are the only child in the household the entire Reach Up benefit must be closed.

***Child will graduate before 19th birthday***

A statement from the child's school verifying this information and providing the anticipated month of graduation must be provided by the household. This child can remain on Reach Up until the end of the month they graduate. If they are the only child in the household, the entire Reach Up benefit must be closed at the end of the month in which the child graduates.

***Child will not graduate before 19th birthday and had disability that***

***prevented graduation before this date.***

A statement from the child's school verifying this information, or a statement from the child's medical provider verifying the presence of a disability that prevented graduation, must be provided. This child can remain on Reach Up until the end of the month they turn 19. If they are the only child in the household the entire Reach Up benefit must be closed at the end of the month in which the child turns 19.

## Letter is not returned

If the form is not returned, remove the child at the end of the month the child turns 18.

## BPS Support

### *Sample 18 year old in school letter*

**VERMONT**
AGENCY OF HUMAN SERVICES

**Department for Children and Families**
**Economic Services Division**

APPLICATION/DOCUMENT PROCESSING CTR
280 STATE DRIVE
WATERBURY VT 05676-9944

Questions? Call ESD Benefit
Service Center at **800-479-6151**

JOSEPHINE PARENT
17 ANY DRIVE
APT. 1B
SMALLVILLE, VT
      05000

**Notice to Reach Up Recipients**

To be eligible for Reach Up, children who reach the age of 18 must attend high school full-time and must graduate before their 19th birthday or have (or have had) a disability that will prevent graduation before their 19th birthday.

Please check the appropriate statement below for MARY B. LITTLE

_____1. Will graduate before his/her 19th birthday.

_____2. Will not graduate before his/her 19th birthday and has never had a disability preventing graduation before this date.

_____3. Will not graduate before his/her 19th birthday and has or had a disability that prevents graduation before this date.

If you checked #2, please return this form to the Application and Document Processing Center.

If you checked #1 or #3, in order for your child to remain on Reach Up, please have this form completed by a school authority and return it to the Application and Document Processing Center by November 17, 2017.

If you checked #3 and your child has never had an Individualized Education Program (IEP) with the school, also provide a statement from your child's doctor identifying the disability preventing your child's graduation before his/her 19th birthday.

_____        _____
Signature                               Date

By: ESD Benefit Service Center, Benefit Programs Specialist

Have a school authority complete the next section if you checked #1 or #3 above.

Student's name: .

Attends school full-time: _____ Yes/No

Child's present class grade: _____ (e.g. grade 12)

This child has or had an IEP: _____ (yes/no)

Projected graduation date: _____

This child does not have an IEP, but does have a disability preventing graduation by his/her 19th birthday: _____ (yes/no)

If yes, explain:

Signature: _____

Title and School: _____

.

The creation of the 18 year old in school letter also creates a TODO for the district G_1 caseload.

*Entering 18 year old school status on SCHL panel*

See the ACCESS Eligibility Training video: (SCHL) Entering a School Panel.

## SCHL

```
01/14/16 14:59 SCHOOL ATTENDANCE      QUESTION 03 ( SCHL . 1  )
                                       (LAST UPDATED: 00/00/00 00:00 ¦ ASPADC   )

PERSON ENROLLED                          SCHL   FS           18-19  < 23
IN SCHOOL OR TRAINING           STATUS   TYPE   ELIG   PSE   RUFA   VHAP
MARSHA A WILLIAMSON               1        2      Y     _     _      _
DAMIAN R RAYMOND                  1        1      Y     _     Y      _




STATUS   (SCHOOL HOURS)         SCHOOL TYPE
1 - FULL-TIME                   1 - GRADE/HIGH SCHOOL
2 - AT LEAST HALF-TIME          2 - COLLEGE/UNIVERSITY
3 - LESS THAN HALF-TIME         3 - TECHNICAL/VOCATIONAL
                                4 - TRAINING (EXCEPT JOB CORPS)
                                5 - JOB CORPS
                                6 - HIGHER EDUCATION
                                7 - CORRESPONDENCE - HIGHER EDUCATION

USER: 084 FNX: STAT MODE: C RPTGRP: XXX XX XXXX PERIOD: 01 16 COMMAND: _____
DO: M IMS: GM1 REPORTING ADULT: MARSHA     A WILLIAMSON                      3
```

Enter "Y" under "18-19 RUFA" if the child will either graduate before they turn 19 years old or will not graduate by the time they turn 19 years old due to a disability.

# P-2213 INCOME (Reach Up rule 2270) (20-08)

A household's financial eligibility is determined by comparing the household's total net income to the household's total basic need requirements.

To determine a household's eligibility and benefit amount you must count all earned income and unearned income not specifically excluded per Reach Up rule 2276 (Excluded Income).

The income tests are applied at application, interim report, recertification and whenever there is a change that causes redetermination of eligibility.

## BPS Support

There should be an individual ACCESS panel for every source of income, even if it is the same type of income.

ACCESS Panels include:

BUSI- Self-Employment Income
JINC- Job Income
DCIN – Daycare Income
RBIN – Room and Board Income

See guidance Countable & Non Countable Income for Reach Up, 3SquaresVT and Fuel.

# P-2213 INCOME (continued)

## P-2213A Earned Income (Reach Up rule 2274) (20-08)

Earned Income is gained from the performance of service, labor, or work. Earned income includes, but is <u>not</u> limited to salaries, wages, commission, tips, self-employment or payments for services.

## How to Count Wages/Salary

### *Determining Correct Paystubs for Applications (Initial or Recertification) and Interim Reports*

Request earnings received 30 days prior to when the application or Interim Report is received and date stamped. Always utilize the [ESD Calculator](#) to determine the correct 30-day period.

### *Fluctuating/Non-Reflective or Inconsistent Income*

If the household identifies their pay situation as Fluctuating/Non-Reflective or Inconsistent, request verification of their previous 90 days' income (may include the 30 days initially requested). Collateral statements from the employer are also acceptable.

Example: ESD receives application dated 3/19 and household identifies as having Fluctuating/Non-Reflective or Inconsistent income. Request income verification for 12/18 through 3/19.

CATN an explanation of the household's situation that caused the request for a greater period of verification, any employer contact, and steps that will be taken to have the JINC accurately reflect the household's circumstances.

### *Employed with no earnings at time of application*

If a household member claims to be employed but has no earnings in the previous 90 days from the date the application is received and date stamped, document in CATN that the earner has no income for the previous 90 days. Advise household to report whenever their situation changes.

## New or Changed Income

When a household reports a new income or changes to the ongoing income, ask for verification.

Base the income estimate on verification received during the 10 days when the household was supposed to verify income (or the first paystub if the household

will not receive their first pay within those 10 days and the employer will not give a statement).

### *Initial paystubs returned*

If a household submits wage verification for a partial week and a full week and the hours vary from the first to the second week, ask the household if hours will generally vary.
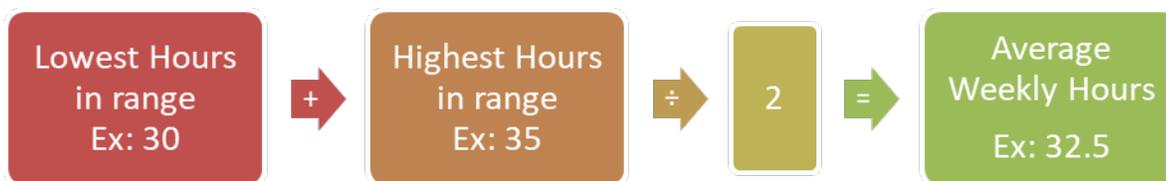
- If yes, average the wages from both pay stubs and convert to a monthly amount.
- If the household says the first partial week was not representative, verify it with the employer. If the employer confirms, use the full week's wage for the estimate. Convert to a monthly amount by multiplying by 4.3.
- If the hours do not vary, use the full week's paystub and multiply by 4.3 for the estimate.

If the household submits a paystub for a partial week, and it is the only paystub they have received:

- If it is representative (for example, a State employee who will be working 8 hours a day, 5 days a week, may not initially receive a full paycheck), make the estimate by multiplying the verified hourly wage by the number of hours to be worked and convert to a monthly amount.
- If it is not representative, make a collateral call to the employer or request a statement from the employer.

### *Getting average hours per week from a range of hours*

If an employer gives a range of hours on an Employment Information form or signed statement (such as 30-35 hours expected each week) get average hours per week to use in the calculation.
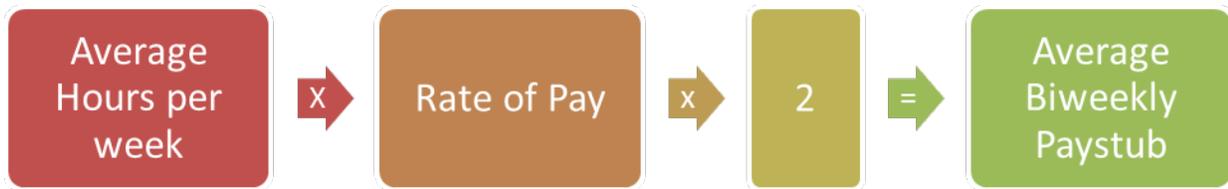
| Lowest Hours in range Ex: 30 | + | Highest Hours in range Ex: 35 | ÷ | 2 | = | Average Weekly Hours Ex: 32.5 |

### Weekly

Determine the average gross pay of a weekly check with the following calculation and enter it into the JINC.

| Average Hours per week | X | Rate of Pay | = | Average Weekly Stub |

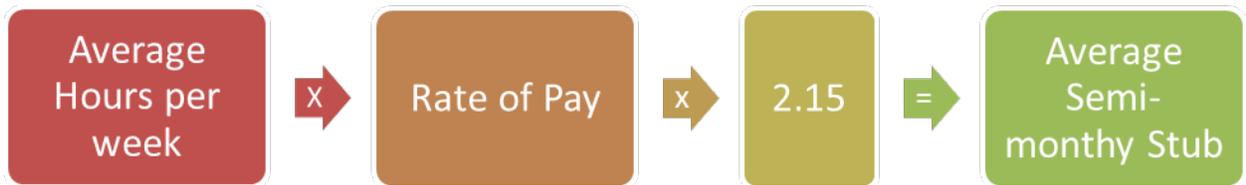**Bi Weekly**

Determine the average gross pay of a bi-weekly check with the following calculation and enter it into the JINC.

| Average Hours per week | X | Rate of Pay | x | 2 | = | Average Biweekly Paystub |

**Semi Monthly**

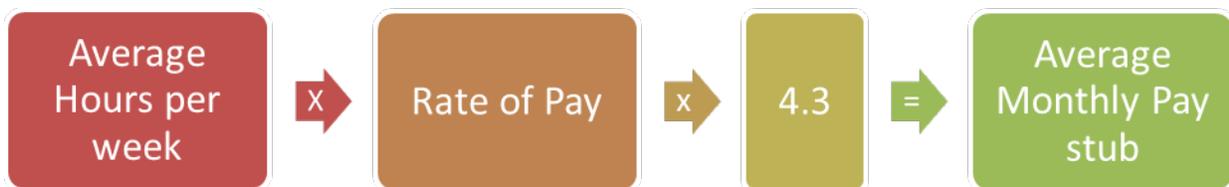| Average Hours per week | X | Rate of Pay | x | 2.15 | = | Average Semi-monthy Stub |

Determine the average gross pay of a semi-monthly check with the following calculation and enter it into the JINC.

