

07 60 Month Lifetime Benefit Limit (LIBL) - Overview

REVISION 21
(07/01/12 - 09/30/12)

The 60 month limit on receiving CA benefits is known as the CA Lifetime Benefit Limit (LIBL). Effective October 01, 2002, receipt of CA benefits are limited to budgetary units in which neither the PI, their [spouse\(g\)](#), nor another adult in the budgetary unit has received 60 countable months of CA.

NOTE The 60 countable months are not required to be consecutive.

The budgetary unit is NOT eligible to receive more than 60 months of CA when ALL of the following conditions occur:

- The PI, their spouse, or another adult in the budgetary unit has received 60 countable months of CA for a budgetary unit
- The PI, their spouse, or another adult in the budgetary unit are keyed IN in the CA PT field on SEPA

EXCEPTION

The budgetary unit may receive additional months of CA when it is eligible for a CA LIBL [Hardship Extension](#).

AZTECS calculates the 60 countable months during the LIBL, beginning with the first countable benefit month on or after October 01, 2002.

See the individual [Tribal CA](#) programs for LIBL information.

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

Policy and procedures regarding LIBL are outlined as follows:

- [Receipt of 60 Countable Months](#)
- [Not Countable LIBL Months](#)
- [LIBL Hardship Extension Overview](#)
- [Eligibility for Extended LIBL Months](#)
- [Disability Verification for LIBL Hardship Extension](#)
- [Victims of Violence Verification for LIBL Hardship Extension](#)
- [Verification of Other State LIBL](#)
- [LIBL Hardship Extension Keying Procedures](#)

A Receipt of 60 Countable Months During the LIBL

[REVISION 07](#)
(01/01/09 – 03/31/09)

Receipt of 60 countable months during the LIBL applies ONLY to the following CA participants:

- A PI who has a Participation Code of IN keyed in the PT field on SEPA.
- A [spouse\(g\)](#) of a PI, when the spouse has a Participation Code of IN keyed in the PT field on SEPA.
- An adult participant who has a Participation Code of IN keyed in the PT field on SEPA.

Count each month that CA is received, beginning with the benefit month of October 2002, to determine receipt of 60 months of cash benefits.

NOTE Count each month that [Tribal CA](#) was received in Arizona prior to October 01, 2002, when the month was countable in the Tribal CA LIBL.

AZTECS calculates the 60 countable months during the LIBL, beginning with the first month on or after October 01, 2002. Ensure that CODC displays each countable and each [not countable LIBL month](#) correctly.

B Not Countable LIBL Months

[REVISION 24](#)
(04/01/13 – 06/30/13)

The following months are NOT COUNTABLE when determining receipt of 60 months of CA:

- Any month before October 01, 2002 in which the participant received any of the following:
 - CA in Arizona or in any other state.
 - [Tribal CA](#) in any state other than Arizona.
 - Tribal CA in Arizona when that month was not countable toward the Tribal CA LIBL.

NOTE Any month in which a participant is residing on an Indian Reservation when the unemployment rate was above 50% is not countable toward the Tribal

CA LIBL. (Refer to the Reservation Code Tables in [LISTCODE](#) for Tribal unemployment rates)

EXCEPTION

All months are countable for the [Hopi Tribal TANF program](#) regardless of the unemployment percentage rate.

- Any month in which the CA amount is under \$100 before recoupment, including prorated months with a benefit amount under \$100.
- Any month in which the budgetary unit was totally ineligible for CA due to an [overpayment](#). Contact [Systems Helpdesk](#) for CODC correction.
- Any months for which the budgetary unit receives a [Grant Diversion](#) payment. This includes all months the payment is intended to cover.
- Any month beginning October 2002 in which the participant received not countable CA LIBL months from any [other state](#) as determined by the verifying out-of-state agency.

C Hardship Extension of 60 Month LIBL - Overview

[REVISION 07](#)
(01/01/09 – 03/31/09)

In order for the participant to qualify for a Lifetime Benefit Limit (LIBL) [hardship\(g\)](#) extension, the hardship must prevent the participant or their [spouse\(g\)](#) from supporting the budgetary unit independent of CA.

