

P-2201 APPLICATION (continued)

P-2201B Interview

Households must complete an interview at application (Reach Up rule 2211.2).

Scheduling Interview

Send the [ESD 202C, Benefits Interview Appointment Notice](#), via ACCESS when you receive the ESD 202. Allow the household five calendar days to complete the interview.

Note: The ADPC sends the ESD 202C for applications received by them.

Complete the interview as soon as possible after the application date to allow the household to receive benefits within 30-days of that date.

Who to Interview

Hold the interview with one of the following persons:

- Head of Household
- Spouse,
- Other responsible household member
- Authorized representative (Reach Up rule 2204)

Note: People being interviewed may bring anyone they choose to the interview.

How to Complete the Interview

Complete the interview by telephone. Make two cold call attempts to the household to complete the interview when they are not at the office.

Exception: Complete a face-to-face interview for the following reasons:

- Household or authorized representative request.
- Needed to resolve or clarify specific issues.

CATN if the interview was completed by telephone or face-to-face.

Prior to the Interview

Review ACCESS for household information known to the agency.

Interview Process

Review the ESD 202 by:

- going over each question and
- resolving any unclear or missing information with the person being interviewed.

Advise the person of the household's:

- Basic Reach Up facts including Family's Countable Months
 - Review the Reach Up Interview Talking Points found on the Reach Up Eligibility Worksheet (form [203RU](#))
- Processing timeframes
- How benefits are issued
- Rights and responsibilities
- Responsibility to report changes
- Verifications needed to determine eligibility

Provide the household with an [ESD 202V, Verification Request](#), via ACCESS listing the required verifications needed to determine eligibility and the due date.

Advise the household that the verifications must be returned within ten-days of the interview.

Forms

The following forms must be provided by the household

- [ESD 614FDP](#) Initial Family Development Plan (FDP)—one for each parent in the household
- [ESD 604](#) Reach Up/Reach First Screening Questionnaire—one for each parent in the household
- [ESD 137](#) Child Support Referral forms—one for each absent parent
- [ESD 137W](#) Child Support Waiver Request—if applicant wants to pursue a waiver from having to work with Office of Child Support
- [ESD 201DD](#) Direct Deposit form—if a checking account is available
- [ESD 210U](#) Pregnancy Certification—if no other child is in the home
- [ESD 202TANF](#) Closure letter from other state—if received benefits in another state

Missed Interview

Send Households who do not complete an interview within 5 days an ESD 202D, Notice of Missed Interview (NOMI) via ACCESS. The NOMI tells the household:

- they missed their interview appointment,

01/28/16 09:25 PERSON HISTORY STATUS ASPAHC
 SSN: 666-74-8505 RACHEL E MENDLESON DOB: 08/16/1982 SEX: F
 UID: 475687 666-66-6666 RA MONTHS LEFT: 24
 RA MONTHS:

CAT-CODE	START	END	REM-RSN	REPORTING-GROUP	STATUS
----------	-------	-----	---------	-----------------	--------

*** REACH UP HISTORY ***

05 01 2014				666-74-8505	ACTIVE
		09 14 2011	26	666-74-8505	DENIED
02 01 2011	05 31 2011		66	666-74-8505	CLOSED
06 01 2010	01 31 2011		57	666-74-8505	CLOSED
09 01 2000	12 15 2000		57	666-74-8505	CLOSED
03 01 2000	06 30 2000		66	666-74-8505	CLOSED
06 01 1998	03 31 2000		66	666-74-8505	CLOSED
06 16 1997	05 31 1998		61	666-66-6666	CLOSED
11 01 1995	06 15 1997		57	666-66-6666	CLOSED
11 01 1991	10 31 1995		57	666-66-6666	CLOSED
04 01 1989	10 31 1991		57	666-66-6666	CLOSED
02 16 1985	04 15 1989		57	666-66-6666	CLOSED

USER: 084 FNX: PERS MODE: D RPTGRP: 666 74 8505 PERIOD: 01 16 COMMAND:
 VALID COMMANDS: PERS HIST INSU MEDI MED FS PREM HIPS EXIT

- Check **CASE D HIST- Case History** (shows if HOH was active on Reach Up)

08/28/15 08:28 *** CASE STATUS: HIST *** (ASPEBF)

