

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families



FROM: Richard Giddings, Deputy Commissioner
Economic Services Division

BULLETIN NO.: 13-16

DATE: 6/24/13

SUBJECT: Reach Up Child Support Procedures

CHANGES ADOPTED EFFECTIVE July 1, 2013

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):

P2260

The child support procedures have been updated to:

- eliminate the language around deprivation factor;
- update the names and number of forms used; and
- to update the roles and responsibilities of staff and clients.

Manual Maintenance

Reach Up Procedures

Remove

P-2260 A1 & A2	(97-40)
P-2260 A3 & A4	(93-69)
P-2260 B1	(99-11)
P-2260 B2	(93-69)
P-2260 B3-C1	(97-40)
P-2260 C2	(94-14F)
2260 D1	(94-14)
P-2260 D2	(94-14F)
P-2260 D3-E1	(94-14F)
P-2260 E2	(94-14)
P-2260 E3 – E6	(94-56)

Insert

P-2260 A1 – A4	(13-16)
P-2260 B1 & B2	(13-16)
P-2260 B3-C1	(13-16)
P-2260 C2	(13-16)
P-2260 C3-D1	(13-16)
P-2260 D2 & D3	(13-16)
P-2260 E1 – E6	(13-16)

7/1/13

Bulletin No. 13-16

P-2260 A1

P-2260 Pursuit of Support (Continued)

A. General Procedures (2293 and 2235.1)

Follow these procedures to pursue support when one or both biological or adoptive parents are not in the home. This includes all cases where only one biological or adoptive parent is in the home, regardless of that person's marital status.

Example: A woman is married to her second husband and also lives with her two children from her first marriage. Pursue support from her first husband, the biological father of her children.

Do not pursue support when the noncustodial parent is a stepparent who is divorced, legally separated, or living apart from the applicant/recipient, or when the noncustodial parent is deceased.

Explain that the application will be denied if support rights are not assigned to the department and that, by signing the 202 Application without altering the paragraph on assignment, the applicant agrees to assign support to the department. (See 2235.1.)

If the applicant refuses to assign support, ask the applicant to put this in writing and sign it and put in the mail if applicable. Document this in CATN and deny the application.

Explain that until a decision is made on the grant, the applicant may use any child support received for living expenses but must report it to you. Emphasize, however, that all support received after a grant has been made must be forwarded to the department.

Explain that any past-due support owed to the client by any noncustodial parent prior to application and collected by the department will be used after the client is granted to reimburse the department for any grants paid to the client. Amounts in excess of the department's reimbursement will be paid to him/her.

Explain the requirement to establish paternity, if applicable, and pursue support.

Explain what a waiver of cooperation is and, if the applicant wishes to request a waiver, complete Section IV of the 137 P.1 and 137 P.2 (Child Support Referral), a 137W (Waiver of Cooperation for Child Support), and a 137WS (Waiver for Cooperation for Child Support Supplement). See P-2260 B for processing the waiver. Grant the application pending a decision on the waiver request if the household is otherwise eligible.

If a waiver is not requested, have the applicant complete and sign the 137 P.1 and 137 P.2 (Child Support Referral). Give the applicant a copy.

7/1/13

Bulletin No. 13-16

P-2260 A2

P-2260 Pursuit of Support

A. General Procedures (Continued)

If the applicant claims she does not know who the father is, attach a memo to the 137 P. 1 and 137 P. 2 giving the applicant's explanation of the circumstances.

Explain that the following documents must be submitted for OCS if available (see next page for the definition of available):

If the applicant is divorced from the noncustodial parent:

- A certified copy of the divorce order and
- The noncustodial parent's last known address.

If the applicant is still married to the noncustodial parent and is now separated:

- A copy of any court order, separation agreement, or stipulation;
- A copy of the divorce complaint; and
- The noncustodial parent's last known address and employer.