EXCEPTION

LIBL hardship extensions do not apply to Tribal TANF Programs.

LIBL Hardship Extension Requirements:

At the time the LIBL hardship extension is requested, the CA budgetary unit may be eligible for an LIBL hardship extension when ALL of the following apply:

- The budgetary unit has received 60 countable months of CA
- The PI or their spouse requests an extension verbally or in writing
- The PI or their spouse establishes an LIBL hardship extension reason
- The PI, their spouse, and any other adult when the adult is in the budgetary unit, are currently in compliance with the following requirements:

[DCSS](#)

[Immunization](#)

[Jobs Program](#)

[School attendance](#)

LIBL Hardship Reasons:

After a budgetary unit receives 60 countable months of CA, an LIBL hardship extension may be approved when a PI or their spouse establishes one of the following LIBL hardship extension reasons:

- The budgetary unit includes a [nonparent specified relative\(g\)](#) (NPSR). For additional hardship eligibility requirements see [NPSR Hardship Extension Eligibility](#).
- The budgetary unit includes a disabled adult participant that has one of the following:

[Temporary disability](#)

[Permanent disability](#)

For additional hardship eligibility requirements see [Disability Hardship Extension Eligibility](#).

- The budgetary unit includes an adult participant needed as a full time caretaker of their disabled adult or minor child, parent, spouse, or [domestic partner\(g\)](#), and there is no other caretaker available. For additional hardship eligibility requirements see [Caretaker Hardship Extension Eligibility](#).
- A participant is a victim of one of the following types of violence:
 - Victim of crime
 - Victim of domestic violence
 - Victim of other violence

For additional hardship eligibility requirements see [Victim of Violence Hardship Extension Eligibility](#).

- A participant is [homeless\(g\)](#). For additional hardship eligibility requirements see [Homeless Hardship Extension Eligibility](#).
- A participant is unable to complete their educational or training program without CA. For additional hardship eligibility requirements see [Training Hardship Extension Eligibility](#).
- A participant can not find or afford child care, preventing them from working or engaging in work activities. For additional hardship eligibility requirements see [Child Care Hardship Extension Eligibility](#).
- A participant does not have readily available or affordable transportation in their area preventing them from working or engaging in work activities. For additional hardship eligibility requirements see [Transportation Hardship Extension Eligibility](#).
- A participant has another LIBL hardship extension reason that prevents the participant from working or engaging in work activities. For additional hardship eligibility requirements see [Other Hardship Extension Eligibility](#).

NOTE The hardship must prevent the participant or their spouse from supporting the budgetary unit independent of CA.

D LIBL Hardship Extension Eligibility - Overview

[REVISION 43](#)
(08/01/16 – 09/30/16)

To be potentially eligible for a Lifetime Benefit Limit (LIBL) hardship extension, a participant must claim a hardship and meet the specific requirements for any of the LIBL hardship extension reasons listed below:

- [Nonparent Specified Relative](#)
- [Disability](#)
- [Full time Required Caretaker](#)
- [Victim of Violence, Crime, or Domestic Violence](#)
- [Homeless](#)
- [Inability to Complete an Educational or Training Program](#)
- [Inability to Find or Afford Child Care](#)
- [No Readily Available or Affordable Transportation](#)
- [Other Hardship Reason](#)

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.01 LIBL Hardship Extension Eligibility – Nonparent Specified Relative

REVISION 43
(08/01/16 – 09/30/16)

To qualify for a Lifetime Benefit Limit (LIBL) Hardship Extension a participant who is a [nonparent specified relative\(g\)](#) (NPSR) must meet all of the following:

- Be 60 years or older in the 60th countable month of receiving CA
- Be included in the CA budgetary unit
- Reside with and provide care for a dependent child who is included in the CA budgetary unit
- Not be receiving CA for their own child

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.02 LIBL Hardship Extension Eligibility - Disability

REVISION 43
(08/01/16 – 09/30/16)

A disability is a physical or mental condition that prevents a participant from working or engaging in work activities. A disability is based on physical and mental impairments and may include persons receiving mental health or substance abuse treatment.