ADDRESS: DO: J ST. JOHNSBURY
 13 APPLE ST IMS: SJ2 JDO NON-FINANCIAL
 ST JOHNSBURY VT 05819 REP FREQ: 12 LATEST STAT: 09 2015
 PHONE: 555-1684

*** PROGRAM PARTICIPATION HISTORY ***

*** RUFA ***

APPLIED 10/03/14 GRANTED 10/10/14 VER: 1 CLOSED 12/31/14 VER: 3 12/14
 SSF 12/01/14 12/31/14
 RUFA 10/10/14 11/30/14

APPLIED 12/01/12 DENIED 11/28/12 VER: 1
 APPLIED 11/20/12 DENIED 11/28/12 VER: 1

*** HEALTH CARE ***

APPLIED 05/01/14 GRANTED 07/23/14 VER: 1
 APPLIED 11/20/12 GRANTED 11/28/12 VER: 1 CLOSED 04/30/14 VER: 2 04/14

*** FOOD STAMPS ***

APPLIED 08/12/15 GRANTED 08/28/15 VER: 1

USER: 084 FNX: CASE MODE: D RPTGRP: 666 66 6666 PERIOD: 08 15 COMMAND:
 DO: J IMS: SJ2 RPTGRP NAME: AMANDA BERNIS

- Check **SPEC/C/CLOCK F10** – (Number of TANF months, 60+ months)

SSN:		NAME:			
TANF Months:	2	Total Months:	17	Vermont Countable Months:	2
Period	Funding Stream	Participation Other	Minor	Countable	
2004 03	T		05	Y	
2004 04	T		05	Y	
2017 06	S	PSE	05	N	
2017 08	S	PSE	05	N	
2017 09	S	PSE	05	N	
2017 10	S	PSE	02	N	
2017 11	S	PSE	02	N	
2017 12	S	PSE	02	N	
2018 01	S	PSE	02	N	
2018 02	S	PSE	02	N	
2018 03	S	PSE	02	N	
2018 04	S	PSE	02	N	
2018 05	S	PSE	02	N	
2018 06	S	PSE	02	N	
2018 07	S	PSE	02	N	

PF7-Previous PF8-Next CANC / EXIT :

- Check **STAT** panels (**STAT C PSUM** – Summary of panels)

```

01/28/16 13:40 *** PSUM: STATEMENT OF NEED PANELS CHECKLIST *** ASPAAUS
JENNIFER R SANTINO 666-45-4585 REL DOB
STAT
- ADDR 1450 RTE 15 APT 2 CAMBRIDGE VT 05444
- MEMB.01 JENNIFER R SANTINO 666-45-4585 01 11/24/1980
- MEMB.02 ROGER F BARRY 666-44-7744 02 09/08/1975
- MEMB.03 AMY P SANTINO CANE 666-41-7318 07 01/02/2001
- SCHL.01 AMY P SANTINO CANE
- DISA.01 ROGER F BARRY
- MEDI.01 ROGER F BARRY
- INSU.01 JENNIFER R SANTINO
- INSU.02 AMY P SANTINO CANE
- ABSP.01 MARVIN B CANE
- ABSP.02 JESSICA SANTINO
- BANK.01 ROGER F BARRY
- UNEA.01 AMY P SANTINO CANE
- UNEA.02 ROGER F BARRY

USER: 084 FNX: STAT MODE: D RPTGRP: 666 45 4585 PERIOD: 01 16 COMMAND:
DO: A IMS: GA1 REPORTING ADULT: JENNIFER R SANTINO
  
```

- Check last 6 months of **CATN** and **TODO's** (or to last application if prior to 6 months)

Interview Process

Reach Up Interview Talking Points found on the [203RU](#):

- Discuss differences between: Reach Up, Reach First, Reach Ahead and Post-Secondary Education Program.
- Explain to participants what to expect next (appt. with Case Manager) and what forms will be sent to them.
- Remind participants the importance of Case Management meeting and the rights and responsibilities.

Use [Reach First Flowchart](#) to determine if participant is appropriate for Reach First.

- Check CASE D HIST for RF in the last 12 months.
- Before ending interview clearly state if Reach First mandatory or eligible.
- After interview, enter CATN "Determined that [RU or RF or PSE] was most appropriate program."