

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

Signed by:

Miranda Gray

9D28B1253ECC4BA...

BULLETIN NO.: 25-18

FROM: Miranda Gray, Deputy Commissioner
Economic Services Division

DATE: 7/29/25

SUBJECT: Reach Up and Reach Up Services Procedures

CHANGES ADOPTED EFFECTIVE 8/1/25

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

P-2300

A new procedure was created around verifying citizenship/non-citizenship status for households applying for Reach Up. A process was added to the earned income procedure to allow non-countable earned income hours to count towards the federal Work Participation Rate (WPR). The paid employment activities procedure for Reach Up Services was also updated to include information about the non-countable income hours, as well as clarification around reporting earned income changes to eligibility and the process for capturing in-kind income hours.

Manual Maintenance

Significant changes are indicated by highlighting text in gray.

Reach Up Procedure

Remove

Insert

Nothing

P-2213A (23-12)

P-2203D (25-18)

P-2213A (25-18)

Bulletin No. 25-18
Page 2

<u>Reach Up Services Procedure</u>			
<u>Remove</u>		<u>Insert</u>	
P-2330	(21-02)	P-2330	(25-18)

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

P-2203D Citizenship and Non-Citizenship Verification (25-18)

Households must declare citizenship and immigrant status when they apply for Reach Up. Anyone identified as a non-citizen in the household must provide documentation of immigration status.

Using SAVE (Systematic Alien Verification for Entitlements)

Verification is required to determine eligible non-citizen status before approving or adding a non-citizen to Reach Up benefits. After the United States Citizenship and Immigration Services (USCIS) documentation is received, use the SAVE system to verify the documentation is accurate. Exception: American Indians may not be listed on SAVE.

Use the SAVE system at:

- initial application
- when adding a non-citizen
- at recertification.

Using SAVE at recertification

Run SAVE at recertification even if the household does not report a change in immigration status.

Conflicting information from SAVE

If the information provided in the USCIS documentation conflicts with the information from SAVES, email ESD AOPS for review.

BPS Support

[SAVE Webinars | USCIS](#)

ESD internal links to Citizenship and Non-Citizenship Verification guidance:

[Using SAVE Tutorial](#)

[SAVE Common Immigration Documents](#)

[USCIS Immigration Class of Admission Codes](#)

P-2213 INCOME (continued)

P-2213A Earned Income (Reach Up rule 2251) (25-18)

Earned Income is gained from the performance of service, labor, or work. Earned income includes, but is not 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.

Non-countable income with countable hours

Household members that work certain jobs may have their income excluded (non-countable) from the Reach Up budget, however the hours they work may be able to count towards Vermont's Federal Work Participation Rate (WPR). Common examples include AmeriCorps, VISTA, and college work study). Check with Reach Up AOPS if unsure.

Enter the job income into ACCESS and follow guidance below in BPS Support.

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.

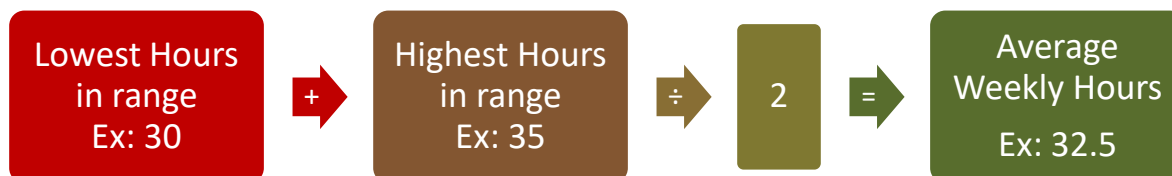
If the household submits a paystub for a partial week, and it is the only paystub they have received:

- 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.

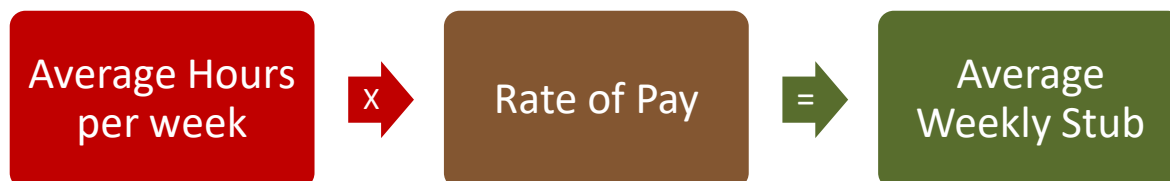
Getting average hours per week from a range of hours

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.