A disability may not be readily identifiable. These disabilities may include, but are not limited to, [Post Traumatic Stress Disorder\(g\)](#). Ensure that all potential barriers, which prevent the participant from engaging in work activities or supporting the budgetary unit independent of CA, are considered with the participant.

- Temporary Disability is a medical condition that is expected to continue for more than 30 days, but less than 12 months, from the date of the request for an LIBL hardship extension.
- Permanent Disability is a medical condition that has lasted or will last for at least 12 months from the date of the request for an LIBL hardship extension, or result in death.

Verification must be provided that supports the disability determination. (See [LIBL Extension – Disability Verification](#))

NOTE When the duration of the disability is expected to be shorter than the approval period, authorize the LIBL hardship extension ONLY for the period of time the disability is expected to last. (See [LIBL Hardship Extension Keying Procedures](#))

When verification of an LIBL hardship extension reason is received, follow the procedures in LIBL Hardship Extension Keying Procedures.

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.03 LIBL Hardship Extension Eligibility – Full Time Required Caretaker for their Disabled Child, Parent, Spouse, or Domestic Partner

REVISION 43
(08/01/16 – 09/30/16)

A budgetary unit may be eligible for an LIBL hardship extension when the adult participant is required to care for their disabled adult or minor child, parent, [spouse\(g\)](#) or [domestic partner\(g\)](#). Eligibility criteria for a caretaker LIBL hardship extension includes ALL of the following:

- The adult participant must be needed and designated by the [treatment provider\(g\)](#) as the full time caretaker.
- The budgetary unit cannot receive [respite care\(g\)](#) for more than 20 hours per week.
- No other person is available to provide care for the disabled person.
- The disabled person cannot attend school or vocational rehabilitation for more than 20 hours per week.

Verification must be provided that supports the caretaker determination. (See [LIBL Extension – Caretaker Verification](#))

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.04 LIBL Hardship Extension Eligibility – Victim of Violence, Crime, or Domestic Violence

REVISION 43
(08/01/16 – 09/30/16)

A participant may request an LIBL hardship extension on the basis that any member of the budgetary unit is a victim of violence, crime, or domestic violence. The result of the violence or crime must prevent an adult participant from working or engaging in work activities.

Victim of Violence: Violence is defined as battery or extreme cruelty inflicted on any member of a budgetary unit by a stranger or by a person known to any member of the budgetary unit. Battery or extreme cruelty includes, but is not limited to, any of the following:

- Physical acts that threatened or resulted in physical injury
- Threats of, or attempts at, physical or sexual abuse
- Sexual abuse
- Sexual activity involving a child
- Being forced as the caretaker of a child to engage in non-consensual sexual acts or activities
- Mental or emotional abuse
- Neglect or deprivation of basic necessities such as food or medical care

Victim of Crime: A crime includes any unlawful act against any member of a budgetary unit that creates a hardship.

Victim of Domestic Violence: Domestic Violence (DV) is a pattern of behavior in which one family member or intimate partner uses any of the following to control another family member or the other intimate partner in the relationship:

- Physical violence
- Coercion
- Threats
- Intimidation
- Isolation
- Emotional abuse
- Sexual abuse

- Economic abuse

Circumstances that support the claim related to a victim of crime, domestic violence, or other violence include, but are not limited to, the following:

- Residence in an emergency or transitional shelter or housing for victims of abuse.
- Obtaining or having obtained a protective or restraining order against an abuser.
- Receiving protective or supportive services related to the abuse or violence.
- Being a party to a legal action such as a divorce or custody which involves issues of current or past abuse or violence.
- Staying with a friend or relative after fleeing to avoid or escape abuse.
- Violence or abuse against the victim resulted in the arrest, arraignment, or conviction of the abuser or perpetrator.
- Receiving or having received inpatient or outpatient treatment for psychological, physical, emotional or mental abuse, or violence.
- Being hospitalized or receiving emergency room treatment for medical or psychological injuries as a result of the abuse or violence.

NOTE Any of the above circumstances could be a past or current circumstance.

