

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families



BULLETIN NO.: 22-20

FROM: Nicole Tousignant, Economic Benefits Director
Economic Services Division

DATE: 9/9/22

SUBJECT: Reach Up Procedures

CHANGES ADOPTED EFFECTIVE 10/1/22

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, 2022.

Business expense for providing room and board

Business expense for providing day care meals and snacks

Additional direction was added for allowing the full shelter deduction when a household claims business use of the home, as well as how to code the member panel for an unborn child. An additional step was added before assigning a caretaker a 666 temporary social security number. Clarification was added about the Initial Family Development Plan, verification requirements, waiting to assign a temporary social security number until the birth of the newborn, and when child support collected in excess of Reach Up will close the benefit.

Manual Maintenance

Significant changes are indicated by highlighting text in gray.

Reach Up Procedure

Remove

P-2201F	(20-02)
P-2203B	(20-08)
P-2210D	(20-08)
P-2210E	(20-02)
P-2213C	(20-08)
P-2213D	(21-10)
P-2213F	(21-10)
P-2215D	(20-08)

Insert

P-2201F	(22-20)
P-2203B	(22-20)
P-2210D	(22-20)
P-2210E	(22-20)
P-2213C	(22-20)
P-2213D	(22-20)
P-2213F	(22-20)
P-2215D	(22-20)

P-2201 APPLICATION (continued)

P-2201F Verification (Reach Up rule 2211.3)(22-20)

Required verifications must be provided before approving the application. Because the Child and Medical Support Authorization, form 137, is assigning child support rights, and because the Initial Family Development Plan, form 614FDP, is where a participant signs when enrolling in the program, these forms cannot be signed and dated before the actual date of the application.

Initial Family Development Plan

The initial Family Development Plan (form 614FDP) is an eligibility requirement and must be signed and received before Reach Up can be approved. A verbal signature is allowable on the 614FDP if needed.

The 614FDP is only required if the parent(s) are included in the Reach Up application and are not receiving SSI. Caretaker households do not need to complete a 614FDP unless they are considered a "needy" caretaker included in the Reach Up household. Two parents can sign the same 614FDP and it can still be considered valid.

Response to Request for Verification

No Contact by Household

If the household does not submit the necessary information and does not indicate that there are any problems in obtaining the information, the application will be denied based on the due date of the ESD 202V.

Allow 2 additional business days past the due date for the scanning and dispatching process through ADPC.

Contact by Household

If the household indicates that they are having difficulty in obtaining any or all the information:

- assist the household in obtaining the verification.

- determine if the household has good cause for not providing the information.

Determining good cause

There may be extraordinary circumstances when verification is unlikely to be available and obtaining it is beyond the control of the household. These reasons are outlined in Reach Up rule 2211.3. In such cases the District Management Team may waive the requirement of verification. If attempts to obtain verification have been made by both the household and the Department and the verification is unable to be collected, the Department can accept the household's self-reported information.

The District Management Team may seek guidance from AOPS to determine good cause.

Household has good cause for not providing verification

If there is good cause, keep the application pending an additional 30 days, which would be day 31 through day 60 from original date of application. Document the reason for the decision in CATN. If the information is received, grant back to the date when the needed information was received. If the information is not received within the second 30 days, deny the application.

The information on the ESD 202 must still be current before granting back to the date the information was received. This can be clarified in a quick conversation with the household—have there been any major changes since you put in your last application (for example in household composition, income, or resources)? If you cannot speak to them, assume it is current as households must report all changes within 10 days.

If the requested information is received more than 60 days after the date of application, a new ESD 202 is required.

Household does not have good cause for not providing verification

If there is no good cause, document the explanation given for the failure to obtain verification and explain why the explanation does not represent good cause. Deny the application on the 30th day from date of initial application if verification is still lacking.

Verification Received 31 to 60-Days from Application Date with Good Cause

If the application is denied on the 30th day (i.e. for other than an outright refusal), and the household provides the requested information and you later learn that a determination of good cause should have been made (as mentioned above, this is rare), grant back to the date when the needed information was received. The information on the ESD 202 must still be current. See above for more information. If the requested information is received more than 60 days after the date of application, a new ESD 202 is required.

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

P-2203B Social Security Numbers (Reach Up rule 2234) (22-20)

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. [The Parent's Worksheet for Child's Birth Certificate from Vermont Department of Health](#) can also be accepted

in lieu of the Half Sheet.

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.

The temporary SSN for newborns should be assigned after the child has been born and the household has provided verification that a SSN has been applied for.

