#### STATE OF VERMONT AGENCY OF HUMAN SERVICES

## **DCF**

## **Department for Children and Families**

FROM:	Miranda Gray  Miranda Gray, Deputy Commissioner  Economic Services Division	BULLETIN NO.: 24-18  DATE: 9/6/24
SUBJECT:	Reach Up Procedure	
CHANGES AD	OOPTED EFFECTIVE 10/1/24	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 REI	FERENCE(S):	
P-2200		
Busin	g Reach Up standards are updated effectives expense for providing room and board ess expense for providing day care meals a	

#### **Manual Maintenance**

Significant changes are indicated by highlighting text in gray.

#### Reach Up Procedure

Remove		<u>Insert</u>		
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		

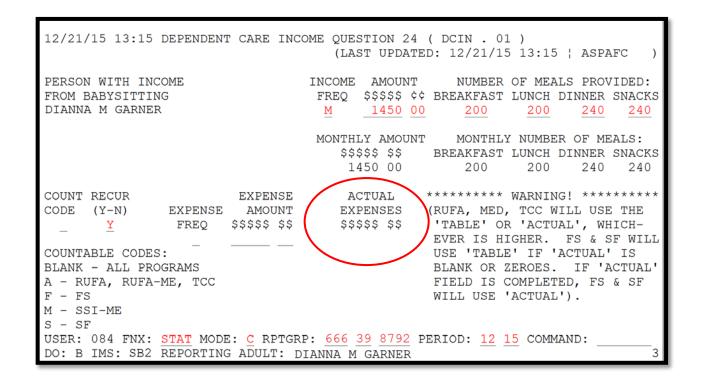
Need to know if the childcare provider is receiving a state reimbursement for food. If so, deduct the reimbursement from the expenses.

#### 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.



### **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	Group Size						
Code	Туре	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).