

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES

**DCF**

**Department for Children and Families**



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

**BULLETIN NO.:** 21-06

**DATE:** 07/26/2021

**SUBJECT:** Reach Up Procedure

**CHANGES ADOPTED EFFECTIVE** 08/01/21

**INSTRUCTIONS**

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

**MANUAL REFERENCE(S):**

P-2213

As of 8/1/2021 all SSI income is excludable.

**Manual Maintenance**

Text highlighted in gray has been updated.

**Reach Up Procedure**

**Remove**

P-2213B (20-02)

P-2213B (21-06)

## **P-2213 INCOME (continued)**

### **P-2213B Unearned Income (Rule 2271)(21-06)**

Unearned Income is cash or contributions received by a person for which they do not perform work or provide a service. (i.e. Alimony Payments, Social Security, Unemployment Compensation, Worker's Comp, Child Support, \$70 HUD Fuel and Utility subsidy or \$30 utility-only subsidy, Pension plans. etc.)

The full amount of received and available unearned income is countable, except for disregards/excluded income listed in rule 2276.

#### **Social Security Unearned Income**

To verify SSA, SSDI, or SSI, check the INFC function in ACCESS. (SDX.01)

**SSA** (Social Security retirement) - Countable Unearned income.

SSA is for individuals who have paid social security taxes through history of employment. Regular social security retirement, or Survivor benefits for children or spouses, or Benefits for children/spouses whose parent/spouse is disabled and receiving SSDI.

**SSDI** (Social Security Disability) - Countable Unearned income.

For individuals who have paid social security taxes through history of employment. If individual receives a combination of SSI and SSDI, they can't get Reach Up. (Rule 2210.2)

**SSI** (Supplemental Security Income) - **Non-countable if received by a parent or child.**

SSI provides benefits to adults and children who have limited income and resources and are: Age 65 or older; Blind or Disabled. This benefit is paid when an individual didn't pay enough social security taxes to receive the full Social Security benefit- either retirement (SSA) or disability (SSDI).

#### ***Social Security Income notes***

Someone can get both SSI and SSA/SSDI benefits.

Anyone who receives any SSI is not eligible to be on the Reach Up grant. **All income including the SSI income and all resources are excluded.** If a family member is on SSI and working, their job income is NOT counted.

## ***SSI 1619(b) Status***

Disabled individuals who received SSI/AABD and became gainfully employed, can be granted 1619(b) status by the Social Security Administration. They shall continue to be considered SSI recipients during any months in which their 1619(b) status remains in effects, whether or not they receive a SSI benefits. These individuals, and their income, are excluded from the Reach Up household and budget while they have 1619(b) status.

## **Unemployment Insurance (UI)**

In order for a household to be eligible for Reach Up, they have to pursue all other forms of income, including unemployment. All Reach Up applicants who have left a job in the last 60 days are required to apply for UI benefits. Reach Up participants who have left a paying job and could be eligible for Unemployment Insurance benefits (UI) need to apply for UI or their Reach Up could be closed.

Before denying or closing a case check with Department of Labor (DOL) to see if the household has applied for Unemployment.

Remind households that they must continue to file their unemployment claims each week until they are found ineligible. It is up to the household to inform us if they start to receive unemployment.

Enter an Unearned Income (UNEA) panel in ACCESS after confirming that the household did apply. As long as the UNEA is entered, ACCESS will automatically run a tape match if they start receiving something. If the UNEA switches to \$0 but there is money left in the claim send a VCR asking the household to explain what is happening.

## **Fuel and Utility Subsidy (Reach Up rule 2271F)**

Families in subsidized housing, who pay for fuel and/or utilities out of their own pocket, have their rent reduced by the housing authority in the form of a Fuel and Utility Subsidy. This rent reduction/subsidy is considered unearned income. Either \$70 or \$30 is added back into the Reach Up budget as unearned income. This ensures that the value of any Fuel and/or Utility subsidy is counted in the grant calculation.

\$70.00 – for a family with a subsidized housing fuel or fuel-and-utility subsidy or  
\$30.00 – for a family with a utility-only subsidy.

