

## **P-2202 TIME LIMITS (continued)**

### **P-2202A Initial Application (Reach Up rules 2238.2)** **(20-08)**

#### **Screening Requirements**

Screen the ESD 202 and ACCESS to find out how many countable, cumulative months the applicant has received. If it is a 2-parent family, the name and number will appear for the parent with the greater number of months.

Inform the household of the number of months of Reach Up they have received if they have 60 months or more, or if they ask for this information.

Confirm that the household is not currently ineligible due to a two-month break in benefits.

#### **Interview**

Complete the interview with the household. Explain that benefits cannot be granted until:

- all required paperwork and verification is received; and
- the household has met with a Reach Up case manager; and
- the household has met the family work requirement with a Community Service Placement, employment, or other countable activities (or a combination) for two consecutive weeks, but no later than the 30th day following the date of application (unless the processing date is extended due to department delay or good cause); **or**
- the household has provided verification of a deferment and meets the criteria for the deferment.

Explain that if households are granted Reach Up and do not comply with Reach Up Services (case management) requirements and do not have a good cause reason for not complying, the household will not be eligible for benefits for two months (called a two-month break in benefits). See Reach Up Services procedures [2349A](#) and [2349B](#) for more details about Time Limit requirements.

#### **Out of State TANF Months**

Verify financial assistance received in other states if the Household says they moved to VT in the last 12 months and/or has received financial assistance from any other state since October 1996.

## **Case Manager Appointment**

Benefits cannot be approved until the household has met with a case manager.

Appointments are scheduled in the district office where the household resides, unless another office is requested. Use the District 60+ Month Calendar to find an agreeable time. An appointment must be offered within 3 business days of completing the interview but can take place later if the household requests.

Provide the household with the appointment information verbally and enter appointment information in CATN. A reminder can be sent using a blank notice in ACCESS or an appointment reminder ([form 202APPT](#)) if in office, but this is not required.

### ***Missed Case Manager Appointment***

If someone does not show up for their scheduled meeting, the case manager will call the household to see if they would like to reschedule. If all other necessary verification is received, the application would pend for 30 days and then could be denied.

## **Two Week Period of Compliance**

### ***Approval***

If above conditions are met the Reach Up case manager will send an email to the District Management Team and Reach Up grant will be approved.

### ***Denial***

If above conditions have not been met by 30 days from the date of application (unless there is a department delay or good cause), the Reach Up case manager will send an email to the District Management Team and Reach Up grant be denied.

## **BPS Support**

### ***Entering SPEC C CLOCK***

See the ACCESS Eligibility Training video: [CLOCK- Viewing and Entering Months](#)

**SPEC C CLOCK F10** (Shows individual participant's months—in a 2-parent household each participant will have their own clock)

Shows # of countable months

SSN: 666454585      NAME: JENNIFER R SANTINO

TANF Months: 30    Total Months: 67    Vermont Countable Months: 56

Period	Funding Stream	Other	Participation	Minor	Countable
2007 03	T		02		Y
2007 04	T		02		Y
2007 05	T	\$			
2008 01	T		02		Y
2008 02	T	Med	33		N
2008 03	T		02		Y
2008 04	T	Med	34		N
2008 05	T	Med	34		N
2008 06	T	Med	34		N
2008 07	S		02		Y
2008 08	S		02		Y
2008 09	S		02		Y
2008 10	T	Med	34		N
2008 11	T	Med	34		N
2008 12	S	Med	34		N

PF7-Previous      PF8-Next      /      EXIT :

"Other" Column Abbreviation	Meaning
CLK	There is a PERS HIST entry; but no CLOCK entry; no eligibility for the month; and no grant, or under \$10 for the month.
MP	Minor Parent
\$	The Reach Up grant was less than \$10
Baby	Young child deferment (no more than 12 of these months can be non-countable)
Medical	Medical deferment
Fam	Needed in the home deferment
DV	Domestic Violence deferment