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

<small>Vermont Department for Children and Families Economic Services Division</small>	<small>SSA 2853 OP3 R 1/01</small>
<hr/> MESSAGE FROM SOCIAL SECURITY <hr/>	
INFORMATION ABOUT WHEN YOU WILL RECEIVE YOUR BABY'S SOCIAL SECURITY CARD	
<hr/> IMPORTANT: IF YOU HAVE NOT NAMED YOUR BABY, A SOCIAL SECURITY CARD CANNOT BE ISSUED. <hr/>	
<p>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 State of your baby's birth.</p>	
<p>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></p>	
<p>This certifies that a Social Security number was requested for</p>	
<hr/>	
Name of Child	
<hr/>	
Signature of hospital official	Date
<hr/>	
<hr/> NOTE. Notify your caseworker when you receive your baby's Social Security card. <hr/>	

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 (continued)

P-2210D Eligibility of Pregnant People (Reach Up rules 2231 and 2240) (22-20)

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 within 30 days of the due date, a high-risk determination is not 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

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

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

Entering a MEMB panel for the unborn child

Enter a MEMB panel for the unborn child with “??” for the date of birth and the social security number. Enter relationship code 16.

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*.

Example: 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-2210E Caretaker Household (Reach Up rule 2241) **(22-20)**

Dependent children living with a caretaker who is not the child(ren)'s parent, may be eligible for a Caretaker Reach Up grant. Legal guardianship is not necessary to be considered a caretaker.

Child support forms must be provided for all absent parents of the child(ren). Caretakers can complete the forms with as much information that they have available.

Assigning a Temporary Social Security Number for the Head of Household

Temporary Social Security Numbers (666 numbers) can be assigned to the head of household if the Caretaker is receiving Reach Up benefits for his/her own child(ren). If the Caretaker objects to a 666-number due to religious reasons, contact AOPS for a different temporary social security number.

If the Caregiver is not receiving Reach Up benefits for his/her own child(ren), but the Caregiver has minor children, a temporary social security number should still be assigned to the Caretaker benefit. This is to avoid potential conflict later if the Caretaker has to apply for Reach Up benefits for his/her own children.

When a temporary social security number is assigned to a Caregiver household, all case records, including child support records will be stored under the temporary social security number. If benefits end and the Caretaker reapplies for a Caretaker Reach Up grant for the same child(ren), the previously assigned temporary social security number should be assigned for the case. To see if the Caretaker has already been assigned a 666 temporary social security number, complete a PERS/D search in ACCESS for the Caretaker's name **as well as the child's name.**

Caretaker and Parent in the same household

Caretaker as the legal guardian

If the caretaker is the legal guardian and a birth parent moves into the household with the caretaker and the child(ren), it is up to the caretaker to decide if the parent should be included in the Reach Up grant or not. The caretaker remains the payee of the grant in either case.

Caretaker not the legal guardian

If the caretaker is not the legal guardian and a birth parent moves into the household with the caretaker and the child(ren), the birth parent must be included in the Reach Up grant.

Child Only Grant

Shelter expenses will be used to determine the Reach Up benefit. Encourage the caretaker to "charge" the children a shelter expense to maximize the grant (\$490 outside Chittenden County; \$540 within Chittenden County). See Procedure [2214B](#) on Caretaker Shelter.

Caretaker Applying for No Other Programs

Questions on the ESD 202 should be answered as if the child is answering the questions. The children's resources and income must be indicated.

Caretaker Applying for 3SVT or Supplemental Fuel

Questions on the ESD 202 must be answered for everyone in the household. Clarify income and resource information for the child so the Child Only Reach Up grant can be correctly determined.

Caretaker Applying for Reach Up for their own children at same time

Two separate applications are not necessary, but the application should be scanned into both cases in OnBase.

Take lots of notes on the application and/or put "stickies" in the case in OnBase so that it is clear who the application is for.

Needy Caretaker Grant

Only one caretaker may be included in an Reach Up household, even if the children have more than one caretaker (for example, two grandparents). However, income and resources of the caretaker's spouse must be included in the budget. Questions on the ESD 202 must be answered for the caretaker, a spouse (if there is one) and the children.

Include the rent the caretaker pays (do not include the rent "charged" to the children for this budget).

Compute Reach Up budget for children and caretaker and compare countable income to payment maximum for household size.

Determine if the caretaker should be included in the Reach Up household. If the caretaker's income is too high to qualify for a Reach Up grant, the caretaker should not be included in the household.

Caretakers can choose whether to be included on the Reach Up grant. If the caretaker is included on the Reach Up grant, he or she will be required to work with a Reach Up case manager.

