

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

Signed by:
Miranda Gray
9D28B1253ECC4BA...

BULLETIN NO.: 24-18

FROM: Miranda Gray, Deputy Commissioner
Economic Services Division

DATE: 9/6/24

SUBJECT: Reach Up Procedure

CHANGES ADOPTED EFFECTIVE 10/1/24

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-2200

The following Reach Up standards are updated effective October 1, 2024.

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

Manual Maintenance

Significant changes are indicated by highlighting text in gray.

Reach Up Procedure

Remove

Insert

P-2213D (23-10)

P-2213D (24-18)

P-2213F (23-10)

P-2213F (24-18)

P-2213 INCOME (continued)

P-2213D Income from Providing Child Care (Reach Up rule 2251.3) (24-18)

If payment received is:

Weekly: multiply by 4.3.

Bi-monthly: multiply by 2.15.

Monthly: use **monthly** figure.

Meal Deductions:

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

	FFY 24	FFY 25
Breakfast	\$1.65 per day	\$1.66 per day
Lunch only	\$3.12 per day	\$3.15 per day
Dinner only	\$3.12 per day	\$3.15 per day
Snack	\$0.93 per day	\$0.93 per day

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

Other Business Expenses:

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

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

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

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

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

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

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

Watch the ACCESS Eligibility Training Video [\(DCIN\) Entering Day Care Income](#) (internal ESD staff site).

P-2213 INCOME (continued)

P-2213F Room and Board Income (Reach Up rule 2251.2) (24-18)

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

During the interview, clarify if meals are really included. Sometime the term “room and board” is used even when just housing is involved.

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

Standard Deduction FFY2025

ACCESS Code	Type	Group Size					
		1	2	3	4	5	6+
1	Room Only	245	450	644	818	972	1166
2	2/3 Board	195	357	512	650	772	927
3	Board Only	291	536	768	975	1158	1390
4	Room & 2/3 Board	440	807	1156	1468	1744	2093
5	Room & Board	537	966	1412	1793	2130	2556

Actual Documented Expense

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

BPS Support

Watch the ACCESS Eligibility Training Video ([RBIN\) Entering a Room and Board Income Panel](#) (internal ESD staff site).