.07   LIBL Hardship Extension - Keying Procedures for Closures

REVISION 27
(12/01/13 – 01/31/14)

Stop CA benefits by completing the following:

- Key one of the following Denial Closure Reason Codes on AFED:

  Key LD when all of the following occur:

  - The budgetary unit has requested an LIBL hardship extension

  - The participant is not eligible to receive an LIBL hardship extension

  - All other eligibility criteria are met.

  Key LL when all of the following occur:

  - The TIME LTD MONTHS USED field on CODC displays 60 months or more

  - The budgetary unit has not requested an LIBL hardship extension

  - The budgetary unit is not eligible for Supportive Services.

  - AZTECS has sent a NOAA to the PI.

- Key the effective date on AFED

- Send the A401 notice.

- Reauthorize benefits for other programs, when appropriate.

- Send the appropriate notices for the other programs.

- Document the case file(g) with the reason that the LIBL hardship extension was not approved.