If the applicant was never married to the noncustodial parent:

- A copy of any court order or support agreement,
- Any written material that indicates or acknowledges the noncustodial parent is the father/mother. This could be a formal acknowledgement of paternity if the client has one or can get the noncustodial parent to sign one, for example, the 209 (Joint Acknowledgement of Parentage).
- Letters or cards from the noncustodial parent mentioning the child,
- Pictures of the noncustodial parent with the child or applicant, and
- The noncustodial parent's last known address and employer.

Also send OCS copies of paystubs, bank statements, tax returns, or any other indication of employment and income if you get them from the client as part of your eligibility determination.

7/1/13

Bulletin No. 13-16

P – 2260 A3

P-2260 Pursuit of Support

A. General Procedures (Continued)

Definition of Available/Unavailable:

A document of other information needed for a determination of eligibility is considered reasonably “available” to the applicant or recipient if:

1. The information is in his or her personal possession, or is kept at home; or
2. The information is in the possession of a court of public or private organization and may be obtained at no cost by the applicant or recipient.

NOTE: If there is cost involved in getting the information, the Office of Child Support will get it as part of their case processing.

A document or other information is considered “unavailable” if:

1. The information is in the possession of a third person or public or private organization, and
2. The applicant or recipient has requested that information in writing, but has not received it, and
3. The applicant provides a copy of the request.

10. If a Social Security number of the noncustodial parent is unknown, assign a temporary number.

Do not assign a temporary number until you have thoroughly checked for a known number (either a Social Security number or a previously assigned temporary number).

Places to look:

- a. ACCESS – PERSON Search
- b. From the Child Support (IV-D) Select Function panel, use the client’s SSN with C as the tenth digit to check CUST to see if the noncustodial parent’s SSN is listed.
- c. Look up the child in PERS to see if the noncustodial parent is already listed from another case.
- d. Client’s home records – noncustodial parent’s old income tax information or pay stubs.

7/1/13

Bulletin No. 13-16

P-2260 A4

P-2260 Pursuit of Support

A. General Procedures (Continued)

11. If the applicant is granted:

Send a copy of each 137 P. 1 and 137 P. 2 as well as any applicable documents that support paternity and other documents described in #9 above to the Office of Child Support.
File a copy of each 137 P. 1 and 137 P. 2 in the case record in OnBase.

NOTE: If an individual has requested a waiver from cooperating, do not send the 137 P. 1 and 137 P. 2 to OCS until a decision is made regarding the waiver. If the grant is for a pregnant woman with no other children, do not send the 137 P. 1 and 137 P. 2 to OCS until the child is born. A request for a waiver can only be made after the child is born. (For processing a waiver request see P-2260 B.)

If, at some future date, a child whose parent is absent is added to the grant, a 137 P.1 and 137 P. 2 must be obtained for the new noncustodial parent and the same procedures followed for the additional child.

12. Check the 137 P. 1 and 137 P. 2 at every review as well as any other information relating to support such as:

- an address or employment change for the noncustodial parent.
- a change in the financial circumstances of the noncustodial parent.
- Social Security Number of the noncustodial parent if previously unknown.
- a divorce since last review.
- court orders since last review.
- the addition of a child of the same noncustodial parent.

A source of information to assist in this check would be the common update screen in ACCESS. To access this screen, go to the Child Support (IV-D) Select Function panel and type in the command COMM/D and the client's SSN and C as the tenth digit. This will give the latest information OCS has on the noncustodial parent such as his/her most recent employment. Review the information on the screen with the client.

If any information from the client is more current than what OCS has on COMM or what is on the 137 P. 1 and 137 P. 2, send a TODO or email message to the OCS worker.

