

Vermont
Up Social Welfare
3/1/97
2347 H1

PROCEDURES

Bulletin No. 97-22

Reach
P-

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)

H. How to Issue Incentive Allowances for Parenting Education
and Volunteer Work (WAM 2245.2 P.3)

The case manager authorizes and issues an ANFC Special Needs Incentive Allowance for Parenting Education and Volunteer Work to parents who successfully complete participation in such activities.

Minor parents in Group 1 and any parent in Group 2 or Group 3 are eligible to receive a parenting incentive allowance. No more than three (3) parenting incentive payments may be issued per participating parent.

Follow the steps below to issue a parenting incentive allowance:

1. Review the RU 616 (Incentives for Parenting Education and Volunteer Work) form, submitted by the parent and signed by an authorized representative of the provider of the parenting education or volunteer work site, to document successful completion of the activity(ies).
2. Complete the bottom portion of RU 616 and use as the authorization form for incentive allowance payments.
3. Enter CHCK/C/SSN/Other on the command line of the Select Function panel in ACCESS. The ***M O N Y CHECKWRITE*** screen will appear.
4. Check "ANFC" under "PROGRAM (CHECK ONE WITH 'X')" since the incentive allowance is paid out of ANFC - Special Needs funds.
5. Fill in the "AMOUNT" of the incentive allowance payment: zero-fill this six-character field from the left; e.g.: 0020 00 (see matrix at page P-2347 H3).
6. Enter the two-character "CATEGORY" code: "SN" for special needs.

7. Enter the two-character "REASON" code: "PE" for parenting education (also volunteer work).

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P-2347 H2

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

P-2347 Support Services (Other than Child Care and
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H. How to Issue Incentive Allowances for Parenting Education
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8. Enter the "FROM:" and "TO:" dates.
9. Enter ****ALTERNATE PAYEE**** "Y" and "NAME" only if the parent for whom you are issuing the incentive allowance is not the head of household. Leave this blank if the parent is the head of household.

Hit ENTER.
10. Verify that payment has not already been issued at the next screen which shows an itemization of payments to the household by DSW during the period for which the parenting incentive allowance is being issued. This is informational only;

Hit ENTER.
11. Review the next screen, which is a facsimile of the payment. If the information is accurate, proceed to the next step; if not, cancel and begin again (see note below).
12. Enter the following information where indicated in the command line at the bottom of the screen: **WORKER NUMBER**; four-character **PASS**; and the **COMMAND: APP** (for approval).
13. Hit ENTER and the check is issued.

NOTE: This process may be canceled at any point prior to approval by typing the four-character code **CANC** (for cancel) at **COMMAND**. If the incentive allowance is issued in error, it must be voided prior to issuance of a corrected version. See procedures at page P-2347 G6 for instructions on voiding payments.

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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
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**H. How to Issue Incentive Allowances for Parenting Education
and
Volunteer Work (WAM 2245.2 P.3) (Continued)**

USE THE MATRIX BELOW TO DETERMINE THE
INCENTIVE ALLOWANCE AMOUNT FOR
PARENTING
EDUCATION AND VOLUNTEER WORK.

EDUCATION	VOLUNTEER WORK	INCENTIVES
≥ 2 hrs but < 6 hrs	> 5 hrs but < 10 hrs	\$20.00
> 6 hrs but < 10 hrs	≥ 10 hrs but < 20 hrs	\$30.00
≥ 10 hrs	≥ 20 hrs	\$40.00