Verification must be provided that supports the determination of the crime or act of violence. (See [LIBL Hardship Extension – Victim of Violence, Crime, or Domestic Violence Verification](#))

WARNING

Residing with a Perpetrator or Abuser:

When the perpetrator or abuser resides with a participant or the budgetary unit, that person must be actively working with the Department of Child Safety (DCS) prior to authorizing a hardship extension based on a victim of violence claim. In this situation, all of the following apply:

- DCS must verify the active participation of the perpetrator or abuser
- Review the facts and the DCS verification to determine whether the circumstances prevent the participant from working or engaging in work activities
- When abuse is reported under any circumstances, the victim should be offered a referral for DV services through either of the following:

[Arizona Coalition Against Domestic Violence](#)

[National Domestic Violence Hotline](#)

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.05 LIBL Hardship Extension Eligibility – Homeless

REVISION 43
(08/01/16 – 09/30/16)

A budgetary unit may be eligible for an LIBL hardship extension when the budgetary unit is homeless. A budgetary unit is defined as homeless when all participants in the budgetary unit meet either of the following criteria:

- They do not have a fixed or regular nighttime residence.
- The participants have as their primary nighttime residence one of the following:

A supervised shelter designed to provide temporary shelter to homeless persons.

A half-way house or similar institution that provides temporary residence.

A rent free accommodation in the residence of another person for not more than 90 days.

A place not designed, or ordinarily used, for sleeping. This includes, but is not limited to, the following:

- Car
- Bus station
- Hallway
- Park
- Sidewalk

NOTE Verification must be provided that supports the homeless determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.06 LIBL Hardship Extension Eligibility – Ability to Complete an Educational or Training Program

REVISION 43
(08/01/16 – 09/30/16)

A participant may be eligible for an LIBL hardship extension when they meet ALL of the following:

- The adult participant is currently attending an educational or training program.
- The participant is participating full time in any of the following:
 - A postsecondary education program of study offered by a university, college, or community college, which will result in an Associates or Bachelor's degree
 - A program or course of study offered by a vocational, technical, or recognized school which will result in a diploma or certificate for a job skill directly related to obtaining self supporting employment in a recognized occupation
 - A job training or employment activity by the Jobs Program Contractor which is consistent with the person's employability plan
- The participant must have started participation in the educational or training program prior to the participant receiving 54 countable months of CA.
- The participant must demonstrate successful progress toward completion of the educational or training program. Successful progress includes meeting a reasonable time limit for completion of the educational or training program.
- The participant must consistently sustain a passing grade or acceptable grade point average, as determined by the educational or training program.
- The adult participant is unable to complete the educational or training program unless they continue to receive CA.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.07 LIBL Hardship Extension Eligibility – Inability to Find or Afford Child Care

REVISION 43
(08/01/16 – 09/30/16)

A participant may be eligible for an LIBL hardship extension when the participant cannot find or afford childcare, which prevents them from working or engaging in work activities.

A participant may establish the LIBL hardship extension reason, based on unavailable childcare, by providing verification which includes, but is not limited to, the cost of available childcare or proof of the lack of childcare services in the area.

All attempts to obtain childcare in the prior 30 days must be documented.

NOTE Verification must be provided that supports the childcare determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.08 LIBL Hardship Extension Eligibility – No Readily Available or Affordable Transportation

REVISION 43
(08/01/16 – 09/30/16)

A participant may be eligible for an LIBL hardship extension when there is no readily available or affordable transportation in the participant's area, which would allow the participant to work or engage in work activities.

Verification includes, but is not limited to, bus route tables, area maps, documentation including distances to areas of possible employment.

NOTE Verification must be provided that supports the transportation determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

.09 LIBL Hardship Extension Eligibility – Other Hardship Reason

REVISION 43
(08/01/16 – 09/30/16)

A budgetary unit may be eligible for an LIBL hardship extension when the participant has a physical or mental hardship that prevents the PI, or the [spouse\(g\)](#) of the PI, from engaging in work activities or supporting the budgetary unit independent from CA.