7/1/13

Bulletin No. 13-16

P-2260 B1

P-2260 Pursuit of Support

B. Waiver of Cooperation (2235.4)

When an applicant or recipient claims in the interview or on the 137 (Child Support Referral), that it is not in the best interest of the child to pursue the establishment of paternity or support:

- Hand the parent the 201 DV (Domestic Violence – You don't have to face it alone) and follow the script at P-2201 K.
- Explain that the decision to grant or deny a waiver of cooperation is up to the Commissioner or his/her designee.
- Have the client complete and sign a 137W (Waiver of Cooperation for Child Support).
- Enter a "2" under COOP in ACCESS. If the case is active, the Office of Child Support (OCS) will suspend collection activity immediately.
- Review the 137W with the client and discuss what supporting information is available. Check to make sure that dates associated with the client's statement and/or information is included. Offer to help if the client has difficulty getting the information without assistance (for example, contacting courts, law enforcement agencies or other departments). Collect as much information as the client is able to provide, so that the Regional Manager or designee will have as complete an overview as possible on which to base a decision. However, if the client cannot provide any information, the Regional Manager or designee will still consider the request.

Use the 202V (Verification Request) and 202V2 (Verification Reminder Notice), if necessary, to give the client timeframes for providing information. Allow 10 days (12 including mailing time) on each form. If the client asks for more time because of a delay in obtaining information, extend the timeframes.

Complete 137WS (Waiver of Cooperation for Child Support Supplement). Include any OCS information that is available, such as activity in other cases.

When all available evidence has been collected or the last deadline has been reached, whichever comes first, complete (type) the top of the 220W (Notice of Decision-Waiver Request).

Send the 220W, the 137W, 137WS, 137, and 202AQ (Absence Questionnaire), if one was completed, and the client's information to the Supervisor for review.

7/1/13

Bulletin No. 13-16

P-2260 B2

P-2260 Pursuit of Support

B. Waiver of Cooperation (Continued)

- The Supervisor reviews the forms and supporting information and writes a recommendation on the 137WS.
- Before forwarding all the forms and information to the Regional Manager or designee, make a copy of the 220W. Keep copies of all forms and information for the case record, with the exception of the 137WS. File that copy in the district classification file.
- The Regional Manager or designee reviews the waiver request packet.
- When the decision has been made, the Regional Manager or designee completes the 220W, mails the original to the client, returns a copy to the District, and sends a copy to OCS attached to the original 137's.
- The Regional Manager or designee then enters the appropriate code in ACCESS, waiver denied and parent is cooperating, 3-waiver was granted and needs a review date or 7-waiver granted and it is permanent no review needed).

Approved Waivers:

- File the copy of the 220W in the classified case record.

Waiver Reviews (2235.5):

At each regularly scheduled eligibility review, review the circumstances of the waiver. If there have been no changes, no new forms or supporting material are required. If a change has occurred (for example, the client and/or child(ren) are now in contact with the noncustodial parent) and you believe the waiver request needs to be evaluated again, follow the same procedures as for an initial waiver. However, the client does not need to resubmit information already in the case record. Since the Regional Manager or designee has a copy of that information, you do not need to attach it. Encourage the client to submit any new information (for example, new or continuing threats) and include that information with the required forms.

Denied Waivers

File the copy of the 220W in the case record, CATN the decision of the waiver but do not put domestic violence in the note, just state OCS waiver was approved or denied and on what date.

7/1/13

Bulletin No. 13-16

P-2260 B3-C1

P-2260 Pursuit of Support

B. Waiver of Cooperation (WAM 2235.4)

Denied Waivers (Continued)

If the client agrees to cooperate, mail the 137 P. 1 and 137 P. 2 (Child Support Referral) and all related forms to the Office of Child Support (OCS) Records Center, 103 South Main Street, Waterbury, VT 05671.

If the client does not agree to cooperate close the case for failure to cooperate.

C. Family Bonus Payment (2272.1)

Reach Up recipients will have up to \$50 of current child support collected disregarded for Reach Up. It will be sent to the client with any additional support as described in P-2260 D.

If support is collected from two or more noncustodial parents for the same assistance group for that particular month, the assistance group will not receive more than a total of \$50 for the family bonus payment.

