

.10 LIBL/STBL Time Limit Extension – Keying Procedures for Closures

REVISION 46

(01/01/18 - 12/31/18)

When the budgetary unit has requested an [LIBL/STBL Time Limit Extension](#), the budgetary unit is not eligible or has not provided required verification for a Time Limit Extension, and all other eligibility criteria are met, stop or deny CA benefits by completing the following:

- Remove the LIBL/STBL Extension Reason Code from WERE.
- Key the TD (STBL extension request denied) or LD (LIBL extension request denied) Denial Closure Reason Code on AFED.
- Send the STBL Extension Denial (A215) or the LIBL Extension Denial (A205) notice.
- Reauthorize benefits and send the applicable notices for other programs, when appropriate.
- Document the [case file\(g\)](#) with the reason that the CA Time Limit Extension was not approved.

When a Jobs noncompliance ACTS alert is received during the budgetary unit's Time Limit Extension period, close the CA case by completing the following:

- Review NOHS to verify that the Closure of CA Additional 12 Months (A435) notice was sent by Jobs to the PI.

NOTE For notices mailed on or after 11/15/2022, view notice content in OnBase.

- Key the Sanction Reason Code in the RSN CODE field on DISA.
- Key the NJ (Jobs Noncompliance) Denial Closure Reason Code on AFED for the sanction month.
- Reauthorize benefits and send the applicable notices for other programs, when appropriate.
- Document the case file that the budgetary unit no longer meets the requirements for the CA Time Limit Extension.