BPS Support

Caretaker Household Examples

Example: Caretaker with no Spouse or Children of their own (biological, step or adopted)

A child with SSA income of \$250 lives with an aunt who is her caretaker.

- The aunt applies for Reach Up on behalf of the child.
- The aunt does not live with a spouse or her own children.
- The aunt's only resource consists of \$1200 equity in a car.
- She has a job earning an average of \$450/month.
- She has no unearned income.
- She pays \$575 a month rent and charges the child \$490. She lives outside Chittenden County.

STEP #1 - DETERMINE IF THE CHILD IS ELIGIBLE

Basic Needs for one	\$585
Rent charged by caretaker (use max housing allowance)	+\$400
Special Housing Allowance	+ \$90
Total Needs	= \$1075
Ratable Reduction	X .496
Payment Standard	= \$533
Child's unearned income (SSA)	- \$250
Reach Up grant for child	= \$283

Since the child's unearned income is less than the payment standard of \$533 a month, the child is eligible for a child only grant.

STEP #2 - DETERMINE IF THE CARETAKER IS NEEDY

Compute Reach Up earned income:

Gross income	\$450.00
Earned Income disregard	-\$250.00
	= \$200
X .25 of \$200 =	- \$50
Countable earned income	=150

Compute Reach Up budget for caretaker and child:

Basic Needs for two	\$771
Rent payed by caretaker (use max housing allowance)	+ \$400
Special Housing Allowance	+ \$90
Total Needs	= \$1261
Rateable Reduction	X .496
Payment Standard	= 625
Child's unearned income (SSA)	- \$250
Countable earned income	- \$150
Reach Up Grant	= \$225

The combined income of the caretaker and child is less than the Reach Up payment standard so she is needy and could receive a Needy Caretaker grant.

The Caretaker in this household can decide which type of grant she would like to receive, a Child Only grant of \$283 or a Needy Caretaker grant of \$225.

P-2213 INCOME (continued)

P-2213C Self-employment (Rule 2274) (22-20)

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

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

                                AVG MONTHLY
                                INC AMT
PERSON WITH INCOME FROM OWN BUSINESS  $$$$$ $
ANDREA M SEAMAN                        02975 87

                                COUNTABLE   RECUR
                                CODE         (Y-N)

                                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:
BLANK - ALL PROGRAMS
A - RUFA, RUFA-ME, TCC
F - FS
M - SSI-ME
S - SF

FARM INCOME:
N - NON-FARM INCOME
Y - INCOME FROM FARMING

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

See ACCESS Eligibility Training Video [\(STAT D BUSI\) Entering Self Employment Income.](#)

BUSI

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.

Allowing full shelter for Reach Up when household claims business use of the home

Follow the instructions in the self-employment procedural handbook (specifically page 12 about the schedule C) for entering the correct amount on the BUSI panel for Reach Up. The business use of home portion of the expense should be the same for Reach Up and 3SVT.

For households with rent panel

Allow the full amount of shelter expense to be included in the rent panel for Reach Up. Enter the reduced amount in the "(complete below if different) FS/SF Rent Amt."

For households without rent panels

Similar to how the gross property tax amount is entered on an additional home panel, enter an additional home panel that shows the difference between the amount of shelter expense allowed for 3SVT and the full shelter expense. The panel may need to include the difference of the gross property tax as well as the expense used for business. Add a CATN and WARN to the case explaining how the additional shelter expense was calculated. The additional home panel should be coded R (RUFA REPAIRS ALLOWED FOR).

Example: Household claims business use of home in taxes.

20% of shelter must be removed for 3SVT.

Lot rent = \$250. $\$250 \times 20\% = \50 (business use)

$\$250 - \$50 = \$200$ (allowed for 3SVT)

Add HOME panel for \$200/monthly lot rent amount. Add a second HOME panel for \$50/monthly, for R-RUFA REPAIRS ALLOWED FOR. This way, 3SVT budget will show \$200/monthly for shelter expense and the RUFA budget will show \$250/monthly for shelter expense.

Property tax and business use of the home

If property tax is claimed as a business expense, enter the reduced amount in the HOME panel for taxes, then add one additional HOME panel to include the excess property tax claimed as a business expense added to the difference between gross property tax and net property tax.

Example: Household claims business use of home in taxes.

20% of shelter expenses must be removed for 3SVT.

Gross property tax = \$1500, net property tax = \$1200.

$\$1200$ (net tax) \times 20% = $\$240$ (business use)

$\$1200$ (net tax) - $\$240$ = $\$960$ (allowed for 3SVT)

Add HOME panel for $\$960$ /annual net property taxes allowed.

