

5/8/18

Bulletin No. 18-04

P-2349B

P-2349 Case Management Procedures for Post-60-Month Cases (Continued)

B. Ongoing case management for active Reach Up Participant who has received the 60 months of countable, cumulative assistance

1. 60-month appointment.

- a. Case managers send participants a 60-month appointment letter in their 58 month. If a case closes and reopens, and there is any question if the letter went out, send it again.
 - i. The letter can be sent through a macro in ACCESS or the [Reach Up Time Limits](#) letter.
- b. Case managers review case and ensure that non-deferred participants are engaged in a countable activities and deferred participants are addressing the reason for their deferment.
- c. Revise and have participant sign new FDP if necessary.

2. Attendance and compliance.

- a. Non-deferred participants must be meeting their work requirement by the end of the first week of their 61st month.
- b. Collect and enter attendance sheets weekly--enter verified hours, holiday hours, and excused absence hours.
 - i. Participants can bank hours within the same federal calendar month if approved by the case manager/work site supervisor beforehand.
- c. If at any time the work requirement is not being met case, determine good cause. Consult with Reach Up Supervisor:
 - If there is good cause, grant remains open.
 - If there is no good cause, case manager completes the [60 Countable Months- Closure/Break in Benefits Authorization \(606CBA\)](#). After the Reach Up Supervisor signs the 606CBA, close the grant by changing the work participation code on the WORK panel to 83. Case manager enters CATN and name of Reach Up Supervisor consulted with. Enter case WARN with date range of two month break in benefits.
 - If case is closed (or due to close) close the grant by changing the work participation code on the WORK panel to 81.

P-2349 Case Management Procedures for Post-60-Month Cases

B. Ongoing case management for active Reach Up Participant who has received the 60 months of countable, cumulative assistance (Continued)

d. Participants who have received 60 countable cumulative months of assistance (both deferred and non-deferred) must comply with all other FDP requirements. If the participant is not complying with FDP requirements, determine good cause. Consult with Reach Up Supervisor:

- If there is good cause, grant remains open.
- If there is no good cause, case manager completes the [60 Countable Months-Closure/Break in Benefits Authorization \(606CBA\)](#). After the Reach Up Supervisor signs the 606CBA, close the grant by changing the work participation code on the WORK panel to 83. Case manager enters CATN and name of Reach Up Supervisor consulted with. Enter case WARN with date range of two month break in benefits.
 - If case is closed (or due to close) close the grant by changing the work participation code on the WORK panel to 81.

3. Participant claims a deferment.

- a. If at any time participant claims a deferment, case manager must verify deferment within 10 days.
 - i. The 10 days can be extended if the participant has good cause.
- b. Case manager enters “verifying deferment” on FDP as a requirement.
- c. If verification of deferment is not returned and there is no good cause, close grant by entering code 83 on WORK. CATN and put case WARN for date range of 2 month break in benefits.
- d. If verification of deferment does not show that a deferment is needed, participant must begin meeting the work requirement as soon as administratively as possible. Revise FDP.