**CASE D TIME** (shows household's months—based on parent that has more months)

01/28/16 10:30 \*\*\* WORK REQUIREMENTS AND TIME LIMITS \*\*\* ( ASQEBI )  
The Work Requirement for this family is: 30 hours.  
~~CSP/WKEY cannot exceed 11 hours per week.~~  
~~There are 3 RUFA members in this household.~~  
RACHEL has 66 months of countable RUFA benefits through December 2015

'X' TO VIEW WORK REQUIREMENTS, 'H' FOR HISTORY					<SHFT+PF12>=HELP				
X	NAME	M/RL	SSN	AGE	X	NAME	ROLE	SSN	AGE
-	-----	-----	-----	----	-	-----	-----	-----	----
-	RACHEL E MENDEL	1/01	666-74-8505	28	-			-	-
-	JASON F POWERS	1/05	666-66-6666	12	-			-	-
-	ALEXANDER L PO	1/05	666-78-9846	09	-			-	-
-			-	-	-			-	-
-			-	-	-			-	-
-			-	-	-			-	-
-			-	-	-			-	-
-			-	-	-			-	-
USER: 084 FNX: CASE MODE: D RPTGRP: 666 74 8505 PERIOD: 01 16 COMMAND:									
DO: L IMS: GL1 RPTGRP NAME: RACHEL E MENDLESON									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
EXIT			EHRS		EMPL		WORK		CLCK
USER									

**STAT C STAT**

04/30/14 17:49 STAT HEADER ( STAT )  
(LAST UPDATED: 03/01/14 01:25 ; ASPACA )  
RECEIPT DATE: 07 10 2013

VERIF	STATUS	REVIEW	EXPEDITED	WITHD	>30 DAYS CD
RUFA	FS SF	FREQ	FS REASON	RU	RUFA FS
T		12			

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VERIFICATION STATUS AS0DCACE

RUFA

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Q QUESTIONABLE (Verification has been requested).  
Creates edit that inhibits eligibility.

V VERIFIED. Eligibility will be processed.

R REFUSED. Processing will either close or deny.

F FAILED. Processing will either close or deny.

N NON-COMPLIANCE 60 mos. Processing will deny.

T 60 mo. requirements not yet met.

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USER: 701 FNX: STAT MODE: C RPTGRP:  
DO: Z IMS: D1Z REPORTING ADULT:

PERIOD: 04 14 COMMAND:

3

When an applicant has over 60 countable months, ACCESS automatically puts a "T" on the "Verif Status" field of the STAT panel. This "T" will prevent the case from being approved.

After finding out if the applicant has met the two-week requirements or not, go into STAT and update the “Verif Status” field to the following:

- "V" if they have met two-week requirements; or
- "N" if they have not complied and if 30 days has passed from the day of application.

04/30/14 18:17 STAT HEADER ( STAT )  
(LAST UPDATED: 04/03/14 18:15 ; ASPACA )  
RECEIPT DATE: 08 02 2013

VERIF	STATUS	REVIEW	EXPEDITED	WITHDRAWAL CODE	>30 DAYS CD
RUFA	FS SF	FREQ	FS REASON	RUFA FS SF EP PSE	RUFA FS
N	V V				

VERIFICATION  
RUFA

Q QUESTION (60 month requirements have not been requested).  
Creates a case for eligibility.  
V VERIFIED. Case processed.  
R REFUSED. Case either close or deny.  
F FAILED. Processing will either close or deny.  
N NON-COMPLIANCE 60 mos. Processing will deny.  
T 60 mo. requirements not yet met.

