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Bulletin No. 97-22

P-2347 F1

P-2340 - P-2359 Reach Up Procedures (WAM 2340 - 2359)  
(Continued)

P-2347 Support Services (Other than Child Care and  
Transitional Child Care Assistance) (WAM 2347)  
(Continued)

F. One-time-only, Employment-related Support Services

Reach Up case management staff and Family Services eligibility staff may provide one-time-only, employment-related support services for transportation, clothing, and tools or equipment to individuals specified at page P-2347 B1.

- g Requests for one-time-only, employment-related support service items not specified above require supervisory approval prior to authorization.
- g Funding for one-time only, employment-related support service items authorized by either a Reach Up case manager or Family Services Eligibility Specialist comes out of the individual DSW district office's annual allocation of employment-related Reach Up funds.
- g WAM 2347 defines one-time-only as one time per item per job.

EXAMPLE: An ANFC recipient (who may or may not be participating in Reach Up) is scheduled to begin work as a hostess at the South Pole restaurant on July 5th; she needs to commute 7 miles one way and requests assistance with car repair. \$147.50 is authorized to fix her muffler on July 3rd. On July 18th, she requests assistance to pay for a carburetor and to be reimbursed for the purchase of a tuxedo-type uniform. The ES denies assistance for the carburetor because the recipient has already received a one-time only support service for car repair; the ES authorizes the reimbursement for the uniform at \$52.75 because the recipient has not yet received any assistance for clothing.

- g One-time-only, employment-related support service items are subject to matrix limits found at page P-2347 E3. There is a \$500 maximum cumulative lifetime allowance per individual, tracked by ACCESS.

Exceptions to the \$500 maximum cumulative lifetime allowance may be granted if there are compelling reasons to do so and funds are available. Exception requests must be submitted

in writing for approval to the appropriate Reach Up or Family Services Operations Chief or designee.

**Authorize One-time-only, Employment-related Support Services by Following These Steps:**

1. Verify that one of the following circumstances exists for individuals who request one-time-only, employment-related support services:

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F. One-time-only, Employment-related Support Services  
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- a bona fide offer of employment or placement in a Reach Up CSE work activity that is scheduled to begin within 30 calendar days; or
  - current employment or participation in a Reach Up CSE work activity for which the applicant receives wages;
- or
- current self-employment showing net income that is no less than \$250 per month.

Verify self-employment income by reviewing the BUSI, DCIN OR rbin panels displayed in ACCESS under the STAT/D function. Derive net self-employment income by subtracting the amount in the ANFC, ANFC-ME EXP AMT field from the amount in the AVG MONTHLY INC AMT field.

pending self-employment scheduled to begin within 30 calendar days when the individual has applied for a low-interest Job Start or other small business loan but been refused due to a lack of funding for the loan program. Verify pending self-employment by having the individual submit a copy of a formal business plan and a copy of the letter of loan refusal.

NOTE: One-time only, employment-related support services are not intended to be used in place of low-interest Job Start loans or other entrepreneurial funding sources.

**For ANFC applicants only, the following criteria also**

**apply:**

- Countable gross household income for the one-month period used to determine initial eligibility for ANFC cannot exceed the following limits:
  - \* the ANFC payment standard for the household size plus \$150 if employed for fewer than 20 hours per week; or
  - \* the ANFC payment standard for the household size plus \$250 if employed for

20 or more hours per week.

- Countable resources do not exceed \$1000 for the applicant assistance group.

**If the applicant assistance group has been assigned to Group 2 or Group 3, resources may exceed \$1000 provided the excess over \$1000 is attributable to savings from earned income received subsequent to assignment to Group 2 or Group 3.**

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P-2340 - P-2359 Reach Up Procedures (WAM 2340 - 2359)  
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F. One-time-only, Employment-related Support Services  
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Do not count resources that have been set aside to pay for property taxes, mortgage, rent, food, and other basic needs.

- The applicant's needs will be included in the initial ANFC eligibility calculation and subsequent grant (usually within 30 days of application) with the following exception.

**A Group 3 parent whose needs have been removed from the ANFC grant due to either a Reach Up or child support sanction may not have his or her needs included in the ANFC within 30 days, however, he or she is required to participate in end-of-time limits activities, including job search and placement in CSE. A sanctioned Group 3 parent who is placed in either unsubsidized employment or CSE is eligible to receive one-time only, employment-related support services to support participation in paid employment.**

2. Follow the guidelines listed below for questions to ask before authorizing one-time-only, employment-related support services.

- What does the person need?
- Will the person lose a job that he or she has now or not be able to accept an offer of a job that begins within 30 days if this support service(s) is not provided?
- Will he or she be unable to remain or become self-employed within the next 30 days without this support service(s)?
- Is the person working with another program or agency, such

as Job Start, Department of Employment and Training/JTPA, or Vocational Rehabilitation, that would be able to provide help with this need? If yes, explore if that agency has funding to assist the ANFC applicant or recipient with payment for employment-related support services.

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P-2340 - P-2359      Reach Up Procedures (WAM 2340 - 2359)  
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P-2347      Support Services (Other than Child Care and  
Transitional Child Care Assistance) (WAM 2347)  
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F.      One-time-only, Employment-related Support Services  
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EXAMPLE:      The ANFC recipient just received her degree from VTC in Agricultural Sciences. She does not have a case manager or a Family Development Plan. She worked with Job Start and has a business plan for a truck garden but funding has run out for a low-interest Job Start loan. She needs some tools to get her business started. Reach Up funds may be used to assist with purchasing a limited amount of durable goods that are specific to her self-employment venture, i.e., hoes and a seeder, but not to assist with purchasing seeds or tomato plants (nondurable goods).

- Has the person received employment-related support services in the past? If so, what is the cumulative total of such services received?

**REMEMBER!!**      There is a \$500 lifetime limit on employment-related support services.

ACCESS will show a warning edit if employment-related support services approach \$500.

- How much will the support service item(s) cost? Is the cost within the Reach Up support services matrix limit for that item?
- When is the person's next income expected? What will this be spent on?
- Can the person pay for part of the item from resources or income, including federal and/or state earned

- income tax credits?
- Is the employer willing to pay for part of the cost?

EXAMPLE: An ANFC applicant has a job, working as a waitress at Candied Yam. Public transportation is not available and she has to drive six miles to leave her sons at the sitter's and go to work. She is unable to drive her car; it cannot be inspected with its two "bald" tires. Her paystubs show she has worked there for the last six months. Her next paycheck will pay the rent. Buying her tires will enable her to continue working and not become dependent on ANFC.

Vermont Up Social Welfare	PROCEDURES	Reach
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P-2347     Support Services (Other than Child Care and Transitional Child Care Assistance) (WAM 2347)  
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F.     One-time-only, Employment-related Support Services  
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EXAMPLE: A two-parent family applies for ANFC. The UP lost his job 8 months ago due to medical problems; he recently finished a truck driving course and has been offered a job by a trucking firm but is not able to buy his commercial driver's license with the income from his wife's part-time job. They do not want ANFC, but have no choice; they have used up their savings and cannot support themselves. The employer will not advance him the money needed to purchase the license. He can start work in two weeks. It's appropriate to authorize Reach Up funds to pay for the license.

- Any other pertinent questions that may help to decide whether or not to provide the support service. When in doubt, feel free to consult with other

Family Services and Reach Up staff.

3. Authorize and provide the one-time-only, employment-related support service according to instructions found at pages P-2347 D1 - D5 and P-2347 F1 - F5.