

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

D. Adding a Second Parent

1. Second parent joins an active household that already has at least 60 countable cumulative months of assistance.
 - a. Second parent does not need to meet the work requirement for two weeks or meet with a case manager prior to being added to grant.
 - b. Schedule a meeting for family including second parent with case manager within three business days of reported change.
 - c. Family should begin meeting new work requirement as administratively soon as possible.
 - d. Follow procedures above (P-2349(B)) for ongoing eligibility and case management.
2. Second parent joining the household has at least 60 countable cumulative months of assistance and is joining a house hold with less than 59 countable cumulative months of assistance.
 - a. Second parent does not need to meet the work requirement for two weeks or meet with a case manager prior to being added to grant.
 - b. Schedule a meeting for family including second parent with case manager within three business days of reported change.
 - c. Family should begin meeting new work requirement as administratively soon as possible.
 - d. Follow procedures above (P-2349(B)) for ongoing eligibility and case management.
3. Second parent joining the household has at least 60 countable cumulative months of assistance and is joining a house hold with less than 59 countable cumulative months of assistance where the current parent receiving Reach Up is sanctioned.
 - a. Second parent does not need to meet the work requirement for two weeks or meet with a case manager prior to being added to grant.

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

D. Adding a Second Parent (Continued)

- b. Schedule a meeting for the family including second parent with case manager within three business days of reported change.
 - i. This meeting could act as a sanction meeting for the sanction parent and as a 60+ month meeting for both parents.
 - ii. The sanction should be lifted.
- c. Family must meet the work requirement as administratively soon as possible. Either parent can choose to meet the work requirement.
- d. Follow procedures above (P-2349(B)) for ongoing eligibility and case management.