$\$1500$ (gross tax) - $\$960$ (allowed net tax) = $\$540$

Add HOME panel for difference in GROSS property tax from allowed net tax = $\$540$ /annual coded R-RUFA REPAIRS ALLOWED FOR.

Property tax and an additional shelter expense

If property tax is claimed with another shelter expense, make sure to convert the annual amount to a monthly amount.

Using the examples above:

Difference in Lot rent = $\$50$ /month

Difference in GROSS property tax from allowed net tax = $\$540$ divided by 12 = $\$45$ /month

$\$50 + \$45 = \$95$ /month

Add additional HOME panel for $\$95$ /month coded R-RUFA REPAIRS ALLOWED FOR.

P-2213 INCOME (continued)

P-2213D Income from Providing Child Care (Reach Up rule 2274.4) (22-20)

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 22	FFY 23
Breakfast	\$1.40 per day	\$1.56 per day
Lunch only	\$2.63 per day	\$2.94 per day
Dinner only	\$2.63 per day	\$2.94 per day
Snack	\$0.78 per day	\$0.87 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  EXPENSE  ACTUAL  ***** WARNING! *****
CODE  (Y-N)              EXPENSE  AMOUNT  EXPENSE (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      BLANK OR ZEROES. IF 'ACTUAL'
A - RUFA, RUFA-ME, TCC   FIELD IS COMPLETED, FS & SF
F - FS                   WILL USE 'ACTUAL').
M - SSI-ME
S - SF

USER: 084 FNX: STAT MODE: C RPTGRP: 666 39 8792 PERIOD: 12 15 COMMAND:
DO: B IMS: SB2 REPORTING ADULT: DIANNA M GARNER

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P-2213 INCOME (continued)

P-2213F Room and Board Income (Reach Up rule 2274.3) (22-20)

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

ACCESS	Group Size						
Code	Type	1	2	3	4	5	6+
1	Room Only	215	395	566	718	854	1024
2	2/3 Board	187	344	493	626	744	893
3	Board Only	281	516	740	939	1116	1339
4	Room & 2/3 Board	402	739	1059	1344	1598	1917
5	Room & Board	496	911	1306	1657	1970	2363

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](#).

P2215 CHILD SUPPORT (continued)

P2215D Child support payments and the Reach Up budget (Reach Up rule 2272) (22-20)

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 what may be applied to the Reach Up benefit, but it does not qualify as Excess of Grant (EOG—see below), ACCESS will create a TODO message.

If SSF the TODO is issued at the end of the month:

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

If TANF the TODO is issued by the daily OCS receipts process:

The client is receiving a lump sum payment of [\$150] from OCS today.

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.

Excess of Grant (EOG)

When child support is collected towards the monthly child support obligation, and it exceeds the amount of what may be applied to the Reach Up benefit and it does qualify as Excess of Grant (EOG) ACCESS will call for a closure of the benefit.

The excess of grant calculation is done by ACCESS. It is straightforward when there is one absent parent (ABSP).

Example of EOG with 1 ABSP:

Obligation of \$500 is paid

Reach Up benefit is \$425

Capped receipt is \$500

\$500 minus \$50 FMBO = \$450

$\$450 > \425 so benefit will close for EOG

Example of non-EOG with 1 ABSP:

Obligation of $\$302.42$

Reach Up benefit of $\$268$

Capped receipt is $\$302.42$

$\$302.42$ minus $\$50$ FMBO = $\$252.42$

$\$252.42 < \268 so benefit will not close for EOG

With multiple absent parents (ABSPs) it can be more complicated because the receipts are capped to the individual ABSP's obligation—and some may pay more.

Example of non-EOG with 2 ABSPs:

ABSP #1 with obligation of $\$50$ is paid, with $\$175$ paid towards arrears, ABSP #2 with obligation of $\$500$ only pays $\$300$

Reach Up benefit is $\$425$

Capped receipts are $\$50 + \$300 = \$350$

$\$350$ minus $\$50$ FMBO = $\$300$

$\$300 < \425 so benefit will not close EOG, even though $\$475$ was paid in.

If arrears are not owed to the State or the TANF arrears, the extra child support collected will be sent to the custodial parent.

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				ASPLVA0			
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		=\$	680.00		
Parent Share Offset Amt:	-\$	500.00		-\$	500.00		
RUFA Reduced Grant Amt:	=\$	180.00		=\$	180.00		
INCOME TEST: GROSS: PASSED NET: PASSED				GROSS: PASSED NET: PASSED			
USER: T05 FNX: ELIG MODE: D RPTGRP: 666-67-8952				PERIOD: 03 31 16			
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.