Weekly

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



Bi Weekly

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



Semi Monthly

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.



New income at time of application

If at the time of application, a household indicates they have new income that is starting that month or the following, a request for verification of the new income should be made. The actual anticipated income to be received will count towards the month it is to be received.

Make sure to explain the [Reach First program](#) and explore if the household would like to be APPLed for Reach First, instead of Reach Up. Provide the benefits of each program and allow the family to decide which would be most beneficial to them.

- If the household is eligible for a small benefit in the initial month, and then found not eligible afterwards, make sure the initial benefit issues through ACCESS INQD. Otherwise send to COPS to help issue the benefit.
- If unsure how to process the application due to the new income, discuss with district supervisor and send to AOPs for further guidance if questionable.

Example: Household applies for Reach Up on 5/24/23. Reports they have just started a new job but will not receive their first paycheck until Friday 6/2/23. Enter the new income in the month of June when they provide verification. If this is done prior to the end of May, make sure the May benefit issues based on no earned income in May. Approve or deny the June benefit based on the anticipated income that will start June 2nd.

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 \times 4.3 = \537.50 Issue the supplement.

September checks will be: \$100, \$100, \$100, \$100

$\$400 / 4 = \100

$\$100 \times 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

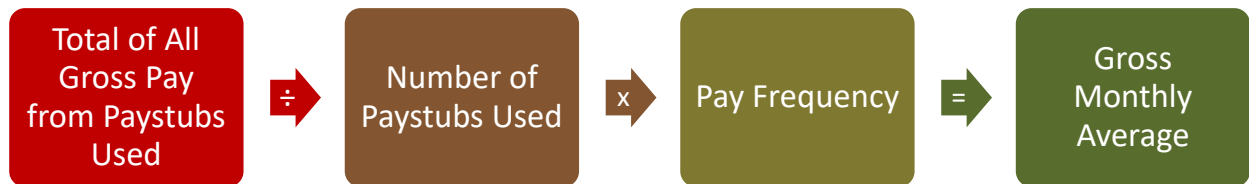
Week 3: Gross Income = \$189.01

Week 4: Gross Income = \$168.20

\$516.20/3 pays = \$172.06

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

Calculation:



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.

Contract income paid hourly is normal Wages not contract income.

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:



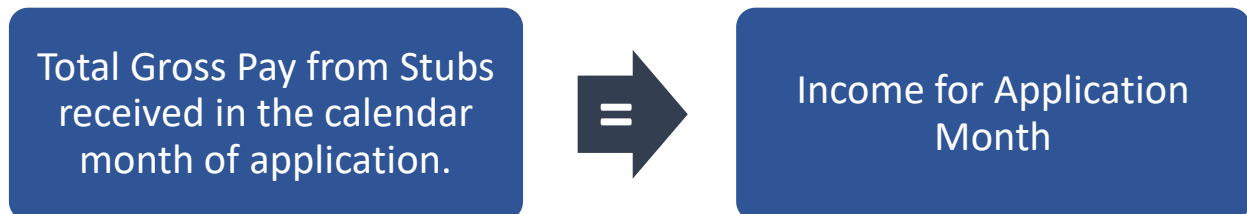
Terminated Income

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.



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.

Entering Non-countable income with countable hours

When a household member works a job that has excluded income, but countable hours a non-countable JINC should be entered.

On the JINC panel, enter the correct countable code depending on what programs exclude the income:

COUNTABLE CODES: AS0DFAJB

BLANK - ALL PROGRAMS.

A - RUFA, RUFA-ME, TCC

F - FS

M - SSI-ME

S - SF

B - SF AND FS

C - RUFA AND SF

N - NO PROGRAMS.