DICAID NON-COOP CODE  
LIG RSN RUFA FS SF

Y PSE SCHOOL  
CLOSURE CD MEALS

EP SF  
07 2014

USER: 701 FNX: STAT MODE: C RPTG  
DO: Z IMS: D1Z REPORTING ADULT:

RIOD: 05 14 COMMAND: 3

If "N" is entered and it is before adverse action, case should automatically deny. Check CASE D to make sure. If the case has not been denied, turn the case around with STAT C TRANS and check CASE D again. If the "N" is entered after adverse action, go into ELIG C RUFA to approve denial

### STAT edits

04/30/14 18:15 \*\*\* EDIT SUMMARY PANEL \*\*\* ASPAB2

\*PANEL\* CODE PROCESSED: 04 30 14 18:15

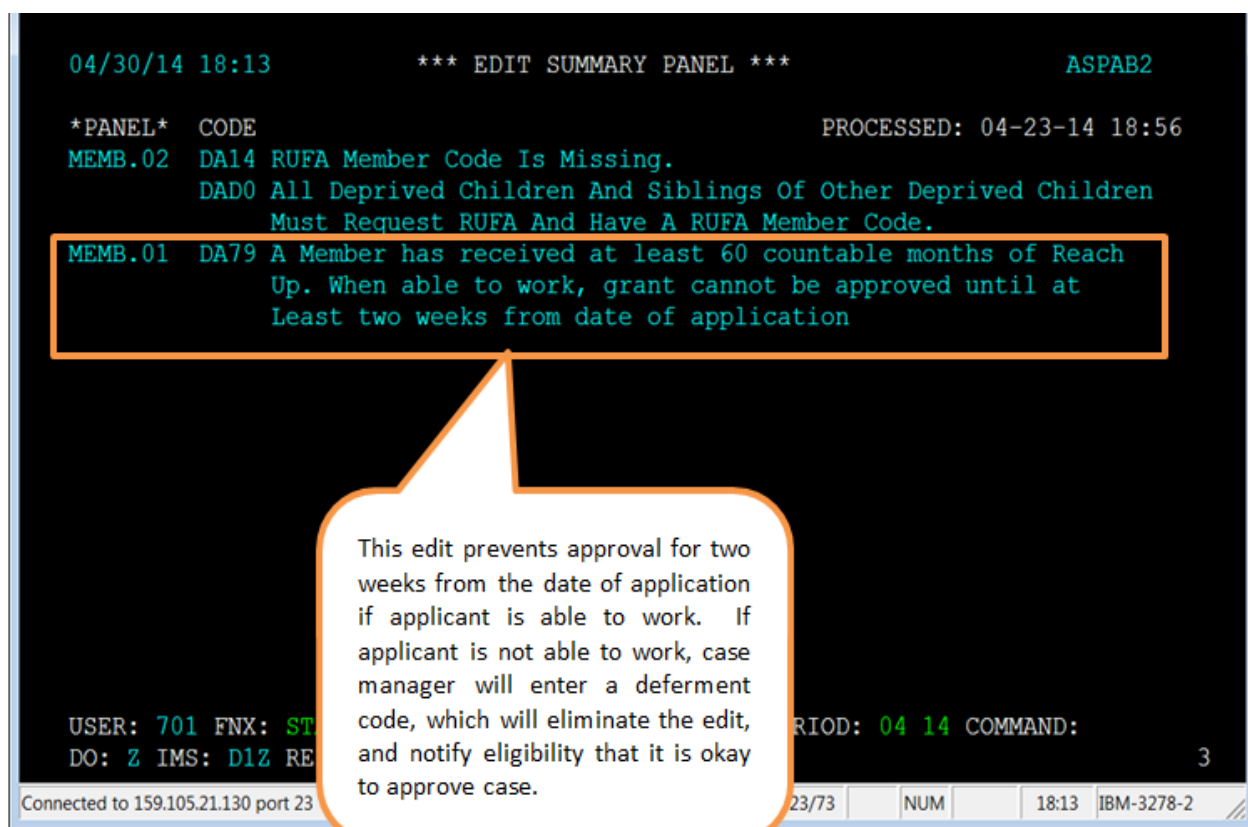
STAT CA35 60 month requirements have not been completed. (Code T)

MEMB.05 DAB8 RUFA was Requested On The Application  
But Not Been Requested By Any Household Member.  
DAD0 All Deprived Children And Siblings Of Other Deprived Children  
Must Request RUFA And Have A RUFA Member Code.

