

.04 LIBL Hardship Extension Keying Procedures

REVISION 27
(12/01/13 – 01/31/14)

Approve LIBL hardship extension when the budgetary unit is eligible by completing the following:

- Key the appropriate [Extension Reason Code](#) in the EXT RSN AF field on WERE.
- Authorize the benefits on AFPD.
- Send the [A102 notice](#).
- Document [case file\(g\)](#) or the CADO Extension Form (CEF) with the LIBL hardship extension reason.

The LIBL hardship may not be valid for the entire approval period. Complete the following when the LIBL hardship is valid for:

- 30 days or less
Authorize only the month(s) the LIBL hardship is valid.
Send the A077 notice, requesting any other LIBL hardship reason.
- 31 to 60 days
Authorize only the first and second month of the LIBL hardship extension, up to the current system month.
Send the A077 notice, requesting any other LIBL hardship reason.
- More than 60 days
Authorize the LIBL hardship extension up to the current system month.
Set an [ACTS](#) alert for the first day of the month prior to the last month the LIBL hardship is valid. On the ACTS alert due date, send the A077 notice, requesting any other LIBL hardship reason.

NOTE When no additional LIBL hardship reason is claimed or verified by the expiration date of the A077, elevate the case to the [Research and Analysis Unit](#) (R&A) the following business day.