

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)

SSN: 666454585		NAME: JENNIFER R SANTINO		Shows # of countable months	
TANF Months:	30	Total Months:	67	Vermont Countable Months:	56
Period	Funding Stream	Participation Other	Minor	Countable	
2007 03	T		02	"Countable" column shows if a month was countable or not. Blank months aren't countable.	Y
2007 04	T		02		Y
2007 05	T	\$			Y
2008 01	T		02		N
2008 02	T	Med	33		Y
2008 03	T		02		N
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	"Other" column shows why a code is non-countable.	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

- "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.

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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 mos. requirements have not been requested).
  Creates a pending case (60 mos. requirements have not been requested).
V  VERIFIED. Case is eligible for processing.
R  REFUSED. Case is 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      RIOD: 05 14 COMMAND:
DO: Z IMS: DIZ REPORTING ADULT:
3

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If case manager or supervisor advises that 60 month requirements were not met while case is PENDING, enter "N" to deny.

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

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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 RUFA was not requested by any household member.
          DADO All Deprived Children And Siblings Of Other Deprived Children
          Must Request RUFA And Have A RUFA Member Code.
MEMB.03  DADO All Deprived Children And Siblings Of Other Deprived Children
          Must Request RUFA And Have A RUFA Member Code.
MEMB.04  DADO 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.

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04/30/14 18:13          *** EDIT SUMMARY PANEL ***          ASPAB2

*PANEL*  CODE          PROCESSED: 04-23-14 18:56
MEMB.02  DA14 RUFA Member Code Is Missing.
          DAD0 All Deprived Children And Siblings Of Other Deprived Children
          Must Request RUFA And Have A RUFA Member Code.
MEMB.01  DA79 A Member has received at least 60 countable months of Reach
          Up. When able to work, grant cannot be approved until at
          Least two weeks from date of application

USER: 701 FNX: ST          PERIOD: 04 14 COMMAND:
DO: Z IMS: D1Z RE

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23/73 NUM 18:13 IBM-3278-2 3

This edit prevents approval for two weeks from the date of application if applicant is able to work. If applicant is not able to work, case manager will enter a deferment code, which will eliminate the edit, and notify eligibility that it is okay to approve case.

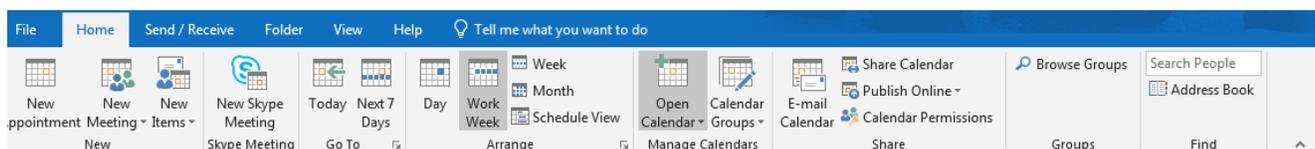
Approving case without two-week delay

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.

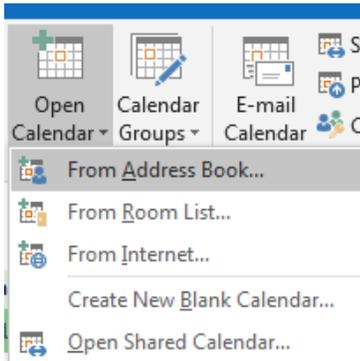
After the household is approved, the deferment code can be switched back to the correct code by the supervisor or case manager.

Adding district 60 month appointment calendars to Outlook calendar

Open Outlook Calendar.



