

.02 LIBL/STBL Time Limit Extension – Procedures

REVISION 45
(01/01/17 - 12/31/17)

When the participant requests a Time Limit extension, complete one of the following:

- When all required verification is provided with the request, approve the extension.
- When additional verification is needed, send the A011 notice requesting the required verification.

When verification of the Time Limit extension requirements is received, approve the extension by completing all of the following:

- Key the ET Extension Reason Code in the AZ EXT RSN or EXT RSN AF field on WERE.
- Authorize the benefits on AFPD.
- Send the CA Time Limit Extension Approval (A104) notice.
- Document the [case file\(g\)](#) that the budgetary unit has met the requirements and has been approved for the CA Time Limit Extension.

When the participant does not meet the [LIBL/STBL Time Limit Extension](#) requirements or required verification is not provided, deny the extension request by completing the following:

- Key the TD (STBL Extension request denied) or LD (LIBL extension request denied) Denial or Closure Reason Code on AFED for the month after the current approval period ends.
- Send the STBL Extension Denial (A215) or the LIBL Extension Denial (A205) notice.
- Document the case file that the budgetary unit has not met the requirements for the CA Time Limit Extension.

When a Jobs noncompliance ACTS alert is received during the household's Time Limit Extension period, close the CA case by completing the following:

- Review NOHS to verify that the Closure of CA Additional 12 Months (A435) notice was sent by Jobs to the PI.
- Key the Sanction Reason Code in the RSN CODE field on DISA.
- Key the NJ (Jobs Noncompliance) Denial or Closure Reason Code on AFED for the sanction month.
- Document the case file that the budgetary unit no longer meets the requirements for the CA Time Limit Extension.

ARCHIVED (Valid until 08/20/18)