STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF
Department for Children and Families

FROM: Tricia Tyo, Interim Deputy Commissioner
Economic Services Division

BULLETIN NO.: 20-06
DATE: 9/10/20

SUBJECT: Reach Up Procedures

CHANGES ADOPTED EFFECTIVE 10/1/20

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-2213D          P-2213F

The following Reach Up standards are updated effective October 1, 2020.
Business expense for providing room and board
Business expense for providing day care meals and snacks
An additional line was added to the room and board procedure asking staff to confirm if meals were
actually included or not when “room and board” income was claimed.

Manual Maintenance

Significant changes are indicated by highlighting text in gray.

Reach Up Procedures

Remove
P-2213D (19-10)
P-2213F (19-10)

Insert
P-2213D (20-06)
P-2213F (20-06)
P-2213 INCOME (continued)

P-2213D Income from Providing Daycare (Reach Up rule 2274.4) (20-06)

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 day 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 assistance group 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.

<table>
<thead>
<tr>
<th></th>
<th>FFY 20</th>
<th>FFY 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.33 per day</td>
<td>$1.39 per day</td>
</tr>
<tr>
<td>Lunch only</td>
<td>$2.49 per day</td>
<td>$2.61 per day</td>
</tr>
<tr>
<td>Dinner only</td>
<td>$2.49 per day</td>
<td>$2.61 per day</td>
</tr>
<tr>
<td>Snack</td>
<td>$.74 per day</td>
<td>$.078 per day</td>
</tr>
</tbody>
</table>

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.
P-2213 INCOME (continued)

P-2213F Room and Board Income (Reach Up rule 2274.3) (20-06)

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

<table>
<thead>
<tr>
<th>ACCESS Code</th>
<th>Type</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Room Only</td>
<td>199</td>
<td>365</td>
<td>522</td>
<td>663</td>
<td>787</td>
<td>945</td>
</tr>
<tr>
<td>2</td>
<td>2/3 Board</td>
<td>136</td>
<td>249</td>
<td>357</td>
<td>453</td>
<td>538</td>
<td>646</td>
</tr>
<tr>
<td>3</td>
<td>Board Only</td>
<td>204</td>
<td>374</td>
<td>535</td>
<td>680</td>
<td>807</td>
<td>969</td>
</tr>
<tr>
<td>4</td>
<td>Room &amp; 2/3 Board</td>
<td>335</td>
<td>614</td>
<td>879</td>
<td>1116</td>
<td>1325</td>
<td>1591</td>
</tr>
<tr>
<td>5</td>
<td>Room &amp; Board</td>
<td>403</td>
<td>739</td>
<td>1057</td>
<td>1343</td>
<td>1594</td>
<td>1914</td>
</tr>
</tbody>
</table>

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.