**Monthly**

Determine the average gross pay of a bi-weekly check with the following calculation and enter it into the JINC.

| Average Hours per week | X | Rate of Pay | x | 4.3 | = | Average Monthly Pay stub |

## Decrease and Increase in Income

If a household reports a change in income, ask for verification.  When verification is submitted, recalculate the monthly income by averaging and converting to a monthly figure. Enter a clear CATN.

### *Decrease in income*

Issue the supplement immediately if the employer is clear on the decrease and it is an ongoing situation.

Example:  Household is paid weekly and reports on 8/3 that her hours have decreased, and wages will change from $150 a week to $100 a week.  The

employer verifies that this is an ongoing change.  The first decreased check will be received 8/18.

August checks will be: $150, $150, $100 and $100.
$500/ 4 = $125
$125 x 4.3 = $537.50  Issue the supplement.

September checks will be: $100, $100, $100, $100
$400/4 = $100
$100 x 4.3 = $430

## Odd-Ball Income

Odd-ball income refers to an increase or decrease in earnings that is not usual for the earner. It happens infrequently. An example of this is an earner who has normal hours but was working extra hours in a pay period for another co-worker who was absent for a week.

If applicant/participant identifies a paystub as odd and out of the normal anticipated earnings, verify with the employer as being odd. If verified as odd, you drop the single odd paystub from the JINC panel. Total the remaining paystubs and divide by the number of paystubs that were used. Then use the correct multiplier (4.3, 2.15, or 2) to find out the ongoing monthly income.

CATN the collateral contact with the employer and the steps taken to determine the ongoing income.

Example: Household is paid weekly and reports they worked an extra shift in week 2 to cover for a coworker—this is not expected to continue. Collateral call to employer confirms this is accurate.
Week 1: Gross Income = $158.99
Week 2: Gross Income = $315.22- Drop the odd ball
Week 3: Gross Income = $189.01
Week 4: Gross Income = $168.20
$516.20/3 pays = $172.06

$172.06 average weekly gross, multiplied by 4.3= $739.88

Calculation:

Total of All Gross Pay from Paystubs Used ÷ Number of Paystubs Used x Pay Frequency = Gross Monthly Average

# Contract Income

Contract income is a fixed salary for a contracted service and it is paid to the earner over the duration of the contract. They are not paid hourly. A common example of this is contract paid teachers, another may be a web designer who places bids on larger company projects and then signs a contract to provide the service over a certain period with agreed upon compensation.

Request a copy of the contract to review its terms, compensation, and length.

If the contracted earner is being paid at an hourly rate use the stable on-going verification and calculation methods by requesting their paystubs.

Calculation:

| Salary from Contract | ÷ | Number of Months Contract Covers | = | Gross Monthly Average |
|---|---|---|---|---|

# Terminated Income

Terminated income is income that will no longer be received by the earner at the time of application or in the following month.

Always look ahead at JINCs and budgets to ensure the earnings have been removed from the next month's eligibility.

### *Last pay received in month of application*

Request verification of and enter all income for the month of application if the last pay will be received in the month of application. Code the JINC as not recurring.

| Total Gross Pay from Stubs received in the calendar month of application. | = | Income for Application Month |
|---|---|---|
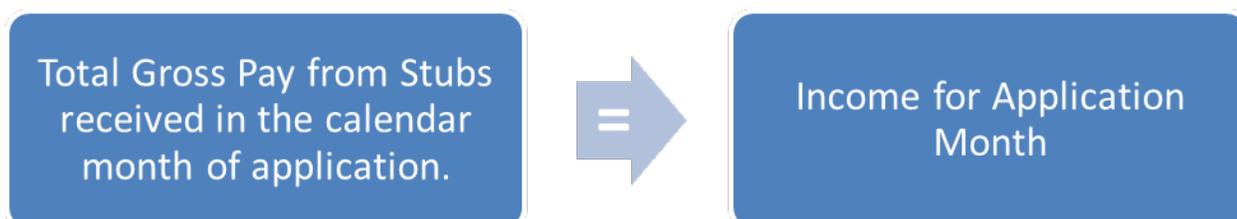
### *Last pay received in month after application month*

For an application where the job has terminated but the last pay will be received the month after the month of application, request the previous 30 days' income from the application date received to determine eligibility of the 1st month's

benefits. Verify the anticipated next month's income with employer by collateral call or 218ET. Code the JINC in the month after application as not recurring.

# BPS Support

See ACCESS Eligibility Training Videos (JINC) Entering a JINC from Paystubs, (JINC) Entering a JINC from a 218E, and (JINC) Ending a JINC with a 218ET.

### *Entering Ongoing Job Income in ACCESS*

When using paystubs, income should be entered exactly as it appears on the paystubs. Do not drop cents.

On the JINC panel, enter the following information:

- The actual dates paid in the "MO DA YEAR" field.
- Hours worked in the "HOURS" field.
- The gross wages (place zeros for gross wages if participant has some weeks with no earnings) in the "GROSS WAGES" field or "TIPS/COMMISSION" field.
- The day the participant gets paid in the "DAY PAID" field.
- How often the participant is paid (weekly, bi-weekly, etc.) in the "PAY FREQ" field.

### *JINC*

```
12/07/18 14:45         INCOME INFORMATION FOR JINC . 01              ASPAFA3

NAME: WHITE            SNOW                SSN: 151-31-8978

                 HOURS          GROSS WAGES      TIPS/COMMISSION    PAY    PAY
   MO DA YEAR     HHH           $$$$$ ¢¢          $$$$$ ¢¢         FREQ    DAY

1. 09 01 2018     005           00250 00                            B     THU
2.
3.
4.
5.
        TOTALS:      5            250.00                      EMP        JOB
        MONTHLY:    10            537.50                      F5         F6

**EITC AMOUNT:   $$$$$ ¢¢                VERIFIED: ES   V UPDATED:  20181207

FUTURE START:        /    /                    CM     UPDATED:  20181207

USER: 430 FNX: STAT MODE: D RPTGRP: 151 31 8978 PERIOD: 12 18 COMMAND: BACK
DO: Z IMS: D02 REPORTING ADULT: SNOW          WHITE
```

For new ongoing and consistent income, you only need to enter one line of information into the JINC and it will calculate the ongoing amount.

```
ACCESS Pay Frequency Codes

W-Weekly      B-Biweekly      S-Semi Monthly

M-Monthly     I-Irregular
```

ACCESS will automatically total the monthly gross wages and figure the appropriate income (using 4.3 or 2.15, or actual amount received depending on the pay frequency). The figure populates on the 3rd panel of ELIG.

### Reading a Paystub that shows hours with a colon

Example: Hours – 30:15
The colon indicates that the participant worked 30 hours and 15 minutes. Since this is less than a half hour, this would be rounded down to 30 hours.

Example: Hours – 30:30
The colon indicates that the participant worked 30 hours and 30 minutes. Since this is at least *half* an hour (or 0.5 hour), this would be rounded up to 31 hours.

### Reading a Paystub that shows hours with a period

Example: Hours – 30.15
The period indicates that the participant worked 30.15 hours. This would be rounded down to 30 hours.

Example: Hours – 30.3
The period indicates that the participant worked 30.3 hours, which is still less than 30 ½ hours. This would be rounded down to 30 hours as well.

Example: Hours – 30.5
The period indicates that the participant worked 30.5 hours, which is 30 ½ hours. This would be rounded up to 31 hours

### Rounding Hours Worked

0.5 and above is rounded to the next highest number
0.4 and below is rounded to the next lowest number

### How to Manually Calculate a Missing Paystub

Utilize the ESD Calculator when possible.

Household is paid weekly and received 4 paystubs in the 30 days before the application. If stub #3 were missing follow these steps:

1. Take gross YTD from the stub following the one that is missing. (#4)

2.  Subtract current gross pay from that stub (#4)

3.  This gives you the YTD amount for missing stub (#3)

4.  Subtract YTD amount from previous stub (#2)

5.  Gives you the gross pay for missing stub (#3)

Example:
Stub #1   gross pay:   $450          YTD: $6,500
Stub #2   gross pay:   $575          YTD: $7075
Stub #3   missing:     ?             ?
Stub #4  gross pay:    $650          YTD: $8,250

| | |
|---|---|
| Stub #4 YTD | $8,250 |
| minus Stub #4 gross pay | - $650 |
| = Stub #3 YTD | $7,600 |
| minus Stub #2 YTD; | -$7,075 |
| = Missing Stub #3 | $525 |

## *Ending a JINC when no income was received in current month*

```
For FS only Cases, Income must be for the last 30 days.
03/10/16 09:26          INCOME INFORMATION FOR JINC . 01              ASPAFA3

NAME: JOHNSON          BENJAMIN   P     SSN: 666-11-6545

                HOURS        GROSS WAGES      TIPS/COMMISSION      PAY     PAY
    MO DA YEAR  HHH          $$$$$ ¢¢         $$$$$ ¢¢             FREQ    DAY

1.  03 04 2016  000          00000 00         00000 00             I       IRR
2.  03 18 2016  000          00000 00         00000 00
3.  __                        ZERO HOURS WARNING
4.  __                                                             ASQAFA2
5.  __
          If you have zero hours or zero income, you must either enter an end
          date below or put in an 'F' in the verification field and enter a
          future start date for the job.
**EITC
          Verified:  ES    V                    MO DA   YEAR
FUTURE               CM    _      Future  Start:  __  __  ____

USER:     Enter Canc  _____      Actual  End:   03  10   2016
DO: Y     to cancel
```

## Ending a JINC when income was received in current month

```
For FS only Cases, Income must be for the last 30 days.
03/10/16 09:29       INCOME INFORMATION FOR JINC . 01              ASPAFA3

NAME: JOHNSON        BENJAMIN    P      SSN: 666-11-6545

             HOURS        GROSS WAGES      TIPS/COMMISSION    PAY     PAY
   MO DA YEAR  HHH         $$$$$ ¢¢         $$$$$ ¢¢         FREQ     DAY

1. 03 04 2016    080        00965 60         00000 00          I      IRR
2. __ __ ____    ___        _____ __         _____ __
3. __ __ ____    ___        _____ __         _____ __
4. __ __ ____    ___        _____ __         _____ __
5. __ __ ____    ___        _____ __         _____ __          ┌──────┐  ┌──────┐
        TOTALS:   180        2172.60                    ==>    │ EMP  │  │ JOB  │
        MONTHLY:  193        2335.54                           │ F5   │  │ F6   │
                                                               └──────┘  └──────┘
```

```
03/10/16 09:31       EMPLOYMENT INFORMATION FOR JINC . 01          ASPAFA1

NAME: JOHNSON        BENJAMIN    P      SSN: 666-11-6545
                                       VERIFIED: ES  V  UPDATED:  20160307
                                                 CM  _  UPDATED:  20160307

EMPLOYER INFO: MIDDLEBURY COLLEGE___
                                              Work Placement Type: _____
               _____
               152 MAPLE ST SUITE 101___
               MIDDLEBURY_____ VT 05753_____
        PHONE ( 802 )- 479 5465              ┌──────┐  ┌──────┐
                                             │ INC  │  │ JOB  │
                                             │ F7   │  │ F6   │
                                             └──────┘  └──────┘
             JOB TITLE(S)       STARTING
   ********************        MO DA YEAR
1) MAINTENANCE_____         01 01 2016      PROJ END    ==> ACTUAL END
2) _____             __ __ ____      MO DA YEAR      MO DA YEAR
3) _____             __ __ ____      __ __ ____      03 10 2016

DAY    PAY      SCHD HRS     HRLY WAGE    OCCUP.    INDUST.
PAID   FREQ     PER WK       $$$$$ ¢¢     CODE      CLASS.
FRI    I          040        00012 07     00          5
```

# P-2213 INCOME (continued)

## P-2213C Self-employment (Rule 2274) (20-08)

Self-employment is counted as earned income. Self-employment income will be determined by the household's most recent tax return unless the tax return is not indicative of the current situation, a tax return has not been filed, or the household has earned income not subject to taxation. In these circumstances, the department will use the household's records and other available sources to determine self-employment income.