MEMB.03 DAD0 All Deprived Children And Siblings Of Other Deprived Children  
Must Request RUFA And Have A RUFA Member Code.

MEMB.04 DAD0 All Deprived Children And Siblings Of Other Deprived Children  
Must Request RUFA And Have A RUFA Member Code.

This edit prevents approval while pending. Change the "T" code to a "V" when case manager lets eligibility know that the 60 month requirements have been met. Change "T" code to an "N" to deny if case manager lets eligibility know that 60 month requirements were not met.



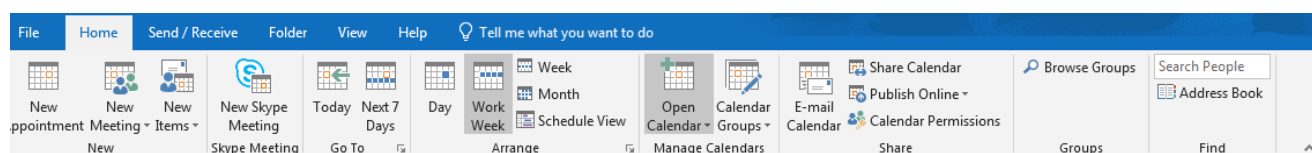
### ***Approving case without two-week delay***

Occasionally a household who has received more than 60 countable months, applies for Reach Up and the application needs to be approved without waiting the initial two weeks. Ask a Reach Up Supervisor or case manager to change the adult household members' participation codes to a deferment code (code 33, 34 or 38) on WORK C. ACCESS will now allow the eligibility to be approved.

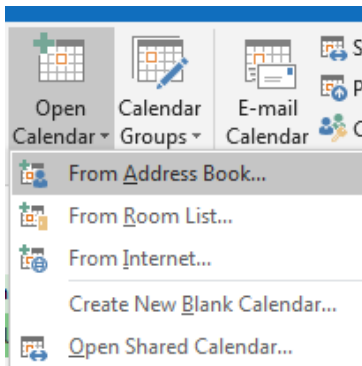
After the household is approved, the deferment code can be switched back to the correct code by the supervisor or case manager.

### ***Adding district 60 month appointment calendars to Outlook calendar***

Open Outlook Calendar.



In Calendar view, click "Open Calendar" in the ribbon.

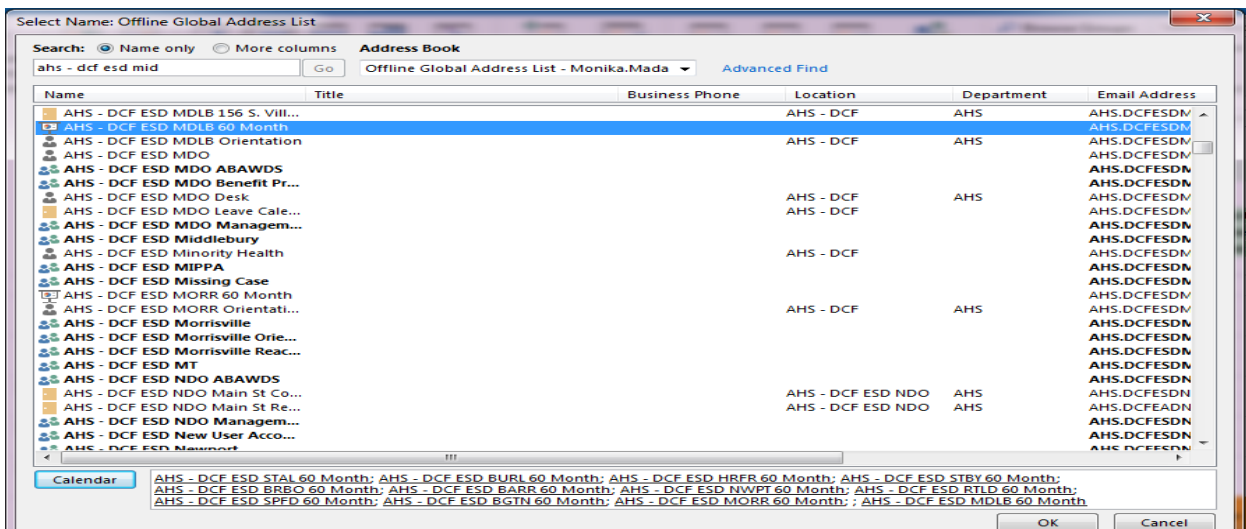


Select "From Address Book".