NOTE Verification must be provided that supports the other hardship determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

E LIBL Hardship Extension Eligibility - Verification Overview

Policy and procedures regarding LIBL hardship extension eligibility verification are outlined as follows:

- [Disability Verification](#)
- [Caretaker of a Disabled Child, Parent, Spouse, or Domestic Partner Verification](#)
- [Victim of Crime, Domestic Violence or Other Violence Verification](#)
- [Homeless Verification](#)
- [Ability to Complete An Educational or Training Verification](#)
- [Participant Cannot Find or Afford Childcare Verification](#)
- [No Readily Available or Affordable Transportation Verification](#)
- [Other States LIBL Verification](#)
- [Another LIBL Extension Reason Verification](#)

.01 LIBL Hardship Extension Eligibility – Disability Verification

REVISION 28
(2/01/14 - 03/31/14)

When an LIBL hardship extension request is based on a disability, verification of the disability must be provided.

Verification of medical disabilities includes, but is not limited to, any of the following:

- Signed statement from a [treatment provider\(g\)](#)
- Disability verification from the Veteran's Administration (VA)
- Vocational Rehabilitation documents, examinations or evaluations signed by a treatment provider
- Deferral from Jobs Program based on disability

NOTE Contact the Jobs Program Contractor that serves the local office via e-mail to verify that the participant is deferred from participation in Jobs Program, the number of months of deferral, and the reason. For a Jobs Program deferral based on disability, no other verification is necessary other than verification of deferral.

The verification must include ALL of the following information:

- That the participant's physical or mental condition prevents the participant from working or engaging in work activities
- The duration of the disability
- A prognosis of recovery
- The date re-examination or re-evaluation is scheduled for or is recommended
- A treatment provider's or physician's signature

Document the verification used.

NOTE Verification of disability cannot be more than 12 months old. Request current verification when the verification originated more than 12 months prior to the LIBL hardship extension request.

.02 LIBL Hardship Extension Eligibility – Caretaker Verification

REVISION 43
(08/01/16 – 09/30/16)

When an LIBL hardship extension request is based on the adult participant being needed as a full time caretaker of their disabled minor or adult child, parent, [spouse\(g\)](#), or [domestic partner\(g\)](#), verification of the need must be provided.

Verification that the adult participant is required to be a full time caretaker of the caretaker's disabled child, parent, spouse, or domestic partner, includes the following:

- A statement from a treatment provider indicating the adult participant is needed as a full time caretaker of their disabled child, parent, spouse, or domestic partner.
- When the budgetary unit receives [respite care\(g\)](#), verification from the respite care provider is required. The verification must indicate the number of hours per week that the budgetary unit receives services.
- When the disabled individual is attending school, verification of the number of hours per week they are in attendance is required from the school or vocational rehabilitation program.

NOTE A statement from the caretaker may be used when verification from respite care and the school or vocational

rehabilitation is unavailable. The statement must indicate all of the following:

That they care for their disabled child, parent, spouse, or domestic partner.

The number of hours of respite care that they receive per week.

The number of hours per week that the disabled individual attends school or a vocational rehabilitation program.

WARNING

Review the facts when the participant states that the disabled individual either receives more than 20 hours a week of respite care or attends school or vocational rehabilitation for more than 20 hours a week. Determine whether the circumstances prevent the participant from working or engaging in work activities.

NOTE Verification of disability must be originated no more than 12 months prior to the LIBL hardship extension request.

.03 LIBL Hardship Extension – Victim of Violence, Crime, or Domestic Violence Verification

REVISION 07
(01/01/09 – 03/31/09)

To be eligible for an LIBL hardship extension, verification must be provided to support an LIBL hardship extension request.

Verification for a victim of violence, crime, or domestic violence includes, but is not limited to, any of the following:

- Court Records
- Police Reports
- Law enforcement records
- Restraining Orders or Orders of Protection against the perpetrator or abuser
- Statements by attorneys or other legal professionals providing services to the victim of abuse or violence
- Department of Child Safety (DCS) records
- Medical records

- Statements by medical professionals including physicians, psychologist, psychiatrists, counselors, or other [treatment providers\(g\)](#)
- Statements by shelter staff
- Statements by community service providers for victims of abuse or violence
- Statements by clergy
- Statements by a third person with knowledge of the abuse or violence such as a friend or relative to whom the participant or budgetary unit has fled to escape or avoid abuse or violence
- Any other evidence that supports the claim of the participant or budgetary unit that the participant or budgetary unit is a victim of abuse or violence
- Receipt of [Victims of Crime Act \(VCA\) benefits](#)
- The G1, G2, G5, or G6 CA Cooperation Code is keyed on APPD (See [Good cause reasons](#))

For verification of deferral from the Jobs Program for Domestic Violence, contact Jobs Program Contractor that serves the local office via e-mail. Verify the reason the participant is deferred from Jobs participation and the number of the deferral months for this reason.