Self-employment income should be verified at application, interim report, recertification and whenever there is a change reported.

### Allowable Self-employment expenses (Rule 2274.3)

Business expenses, which are deducted from gross receipts to determine adjusted gross earned income, are limited to operating costs necessary to produce cash receipts, such as:

- Office or shop rental;
- Taxes on farm or business property;
- Hired help;
- Interest on business loans;
- Cost of materials, stock, inventory, or livestock for resale required for the production of this income.

*Business use of home*

Households that claim business use of their home are also allowed to claim the same expense for their regular shelter deduction. The expense does not have to be split between personal use and business use as other ESD programs require.

### Disallowed Self-Employment expenses (Rule 2274.3)

- Payments on the principal of the purchase price of income producing real estate and other capital assets such as buildings, equipment, animals, etc.
- Expenses and net losses from previous years.
- Depreciation, depletion, and section 179 expenses.
- Penalties and fines.
- Money set aside for owner's retirement from Federal, State and Local Income Taxes.
- Entertainment expenses
- Personal transportation

# Self-Employment Income – Tax Return is available

If the household provides tax returns from the previous year that accurately show current income, see Procedural Handbook for Determining Self-Employment Income Using Tax Forms on determining countable self-employment income by using the appropriate tax forms.

Information from most recent tax return forms may be "adjusted" to predict current income.

Example:  The household reports that milk price support income has decreased by 25% from the previous year. Current year farm expenses will approximate last year's farm expenses. Verify the milk price support decrease (i.e. call the USDA for verification).

Last year's income from dairy products (IRS Schedule F – milk income) =$50,000.

Last year's farm expenses, not including depreciation = $ 25,500.

Current year projected income (0.75 x 50,000) =$ 37,500

Current year farm expense (not including depreciation)-$ 25,500

Countable Income =$ 12,000

$12,000/ 12 months = $ 1,000/month farm income projected for the current year.

## Self-Employment Income- Tax Return Not Available

Self-Employment Fact Sheets are available for calculating farm income (204F), rental income (204R), and business income (204B).

If the household has not filed for taxes or previous year's tax returns do not represent current income/expenses, the appropriate business fact sheet can be used to verify current and ongoing income/expenses.

The household can also provide a statement of predicted monthly income/expenses and will need to complete an Interim Report every six months with current self-employment income/expenses verifications.

### *Calculating Self-Employment from Fact Sheets*

Ask the household to provide verification or complete the factsheet from the time the business has been in operation. Use the average income/expense data to calculate their ongoing income.

Example: Household had a catering business for 7 months since 1/1/20xx and is applying for Reach Up. This participant would have to provide verification of their income and expenses for the last 7 months. The total of the income and expenses would be divided by 7, to determine the average monthly income.

## BPS Support

See ACCESS Eligibility Training Video (STAT D BUSI) Entering Self Employment Income.

### *BUSI*

```
01/27/16 16:03 OTHER BUSINESS INC QUESTION 26 ( BUSI . 01 )
                              (LAST UPDATED:   / /     :   ¦ ASPAFF   )

                                   AVG MONTHLY
                                   INC AMT                COUNTABLE    RECUR
PERSON WITH INCOME FROM OWN BUSINESS   $$$$$ $$              CODE       (Y-N)
ANDREA M SEAMAN                        02975 87                          Y

                       RUFA, RUFA-ME, TCC  SSI-ME       FS/SF
                           EXP AMT         EXP AMT      EXP AMT      FARM
                           $$$$$ $$        $$$$$ $$     $$$$$ $$     INCOME
                           01023 12        01023 12     01023 12       N
NOTES: SCHEDULE C - BROWN'S BASEMENT SERVICES
       NO DEPRECIATION LISTED

COUNTABLE CODES:                                  FARM INCOME:
BLANK - ALL PROGRAMS                              N - NON-FARM INCOME
A - RUFA, RUFA-ME, TCC                            Y - INCOME FROM FARMING
F - FS
M - SSI-ME
S - SF
USER: 084 FNX: STAT MODE: C RPTGRP: 666 66 6666 PERIOD: 01 16 COMMAND:
DO: M IMS: GM1 REPORTING ADULT: ANDREA      M SEAMAN                    3
```

Enter the average monthly gross income amount and the average monthly expense amount on the BUSI panel. ACCESS will automatically compute the net business income and place that amount on the 3rd panel of ELIG.

# P-2213 INCOME (continued)

## P-2213E In-Kind Income (Reach Up rule 2270.2) (20-08)

In-kind income is income other than money. The most common type of in-kind income is when a landlord provides shelter rent-free or at a reduced rate.

A portion of this income is counted in the Reach Up budget.

### BPS Support

#### *Entering an INKD panel*

See the ACCESS Eligibility Training video: (INKD) Creating and Viewing In-kind Income Panel.

#### *Calculating In-Kind Income as Shelter*

Determine the amount of the in-kind income:
The in-kind income is either the actual value of the work as determined by the landlord/employer, OR the maximum shelter allowance, whichever is LESS ($450/400).

Example:
Mr. Bradley and his son rent an apartment in Rutland valued at $800 a month. Mr. Bradley helps the landlord with maintenance of the apartment complex. The landlord reduces the rent by $300 a month.

Determine how much of the in-kind income to count in the budget:
Multiply in-kind income X's the ratable reduction (.496).

| | |
|---|---|
| In-Kind income | $300 |
| Ratable Reduction (Must be calculated manually) | X .496 |
| Countable in-kind income | =$148.80 |

On the INKD panel:
Enter $ 300 in the Claimed Value field.
Enter $ 148.80 in the Equiv Amount field.
Enter a "Y" in the Recur field of the INKD panel.

On the RENT panel:
Enter the incurred shelter amount (market value): $800.

## INKD

**Earned In-kind Income**

```
                                                                  x .496

 12/21/15 13:09 EARNED INKIND INCOME QUESTION 23 ( INKD . 01 )
                            (LAST UPDATED:   /  /      :   ¦ ASPAFB   )

                                         CLAIMED        EQUIV
                                          VALUE         AMOUNT         RECUR?
 NAME OF PERSON WITH INKIND INCOME       $$$$$ ¢¢      $$$$$ ¢¢        (Y-N)
  DANIEL W SARTWELL                      00300 00      00148 80          Y




 USER: 084 FNX: STAT MODE: C RPTGRP: 666 77 4474 PERIOD: 12 15 COMMAND: _____
 DO: B IMS: 377 REPORTING ADULT:  DANIEL W SARTWELL                          3
```

This will allow ACCESS to count $148.80 as earned income.

### In-kind income more than maximum shelter allowance

Regardless of the value given to the shelter, the most that can be counted as income the maximum housing standard, ratably reduced.

Example:
Participant outside of Chittenden County acts as a super in an apartment complex and has their $800 rent reduced by $500.  Because $500 is more than the maximum shelter allowance, ratably reduce the maximum shelter allowance.

| | |
|---|---|
| Maximum Shelter Allowance | $400 |
| Ratable Reduction (Must be calculated manually) | X .496 |
| Countable in-kind income | =$198.40 |

On the INKD panel:
Enter $500 in the Claimed Value field.
Enter $ 198.40 in the Equiv Amount field.
Enter a "Y" in the Recur field of the INKD panel.

On the RENT panel:
Enter the incurred shelter amount (market value): $800.

# P-2213 INCOME (continued)

## P-2213G Lump Sum Income (Reach Up rule 2270.1) (20-08)

Lump Sum is a large amount of money received while the household is on Reach Up. Sources of lump sum income may include inheritance, lottery, unemployment compensation, and child support.

10-10-10 rules apply to Lump Sum Cases (except for child support lump sum). This means household have ten days to report the lump sum, the department has ten days to process the change, and notice of a decrease or closure of benefits must be sent ten days before the change. Child Support Lump sum is counted differently than all other types of lump sum. Please see the end of this procedure for Child Support Lump Sum calculations.

Participants can withdraw from Reach Up prior to receiving a Lump Sum payment in order for it to count as a resource the following month.

### *Non-child support lump sum overpayments*

The only time an overpayment is processed for a non-child support lump sum is if the household did not report the change within 10 days or the department did not process the change within 10 days. This will determine if the overpayment was caused by a client error or a department error (Reach Up rule 2225).

## Excluded Lump Sum Income

Some lump sum payments are excludable, including:

- Income tax refund (treated as a resource).
- Vermont and Federal EITC (Earned Income Tax Credit).
- Insurance or similar payments from a third party- for medical bills, funeral costs, used to repair or rebuild a home which, for example, burned down.
- Renters rebate, property tax rebate.

See Reach Up [rule 2276](rule 2276) for extended list of Excludable Lump Sum.

## Allowable Expenses for Lump Sum

Non-excluded lump sums are considered unearned income; however, households are allowed to spend their lump sum income on eligible expenses to reduce or avoid disqualification from the Reach Up program.

See Reach Up rule 2270 for a full list of allowable expenses.

Proof must be provided that the lump sum payment was used for the allowable expenses.

## Lump Sum less than Reach Up grant

If a household receives a lump sum while active on Reach Up, it is considered a change in unearned income. If the amount they receive as a lump sum is less than their grant, the budget is recalculated with the unearned income and the grant reduced as appropriate or an overpayment is set up if the household did not report the change within 10 days or the department did not process the change within 10 days.

## Lump Sum more than Reach Up grant

If a household receives a lump sum more than their Reach Up benefit for the month, the benefit may need to be closed and a lump sum closure disqualification period may need to be determined. Before closing the Reach Up benefit, reach out to the household and ask if they have spent any of the lump sum on allowable expenses.

If the household cannot be reached, send a VCR asking if the household has used the lump sum on allowable expenses. It can be useful to send a copy of the rule showing the allowable expenses. Enter clear CATNs and if copies of the rule are sent, scan a copy into OnBase to demonstrate what information was shared.

Also add the following text to the VCR: "Please call the Benefit Service Center at 1-800-479-6151 by [enter adverse action date] if you would like to request your Reach Up to be closed [enter date adverse action would take effect], or you may accumulate an overpayment in [enter correct date/month]."

