



# Applications

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### Vermont

#### Applications

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#### **Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in statute  
Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

Food Stamps  
Medicaid  
Dr. Dynasaur (children's health program); Vermont  
Health Access Plan and/or Aid to the Aged, Blind or Disabled  
for an essential person

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 30 days.

The agency is required to issue a written decision on applications.

#### **Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

**Pending Application Requirements**

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

Conduct job search

The following applicants are exempt from pending application requirements:

Single-parent family; two-parent family in which one parent is incapacitated

**Personal Responsibility Contracts**

Applicants and recipients are not required to sign a personal responsibility contract.

**Employability Plans**

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

Reach Up case manager at the TANF office or at a separate office (e.g. contracted case managers at Department of Employment and Training, Parent-Child Centers, colleges)

The following people must sign an employability plan:

Head of household

The following applicants and recipients are exempt from developing and/or signing an employability plan:

Individual exempt from work requirements  
Individual with a child under age 6 months  
Individual working more than 30 hours per week  
Disabled caretaker  
Non-parent caretaker not receiving assistance  
Single-parent family in Groups 1 and 2

Employability plans do not include a state or county agreement to provide services.

A sanction is imposed if an applicant or recipient refuses to sign an employability plan. The sanction is the same as the sanction for non-compliance with work requirements.

## **Formal Diversion Programs**

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The state does not operate a formal cash diversion program.

## **Emergency Assistance**

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The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Groceries and personal needs; transportation; and medical care

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Groceries and personal needs; transportation; and medical care

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Groceries and personal needs; transportation; and medical care

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*