

## **.08 STBL Hardship Extension - Keying Procedures for Closures**

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

Stop CA benefits by completing the following when the budgetary unit has requested an STBL hardship extension, it has determined the participant is not eligible to receive an STBL hardship extension, and all other eligibility criteria are met:

- Key the TI Denial Closure Reason Code and effective date on AFED.
- Send the A215 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 STBL hardship extension was not approved.

Stop CA benefits when all of the following occur:

- No STBL hardship extension reason has been requested.
- AZTECS has sent a NOAA to the PI.
- The AZ CNTR AF field on WERE displays 12 months or more. In this situation, complete all of the following:

Key the TI Denial or Closure Reason Code and the effective date on AFED.

Send the A214 notice.

Reauthorize benefits for other programs, when appropriate.

Send the appropriate notices for the other programs.