If the household specifically requests closure to prevent additional overpayments and it is after adverse action, they will have to put the request in writing waiving the advance notice requirement.

Example: Household reports receipt of lump sum on 12/12/19. VCR is sent on 12/16/19 and due 12/26/19 asking if the household has spent any of the money

on allowable expenses. Since the VCR is due 12/26/19 and this is past adverse action—add the additional text to the VCR:

"Please call the Benefit Service Center at 1800-479-6151 by 12/19/19 if you would like to request your Reach Up to be closed at the end of December, or you may accumulate an overpayment in January.

If the household does not request closure, and does not reply to the VCR, the benefit they receive in January may be an overpayment. If they request closure for 12/31/19 and it is after 12/19/19, they will have to put the request in writing waiving the advance notice requirement.

***Lump sum income disqualifies the household for Reach Up***

Determine the number of full months the household will be disqualified from Reach Up by dividing this total income by the total need standard applicable to the number in their household.

Any remaining income will be applied to the first month of eligibility after the disqualification period.

The disqualification period begins the day after the household's benefits should close. Do not include the month the income was received. If benefits close mid-month, the disqualification period begins on the 16th of the month.

Close the benefit as soon as possible, making sure to provide adequate notice.

If lump sum is not reported by the household within 10 days, or the department does not act on the information within 10 days there may be an overpayment. Any months of the disqualification period prior to the actual closure will be considered an overpayment and recoupment will need to be established.

Send notice of closure with the Notice of Decision Closure/Denial Due to Lump Sum (form ESD 220C-DLS) and add a WARN to the case.

## Lump Sum as a Resource

- A lump sum payment received when the household is not on Reach Up is a resource.
- Payments from the conversion of an existing asset to cash (i.e. cashing in IRA, selling car) are not considered lump sum – they are a resource.

***A Lump Sum can be Income or a Resource***

Some lump sum payments may look like income but were in fact "earned" at an earlier period, and so are treated as a resource when processing a case.

Example 1:  Bill is on Reach Up and was laid off from his job at a wood chip processing plant in March. He received $3,000 in severance pay and $1,200 payout for accrued vacation leave on March 1st.

Because the severance pay is not for a previous period, count it as income. The accrued vacation leave was earned at an earlier period and is considered a resource.

Bill has until March 10th to report this income. ESD has 10 days to process the change (the earlier the better). ESD must give Bill 10 days of notice that his benefits will be closing.

Example 2:  Sharon is on Reach Up and received a $6,000 lump sum payment of SSDI (Social Security Disability) benefits in April. Sharon's award letter indicated that her disability was approved for a fixed period and she will now receive ongoing benefits. The letter shows that $5,300 is for a prior period, but $700 of the payment is for the current month.

Count the portion of the lump sum paid for prior months as a resource in April. Count the $700 portion that is not for a previous period as Sharon's income.

## Child Support Lump Sum

When households are on Reach Up, they agree to assign their child support rights to the department, therefore all child support (minus the up to $50 family bonus) is subject to being used by the department to offset the household's benefit amount. Household that receive a child support lump sum, do not qualify for the 10-10-10 rules. Child support lump sum and overpayments should be considered from the date the lump sum was received.

## BPS Support

### *Calculating a Lump Sum Disqualification Period*

The RUFA tab on the ESD Calculator will calculate the Lump Sum disqualification period.

## Example 1: Reports non-child support lump sum within 10 days

A Reach Up household of 2 living in Putney (outside Chittenden County). Their total needs are $1080 a month (Basic needs $680 + shelter deduction $400 = $1080).

On August 1st, the household received $3800 in inheritance. The household reports change on 8/10.

The department calculates the lump sum payment within 10 days on 8/12. Take the total lump sum $3,800 and divide by the total needs ($1080).

$3,800 / $1080= 3.52 months.

The benefit should close 8/31 and the period of disqualification is 3 months from 9/1 through 11/30. The remaining 0.52 of the lump sum will count as income if the household reapplies in the 4th month, directly following the disqualification period.

Send notice of decision at least 10 days prior to 8/31.

If the household provides receipts for allowable spending of their lump sum, the disqualification period needs to be recalculated.

If the household reapplies on 12/1 without having their disqualification period recalculated, the 0.52 months of the lump sum will have to count as income in December.

To calculate the 0.52 take the total need and multiply it by the number of disqualified months:
$1,080 x 3 = $3,240 (meaning $3,240 is going to cover 3 months)

Since the household received $3,800 as lump sum income, subtract the money that is being used to cover the 3 months:

$3,800 - $3,240 = $560. This means that $560 will be added as unearned income in December.

If they reapply after the first month after disqualification (in this case, January or later), consider no income from lump sum.

## Example 2: Reports non-child support lump sum after 10 days

The household above received their lump sum payment on 8/1, but they do not report the change until 8/17 (past the 10 days for reporting changes).

The change is processed on 8/28, which does not allow the benefits to close until 9/15. This is past the 10 days the department has to process, but the household has already caused a delay.

If the household had reported the change within 10 days of receiving the lump sum payment, their benefits could have closed on 8/31/20.

Process an overpayment for September.

## *Calculating a Child Support Lump Sum Disqualification Period*

Example:  Pat is on Reach Up and is receiving $535/ month as a benefit. Pat and the absent parent have a child support order for $200/month. The absent parent was not able to pay the child support for 4 months, creating $800 in arrears.

The Office of Child Support (OCS) collects a large sum of money $2,000 from the absent parent on 1/1. After the current obligation ($200) and child support arrears are paid off ($800), Pat receives the additional $1,000. This payment is issued as a D3 payment.

Even though, Pat is entitled to the extra child support payment, the $1,000 would be counted as unearned income from 1/1.

To calculate the lump sum, take the family's income and divide it by the total need: 680 (basic need) + 400 (shelter deduction) = 1080.

$1,000 / $1080= 0.925

Because the lump sum received is not enough to cover the total need for the month, we would not close the benefit. However, we would count the $1,000 as unearned income for January and an overpayment would have to be calculated.

# P-2213 INCOME (continued)

## P-2213H Student Income (20-08)

Households that include a student attending higher education may receive financial assistance in the forms of student loans, grants and scholarships. Depending on the source of the funds and specifics around how they may be used, some of the financial assistance may be countable in the household's Reach Up budget.

The Student Self Declaration Financial Aid and Expenses (form 216) asks the student to provide a copy of their bill from the school. The bill should indicate what funds the student will receive after tuition and the source of the funds. If the funds are from an excluded source, we do not count this as income.

## Excluded Student Income

All federal loans and grants are excluded, including title IV.

Loans and grants received through VSAC are also excluded.

### *Determining if student income is countable*

Other state, institutional and private loans, grants or scholarships, including money paid through the Carl D Perkins Strengthening Career and Technical Education Act or through college endowments, may be countable as income depending how they are paid.

If these funds were used to cover the costs of tuition or mandatory fees, this income is not counted either.

Find out the source of any funds that were paid directly to the student, as well as when they received it.

Then find out if any of the state, institutional or private funds are not allowed to be used for "maintenance purposes" (meaning they are earmarked for costs associated with going to college—tuition, books, mandatory fees and are not to be used for everyday living expenses). If the funds are earmarked, they are not countable for Reach Up either.

Students can provide this information from the school or other provider of the financial aid. The financial aid provider may also be contacted directly with a signed release.

## Work Study Income

Work study income, which will be listed on the financial aid printout, would not be included in this calculation of student income because it is paid out over time and is not a lump sum. Instead paystubs or a separate statement from the college should be provided.

Additionally, in most cases, work study income is excluded for Reach Up. If the work study program is administered by the college and the student is attending at least half time or more, the work study income is excluded.

Whether or not the work study is excluded for Reach Up, verification of the income should still be requested and then information should be entered into a JINC that is non countable for Reach Up.

## Determining a monthly student income amount

Determine what student income is not:

- Excluded;
- Used to pay for tuition or mandatory fees; or
- Earmarked for expenses other than daily living.

Divide the remainder of the income by the number of months the income is supposed to cover. Income only needs to be counted as of the month it is received by the student.

Example: A student received $20,997 in financial assistance. $16,932 came from title IV funds, was used to pay for tuition, or was earmarked for book expenses. The money was received by the student in September and was supposed to cover the time period 9/20-12/20, or 4 months.

$20,997 - $16,932 = $4,065 / 4 = $1,016.25/month.

The $1,016.25 should be entered on the student income (STIN) panel in ACCESS.

## BPS Support

Watch the ACCESS Eligibility Training Video (STIN) Entering a Student Income Panel.

**STIN**

```
12/21/15 13:33 STUDENT GRANT INCOME QUESTION 27 ( STIN . 01 )
                              (LAST UPDATED:   /  /    :   ¦ ASPAFH   )

NAME OF PERSON WITH STUDENT INCOME
MARIAN L MONTAGUE

                    RUFA, ME, TCC        FS/SF          LAST MONTH
                       STUDENT          STUDENT         DEDUCTION
                      GRANT AMT        GRANT AMT         ALLOWED
                      $$$$$ ¢¢         $$$$$ ¢¢          MO YEAR
                      08000 00         08000 00         12 2016




USER: 084 FNX: STAT MODE: C RPTGRP:  666 31 1675  PERIOD: 12 15 COMMAND: _____
DO: B IMS: 377 REPORTING ADULT: MARIAN L MONTAGUE                              3
```

The "Last Month Deduction Allowed" field indicates the last month the income will be counted in the budget.

A STAT edit will be created when the month entered passes: "The Student Grant Income Will No Longer Be Counted. Correct Date Or Delete The Panel."

# P-2214 DEDUCTIONS

## P-2214A Shelter Expenses (20-08)

Shelter expenses may be self-reported, unless questionable. Enter clear case notes (CATN) regarding shelter.

### During An Interview

When reviewing shelter information during an interview ask for the following:

- landlord's name and mailing address
- mortgage company's name and mailing address
- property tax payment information (due dates and address of town clerk)
- lot rent payment information (name and mailing address of lot owner)
- home insurance company name and mailing address

#### Exploring Money Mismanagement

Explore if the household is current on their shelter expense, and if the answer is no, find out details about the situation. Money mismanagement can be explored if the household is more than two months behind on payments. Vendor payments can be offered for any household. More information can be found in the Reach Up Protective Payments Money Mismanagement Procedure P-2231B.

### Property Tax

Use gross property tax if the household owns their home.

Use net property tax if a household does not own their home but is responsible for paying the net property taxes as part of their rental agreement.

### Town Code

Use correct Town Code on the address panel (ADDR) in ACCESS. The code will determine which maximum monthly housing allowance ($400 outside Chittenden County, $450 within Chittenden County) is used in the Reach Up budget.

### Special Housing Allowance

When determining the Reach Up benefit, a special housing allowance of up to

$90 is added to the Basic Need Standard for household who pay more in shelter costs than the regular housing allowance ($400 outside Chittenden County, $450 within Chittenden County).

Example 1:
- Sara's rent is $750 a month.
- She lives in Burlington, so the maximum shelter allowance is $450.
- Her rent is $300 more than the maximum allowance.
- She is eligible for a $90 special housing allowance.