The Family Bonus will work as follows:

OCS distributes the child support collected to ESD. ESD then distributes the family bonus and parent share (see rule 2272.2) on or around the first day of the second month following the month from which OCS sent the money to ESD.

Child Support under the DRA for Reach Up programs

As a result of Federal requirements under the Deficit Reduction Act (DRA), there have been some changes in the distribution of child support. In most situations, where current child and spousal support is less than the grant, ACCESS will continue to do what it has been doing with current support. ACCESS disregards up to the first \$50 as the parent share. The family bonus and parent share are applied to the budget two months after the month in which they are collected by the Office of Child Support (OCS).

The DRA changes occur when any of the following situations happen:

- The OCS collects current support in excess of the grant or the noncustodial parent's obligation.
- The OCS collects arrears that are owed to the custodial parent.
- The OCS collects large arrears payments from tax refunds, lottery winnings, or substantial bank account balances.

7/1/13

Bulletin No. 13-16

P-2260 C2

P-2260 Pursuit of Support

C. Family Bonus Payment (2272.1) (Continued)

If OCS or ESD staff receive a call from a client indicating that they have not received their child support, **before referring anywhere** check to see if they are receiving Reach Up or their Reach Up recently closed. If they are receiving Reach Up or their Reach Up recently closed, follow the steps below to see if they are sole-state-funded (SSF).

Reach Up cases with state-funded grants (SSF)

OCS transfers child support money it collects for families in Reach Up to ESD, regardless of the funding source.

- If the Reach Up case is TANF funded, OCS transfers only the amount owed to ESD; any additional collections OCS disburses directly to the family.
- For SSF cases, OCS transfers all the child support collected to ESD. (You can see whether a case is currently RUFA or SSF by going to CASE D HIST). Programming is in place in ACCESS to capture the receipt of this child support money.

Because ESD is responsible for disbursing child support for SSF cases, ESD, not OCS must answer any questions regarding how the child support was disbursed in SSF cases. Clients should be referred to the ESD Benefits Service Center at 800-479-6151 in these instances.

For SSF cases, ACCESS determines the total amount of child support collected that has been transferred to ESD during the current month. At the end of the month, ACCESS compares the amount received to the current child support obligation plus any arrearage and sends any excess amount to the custodial parent at the beginning of the next month.

This is essentially the same process OCS uses for distribution to families with TANF-funded grants except that after OCS transfers the money owed to ESD, OCS transfers any coverage to the family within 48 hours of when it is collected. The difference is that the SSF families must wait until the beginning of the next month to receive their overage.

You can see these amounts on a new screen. Go to

- ELIG D RUFA
- Enter SSF in the command and press ENTER

7/1/13

Bulletin No. 13-16

P-2260 C3-D1

P-2260 Pursuit of Support

C. Family Bonus Payment (2272.1) (Continued)

Excess child support sent to the custodial parent

When an excess payment is sent to the custodial parent, the BPS will receive a TODO (same thing as a DAIL for OCS) message. The BPS needs to process eligibility according to the lump sum rules.

At the same time the TODO is generated, a notice is sent to the custodial parent informing her/him that an excess payment has been sent.

Re-occurring excess child support

The BPS will receive a TODO message whenever excess monthly arrears occur on a regular basis and are sent to the custodial parent. This amount needs to be counted as unearned income. The BPS will need to enter an unearned income panel (UNEA) and monitor the case to see if the reoccurring arrears continue on a monthly basis.

Distribution of child support received for an SSI child

For TANF cases, OCS sends the child support to the custodial parent within 48 hours.

For SSF cases, ESD sends the child support to the custodial parent within 48 hours.

For procedures on how to count child support in the 3SquaresVermont budget, see P-2560 H.

D. Child Support Payments Begin

1. Beginning Child Support Payments

At the end of every month, ACCESS will see if the OCS has begun receiving current support payments on behalf of a Reach Up participant. If so, an eligibility version for the first month of a family bonus and parent share will be created and require approval. (Any payments in excess of the current obligation are placed against Reach Up arrears.)