**The following table demonstrates the different subsidy scenarios**

|   |  |
|---|--|
| Heat & Util included in rent (not getting the subsidy.)   | \$0 Fuel and Utility Subsidy considered as Unearned Income.  |
| Heat not included in rent. (Paying on own, rent reduced accordingly. Rent reduction considered unearned income.)                  | \$70 Fuel and Utility Subsidy considered as Unearned Income. |
| Utilities not included in rent. (Paying on own, rent reduced accordingly. Rent reduction considered unearned income.)             | \$30 Fuel and Utility Subsidy considered as Unearned Income. |
| Neither heat or utilities included in rent. (Paying on own, rent reduced accordingly. Rent reduction considered unearned income.) | \$70 Fuel and Utility Subsidy considered as Unearned Income. |

**BPS Support**

***Checking 1619b status in ACCESS***

Option 1: Check the UNEA panel where the SSI income would be listed. On the bottom of the screen, you would see "1619B MED CONT" if the participant has an approved 1619B status.

```

12/08/17 08:50 UNEARNED INCOME      QUESTION 28 ( UNEA . 01 )
                                     (LAST UPDATED: 10/31/17 16:19 ; ASPAFI )
                                     AVG MONTHLY
NAME OF PERSON                       INCOME AMT   RECEIPT DATE
RECEIVING UNEARNED INCOME           $$$$ cc    MO DA YEAR  TYPE  REC
C      G      0 01                    02 01 2017  02   Y
                                     AMOUNT     PROCESS DATE STATUS VER
SDX:   0 00                    10 26 17   N01   V

SDX STATUS
N01 - Not Eligible For SSI/AABD Payment.
      Recipient's Countable Income Exceeds Title Xvi Payment
      Amount And His/her State's Payment Standard.
TRN CODE:07 TERMINATION
UNEARNED INCOME TYPE
02 - SSI-AABD

                                     1619B MED CONT
USER: 430 FNX: STAT MODE: D RPTGRP:   PERIOD: 11 17 COMMAND: _
DO: H IMS: GH1 REPORTING ADULT:
    
```

Option 2: Check the INFC screen for the SSI recipient. Under Medical eligibility you would see "1619B Med Cont." if the participant has an approved 1619B status.

```

12/08/17 08:52                View SDX History                ASPWJH
Name:                          SSN:
Payee                           Resid
Addr:                            Addr:

      Onset of disability: 04/06/2008
Run date  Tot paid  Transaction  Medicaid eligible  Payment status
Tape ID   Tot elig  Trans dt    MED eff dt         Code
- 10/26/17  0.00  Termination  1619B MED Cont.   Excess Income
   1217U2D  0.00   10/25/2017    08/01/2008       N01
- 10/06/17  0.00  Termination  1619B MED Cont.   Excess Income
   1117U4P  0.00   10/05/2017    08/01/2008       N01
- 08/29/17  0.00  Termination  1619B MED Cont.   Excess Income
   1017U3H  0.00   08/28/2017    08/01/2008       N01
- 08/17/17  0.00  SVES Info    1619B MED Cont.   Excess Income
   SV17229  0.00   08/10/2017    08/01/2008       N01
- 08/11/17  25.04  Intra Add/Name/Amt  1619B MED Cont.   Excess Income
   0917U5U  0.00   08/10/2017    08/01/2008       N01
- 01/13/17  25.04  Chg-othr than Addr  Eligible          Current Pay
   0117U1B  25.04   11/21/2016    08/01/2008       C01
User: 430 Fnx: INFC Mode: D Rptgrp:      Period: 11 17 Command:
DO: Z IMS: 430 Rptgrp name:

```

If the participant states that they have been approved for the 1619B status but ACCESS is not showing it, please contact the Social Security office to clarify.

### Checking Fuel/Utility Subsidy in ACCESS

For subsidy payments, enter "Y" in the "Subsidized/Public Housing" fields on the RENT panel and ACCESS will automatically count the proper amount as unearned income in the budget (the 3rd panel in ELIG).

```

08/28/15 14:54 RENTAL EXPENSE QUESTION 31 ( RENT . 01 )
(LAST UPDATED: 06/11/15 11:42 | ASPAGE )

NAME OF PERSON WHO PAYS THE RENT      INCL IN RENT      RENT AMT      MONTHLY
FUEL  UTIL      FREQ      $$$$ ¢¢      $$$$ ¢¢
JOHN  F ROULEAU      Y      N      M      750 00      750 00

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

RVP CODE:      RENT AMT: $ 00000 00      ARREARAGE
*****
LANDLORD NAME:      TOTAL ARREARS: 00000 00
LANDLORD C/O:      AMT TO BE PAID: 00000 00
LANDLORD STREET:
CITY, STATE, ZIP:      BALANCE LEFT:

USER: 084 FNX: STAT MODE: D RPTGRP: XXX XX XXXX PERIOD: 08 15 COMMAND:
DO: J IMS: SJ2 REPORTING ADULT: JOHN  F ROULEAU
    
```