Example 2:
- Brian's rent is $460 per month.
- He lives in Rutland, so the maximum shelter allowance is $400.
- His rent is $60 more than the maximum allowance.
- He is eligible for a $60 special housing allowance.

Example 3:
- Sara's rent is $375 per month.
- She lives in Brattleboro, so the maximum shelter allowance is $400.
- She is not eligible for a special housing allowance.

## Subsidized Housing

Subsidized housing can include:

- Section 8 housing
- Project Based housing
- Public housing

Subsidies may be attached to the person, a unit, a landlord, or a property/structure.

ACCESS allows for the maximum shelter amount if subsidized housing is indicated.

### *Fuel and Utility Allowance*

Reach Up budgets will include $70 of "unearned income" if the household has a fuel or fuel/utility allowance (subsidy) used in the calculation of their rent by the housing authority.

Reach Up budgets will include $30 of "unearned income" if the household has a

utility allowance (subsidy) used in the calculation of their rent by the housing authority.

Allow for the actual amount of allowance or subsidy received if the household indicates theirs is less than the standard amount.

If the Fuel/Utility amount is not indicated on the application or is "Unknown", find out the actual amount of allowance paid by calling the landlord or the Housing Authority.

### *Verification of Public Assistance*

When a Reach Up household applies for public housing, the housing authority sends a "Verification of Public Assistance" form to Economic Services Division (ESD) Central Office to be completed and returned. A budget is completed using the rental maximum, and the resulting grant amount is reported.

Example: A RUFA budget for the Davis family, who have no income other than their RUFA benefit is as follows:

| | |
|---|---|
| Basic Needs (3) | $ 891.00 |
| Shelter Standard | + 400.00 |
| (outside Chittenden County) | |
| TOTAL | 1291.00 |
| (Ratable Reduction) | x     .496 |
| | 640.33 |
| | |
| Benefit | $640 |

The $640 benefit amount is reported to the local housing authority on the Verification form.

### *Questionable Subsidized Housing*

A Shelter Expense Statement ([form 202H](#)) or statement including the same information can be completed and signed by either the organization that provides the subsidy or the landlord of the participant's housing.

# GA/EA Clients and Residents of Shelter/Transitional Housing

Reach Up households receiving General/Emergency Assistance and/or living in a shelter or a transitional housing program may receive the full housing allowance ($400 or $450 depending on the county).

These types of housing situations are viewed similar to subsidized housing. Counting the full housing allowance gives the family more opportunity to save and move into permanent housing.

### Adverse Weather Conditions (AWC)

If someone is housed under Adverse Weather Conditions (AWC) for one night in a month, they would receive the housing allowance for that month.

### Special Housing Allowance while receiving GA/EA Housing

If the household is paying or required to save more than $400 or $450 (depending on county) they may qualify for the special housing allowance as well. This situation is rare.

## Vermont Rental Subsidy

Reach Up households receiving Vermont Rental Subsidy will also receive the full housing allowance ($400 or $450 depending on county).

## Shared Housing

Households that share a home and shelter expenses with people other than those in their household, can each claim their share of the shelter costs if the sum of the shares is not more than the total shelter expenses. This is true if the households are all receiving separate Reach Up benefits, or if only one of the households is receiving Reach Up benefits.

Example: Sarah receives Reach Up. She and her kids share an apartment with her friend Brad. Brad is not the parent of any of the kids, and Brad and Sarah are not married, so he is not a mandatory Reach Up household member. The apartment is in Barre and rent is $950 with utilities included. Sarah and Brad both pay $475 each directly to the landlord. Sarah can claim the $475 she pays for rent, with $400 allowed for the maximum shelter allowance, and $75 as the special housing allowance.

The same would be true if Brad had children and receives his own Reach Up benefit.

# Room Rent vs. Room and Board Expense vs. Board Expense

When a household claims a room and board expense, clarify if meals (board) are included or not. The inclusion of meals in room and board can impact the amount of Reach Up benefit the household is eligible to receive.

***Room Rent paid (does not include meals)***

A household that pays for a room in someone else's home can claim the amount they pay as a shelter expense. The household also qualifies for the basic needs standard when determining the Reach Up benefit amount.

***Room and Board paid (includes meals)***

If the room also includes board, meaning meals are included in the expense paid (this situation is rare), then the household will <u>not</u> be able to claim a shelter expense, and instead will only qualify for the room and board and other basic needs allowances found in Reach Up [rule 2263.4](#) Room and Board Standards.

These standards are currently less than the Reach Up Basic Need Standards (Reach Up [rule 2261.1](#)).

***Board paid (includes meals, but not room rent)***

If the household only pays for board (meals), and does not pay a room rent (this situation is even more rare), then the household will <u>not</u> be able to claim a shelter expense, but will qualify for the Reach Up Basic Need Standards (Reach Up [rule 2261.1](#)).

## BPS Support

Watch the ACCESS Eligibility Training Videos [(HOME) Entering and Updating a Home Panel](#), [(RENT) Entering a Rent Panel](#) and [(RBEX) Entering a Room and Board Expense Panel](#).

***Entering Property Taxes on HOME panel***

For households applying for 3SVT, enter the net property tax on a HOME panel coded T (T-Taxes)

Add a second HOME panel that shows the difference between the net property

taxes and the gross property taxes. This panel must be coded as R (R-RUFA REPAIRS ALLOWED FOR).

```
10/29/18 11:57 HOMEOWNER EXPENSE   QUESTION 32 ( HOME . 01 )
                              (LAST UPDATED:   / /     :   ¦ ASPAGG   )

NAME OF PERSON                    EXPENSE      EXPENSE AMT     EXPENSE
PAYING MORTGAGE, TAXES OR INSURANCE  TYPE       $$$$$ ¢¢       FREQ
N                                      _

                              MONTHLY EXPENSE AMT
                                 $$$$$ ¢¢




HOMEOWNER EXPENSE TYPE:              EXPENSE-FREQ:
M - MORTGAGE                         M - MONTHLY
T - TAXES                            Q - QUARTERLY
R - RUFA REPAIRS ALLOWED FOR         S - SEMI-ANNUAL
L - TRAILER LOT RENTAL               A - ANNUAL

USER: 034 FNX: STAT MODE: C RPTGRP·           PERIOD: 10 18 COMMAND:
DO: T IMS: ST2 REPORTING ADULT: N                                 3
```

Example: Net property taxes are $2000 annually. Gross property taxes are $3000 annually. Add HOME panel for $2000 annually as countable property taxes. Add a second HOME panel for $1000 annually, for R-RUFA REPAIRS ALLOWED FOR. This way, 3SVT budget will show $2000 annually for property taxes and the RUFA budget will show $3000 annually for property taxes.

Add a WARN to the case. Example: RUFA counts gross prop taxes. Workaround HOME panel has been added.

### Entering HOME Expenses for Non-Home Owners

If household does not own the home but is responsible for taxes and lot rent in lieu of or in addition to a monthly rent amount, include the total monthly amount on a RENT panel, rather than using HOME panels. Write a clear CATN indicating how RENT amount was determined.

### Entering Subsidized Housing Fuel and Utility Allowance

If an "S" or a "P" is entered in TYPE and the RENT panel indicates heat and utilities are not included or utilities only are included (household may or may not pay for utilities, but definitely pays their own heat) ACCESS enters $70

automatically in budget.

If an "S" or a "P" is entered in TYPE and the RENT panel indicates heat only is included (household does not pay for heat but pays for their own utilities) ACCESS enters $30 automatically in budget.

```
10/29/18 14:37 RENTAL EXPENSE       QUESTION 31 ( RENT . 01 )
                                    (LAST UPDATED: 04/12/18 15:33 ¦ ASPAGF   )

                                INCL IN RENT          RENT AMT        MONTHLY
NAME OF PERSON WHO PAYS THE RENT  FUEL  UTIL    FREQ  $$$$$ ¢¢       $$$$$ ¢¢
.T                                 Y    N        M      150 00         150 00

**** SUBSIDIZED/PUBLIC HOUSING ****          (COMPLETE BELOW IF DIFFERENT)
Y/N TYPE BDRMS  RUFA SUBSIDY       FS / SF        FS / SF        FS / SF
 Y   P          STD   ACT    HH   USED  INKIND    RENT AMT       MONTHLY
               30                          FREQ  $$$$$ ¢¢       $$$$$ ¢¢
                                            M      150 00         150 00
      ******************** R V P   D A T A  ********************

   RVP CODE: C              RENT AMT: $ 00150 00                ARREARAGE
                                                              *********
LANDLORD NAME: BRISTOL FAMILY HOUSING_____    TOTAL ARREARS:  00000 00
LANDLORD C/O:                                   AMT TO BE PAID: 00000 00
LANDLORD STREET:   142 MERCHANTS ROW_____     -----------
CITY, STATE, ZIP:  RUTLAND_____ VT 05701 ____  BALANCE LEFT:

USER: 934 FNX: STAT MODE: D RPTGRP:           PERIOD: 10 18 COMMAND:
DO: Y IMS: GY1 REPORTING ADULT:                                      3
```

### *GA/EA Clients and Residents of Transitional Housing*

Enter a RENT panel for the Head of Household.

In the "INCL IN RENT" section of the RENT panel, enter "N" under "FUEL" and "Y" under "UTIL". This will prevent the client from getting the heated renter SF benefit. They will get the $21 Fuel benefit, and if/when they move into an apartment they can get the difference in SF benefits.

In the "RENT AMT" section of the RENT panel, enter the maximum shelter amount ($400 or $450 depending on county).

If the household is not paying anything towards their rent (i.e. all housing costs are covered by EA), enter $0.01 in the "COMPLETE BELOW IF DIFFERENT" section, so that the rent is correctly accounted for in 3SVT and Fuel budgets.

In the "SUBSIDIZED/PUBLIC HOUSING" section enter "N".

Do not enter a UTIL panel for these households.

***Vermont Rental Subsidy***

Follow the SOP VRS RU 2/1/18 located on the intranet.

***Questionable Room Rent***

- If lease agreement is between the room renter and the person receiving the rent the person that is receiving the room rent can complete the shelter form or statement.
- If the lease agreement is between the room renter and landlord, but the room renter pays their portion of rent to a roommate who then pays the landlord, the landlord should be completing the form.

***Questionable Shelter at Recertification***

For a review application, if shelter is questionable remove the shelter from the budget and send out a request for information (RL2) to the participant stating: "If the shelter verification is not returned, a shelter allowance will not be included and your benefits will not be increased [to the higher amount it was prior to the removal of shelter]."

# P2215 CHILD SUPPORT (Reach Up rule 2235)

## P2215A Assignment of Child Support Rights (20-08)

Child support must be pursued from any parent that is not in the household. These parents are considered the "Absent Parent" (ABSP) or "Non Custodial Parent" (NCP).

Example: A woman is married to her second husband and lives with her two children from her first marriage. Pursue support from her first husband, the birth father of her children.

Caretakers must agree to pursue any support for children they are caring for. The Office of Child Support (OCS) can clarify how this process works for caretakers.