When a RUFA non-countable code is entered (F, M, S, B, or N), the following pop-up box will appear:

```

S +-----Work Requirement Eligible-----+ t:
OF |
OB | Should the hours on this JINC count |
P | towards the client's RUFA Fed work |
P | requirement? If so, enter 'Y', if |
pe | not, enter 'N' or leave blank. _ |
an +-----+ POLIC
                                     ***** EMPLOYMENT INFORMATION *****

```

The entry will fill in the following field on the Job Income screen of the JINC:

06/06/25 14:18 JOB INCOME

QUESTION 22 (JINC . 01)

LAST UPDATED: 05/19/25 15:43 BY T90 | ASPAFA

Social Security #: 028-64-3225

Work Requirement: hours

Group: 3

NAME OF PERSON PROJECTED COUNTABLE

WITH JOB INCOME MTG/NOT MTG CODE

TANYA BOISVERT N

Elig Specialist: JOSEPH HORGAN

Case Manager: 282

POLICY REFERENCE:

***** EMPLOYMENT INFORMATION *****

TOTAL HRS MEETS WORK Counts for Fed HOURLY GROSS MONTHLY

PER WEEK REQUIREMENT RUFA Work Req WAGE INCOME

5 N 0001/01 301.21

PROJECTED Work Placement

START DATE END DATE Type

05 02 2025

INC EMP

F7 F5

* EITC AMOUNT * FOLLOWUP

Hours entered in JINC will show in CASE D TIME F10 and count towards Vermont's Federal Work Participation rate.

JINC

12/07/18 14:45		INCOME INFORMATION FOR JINC . 01				ASPAFA3	
NAME: WHITE		SNOW		SSN: 151-31-8978			
MO	DA	YEAR	HOURS HHH	GROSS WAGES \$\$\$\$\$ ¢¢	TIPS/COMMISSION \$\$\$\$\$ ¢¢	PAY FREQ	PAY DAY
1.	09	01	2018	005	00250 00	B	THU
2.							
3.							
4.							
5.							
TOTALS:			5	250.00		EMP F5	JOB F6
MONTHLY:			10	537.50			
**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: <u>BACK</u>							
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	<u>- \$650</u>
= Stub #3 YTD	\$7,600
minus Stub #2 YTD;	<u>-\$7,075</u>
= 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

MO	DA	YEAR	HOURS HHH	GROSS WAGES \$\$\$\$\$ ¢¢	TIPS/COMMISSION \$\$\$\$\$ ¢¢	PAY FREQ	PAY DAY
03	04	2016	000	00000 00	00000 00	I	IRR
03	18	2016	000	00000 00	00000 00		
ZERO HOURS WARNING							
ASQAFA2							
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							
FUTURE							
Verified: ES V MO DA YEAR							
CM - Future Start: - - -							
USER: Enter Canc							
DO: Y to cancel							
Actual End: 03 10 2016							

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

MO	DA	YEAR	HOURS HHH	GROSS WAGES \$\$\$\$\$ ¢¢	TIPS/COMMISSION \$\$\$\$\$ ¢¢	PAY FREQ	PAY DAY
03	04	2016	080	00965 60	00000 00	I	IRR
TOTALS: 180 2172.60							
MONTHLY: 193 2335.54							
EMP F5							
JOB 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

152 MAPLE ST SUITE 101

MIDDLEBURY VT 05753

PHONE (802) - 479 5465

Work Placement Type: -

INC F7

JOB F6

JOB TITLE(S) STARTING MO DA YEAR

1) MAINTENANCE 01 01 2016

2) - - -

3) - - -

PROJ END MO DA YEAR

ACTUAL END MO DA YEAR

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-2330 PAID EMPLOYMENT AND INCOME REPORTING (Reach Up Services rule 2317)(25-18)

Adults in a Reach Up household may take part in a variety of paid employment activities. Some paid employment is countable in the Reach Up budget and impacts how much the household's Reach Up benefit will be each month. Some paid employment is excluded or not countable, and will not impact the household's benefit amount.

Hours that are worked in paid employment most often can count towards Vermont's Federal Work Participation Rate (WPR). Reporting paid employment hours correctly is important so that accurate information is collected for reporting on the WPR. Even if paid employment income is excluded or not countable in the Reach Up budget, the hours worked may still be able to count towards the WPR.