NOTE When the participant receives a deferral from the Jobs Program due to domestic violence, they are not required to provide verification other than the verification of the deferral.

When the participant receives a deferral from the Jobs Program due to domestic violence, the deferral must be documented.

.04 LIBL Hardship Extension – Homeless Verification

[REVISION 07](#)
(01/01/09 – 03/31/09)

To be eligible for an LIBL hardship extension, verification must be provided to support an LIBL hardship extension request.

Verification of homelessness includes, but is not limited to, any of the following:

- Statement by staff at a shelter, halfway house, or similar institution that provides temporary residence to homeless individuals or families.
- Statement by the participant, that includes a description of where the budgetary unit is residing when it does not have a fixed or regular nighttime residence.
- Statement by the participant when the participant or budgetary unit is temporarily living with others. The statement must include that the residential situation is temporary and the date the budgetary unit expects to have its own residence.
- Any other evidence that supports the participant's claim of homelessness.

.05 LIBL Hardship Extension – Ability to Complete an Educational or Training Program Verification

REVISION 07
(01/01/09 – 03/31/09)

To be eligible for an LIBL hardship extension, verification must be provided to support an LIBL hardship extension request.

Verification of the ability to complete an educational or training program includes, but is not limited to:

- Verification from the educational or training program. The verification must indicate the following:
 - The participant is a student or trainee of the program.
 - The date the participant will complete the program.
 - The date the participant began the program
 - Whether the participant is making continued progress, as defined by the educational or training program.
- A statement from the participant regarding the inability to complete the educational or training program unless the budgetary unit continues to receive CA.

.06 LIBL Hardship Extension – Participant Cannot Find or Afford Childcare Verification

REVISION 07
(01/01/09 – 03/31/09)

To be eligible for an LIBL hardship extension, verification must be provided to support an LIBL hardship extension request.

Verification that the participant cannot find or afford childcare includes, but is not limited to, any of the following:

- Statement by the participant explaining the reasons the participant has been unable to find or afford childcare, including the availability of affordable childcare in their area.
- Documents that demonstrate the participant's efforts to find or afford childcare.
- Any other evidence that supports the participant's claim that the participant cannot find or afford childcare.

.07 LIBL Hardship Extension – Transportation is Not Readily Available or Affordable Verification

REVISION 07
(01/01/09 – 03/31/09)

To be eligible for an LIBL hardship extension, verification must be provided to support an LIBL hardship extension request.

Verification that transportation is not readily available or affordable includes, but is not limited to, any of the following:

- Statement by the participant.
- Bus schedules.
- Taxi fares.
- Any other evidence that supports the participant's claim that transportation is not readily available or affordable that would enable the participant to work or engage in work activities.

.08 Verification of Other State LIBL

REVISION 03
(01/01/08 – 03/31/08)

Contact the state agency that provides CA services when the budgetary unit received CA or Tribal CA benefits in another state. (See [State Contacts](#))

Document the following information for every adult participant and minor parent participant in the budgetary unit:

- Any month beginning October 2002 in which the participant received a countable CA LIBL month as determined by the verifying state agency.
- Any month beginning October 2002 in which the participant received CA and the month was a [not countable LIBL month](#). Document the reason that the month was not countable.
- The state, case name, and case number in which the participant received CA benefits.
- The name, job title, and phone number of the verifying state agency employee providing the information.

Contact the [FAA Systems Help Desk](#) via e-mail when a participant has received a countable LIBL month from another state. Request that the CODC OT STATE LIBL CNTR field be updated with the correct number of months.