### Determining who to list as Head of Household

If household is applying and only one parent has a child or children with an absent parent, and that parent is not the Head of Household according to the application, ask if the household minds if that parent is listed in ACCESS first. If they agree, enter a voluntary withdrawal for the Head of Household and APPL the household under the other parent's name. Ask the Application & Document Processing Center (ADPC) to mirror the documents in both cases.

If the family does not want us to switch the Head of Household in our system, see below under Signing the Child Support Authorization (137)

Example: Pat and Sam are newlyweds. Pat's son is 5 years old from a previous marriage. When the family submitted their application, Sam was listed as the Head of Household. Since Sam is not the birth parent, it would be easier for OCS to direct the payments to the department if Pat was the Head of Household.

### Determining who to list as the Absent Parent

Ask the household to list any and all possible absent parents to the child. OCS will assist the household through the process of identifying the birth parent if necessary.

If the household claims they cannot identify a parent, ask them for the names of all potential parents, complete 137's for each of them, and create an ABSP panel for each possibility in ACCESS.

### Deceased Absent Parent

Initial Reach Up applications must have one Child Support Authorization (137) that indicates ABSP is deceased. Ask the household if they would like to work with OCS to pursue parentage of the deceased absent parent. There are times when a child may be eligible for survivors' benefits if parentage is established.

Enter code 3 for Absent Parent Assign Code on the ABSP panel. Enter a CATN and a WARN on case. If the household is interested in working with OCS, send an email to [AHS.DCFOCS137Submission@Vermont.gov](mailto:AHS.DCFOCS137Submission@Vermont.gov).

If household has been on Reach Up before, and a copy of the original Child Support Authorization is available in OnBase, print the original 137 that indicates parent is deceased and then rescan with current date to demonstrate it has been documented. Enter a new CATN and update WARN as needed.

### Absent Parent Removal Reasons

Certain individuals have been ruled out as having an obligation to a child. This occurs when someone has had their parental rights terminated, or when OCS has determined through DNA testing that an individual is not considered a parent.

OCS enters the correct removal reason. The child's name will have to be removed from the absent parent panel, or the panel should be deleted if there are no other children listed.

New Child Support Authorizations (137) will need to be collected if there are other potential parents.

For households where parental rights have been terminated, enter 1 or more ABSP panels using the name "Unknown Unknown" with a temporary social Security number. Code the Absent Parent Coop Code 7 for a lifetime waiver.

## Assigning child support rights to the department

Signing the form [Child (and Medical) Support Authorization (137)](#) assigns child support rights of the parent/caretaker to the Department for Children and Families (DCF). It is also an application to work with the Office of Child Support (OCS).

If the household refuses to assign support attempt to get the refusal in writing.

The document will then be scanned into OnBase. Make a note in CATN and deny the application.

## Children receiving SSI

Signing the Child Support Authorization (137) does NOT assign child support rights related to a child that receives SSI. However, cooperation with OCS is required for any child of an individual receiving Reach Up, regardless of whether the child is included in the Reach Up household. In addition, OCS collects information about all children living with the custodial parent to ensure that they distribute child support correctly.

## Child support received while applying for Reach Up

Explain that until a decision is made on the grant, the household may use any child support received for living expenses but <u>must</u> report it to the department. All support received after a grant has been made <u>must</u> be forwarded to the department.

## Past due child support

Any past-due support owed to the household by any noncustodial parent prior to application may be used after the household is approved to reimburse the department for any benefits paid to the household or to pay off any money owed to the department that accumulated while the household was on benefits. Amounts more than the department's reimbursement will be paid to the household.

## Requesting a child support waiver

Explain what a waiver of cooperation is. Households can request a waiver by marking off Waiver Request in Section 8 of the Child Support Authorization (137), and completing a [Waiver of Cooperation for Child and Medical Support (form 137W).](#) See Reach Up procedure [2215B](#) for more information.

## Signing the Child Support Authorization (137)

The Head of Household/custodial parent should complete the Child Support Authorization (137).

If ESD knows missing information about the Absent Parent, add the information onto the Child Support Authorization (137) itself, or by adding a note to the document in OnBase and update the ABSP panel correctly. Indicate in the note

what information was completed by the department.

If the household marked the waiver box incorrectly, have the household cross it out, initial and date the change; or collect a new Child Support Authorization (137) where the waiver box is not checked off.

***Two parent household absent parent associated with second adult***

The custodial parent <u>must</u> co-sign the Child Support Authorization (137) if they are <u>not</u> the Head of Household but are included in the Reach Up household.

<u>Example:</u> Tom and Jane are not married but have a child (Rowan) in common. Jane also has a child (Maya) that lives with them from a previous relationship. They apply for Reach Up with Tom as the Head of Household (listed first on the application). Tom and Jane must both sign the Child Support Authorization (137) for Maya's absent parent, Bill.

***Minor parents***

If the applicant is a minor, their guardian <u>must</u> also sign and date the Child Support Authorization (137) for the paperwork to be considered valid by OCS.

***Legal caretakers and parents living together***

In households where the caretaker remains the payee because they have legal guardianship and have agreed to add the birth parent to the Reach Up benefit, the Child Support Authorization (137) will have to be completed and signed by all parties that have either a legal or parental relationship to the child.

<u>Example</u>: Melissa took in her niece Shelley of whom she has legal custody per court order; she has a Reach Up child only grant. Shelley's mom, Renee moved into Melissa's home. Melissa agrees to have Renee added to the Reach Up household but remains the payee of the benefit. Child Support Authorization should be signed by both Melissa and Renee.

# Assigning a temporary SSN for an absent parent

If a Social Security number of the absent parent is unknown, a temporary (666) number will have to be assigned.

Follow the local district procedure for obtaining a temporary SSN. Do not assign a temporary number until you have thoroughly checked for a known number (either a Social Security number or a previously assigned temporary number) for

the absent parent.

Places to look:

- Look up the Head of household or custodial parent's name in PERS D to see if the noncustodial parent is listed.
- Look up the Head of household or custodial parent's name in CUST D (this is the child support side of ACCESS) to see if the noncustodial parent is listed.
- Look up the child in PERS D to see if the noncustodial parent is already listed from another case.

## Sharing information with OCS

When a Reach Up/PSE case is approved, enter a CATN in ACCESS and send a copy of the CATN/TODO to the OCS Record Center worker number FMU.

***Include the following information in the CATN/TODO:***

- *Which program is approved (Reach Up/PSE)*
- *137 Status in OnBase (137 is available in OnBase/137 being scanned to OnBase)*
- *If applicant is requesting a waiver include: Waiver has been requested.*

***If there are more than one ABSP also indicate:***

- *Name of HOH*
- *Number of 137s*
- *Initials of each ABSP*

***Examples of CATN/TODO to FMU if there is only one ABSP/137s:***

*Reach Up is approved. 137 is in OnBase.*

Or

*PSE is approved. 137 is being scanned to OnBase today. Waiver has been requested*.

***Examples of CATN/TODO to FMU there are multiple ABSPs/137s:***

*Chris Dorer (HOH/CP SSN) has been approved Reach Up. Two 137s available in OnBase for BS and JJ.*

Use the top portion of the CATN screen to enter the CATN/TODO so that a copy remains available in CATN.

The CATN/TODO should only be sent to FMU. Delete the worker number that pre-populates in the "Send Reminder to workers" field and replace it with "FMU"*.

Do not enter the CATN/TODO while the case is pending Reach Up/PSE.

Example:

```
05/22/19 13.55              CASE ACTION LOG                        ASPATC

TYPE OF CONTACT: C Person Contacted: D_ _____

MSG: Reach Up is approved. 137 is in Onbase._____
    _____
    _____

                                              List IVD Cases? _
                                                 CS Worker: 621
                    *** REMINDER FUNCTION ***       CS Supv: 648
                                                   BPS Supv: 183
Reminder Date: 05 22 2019 __ ('*' in first M = Today's date)  Case Mgr:
Send Reminder to workers: FMU __ __ __ __            RU Supv:
                                                    SF Worker: GN1

          Of the above entry (if any) OR of the following:
Msg: _____

    _____

USER: 430 FNX: CATN MODE: C RPTGRP:        PERIOD: 05 19 COMMAND: _____
DO: N IMS: GN1 REPORTING ADULT:
            F8= 'MORE'    Shift-F3= 'EXIT'    Shift-F12= 'HELP'
```

*If the ESD worker number is left in the reminder section it will not send to the OCS worker number.

## Reach First applications

If a household is granted Reach First, do not request a 137. Enter information in an ABSP panel as it is listed on the 202 application or as it was previously known to the department. If the absent parent information is unknown, enter it as UNKOWN. Enter code 4 in the Absent Parent Assign Code.

If a case transitions from Reach First to Reach Up, request a 137 using a 202V. If Reach Up is approved enter a CATN and send a copy of the CATN/TODO to the

OCS worker number FMU when transfer is complete. Indicate if 137 form is available in OnBase or is being scanned. Indicate if a Waiver has been requested.

## Changes to Reach Up household

### Adding a child with an absent parent

If, at some future date, a child whose parent is absent enters the household, a new 137 must be obtained using a 202V for the new absent parent before the child is added to the benefit.

If the child is added, enter a CATN and send a copy of the CATN/TODO to the OCS worker number FMU, that a new child has been added to a Reach Up benefit. Indicate if 137 form is available in OnBase or is being scanned. Indicate if a Waiver has been requested.

### 137 for new child not returned

If the 137 is not returned, do not add the needs of the new child to the Reach Up benefit.

### Unborn children with absent parent

Unborn Children should not have the 137's gathered until that child is born.

When the birth of the child is reported, mail the 137's to the parent with a 202VCR with a 10-day time frame to return the 137's.

Inform OCS as done above for adding a new child.

### 137 for new baby not returned

If the 137's are not returned, deny the case if that is the only child on the benefit. If there are other children, do not add the needs of the newborn child to the Reach Up benefit.

## *ABSP joins Reach Up household*

If the absent parent of a child joins the Reach Up household, delete the ABSP panel, and send a TODO to the OCS worker indicated on the CATN C screen.

```
08/15/19 12:07                 CASE ACTION LOG                      ASPATC

TYPE OF CONTACT: c Person Contacted: __ _____ ___ _____

MSG: ABSP panel for Bob Smith has been deleted as he has joined the RU HH.
_____
_____

                                           List IVD Cases? _
                                             CS Worker: 614
                     *** REMINDER FUNCTION ***   CS Supv: 781
                                               BPS Supv: 090
Reminder Date: *M DD YYYY    ('*' in first M = Today's date)  Case Mgr:
Send Reminder to workers: 614 ___ ___ ___ ___            RU Supv:
                                               SF Worker: GR1

          Of the above entry (if any) OR of the following:
Msg: _____
     _____

USER: 934 FNX: CATN MODE: C RPTGRP:          PERIOD: 08 19 COMMAND: _____
DO: R IMS: GR1 REPORTING ADULT:
                F8= 'MORE'    Shift-F3= 'EXIT'    Shift-F12= 'HELP'
```

## Child ages out of Reach Up Household

When a child ages out of the Reach Up household and the Reach Up benefit is adjusted, ACCESS will automatically delete the ABSP panel if the child is the only one listed on it. Send a TODO to the OCS worker indicated on the CATN C screen letting OCS know the child is no longer on Reach Up.

```
08/15/19 12:07                 CASE ACTION LOG                      ASPATC

TYPE OF CONTACT: c Person Contacted: __ _____ ___ _____

MSG: Child John Smith has been removed from the RU HH as of 8/31/19. He is
     now 18._____
     _____

                                           List IVD Cases? _
                                             CS Worker: 614
                     *** REMINDER FUNCTION ***   CS Supv: 781
                                               BPS Supv: 090
Reminder Date: *M DD YYYY    ('*' in first M = Today's date)  Case Mgr:
Send Reminder to workers: 614 ___ ___ ___ ___            RU Supv:
                                               SF Worker: GR1

          Of the above entry (if any) OR of the following:
Msg: _____
     _____

USER: 934 FNX: CATN MODE: C RPTGRP:          PERIOD: 08 19 COMMAND: _____
DO: R IMS: GR1 REPORTING ADULT:
                F8= 'MORE'    Shift-F3= 'EXIT'    Shift-F12= 'HELP'
```

**Checking absent parent information at time of recertification**

At every annual recertification check that a Child Support Authorization (137) is available in OnBase. If one is not available, request a new one using a 202RL2.