Participant reports new or change in employment

If a participant reports a new or change in employment (or any factor impacting eligibility) to their Reach Up case manager (RUCM) or VABIR career coach (VCC), this change must be reported to eligibility. Benefit Programs Specialists (BPS) are responsible for entering the reported earned income into ACCESS.

Households that receive Reach Up must report changes that could impact their eligibility for Reach Up within 10 days of the change going into effect. An increase or decrease in the household's employment income could make them eligible for a different Reach Up benefit amount or make them over income for Reach Up. RUCM/VCCs should encourage their participant to call the Benefit Service Center (BSC) to report a change related to their employment.

If a participant reports a change in employment to their RUCM/VCC, try to find out the following:

- When will the change go into effect?
- How likely is the change to happen? If this is new employment, have they received an official offer of employment?
- When will the change in employment impact the income received by the household (which pay date will be impacted)?

If the change sounds like it is likely to occur, the RUCM/VCCs should enter a CATN and create a TODO to the district G_1 caseload with the new information as soon as

possible. This will prevent the RUCM/VCC from being made aware of information but then not following through with reporting the change.

RUCM/VCCs should not send a request for verification (called a VCR in ACCESS) for the information. This is the responsibility of the eligibility staff. If a participant asks for an employment form, the RUCM/VCC can send the participant the form, but explain that an official request will also be sent via mail by the eligibility staff.

If a change is reported and does not end up happening (for example, the participant does not start the job or get the increase in pay), an additional update should be made by the participant to the BSC and by the RUCM/VCC through CATN/TODO.

Paid Employment

Participants must report and verify paid employment as earned income. See Reach Up Eligibility procedure [P-2213A Earned Income](#).

Paid employment on FDP

For most paid employment, after the employment is entered on a Job Income (JINC) panel in ACCESS, “Unsubsidized Employment” will appear as an activity on the participant’s Family Development Plan (FDP). Do not manually enter Unsubsidized Employment as an activity.

*** FAMILY DEVELOPMENT PLAN ***

ASQWOHF1

Participant:

SSN:

Financial Status: Active

Phone#:

Phase: EP 05/01/2016

Date FDP Signed: 02 09 2016

Participation Code: 04 FP

Employment Goal: 33-9032.00 Security Guard

Review Date: -- -- --

Case Manager:

FSM

Activity Matrix

Location:

History

History

Strengths/Supports: *Transportation/Child Devl & Educ/Social & Emotion

Click & Comment

Interferes:

Job Search/Readiness

Education/Enrollment

Work Placements

Other Activities

Life Skills

3 of 3

Activity

Hrs/Wk

Start

Target

Act

End date

Outcome

Unsubsidized Employment

35

03/22/2016

USER: FNX: WORK MODE: C RPTGRP:

PERIOD: 05 16 COMMAND:

DO: IMS: REPORTING GROUP:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

The hours that appear on the participant's FDP will correspond with the hours being counted towards the WPR as seen on CASE/D/TIME F10.

If the hours appearing on the FDP do not accurately reflect the hours the participant is working, they will need to provide 30 days' worth of pay stubs or an updated Employment Information form (218E).

Not countable income such as AmeriCorps and Work Study

Paid employment that is excluded or not countable in the Reach Up budget is still entered by eligibility into ACCESS on a JINC panel but is coded as not countable. This means the income will not show up in the Reach Up budget. ACCESS has been updated to be able to capture these hours for WPR purposes and will be found on CASE/D/TIME F10

Common examples of excluded or not countable paid employment include: VISTA, AmeriCorps, and most work study programs.

Paid employment and goals

If a participant is earning money from paid employment, but still eligible to receive a Reach Up benefit, explore what other goals the participant would like to work on. Encourage the participant to consider increasing their paid employment hours if they are able.

Self-Employment (including child care income)

Self-employment is a type of paid employment. Self-employment must be reported even if there is no net income after business expenses. See Reach Up Eligibility procedure [2213C Self Employment](#).