.09 LIBL Hardship Extension – An Other LIBL Extension Reason Verification

[REVISION 07](#)
(01/01/09 – 03/31/09)

To be eligible for an LIBL hardship extension, verification must be provided to support an LIBL hardship extension request.

Verification of another valid LIBL extension reason includes, but is not limited to, any of the following:

- Statement by the participant.
- Any other evidence that supports the participant's claim that the hardship prevents the participant from engaging in work activities or supporting the budgetary unit.

F LIBL Hardship Extension Procedures – Overview

[REVISION 03](#)
(01/01/08 – 03/31/08)

The procedures regarding LIBL Hardship Extensions are outlined as follows:

- [Request for LIBL Hardship Extension – New Application](#)
- [Request for LIBL Hardship Extension – Renewal Application](#)
- [X079, A079, or Other Request for LIBL Hardship Extension](#)
- [LIBL Hardship Extension Keying Procedures](#)

.01 LIBL Hardship Extension Procedures – New Application

[REVISION 07](#)
(01/01/09 – 03/31/09)

When a [new application\(g\)](#) 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 Hardship Extension Eligibility](#).

Inform the PI during each new application interview of the 60 Month LIBL requirements and the availability of LIBL hardship extensions.

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

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

.02 LIBL Hardship Extension Procedures – Renewal Applications

[REVISION 07](#)
(01/01/09 – 03/31/09)

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 Hardship Extension Eligibility](#).

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

When eligibility for an LIBL Hardship Extension is determined, see [LIBL 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.

.03 LIBL Hardship Extension Procedures – X079, A079, or Other LIBL Hardship Extension Requests

REVISION 07
(01/01/09 – 03/31/09)

When the TIME LTD MONTHS USED field on CODC displays 54 months or more, and the CA case is in open status, AZTECS sends the X079 notice to the PI. The X079 informs the PI of all of the following:

- The participant has reached the 54th month of their LIBL.
- To continue to receive CA, the PI or the [spouse\(g\)](#) of the PI must request an LIBL hardship extension.
- The [LIBL hardship extension reasons for LIBL](#).
- The date the request for an LIBL hardship extension must be received by the local office.
- Fair Hearing rights.

The X079 provides the participant with a section to complete the request for LIBL hardship extension.

EXCEPTION

When the case is not in the current system month, AZTECS does not send the X079. Send the [A079 notice](#) when the case is rolled into the current system month and both of the following occur:

- The TIME LTD MONTHS USED field on CODC displays 54 months or more.
- AZTECS did not send the X079.

When the participant provides the X079, A079, or any written or verbal request for an LIBL hardship extension to the local office, complete the following:

- Set an EX ACTS alert for the case.
- When verification is provided with the request for the LIBL hardship extension, complete the [LIBL Hardship Extension Keying Procedures](#) within ten days.
- When verification is NOT provided with the request for the LIBL hardship extension, send the [A011 notice](#) requesting verification of the LIBL hardship extension reason. Complete the following:
When the verification requested on the A011 is provided by the participant, complete the [LIBL Hardship Extension Keying Procedures](#) within ten days of the date the verification is received.
When the verification requested on the A011 is NOT provided, complete the following:
 - Key the LD Denial Closure reason code on AFED for the 61st CA month or the month after the current approval extension expires.
 - Send the [A401 notice](#).
 - Reauthorize benefits for other programs, when appropriate.
 - Send the appropriate notices for the other programs.
 - Close the EX ACTS alert.

WARNING

When AZTECS has sent the renewal notice, do not authorize the case past the LIBL hardship extension approval period. When the case does not automatically close, complete the following in the month after the LIBL hardship extension approval period ends.

- Ensure that a renewal notice was sent.
- Remove the LIBL Hardship Extension Reason code from the EXT RSN AF field on WERE.
- Stop CA with the FR Denial or Closure Reason Code.
- Send the [A200 notice](#).

.04 LIBL Hardship Extension Keying Procedures

REVISION 43
(08/01/16 – 09/30/16)

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 the [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 by the expiration date of the A077, follow the procedures in [LIBL Hardship Extension – Keying Procedures for Closures](#).

.05 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 CADO or the CEF with the reason that the LIBL hardship extension was not approved.