Review with the household the current information about the absent parent available in ACCESS, such as:

- an address or employment change for the absent parent.
- a change in the financial circumstances of the absent parent.
- Social Security Number of the absent parent if previously unknown.
- a divorce since last review.
- court orders since last review.
- the addition of a child of the same noncustodial parent.

A source of information to assist in this check would be the "common update" (COMM) screen in ACCESS. To view this screen, type in the command COMM/D and the head of household and/or custodial parent's SSN and C as the tenth digit. This will give the latest information OCS has on the absent parent such as his/her most recent employment. Review the information on the screen with the household.

If any information from the household is more current than what OCS has on COMM or what is in the ABSP panel, send a TODO or email message to the OCS worker.

## BPS Support

***Adding an ABSP panel***

See the ACCESS Eligibility Training video: [Entering an Absent Parent Panel](#).

## ABSP

```
01/14/16 15:16 ABSENT PARENT        QUESTION 11 ( ABSP . 01 )
                                    (LAST UPDATED: 05/05/15 12:46 ¦ ASPADM   )

          NAME OF ABSENT PARENT         SUPPORT
  ** FIRST ** I **** LAST ***** MOD ASSIGN  *** SSN ***   COOP  BIRTHDATE  SEX
   CHARLES    W KING               1      666 66 6666   1   09 15 1980   M

                    CHILDREN OF THIS ABSENT PARENT
  ** FIRST ** I *** LAST *** MOD P RR      ** FIRST ** I *** LAST *** MOD P RR
1 BRYAN      F KING              Y      2
3                                       4
5                                       6
7                                       8
9                                      10
          O T H E R   A B S E N T   P A R E N T   I N F O R M A T I O N

        MARITAL STATUS   X                    ADDRESS INFORMATION
RELATION TO APPLICANT   M      STREET ADDRESS
WAIVER REVIEW DATE             C-O OR APT ADDRESS    153 MARSH LANE
      A-C PHONE     EXT         CITY JERICHO       STATE VT ZIP 05465
PHONE   802 555 9966
USER: 084 FNX: STAT MODE: D RPTGRP: XXX XX XXXX PERIOD: 01 16 COMMAND: _____
DO: M IMS: GM1 REPORTING ADULT:                                            3
```

## Absent parent assignment code

```
+----------------------------------------------------
|                                        ASHADMCR
| ABSP Assign Codes
|
| 1  Assigned.
| 2  Refused Assignment - case closed or denied.
| 3  Absent Parent Deceased - no IV-D case.
| 4  No assignment needed- R First or R Ahead.
|
| Place cursor on desired line and hit enter
| to select code.
+----------------------------------------------------
```

### Absent parent removal reasons

```
                    ASHADMCT     |
 Removal Reasons                 |
                                 |
 D1 ON ANFC - OVER AGE FOR 4D    |
 D2 ON IV-D - OVER AGE FOR PA    |
 D3 CHILD WITH AP OR OTHER REL   |
 D4 EMANCIPATED MINOR            |
 D5 AP EXCLUDED BY BLOOD TEST    |
 D6 ADOPTED                      |
 D7 TERMIN OF PARENTAL RIGHTS    |
 D9 OTHER                        |
                                 |
 Press enter to continue.        |
                                 |
---------------------------------|
```

IV-D (or 4D) = Child Support side of ACCESS
PA = TANF funded public assistance

Removal reasons D1, D3, and D9 are only informational and will allow you to continue. All other codes will require the child to be removed from the panel, or for the panel to be deleted.

# P2215 CHILD SUPPORT (continued)

## P2215D Child support payments and the Reach Up budget (Reach Up rule 2272) (20-08)

### Child support payments begin

At the end of every month, ACCESS will see if OCS has begun receiving current support payments on behalf of a Reach Up household. If so, an eligibility version for the first month of a family bonus and parent share will be created and require approval. A message appears on the district's Daily Report which states: "Approve change to 100% disbursement/ child support offset".

The child support will be held and will impact Reach Up benefits two months later.

Example:  Effective 8/1 the household has Reach Up benefit of $500.  OCS receives $200 support on both 8/5 and 8/19 for a total of $400.  The entire amount is held.  On 9/1, Reach Up ELIG for October requires approval and shows a parent share of $350 ($400 minus the $50 family bonus which is disregarded), and a corresponding decrease in the Reach Up benefits.

This changes the Reach Up payment from $500 to $150 and changes the grant to 100% payment cycle.  Since the total of the Reach Up and the child support payments still equals the Reach Up entitlement of $500 plus the excluded family bonus, 3SquaresVermont has no change.  Approve the change to the Reach Up eligibility and send a notice.  On 10/1, the client receives the $50 family bonus, parent share of $350 and Reach Up benefit of $150 for a total of $550.

### Child support payment changes

#### *Child support changes*

No approval or notice is needed when the amount of child support received in a month by OCS increases or decreases but does not exceed the Reach Up benefit. Since the Reach Up is offset by the amount of child support, the household will see no loss of net income.

Example: Child support received in October is $30 less than the previous month,

Reach Up will be increased by $30 two months later for December 1st when that support is received by the household.

### *Child support stops*

If no support is received one month, but resumes the next month, no notice is needed because 100% payments should continue. Currently there is ACCESS work being done to make sure this is correct. If a case is found that switched to 60%/40% payments after missing just one month of child support, contact AOPs.

If support is not received for consecutive months, ELIG will be auto-approved for Month 4.

Example:  OCS receives no support in December and January.  On February 1st, ELIG for March is auto-approved and a notice printed in the D.O. saying that April will be paid as 60%/40%.

In either of the above situations, if any other change requiring a notice occurs, the notice will continue to refer to the benefit and will not refer to any change in support payments.

## Reach Up closes

When Reach Up closes, OCS will have held two months of support payments. ACCESS is programmed to use these payments (over $50 per month) to reimburse the state for Reach Up paid in the first two months of the current direct payment cycle.

Example:  OCS began receiving support of $150 a month in January.  Reach Up payments were decreased by $100 beginning two months later in March.  Reach Up is closed effective May 31st due to earned income.

Child support collected in April and May will be compared to Reach Up that was paid in January and February. If there is an excess after the Reach Up is reimbursed, any remainder will be sent to the household for receipt in June through a second type of "Disposal" payment.

If the household also receives 3SquaresVermont, this support will be excluded as lump sum income.

If Reach Up is reinstated before the closure, the household will immediately be returned to 100% Reach Up benefit payment cycle, and the grant notice will give this information.

## Excess child support

When child support collected exceeds the amount of that may be applied to the Reach Up benefit and/or any child support arrearage owed to the state, ACCESS will create a TODO message:

*This client is receiving a lump sum payment of $129.00 from OCS. Please review Rufa or PSE eligibility.*

Excess child support received counts as unearned income. Refer to Reach Up procedure [2213G Lump Sum Income](#) and the sections on child support lump sums.

The custodial parent in the household will receive a notice that an excess payment has been sent to them.

### *Re-occurring excess child support*

The second month that excess child support is collected and is more than the amount of Reach Up the household is eligible to receive, ACCESS will create a new version of eligibility and call for the closure of the Reach Up benefit.

## BPS Support

See Reach Up Guidance [How Child Support Works](#) and the Child Support training available through LINC (slides from training available [here](#)).

## ACCESS Reach Up budget with parent share

```
05/02/16 09:20          RUFA Results - Budget                            ASP1VA0
   PERIOD:   04 16 VER:   3 OF   3                  PERIOD:    4 16 VER:   2
   PROC: 04 29 16    15:59                           PROC: 03 31 16    15:02
NET SELF EMPLOY INCOME:    $                         $
GROSS EARNED INCOME:      +$                        +$
WORK EXPENSES:           -$                         -$
EARNED INCOME DISREGARD: -$                         -$
DAY CARE EXPENSES:       -$                         -$
UNEARNED INCOME:         +$      70.00             +$      70.00
RUFA Income:             =$      70.00             =$      70.00
BASIC NEED STANDARD:      $    1064.00    FOR: 4     $    1064.00    FOR: 4
SHELTER EXPENSES:        +$     450.00             +$     450.00
TOTAL NEEDS:             =$    1514.00             =$    1514.00
PAYMENT STANDARD: 49.6%   $     750.94              $     750.94
REACH UP Sanction Amt:   -$                         -$
RUFA Grant:              =$     680.00             =$     680.00
RECOUPMENT:              -$
RUFA Grant Less Recoup:  =$     680.00
Parent Share Offset Amt: -$     500.00
RUFA Reduced Grant Amt:  =$     180.00
INCOME TEST: GROSS: PASSED         NET: PASSED     GROSS: PASSED   NET: PASSED
USER: T05 FNX: ELIG MODE: D RPTGRP: 666-67-8952    PERIO
DO: Z IMS: GB1 RPTGRP NAME: Marge Simonson                                    3
```

> $500 is amount received from NCP 2 months prior.

> $180 from RU is added to $500 to equal grant total of $680. HH will also receive $50 bonus.

"NCP" = Non-custodial parent or absent parent.

# P-2222 Interim Reports (20-08)

An interim report (IR) is automatically generated by ACCESS and is due 6 months after the previous recertification date or approval date. The IR is mailed to the household to complete, and includes information about income, housing, bills, any absentee parents, and child support.

Any income received in the household must be verified through pay stubs, or if self-employed, by taxes or signed statements.

A 202 application can be used as an Interim Report, BUT an Interim Report cannot be a 202 application.

The IR will be mailed on the 15th of the month prior to when it is due and will be due on the 2nd of the following month.  An IR reminder notice will be mailed on the 3rd of the month it is due.

## IR not returned

If the IR does not come in:

- Close the benefit for end of month by putting a "N" in Non-COOP on STAT C STAT, "Failure to Provide Paystubs"; and
- Remove the TODO.

## IR returned after closure is approved

If the IR and all needed verification comes in by the end of the month of closure, reinstate the benefits.

If the IR comes in by the end of the month of closure, but required verification does not, keep the benefit closed. The household will need to reapply.