The Address Book will list all calendars in the Global Address List (GAL).

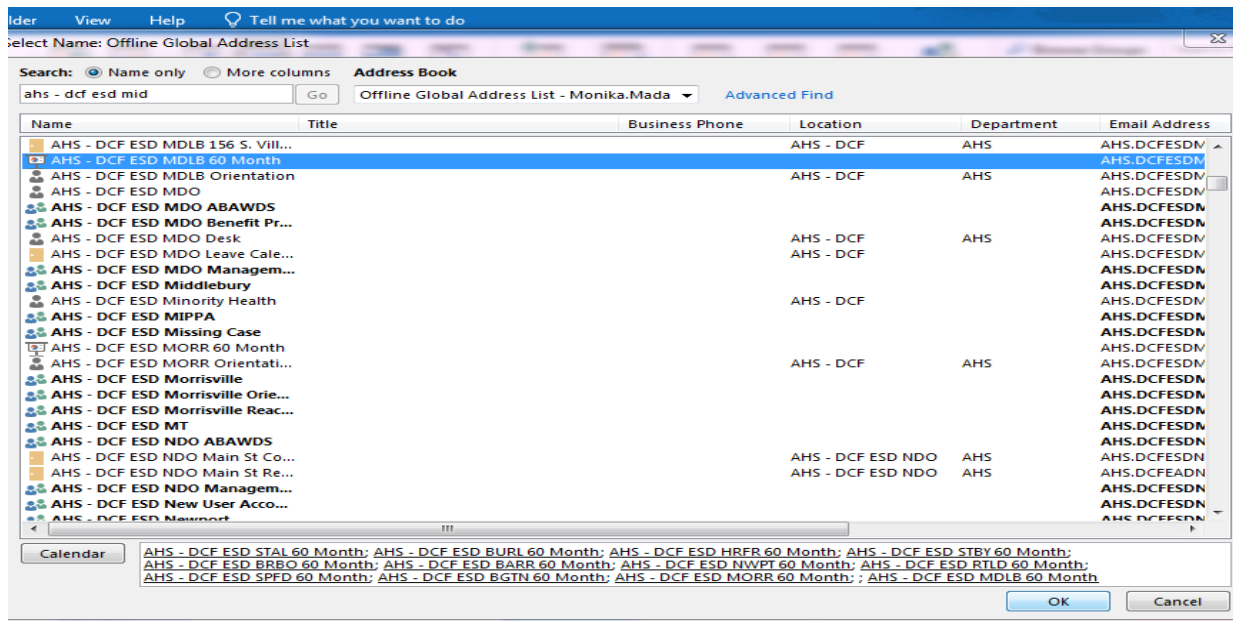
In the Search field, type the names from below to find each district's 60 Month Appt Calendars.

AHS - DCF ESD STAL 60 Month	←This is St Alban's Calendar
AHS - DCF ESD BURL 60 Month	←This is Burlington's Calendar
AHS - DCF ESD HRFR 60 Month	←This is Hartford's Calendar
AHS - DCF ESD STBY 60 Month	←This is St Johnsbury's Calendar
AHS - DCF ESD BRBO 60 Month	←This is Brattleboro's Calendar
AHS - DCF ESD BARR 60 Month	←This is Barre's Calendar
AHS - DCF ESD NWPT 60 Month	←This is Newport's Calendar
AHS - DCF ESD RTLD 60 Month	←This is Rutland's Calendar
AHS - DCF ESD SPFD 60 Month	←This is Springfield's Calendar
AHS - DCF ESD BGTN 60 Month	←This is Bennington's Calendar
AHS - DCF ESD MORR 60 Month	←This is Morrisville's Calendar
AHS - DCF ESD MDLB 60 Month	←This is Middlebury's Calendar





