

## .06 STBL Hardship Extension Keying Procedures

**REVISION 44**  
(10/01/16 - 11/30/16)

Complete one of the following when eligibility for an [STBL Hardship Extension](#) is determined:

- Approve the extension when the budgetary unit is eligible to receive an STBL hardship extension. Complete all of the following:

Key the appropriate [Extension Reason Code](#) in the AZ EXT RSN field on WERE.

Authorize the benefits on AFPD.

Send the [A102 notice](#).

Document the [case file\(g\)](#) with the STBL hardship extension reason.

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

- 30 days or less

Authorize only the month(s) the STBL hardship is valid.

Send the A081 notice, requesting any other STBL hardship reason.

- 31 to 60 days

Authorize only the first and second month of the STBL hardship extension, up to the current system month.

Send the A081 notice, requesting any other STBL hardship reason.

- More than 60 days

Authorize the STBL hardship extension up to the current system month.

Set a Free Form alert in ACTS for the first day of the month prior to the last month the STBL hardship is valid. On the Free Form ACTS alert due date, send the A081 notice, requesting any other STBL hardship reason.

**WARNING**

When no additional STBL hardship reason is claimed by the expiration date of the A081, follow the procedures in [STBL Hardship Extension - Keying Procedures for Closures](#).

ARCHIVED (Valid until 08/20/18)