### Interim Report Mandatory Questions

| Question/Information | Reach Up |
|---|---|
| Address | |
| Phone | |
| Household | |

| Composition | |
|---|---|
| In Home Caretaker Services | |
| Income | Mandatory |
| Assets | |
| Shelter Expense | |
| Vehicles | |
| Dependent Care Expense | |
| Other Change | |
| Signature | Mandatory (can be electronic) |

# P-2230 BENEFITS

## P-2230A Calculating Net Income and Benefits (20-08)

Calculate the household's eligibility for a Reach Up benefit by comparing the household's total countable net income to the household's maximum benefit. The maximum benefit is also called the payment standard. It is based on the number of household members, their allowable housing expenses, and where the household lives. These factors are used to determine the household's total need, which is then ratably reduced to 49.6% and results in the maximum benefit.

## Calculating Net Income

### *Net earned income*

Follow the steps below to calculate the household's net earned income (per household member):

1. Total gross wages and net self-employment

2. Subtract allowable dependent care paid for incapacitated adult or non-Reach Up member (very rare) (Form 203RU will be updated to reflect this)

3. Subtract court ordered alimony and child support paid out

4. Subtract $90 deduction or $250 disregard

5. The result, thus far is the subtotal

6. If $250 was used in (4) above, calculate 25% of the subtotal and subtract

7. The result is the net earned income

### *Net unearned income*

Follow the steps below to calculate the household's net unearned income (per household member):

1. Total gross unearned income

2. Subtract balance of any court ordered alimony and child support paid out (Form 203RU will be updated to reflect this)

3. The result is the net unearned income

### *Total net income*

Add the net earned income with the net unearned income for all household members for the household's total net income.

# Determine household maximum benefit

Follow the steps below to calculate the household's maximum benefit:

1. Basic need standard for RU household size

2. Add the housing standard ($450 for Chittenden County, $400 for outside Chittenden County)

3. Add up to the special housing allowance (maximum of $90)

4. Multiply by the ratable reduction (0.496)

# Calculating Benefit Amount

Follow the steps below to determine if and how much of a Reach Up benefit the household is eligible to receive:

1. Subtract the household's total net income from the household's maximum benefit.

2. If the net income is more than the maximum benefit, the household is not eligible for Reach Up. Deny or close the benefit.

3. If the net income is less than the maximum benefit, drop the cents. The household is eligible for this monthly benefit.

4. To determine the initial month of benefit, do not drop the cents, instead use the proration table below and multiple the benefit by the percentage based on the date of approval (no matter how many days in the month). Then drop the cents. The household is eligible for this initial benefit.

Proration Table

| Date | % | Date | % | Date | % | Date | % | Date | % |
|------|-----|------|-----|------|-----|------|-----|-------|-----|
| 1 | 100 | 7 | 80 | 13 | 60 | 19 | 40 | 25 | 20 |
| 2 | 97 | 8 | 77 | 14 | 57 | 20 | 37 | 26 | 17 |
| 3 | 93 | 9 | 73 | 15 | 53 | 21 | 35 | 27 | 13 |
| 4 | 90 | 10 | 70 | 16 | 50 | 22 | 30 | 28 | 10 |
| 5 | 87 | 11 | 67 | 17 | 47 | 23 | 27 | 29 | 7 |
| 6 | 83 | 12 | 63 | 18 | 43 | 24 | 23 | 30/31 | 3 |

# BPS Support

Use page 2 of the Reach Up Eligibility Intake Worksheet ([203RU](#)) to calculate the household's benefit amount.

## *Calculating Earned Income Disregard for the Net Earned Income*

Example:
Donald earns $1033.09 a month
       -250.00 is subtracted from that amount
     = $783.09

Calculate 25% of that amount:
$783.09 X .25 = $195.77 (round to nearest cents)

      $783.09
      - 195.77 subtracted from the previous balance
   = $587.32  (this time do not round)

In this example, the total amount of the Earned Income Disregard is:
$250 + $195.77 (25%) = $445.77 taken off their earned income.

## *Calculating total Net Income*

Donald lives in subsidized housing and must pay for his own electric. His subsidized rent is reduced and instead he receives a Utility Subsidy of $30 to help offset the electric bill. This subsidy counts as unearned income in the Reach Up budget.

    $587.32  (amount of countable earned income from above after disregard)
    + 30 (utility subsidy)
    $617.32 total Net Income or RUFA Income

## *Reading the ACCESS RUFA budget*

The third panel of ELIG C/D RUFA shows the budget used to determine the Reach Up benefit.

```
01/27/16 16:16          RUFA Results - Budget                          ASP1VA0
   PERIOD:  12 15 VER:  4 OF  4                  PERIOD:  12 15 VER:  3
   PROC: 12 16 15   09:45                        PROC: 12 16 15   09:40
NET SELF EMPLOY INCOME:    $                      $
GROSS EARNED INCOME:    +$   1033.09           +$
WORK EXPENSES:          -$                      -$
EARNED INCOME DISREGARD: -$   445.77            -$
DAY CARE EXPENSES:      -$                      -$
UNEARNED INCOME:        +$     30.00           +$     30.00
RUFA Income:            =$    617.32           =$     30.00
BASIC NEED STANDARD:     $   1104.00  FOR: 4    $   1104.00  FOR: 4
SHELTER EXPENSES:       +$    400.00           +$    400.00
TOTAL NEEDS:            =$   1504.00           =$   1504.00
PAYMENT STANDARD: 49.6%  $    745.98            $    745.98
REACH UP Sanction Amt:  -$                      -$
RUFA Grant:             =$    128.00           =$    715.00
RECOUPMENT:             -$                      -$
RUFA Grant Less Recoup: =$    128.00           =$    715.00
Parent Share Offset Amt: -$                     -$
RUFA Reduced Grant Amt: =$    128.00           =$    715.00
INCOME TEST: GROSS: PASSED        NET: PASSED    GROSS: PASSED  NET: PASSED
USER: 084 FNX: ELIG MODE: D RPTGRP: 666 77 7777 PERIOD: 12 15 COMMAND: _
DO: Z IMS: GM1 RPTGRP NAME: DONALD M DAVIDSON              PANEL: 3        3
```

Based on the previous examples, this screen shot shows the following:

Gross Earned Income $1033.09
Earned Income Disregard $445.77
Unearned Income $30
RUFA Income $617.32

## Special Housing Allowance in the RUFA budget

When a household qualifies for the special housing allowance (up to $90), the amount is added to the Basic Need Standard instead of the Shelter Expense.

## ELIG D RUFA (screen 3)

```
07/13/20 12:37          RUFA Results - Budget                          ASP1VA0
   PERIOD:  04 20 VER:  1 OF  1                  PERIOD:  3 20 VER:  3
   PROC: 03 01 20   01:44                        PROC: 02 26 20   09:53
NET SELF EMPLOY INCOME:    $                      $
GROSS EARNED INCOME:    +$                      +$
WORK EXPENSES:          -$                      -$
EARNED INCOME DISREGARD: -$                     -$
DAY CARE EXPENSES:      -$                      -$
UNEARNED INCOME:        +$     70.00  SSI:     +$     70.00  SSI:
RUFA Income:            =$     70.00           =$     70.00
BASIC NEED STANDARD:     $    847.00  FOR: 2    $    847.00  FOR: 2
SHELTER EXPENSES:       +$    400.00           +$    400.00
TOTAL NEEDS:            =$   1247.00           =$   1247.00
PAYMENT STANDARD: 49.6%  $    618.51            $    618.51
REACH UP Sanction Amt:  -$                      -$
RUFA Grant:             =$    548.00           =$    548.00
RECOUPMENT:             -$                      -$
RUFA Grant Less Recoup: =$    548.00           =$    548.00
Parent Share Offset Amt: -$                     -$
RUFA Reduced Grant Amt: =$    548.00           =$    548.00
INCOME TEST: GROSS: PASSED        NET: PASSED    GROSS: PASSED  NET: PASSED
USER: 934 FNX: ELIG MODE: D RPTGRP:             PERIOD: 04 20 COMMAND: _
DO: Z IMS: SY2 RPTGRP NAME: .                             PANEL: 3        3
```

This screen shot show the Basic Need Standard for 2 to be $847.

This household lives outside of Chittenden County. The Basic Need Standard for 2 outside of Chittenden County is $771. The household pays $476 in rent, which is more than the $400 housing standard.

$$\begin{array}{r} \$771 \\ + \ \$76 \\ \hline \$847 \end{array}$$

## Reviewing INQD (Money Disbursement History)

Watch the ACCESS Eligibility Training Video (INQD and INQB) View Benefit Disbursement.

## INQD

```
    ****    M O N Y   INQUIRY - DISBURSEMENT HISTORY   ****           ASPSIB

          For Reporting Group SSN ( XXX XX XXXX )

          Issued from ( MM / CCYY ) to ( MM / CCYY )
                     ( 11 / 2013 ) to ( 12 / 2016 )

          Indicate the types desired using an X

                    ( X )  All types
          ( _ )  ANFC/RUFA including Family Bonus/Parent Share
          ( _ )  IVD PA                ( _ )   PSE/RPSE
          ( _ )  Food Stamps           ( _ )   CSE
          ( _ )  General Assistance    ( _ )   Lund Home
          ( _ )  Medicaid              ( _ )   DEFRA
          ( _ )  Essential Person      ( _ )   EFA
          ( _ )  Fuel                  ( _ )   Administration
          ( _ )  IV-D                  ( _ )   E&T
          ( _ )  RCHP/WORK/ORNT/WTW    ( _ )   CC
          ( _ )  TCC                   ( _ )   DISP
          ( _ )  Premium Refund        ( _ )   RA

SER: 084 FNX: INQD MODE: D RPTGRP: XXX XX XXXX PERIOD: 10 15 COMMAND: _____
```

## Example of Reach Up benefit disbursements

```
01/28/16 11:35                                                          ASPSIB
                *** M O N Y   INQUIRY - DISBURSEMENT HISTORY ***
For SSN: 666-74-8505
   Name: RACHEL E MENDLESON                      Issued from: 08/15 - 12/17
S**Tran Nbr* Issued *Prog*CC*S*Check No* Amount *Type*  From  -   To   *E*A*Wrk
 -  67745059 11/03/15 RUFA NS E EBT CASH   725.00  DO  10/01/15-11/30/15    028
 -  67850698 12/01/15 RUFA XS E EBT CASH   410.00  SO  12/01/15-12/15/15    GL1
 -  67989619 12/16/15 RUFA XS E EBT CASH   274.00  SO  12/16/15-12/31/15    GL1
 -  68060941 01/01/16 RUFA NS E EBT CASH   410.00  SO  01/01/16-01/15/16    GL1
 -  68267952 02/01/16 RUFA NS E EBT CASH    95.00  SO  02/01/16-02/15/16    GL1


   * Enter L for Link Detail, any other letter for Transaction Detail
USER: 084 FNX: INQD MODE: C RPTGRP: 666 74 8505 PERIOD: 01 16 COMMAND:
```

**\*S\***
**E** = sent electronically
**T** = To be issued
(hasn't gone out yet)

**EBT CASH** = available 6:30am next day
**DD** = Direct Deposit, available 2 days