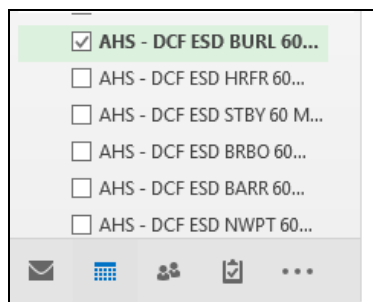
Select the name of the calendar and click “Calendar” on the bottom. Repeat this step for all 12 districts.



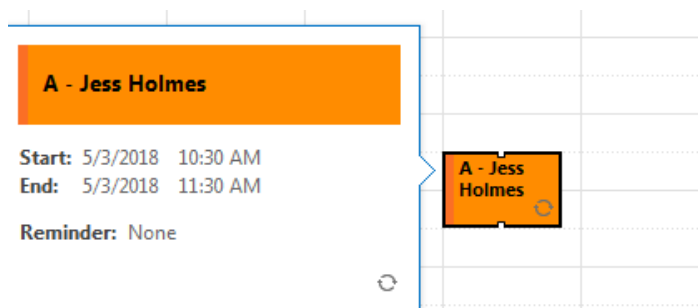
Then click “OK” on the bottom of the screen.

Go back to your Outlook Calendar. Under “My Calendars” you will see all 12 District Offices’ Calendars.

### ***Scheduling a case management appointment for an applicant with over 60 countable months***

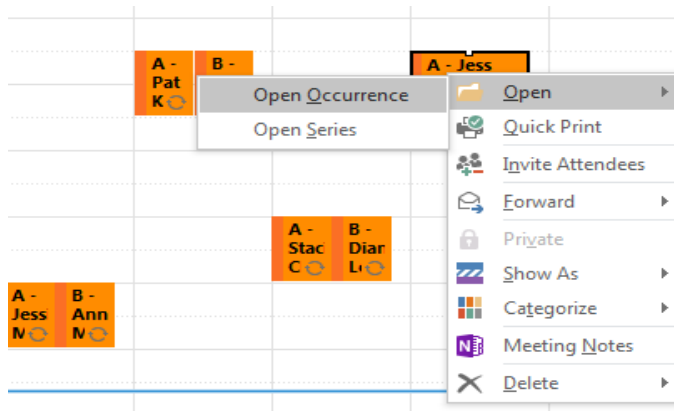


Select the correct district office’s calendar by checking the calendar box.





Each District will have “available times” for meetings with participants marked on their calendar. Discuss with participant which will work best for them within 3 days. Click on the preferred open appointment.



Open that single occurrence appointment by right clicking on the appointment and selecting “Open” and then “Open Occurrence”.

A screenshot of the 'Appointment' ribbon in a software application. The ribbon includes tabs for 'File', 'Appointment', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Appointment' tab is active, showing options like 'Save & Close', 'Delete', 'Copy to My Calendar', 'Forward', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Invite Attendees', and 'Show As'. Below the ribbon, the 'Subject' field contains 'Jess Holmes 802-123-4567'. The 'Location' field contains 'Ann Smith 1234, 802-888-7777'. The 'Start time' is set to 'Mon 5/14/2018' at '10:30 AM'. The 'End time' is set to 'Mon 5/14/2018' at '11:30 AM'. There is an 'All day event' checkbox. At the bottom, a text box shows 'Jess Holmes : 802 123-4567'.

In the “Location line” type in the participant’s name, last four digits of SSN and their phone number.

Share the case manager’s phone number with the participant. Explain to them to call the case manager if this specific appointment later doesn’t work.

Save and Close appointment by clicking on the “Save & Close” icon on the ribbon.