Self-employment weekly hour calculation

ACCESS will calculate the weekly hours of self-employment that counts towards the WPR for a participant based on what is entered on the Business (BUSI) panel. CASE/D/TIME F10 will show the number of hours ACCESS is counting towards the WPR as Unsubsidized Employment.

```

+-----Federal Requirements-----+
* | - Average Weekly Hours being reported to Feds | )
The Work Requireme | 5/15/2018 | ALLISON
CSP/WKEX cannot ex | **Core Activities** | Verifu Schd
There are 2 RUFA | Unsubs Employment.....= 2
ALLISON has 27 mon | Sub Public Employment.....=
| Sub Public Employment.....=
| Work Experience.....=
| OJT - On Job Training.....=
| Job Search & Job Readiness =
| Community Service Programs =
| Voc Ed Training.....=
| **Non Core Activities**
| Job Skills Trning rlted emp.=
| Educ related to Emp/no HS..=
| School Attendance/no HS....=
| Deemed Hours.....=
| ***** Total core hours.....= 2
| Total non core hours.=
| Total countable hours= 2
USER: FNX: CAS Meeting Fed Work Requirements: N
DO: IMS: GA1 RPT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
EXIT EHR5 EMPL WORK CLCK JSER

```

To determine the number of hours being counted, ACCESS divides the monthly Net Self Employment Income by [VT minimum wage](#) and then divides by 4.3 (the average number of weeks in a month). This calculation often does not match the number of hours a participant works to maintain their business, but is the way Reach Up can count the hours towards the WPR.

Self-employment and goals

Households that are engaged in self-employment and remain on Reach Up should be encouraged to identify goals and make progress towards them. Building their self-employment business may be one of the participant's goals. Looking at their long term goal of improving their finances should be part of the conversation.

Entering self-employment on FDP

Self-employment as an activity will not show up automatically on the participant's FDP the way unsubsidized employment does. The number of self-employment hours ACCESS is counting toward the WPR should also be entered as scheduled hours on the FDP under the "Self-Employment" activity.

*** FAMILY DEVELOPMENT PLAN ***

Participant: _____ SSN: _____ Financial Status: Active
 Phone#: _____ Phase: EP 12/01/2015
 Date FDP Signed: _____ Participation Code: 04 FP
 Employment Goal: 51-2099.99 Assembler (Misc) _____ Review Date: ____-____-____
 Case Manager: _____ FSM Activity Matrix
 Location: _____ History History

 Strengths/Supports: Shelter/Health & Safety/Work Skills & Habits Click &
 Interferes: _____ Comment

Job Search/ Education/ Work Other Life Skills
 Readiness Training Placements Activities

1,2 of 6	Activity	Hrs/Wk	Start	Target	Act	End date	Outcome
Employment Team/CWS			07/02/2015	06/30/2016			P
CSP Community Service Pro		18	01/19/2016				-

USER: FNX: WORK MODE: C RPTGRP: PERIOD: 04 16 COMMAND: _____
 DO: IMS: GAL REPORTING GROUP: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrl C&C

From WORK C, select work placements.

```

+-----Work Placement Activities-----More:  ++
|
|  _ Corrections Work Crew
|  _ CSP Community Service Program
|  _ CSP2 Community Service Program 2
|  _ CSP3 Community Service Placement 3
|  _ Internship
|  _ Learning Together as Work Experience
|  _ OJT - On the Job Training
|  _ Providing Childcare
|  x Self Employment
|  _ Subsidized Private Employment
|  _ Subsidized Public Employment
|  _ Unsubsidized Employment
|  _ VISTA/AmeriCorps
|  _ Work Study
|  _ WIA Workforce Investment Act (Adult/Minor Parent)
|  _ WIA Workforce Investment Act (Youth)
|  _ WKEX Work Experience
|  _ WKX2 Work Experience 2
|

```

Place an "X" next to Self-Employment.

```

+-----Work Placement Activities-----More:  ++
|  _ Corrections Work Crew                      |
|  _ CSP Community Service Program              |
|  _ CSP2 Community Service Program 2          |
|  _ CSP3 Community Service Placement 3        |
|  _ Internship                                |
|  _ Learning Together as Work Experience      |
|  _ OJT - On the Job Training                 |
|  _ Providing Childcare                       |
+-----Self Employment-----+
| Related Interfere (use PF11 to enter         |
|                               if applicable)  |
|
|                               MM DD CCYY      |
| Start Date:..... 06 01 2025               |
| Target Completion:. 05 31 2026              | inor Parent)
| Scheduled Hours/Wk:                         |
| Support Svs:                               |
| _____                                |
+-----+-----+

