

## **.02 LIBL/STBL Hardship Extension Procedures – Renewal Applications**

**REVISION 44**  
(10/01/16 - 12/31/16)

When a [renewal](#) application is received by the local office and the TIME LTD MONTHS USED field on CODC displays 54 months or more, review the application for [LIBL/STBL Hardship Extension Eligibility](#).

When a renewal application is received by the local office and the AZ CNTR AF field on WERE displays 10 months or more, review the application for [LIBL/STBL Hardship Extension Eligibility](#).

Inform the PI during each renewal interview of the 60 Month LIBL and the 12 month STBL requirements and the availability of hardship extensions.

When eligibility for an LIBL Hardship Extension is determined, see [LIBL Hardship Extension Keying Procedures](#). When eligibility for an STBL Hardship Extension is determined, see STBL Hardship Extension Keying Procedures.

**NOTE** The budgetary unit must meet all other CA eligibility requirements to be eligible for an LIBL hardship extension.

A budgetary unit may receive an extension at each renewal when the budgetary unit meets all eligibility requirements.

The first LIBL hardship extension period expires at the end of the current CA renewal. The LIBL hardship extension period may be for up to six months. All subsequent approved LIBL hardship extensions are for six months.

**NOTE** The reason the participant requests an LIBL hardship extension may change at each renewal period.