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STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

Signed by:

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BULLETIN NO.: B25-22

FROM: Miranda Gray, Deputy Commissioner
Economic Services Division

DATE: 10/28/25

SUBJECT: VSNIP Waitlist Procedure

CHANGES ADOPTED EFFECTIVE 10/8/25

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 REFERENCE(S):

P-2600

Procedure for how VSNIP vouchers will be disbursed when program demand exceeds available funding.

Manual Maintenance

Significant changes are indicated by highlighting text in gray.

VSNIP Waitlist Procedure

Remove

Nothing

Insert

P-2640

B25-22

**State of Vermont Agency of Human Services
Department for Children and Families**

P-2640 VSNIP Waitlist

Procedure: P-2600 **Effective Date:** 10/08/2025
Bulletin: B25-22 **Supersedes:** N/A

Included Programs

- | | | |
|--|---|--|
| ☐ Health Care | ☐ Long Term Care | ☒ General Assistance |
| ☐ 3 Squares VT | ☐ Reach Up | ☐ Essential Persons |
| ☐ Fuel Assistance | | |
-

Waitlist and Tentative Grants

Projected Spending

To determine the appropriate number of VSNIP vouchers DCF may issue on a weekly and monthly basis, within the limits of the VSNIP budget, DCF will:

1. Calculate the average voucher payment in the current fiscal year.
2. Determine the amount of VSNIP funds remaining.
3. Divide the amount of VSNIP funds remaining by the average voucher payment and divide that by the number of months remaining in the fiscal year.

DCF will recalculate monthly.

Waitlist

Criteria for Prioritizing VSNIP Applications

The number of vouchers issued for VSNIP shall be determined according to the funds appropriated for the program for that fiscal year. If there are no available VSNIP vouchers at the time the Department receives an application, the applicant shall be placed on the VSNIP waitlist. The applicant's position on the waitlist shall be determined according to the following point system:

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Points shall be assigned only once within each category. The maximum number of points is 43. Applicants with the highest number of points shall receive priority for the next available VSNIP voucher. If more than one applicant receives the same number of points, the applicant will be placed on the waitlist in the order of the time and date the application was received.

- **Household Type**
 - Reach Up/3 Squares/Fuel/WIC Recipient: 20 points
 - SSI/SSDI/ SSA Recipient: 15 points
 - Below 125% of FPL: 10 points
- **Senior**
 - Over Age 65: 3 points
- **Prior VSNIP Utilization**
 - No prior utilization: 10 points
- **Source of Income**
 - Employment: 10 points
 - Reach Up/RA/PSE and/or SSI/SSDI/SSA: 5 points

Applicants will be granted VSNIP vouchers based on their assigned points and the amount of time their application has been waitlisted. Each week, DCF will grant half of the available vouchers to those with the most points and half to those applicants who have spent the longest time on the waitlist.

Tentative Approval

Applications for VSNIP will be evaluated according to the following eligibility criteria:

General Eligibility

This program is open to any Vermont resident who owns a companion animal acquired for no compensation or for a nominal fee of no more than \$75.00 and who is income eligible as set forth in these rules.

Income Eligibility

The owner of a companion animal who has a household income at or below 185% of the federal poverty limit, as demonstrated by participation in a state or federal public benefit program with the same or more stringent income eligibility guidelines, is income eligible. A participant in the Vermont Department of Health's WIC Program is also income eligible.

If an applicant does not meet eligibility criteria, the application will be denied and the applicant will be provided with a notice of decision (denial).

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If the applicant is found eligible for VSNIP, the applicant will be placed on the VSNIP waitlist and provided with a notice of decision (tentative approval).

Each week DCF will review the waitlist. Applicants that have spent the longest amount of time on the waitlist will be awarded half of the available vouchers. Applicants with the most points will be awarded the other half of the available vouchers. Applicants approved for VSNIP vouchers will be provided with a notice of decision (approval).

VSNIP Waitlist Letter

Applicants found eligible for VSNIP and placed on the waitlist will receive a letter advising them of their status and any subsequent steps they should take to remain eligible.