```

Enter a Start Date and a Target Completion (if the participant's self-employment will be ongoing enter the Target Completion one year from the Start Date).

```

04/28/16 11:37          *** FAMILY DEVELOPMENT PLAN ***          ASQWOHF1
Participant:              SSN:          Financial Status: Active
Phone#:                  Phase: EP 12/01/2015
                          Participation Code: 04 FP
Date FDP Signed: 04 26 2016          Review Date: _ _ _
Employment Goal: 51-2099.99 Assembler (Misc)
Case Manager:
Location:
                          FSM  Activity Matrix
                          History History
+-----Hours for 04/2016-----+
| ***** Verified *****          ***** Scheduled ***** |
| Week Ending: 04/02 04/09 04/16 04/23 04/30 04/02 04/09 04/16 04/23 04/30 |
| Employment Te          01          |
| Excused          _ _ _ _ _          |
| Holiday          _ _ _ _ _          |
| Self Employme          _ _ _ _ _ 02 |
| Mental Health          _ _ _ _ _          |
| Substance Abu          _ _ _ _ _          |
| Other Activit          _ _ _ _ _          |
+-----+-----+
USER: 310 FNX: WORK MODE: C RPTGRP:          PERIOD: 04 16 COMMAND:
DO: A IMS: GA1 REPORTING GROUP:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

```

Enter the Scheduled Hours/WK based on input from the participant.

Do NOT verify weekly self-employment "attendance" and do NOT enter hours into ACCESS under F6. Entering verified hours will cause the hours to be counted twice because they are already pulled in from the BUSI panel.

In-Kind Income

In-kind income is considered a form of earned income when someone works and receives full or partial shelter instead of cash payment. See Reach Up Eligibility procedure [2213E In-Kind Income](#) for how in-kind income counts towards the Reach Up budget.

Reach Up can count any hours that are verified by the landlord that is reducing the rent, as long as the number of hours reported does not exceed the amount by which the rent is being reduced divided by minimum wage.

Example: A statement from the landlord indicates the participant works on maintenance for 20 hours per week in exchange for having their rent reduced by \$500/month. \$500 divided by \$14.01 (Vermont minimum wage in 2025) is 35.69 hours for the month. To get the weekly average, divide 35.69 by 4.3 which equals 8.3 hours per week. Round down to get an average of 8 hours per week.

Entering In-Kind Income on the FDP

ACCESS will not pull hours from the In-kind Income panel (INKD) into CASE D TIME F10. In order for In-Kind Hours to count for the WPR an activity and verified hours must be entered from the WORK screen.

*** FAMILY DEVELOPMENT PLAN ***

ASQWOHF1

Participant: SSN: Financial Status: Active

Phone#: Phase: EP 12/01/2015

Date FDP Signed: Participation Code: 04 FP

Employment Goal: 51-2099.99 Assembler (Misc) Review Date:

Case Manager: FSM Activity Matrix

Location: History History

Strengths/Supports: Shelter/Health & Safety/Work Skills & Habits Click & Comment

Interferes:

Job Search/Readiness Education/Training Work Placements Other Activities Life Skills

1,2 of 6 Activity Hrs/Wk Start Target Act End date Outcome

Employment Team/CWS 07/02/2015 06/30/2016 P

CSP Community Service Pro 18 01/19/2016

USER: FNX: WORK MODE: C RPTGRP: PERIOD: 04 16 COMMAND:

DO: IMS: GAL REPORTING GROUP:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Quit Retrtn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrl C&C

From WORK C, select Work Placements.