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

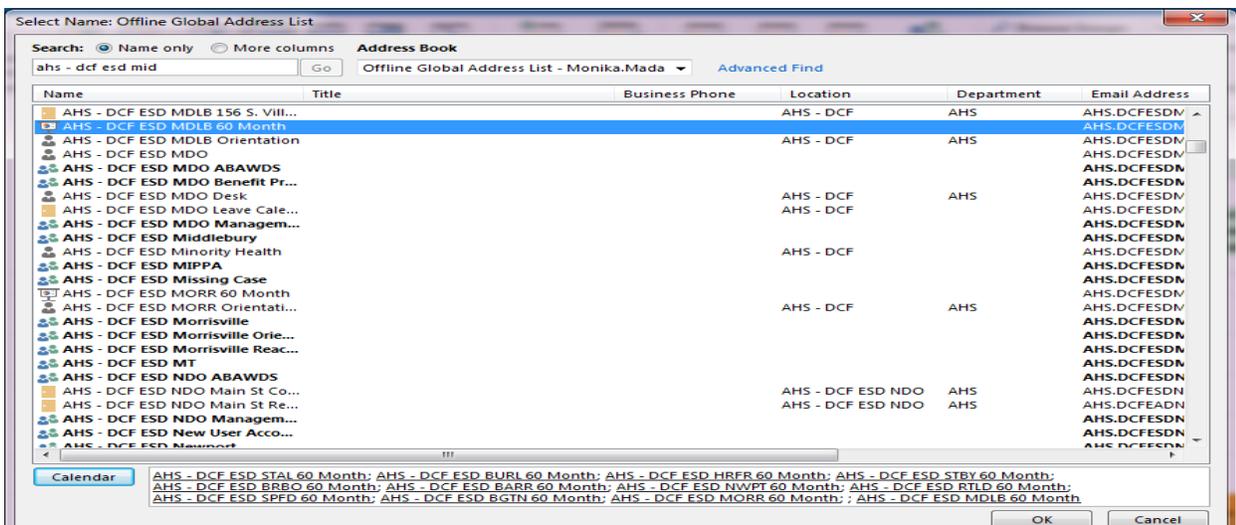


Select "From Address Book".

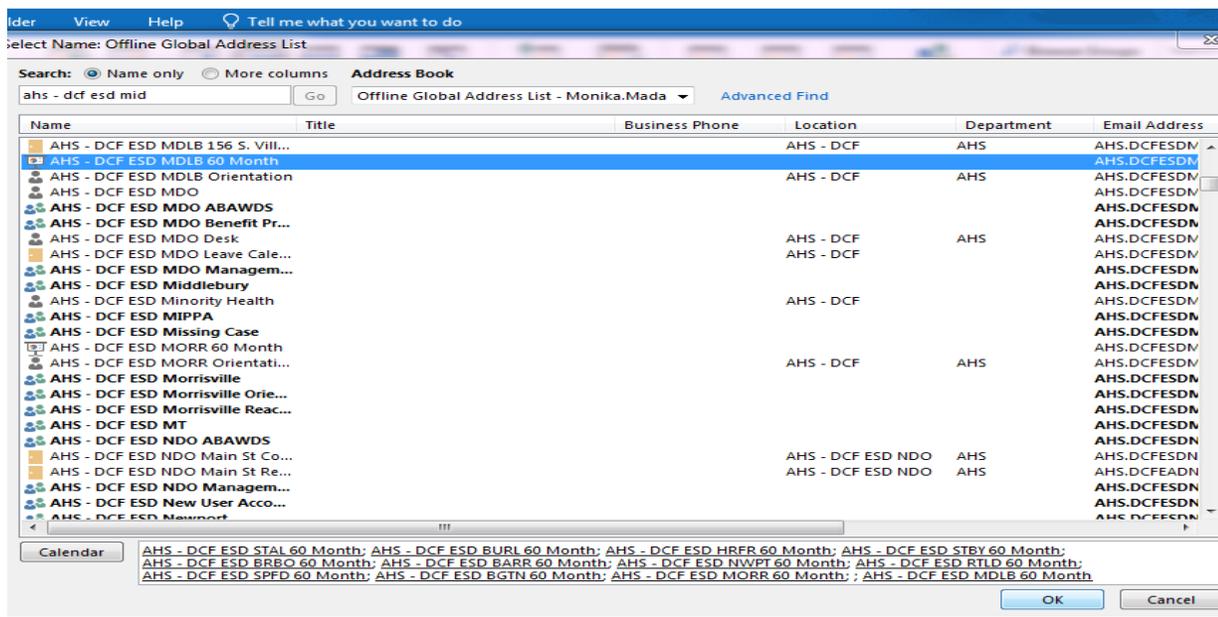
The Address Book will list all calendars in the Global Address List (GAL).