Example: Effective 8/1 the participant has Reach Up benefit of \$500. OCS receives \$200 support on both 8/5 and 8/19. 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), a corresponding decrease in the Reach

7/1/13

Bulletin No. 13-16

P-2260 D2

P-2260 Pursuit of Support

D. Child Support Payments Begin

1. Beginning Child Support Payments (Continued)

Up payment to \$150, and the change 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 Reach Up 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.

2. Changes

- a. 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 client will see no loss of net income. For example, if support received in October is \$30 less than the previous month, Reach Up will be increased by \$30 for December 1st when that support is received by the client.
- b. Support stops: if no support is received one month, but resumes the next month, no notice is needed.

If support is not received for two consecutive months, ELIG will be auto-approved for Month 4. (If support is received in Month 3, it will be treated as in #2 above.)

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%.

- c. In either of the above situations, if any other change requiring a notice occurs (see P-2220 F), the notice will continue to refer to the benefit and will not refer to any change in support payments.

3. Reach Up Closes

When Reach Up closes, OCS will have held two months of support payments. ACCESS is programmed to use these payments (less up to \$50 per month) to reimburse the state for Reach Up paid in the first two months of the current direct payment cycle.

7/1/13

Bulletin No. 13-16

P-2260 D3

P-2260 Pursuit of Support

3. Reach Up Closes (Continued)

Example: OCS began receiving support of \$150 a month in January. Reach Up payments were decreased by \$100 beginning in March, when the client began receiving direct payments. Reach Up is closed effective June 1st due to earned income.

OCS has held support received in April and May. Since support received in January and February was held for the client while ESD was paying a full Reach Up grant, April and May's support will first be applied to reimburse corresponding Reach Up Assistance payments made in January and February.

If there is an excess after the Reach Up is reimbursed, any remainder will be sent to the client for receipt in June.

If the client also receives 3SquaresVermont, this support will be excluded as lump sum income (WAM 273.9c#8).

If Reach Up is reinstated, the client will immediately be returned to 100% Reach Up benefit payment cycle, and the grant notice will give this information.

4. Advanced Payments

If a noncustodial parent (NCP) makes advance payments, OCS will divide the money according to the monthly obligation only if current and past support obligations are paid in full (2272.4).

Example 1: Monthly obligation is \$200. NCP pays \$600 in January for January, February, and March. Client receives \$200 in March, April, and May.

Example 2: Monthly obligation is \$250. NCP pays \$700 in January for January, February, and March. \$50 is still owed for March. Client receives \$250 in March and April, and \$200 in May if the remaining \$50 is not received by March 31st.

5. Replacing Support Checks

If a client calls because a support check was not received, contact the EBT unit to void the check, and then ask COPS to void the check in ACCESS. COPS will tell you when the check can be reissued.

7/1/13

Bulletin No. 13-16

P-2260 E1

P-2260 Pursuit of Support

E. Excess-of-Grant (EOG) for Reach Up

1. General Information 2210.1

A client who's Reach Up closes because support payments are greater than the payment level is placed into a 12-month administrative period. Support payments continue on the Reach Up direct payment schedule during this period. The advantage to the client is that we monitor support payments, and if they drop enough to make it appear that the group may be eligible again for Reach Up, we send an application and offer the group the chance to be reinstated. The benefits can be reinstated back to the first of the month if they meet the conditions at 2210.1. They must complete and send in a 202 but they are not required to come in for a face-to-face interview.

2. EOG Period

If EOG is the only change and is the reason for Reach Up closure, it will be auto-approved by ACCESS at the beginning of the month before the closure month, and a notice will be printed in your district office. If a change in benefit in combination with support causes the closure, you must approve the eligibility result.

ACCESS will determine the appropriate Medicaid extension. If support alone causes the closure, the client will receive a 4 month extension (see 4312). If support and increased earnings cause the closure, the client will receive Transitional Medicaid™ if eligible for up to 36 months (see # 4312 and P-2411 D).