07/08/25 15:21 JOB INCOME QUESTION 22 (JINC . 01)
LAST UPDATED: 07/08/25 14:06 BY 934 | ASPAFA

Social Security #: Work Requirement: hours Group: 3
NAME OF PERSON PROJECTED COUNTABLE
WITH JOB INCOME MTG/NOT MTG CODE
N A

Elig Specialist:
Case Manager: POLICY REFERENCE: _____

***** EMPLOYMENT INFORMATION *****

TOTAL HRS	MEETS WORK	HOURLY	GROSS MONTHLY
PER WEEK	REQUIREMENT	WAGE	INCOME
9	N	Work 0000000	0.04
	PROJECTED	Placement	
START DATE	END DATE	Type	INC EMP
06 01 2025			F F
* EITC AMOUNT *	FOLLOWUP		
\$\$\$\$ ¢¢	DATE STATUS		
00000 00			

EMPLOYER NAME/PHONE
INKIND INCOME
(111) - 222 3333
PERIOD: 07 25 COMMAND:

USER: 934 FNX: WORK MODE: C RPTGRP:
DO: Z IMS: 934 REPORTING ADULT:

Enter "In-Kind Income" in Employer Name/Phone. Phone number can be made up or participant's phone number.

07/08/25 15:27 INCOME INFORMATION FOR JINC . 01 ASPAFA3

NAME: SSN:

MO	DA	YEAR	HOURS HHH	GROSS WAGES \$\$\$\$\$ ¢¢	TIPS/COMMISSION \$\$\$\$\$ ¢¢	PAY FREQ	PAY DAY
07	01	2025	009	00000 01		W	FRI

TOTALS: 9 0.01 EMP F5 JOB F6
MONTHLY: 38 0.04

**EITC AMOUNT: \$\$\$\$ ¢¢ VERIFIED: ES UPDATED: 20250708
FUTURE START: / / CM V UPDATED: 20250708

USER: 934 FNX: WORK MODE: C RPTGRP: PERIOD: 07 25 COMMAND:
DO: Z IMS: 934 REPORTING ADULT:

Enter the average hours per week and \$0.01 for gross wages on the JINC Income Information panel. Enter Pay Frequency as “W” for weekly, and pick any pay day.

07/08/25 15:47 EMPLOYMENT INFORMATION FOR JINC . 01 ASPAFA1

NAME: SSN: VERIFIED: ES UPDATED: 20250708
CM V UPDATED: 20250708

EMPLOYER INFO: INKIND INCOME _____

Work Placement Type:

BARRE VT 05663 INC F7 JOB F6
PHONE (111)- 222 3333

JOB TITLE(S) STARTING
***** MO DA YEAR

1) MAINTENANCE 06 01 2025 PROJ END ACTUAL END
MO DA YEAR MO DA YEAR

3)

DAY	PAY	SCHD HRS	HRLY WAGE	OCCUP. CODE	INDUST. CLASS.
PAID	FREQ	PER WK	\$\$\$\$\$ ¢¢		
FRI	W	009		30	5

USER: 934 FNX: WORK MODE: C RPTGRP: PERIOD: 07 25 COMMAND:
DO: Z IMS: 934 REPORTING ADULT:

Since the JINC was created through the WORK screen, enter a “V” for verified next to CM.

Add the town, state and zip code of the participant's address to the address info.
Add a job title and starting date.

Select an Occupational Code and Industry Code (press shift F12 for a list of codes and choose the most appropriate option).

```

+-----Work Participation Rate Hours-----+
07/08/25 15:58 * | Average Weekly Hours being reported to Feds | )
The Work Requireme | for 07/2025 |
CSP/WKEX cannot ex | **Core Activities** Verifd Schd |
There are 1 RUFA m | Unsubs Employment.....= 9 9 |
has 35 mon | Sub Public Employment.....= |
| Work Experience.....= |
| OJT - On Job Training.....= |
'X' TO VIEW WORK R | Job Search & Job Readiness = 1 | =HELP
X NAME M | Community Service Programs = | AGE
- - - - - | Voc Ed Training.....= 1 | ---
- | **Non Core Activities** |
- | Job Skills Trning rltd emp.= |
- | Educ related to Emp/no HS..= |
- | School Attendance/no HS....= |
- | Deemed Hours.....= |
- | ***** Total core hours.....= 9 11 |
- | Total non core hours.= |
- | Total countable hours= 9 11 |
USER: 934 FNX: CAS +-----+
DO: Z IMS: 934 RPTGRP NAME: 3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
EXIT EHRS EMPL WORK CLCK JSER VocEd

```

Verified In-Kind Income hours should now show up in CASE D TIME F10. These hours can count towards the WPR.