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



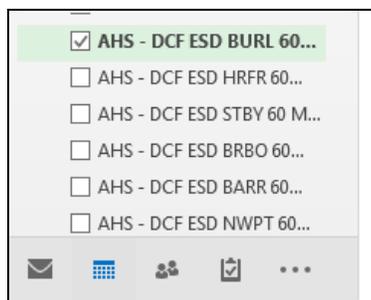
Select the name of the calendar and click "Calendar" on the bottom. Repeat this step for all 12 districts.



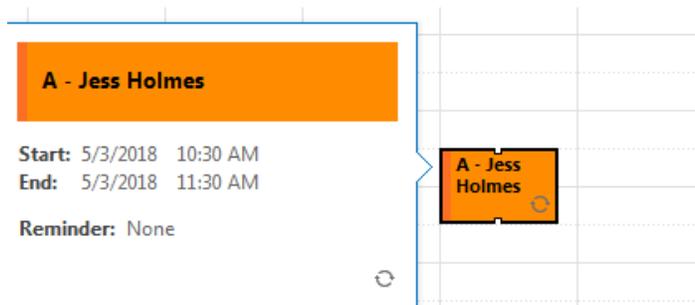
Then click "OK" on the bottom of the screen.

Go back to your Outlook Calendar. Under "My Calendars" you will see all 12 District Offices' Calendars.

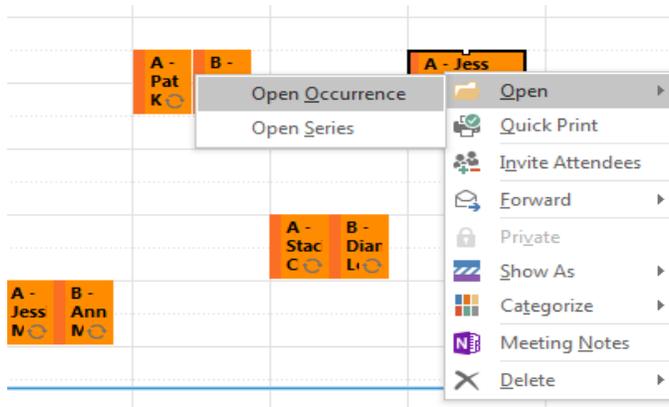
Scheduling a case management appointment for an applicant with over 60 countable months



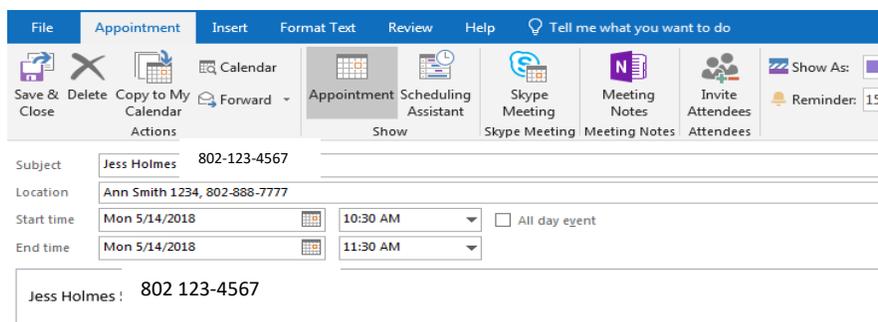
Select the correct district office's calendar by checking the calendar box.



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".



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.