The 12-month count will be shown on ACCESS in PERS/HIST, CASE/PROG, and CASE/HIST.

ACCESS will automatically generate a notice at the beginning of the 12th month which will explain the end of the administrative period, the new schedule for support payments (sent within 3 days of receipt) and what happens to the last two months of accumulated support.

Example 1: Change in Support Causes Closure

Reach Up payment level (after net earnings are deducted) is \$240. Income stays the same. On October 9th, OCS begins receiving \$300 a month in current support.

7/1/13

Bulletin No. 13-16

P-2260 E2

P-2260 Pursuit of Support

E. Excess-of-Grant (EOG)

2. EOG Period

Example 1: (Continued)

On November 1st (or the first working day in November), December's closure will be approved and a notice will be printed in your office. Because earnings did not increase, the client will receive a 4 month Medicaid extension. Since the first month of the EOG period is December, the twelfth month will be the following November.

Example 2: Change in Benefit Causes Closure

Reach Up benefit is \$400. OCS receives \$300 a month in support. December 8th, the client reports a change in unearned income which decreases the payment level for January to \$200. As part of the same eligibility processing that changes the payment level, ACCESS will compare the new payment level to the support received in November of \$300 (which is scheduled to be paid January 1st), and generate an ELIG version for your approval which closes the case January 1st for excess-of-grant. The client will receive a 4 month Medicaid extension.

3. Changes Other Than Support During the EOG Period

If an assistance group's circumstances change during the EOG period and they report the change for another program (such as Medicaid or 3SquaresVT), Reach Up will NOT be re-computed. If the group wishes to see if they are now Reach Up-eligible, they must complete a new Reach Up application with all the associated forms and verifications, just like any other household.

4. Support Decreases During the EOG Period

At the end of every month, ACCESS compares the current support collected that month to the payment level in the month of Reach Up closure. If the support (less the Family Bonus) decreases below that payment level, ACCESS will create an informational message for you in the TODO function, generate a letter, and print it in your office on the first working day of the month.

7/1/13

Bulletin No. 13-16

P-2260 E3

P-2260 Pursuit of Support

E. Excess-of-Grant (EOG)

4. Support Decreases During the EOG Period (Continued)

Enclose a 202 Application 137 P.1 and P.2 (Child Support Referral). The 137 is needed to re-establish legal status for OCS; the 202 is used to gather complete information as a basis for the next twelve month eligibility period.

At the end of months 1 through 10 of the EOG period, the letter will explain the situation and tell the assistance group to return the enclosed forms as soon as possible but no later than the 20th of next month in order to receive benefits from the first of next month (in effect, to be reinstated with no loss of income).

At the end of months 11 and 12, the letter will not offer reinstatement. The group will be encouraged to reapply, but regular application procedures are in effect (see P-2201). The group is not eligible for reinstatement because support received by OCS in month 10 will be sent for receipt on the first of month 12, allowing the full 12 months of excess-of-grant status.

The rest of the section applies only to assistance groups subject to reinstatement.

If you do not enter an application date by the end of the month, ACCESS will assume the forms were not returned, end the EOG period, and generate a notice to be printed in the district on the first working day of the next month. If the group later wants to apply for Reach Up, follow usual application procedures (P-2201).

If these forms are returned in a timely manner, verify information that has changed since the Reach Up was closed.

Process the application using time frames for reported changes (see P-2220 F) so that the client will receive a Reach Up check on the first of the following month, if eligible. (Effective date of grant policy does not apply.)

Enter an application for the first of the following month.

If Reach Up is denied for any reason other than excess child support income, the EOG period will end prematurely and ACCESS will generate a notice to be printed in the district on the first working day of the next month.

If Reach Up is granted and OCS has continued to receive current support payments, Reach Up will be sent on the 100% cycle. If OCS has not received any current support payments for two consecutive months, the group will return to the 60%/40% payment cycle in the 4th month.

