

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

- 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.

	FFY 20	FFY 21
Breakfast	\$1.33 per day	\$1.39 per day
Lunch only	\$2.49 per day	\$2.61 per day
Dinner only	\$2.49 per day	\$2.61 per day
Snack	\$.74 per day	\$.078 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.

```

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          ACTUAL          ***** WARNING! *****
CODE (Y-N)                EXPENSE          EXPENSES        (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

```

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

ACCESS Code	Type	Group Size					
		1	2	3	4	5	6+
1	Room Only	199	365	522	663	787	945
2	2/3 Board	136	249	357	453	538	646
3	Board Only	204	374	535	680	807	969
4	Room & 2/3 Board	335	614	879	1116	1325	1591
5	Room & Board	403	739	1057	1343	1594	1914

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](#).