7/1/13

Bulletin No. 13-16

P-2260 E4

P-2260 Pursuit of Support

E. Excess-of-Grant (EOG)

4. Support Decreases During the EOG Period (Continued)

Example: OCS receives no support in month 10 of the EOG period. A notice is printed in your office on the first of month 11. You send the letter and forms, and determine that the group is eligible effective the first of month 12 in the 100% payment cycle. Since no support was received in month 10 and 11, month 13 will be paid in the 60%/40% cycle (see P-2260 D #3b). If support received after the check write, procedures for beginning direct payment (P-2260 D #2) will be followed.

5. EOG Ends

An administrative period may end because the 12 months have expired or a Reach Up application during the 12 month period is denied and excess-of-grant no longer applies. In either case, any support received by OCS in the most recent two months (less the \$50 disregard for each month) will be compared to Reach Up paid in the two months when support payments most recently began. The same process used at Reach Up closure (P-2260 D #4) is followed.

6. Example: Direct Payment / EOG Begins, Ends, Begins Again

The assistance group has a review in April. Reach Up is paid on a 60% / 40% schedule. OCS begins receiving current support of \$200 in July. The Reach Up payment level (PL) is \$300. In September, \$150 in support (disregarding \$50) is subtracted from the Reach Up PL and the Reach Up check decreases to \$150. Also in September, the child support obligation and payments increase to \$375, causing closure in November. The client continues to receive 3SquaresVT throughout the period. This situation is illustrated below:

CS Reach Up Obligation	OCS Receives	CS paid to Client	PL/Paid
July 200	0	300/300	

On the first working day in August, ACCESS will generate a Reach Up eligibility result needing approval to begin direct payment, decrease the Reach Up check, and switch to the

7/1/13

Bulletin No. 13-16

P-2260 E5

P-2260 Pursuit of Support

E. Excess-of-Grant (EOG)

6. **Example:** Direct Payment / EOG Begins, Ends, Begins Again (Continued)

100% cycle effective 9/1. The client must receive this notice by the adverse action deadline in August.

	CS Reach Up Obligation	OCS Receives	CS paid to Client	PI/Paid
August	200	200	0	300/300
Sept.	375	375	150+50 (from July)	300/150

Support received in September (less a \$50 family bonus) exceeds the payment level. Therefore, on the first working day in October, an EOG notice will be printed in the district office explaining the November 1st closure. The client must receive notice by the adverse action deadline in October.

Oct.	375	375	150+50 (from August)	300/150
Nov.	375	375	325+50 (from Sept.)	300/0
(closure/administrative period begins)				
Dec.	375	375	325+50 (from Oct.)	300/0
Jan.	375	275	325+50 (from Nov.)	300/0

The support payment received by OCS in January of \$275 dropped below the benefit for the month of closure (\$300). Therefore, on the first working day in February, a notice will be printed in the district office. Include the 202, 137 P.1 and P. 2.

Feb.	375	375	325+50 (from Dec.)	300/0
------	-----	-----	-----------------------	-------

The client returns the forms on Feb. 5th. Verify any changes to the information you have for October (the last month of Reach Up eligibility before the EOG period began). Enter an application for March 1st. Approve Reach Up eligibility and send the grant letter. The next review will be set for six months, in September.

7/1/13

Bulletin No. 13-16

P-2260 E6

P-2260 Pursuit of Support

E. Excess-of-Grant (EOG)

6. **Example:** Direct Payment / EOG Begins, Ends, Begins Again (Continued)

Since support received by OCS in February of \$375 exceeds the benefit, on the first working day of March, an EOG notice will be printed explaining Reach Up closure effective April 1st.

March	375	375	225+50 (from Jan.)	300/75
April	375	375	325+50 (from Feb.)	300/0
(closure)				

The 12 month administrative period begins again with April as the first month.