.04 STBL Hardship Extension and Time Limit Extension Requests

<u>REVISION 46</u>
(01/01/18 - 12/31/18)

AZTECS sends the STBL Warning 10mo/Hardship Ext (X080) notice to the PI when all of the following at met:

- The AZ CNTR AF field on WERE displays 10 months or more
- The CA case is in open status
- The CA case is in the current system month

The X080 informs the PI of all of the following:

- The participant has reached the 10th month of their STBL.
- To continue to receive CA, the budgetary unit must request an STBL extension.
- The <u>hardship extension reasons</u> for STBL.
- The availability and requirements for a <u>Time Limit Extension</u>.
- The date the request for an STBL extension must be received by FAA.
- The participant has the right to request an appeal.

AZTECS sends the STBL Closure 12mo/Hardship Ext (X081) notice to the PI when all of the following are met:

- The AZ CNTR AF field on WERE displays 12 months or more
- The CA case is in open status
- The CA case is in the current system month

The X081 informs the PI of all of the following:

- The participant has reached the 12th month of their STBL.
- To continue to receive CA, the budgetary unit must request an STBL extension.
- The hardship extension reasons for STBL.
- The availability and requirements for a Time Limit Extension.
- The date the request for an STBL extension must be received by FAA.
- The participant has the right to request an appeal.

The X080 and X081 provide the participant with sections to complete the request for STBL hardship or time limit extensions.

EXCEPTION

When the participant has previously received 12 months of Time Limit Extension, the X080 and X081 will not include information about eligibility for the Time Limit Extension.

When the case is not in the current system month, AZTECS does not send the X080 or X081 notice. Send the appropriate notice when the case is rolled into the current system month and both of the following occur:

- The AZ CNTR AF field on WERE displays 10 months or more.

- AZTECS did not send the X080 or X081.

When sending the A080 or A081 notice, review WERE to determine the correct STBL extension request notice to send. Ensure the correct extension eligibility information is included by reviewing the case for receipt of a prior Time Limit Extension and selecting the appropriate check box on the notice.

When the participant requests an STBL hardship extension, complete one of the following:

- When all required verification is provided, complete the [STBL Hardship Extension Keying Procedures](#).

- When additional verification is needed, send the A011 notice requesting any required verification.

When the participant requests an STBL Time Limit Extension, complete one of the following:

- When all required verification is provided, complete the [LIBL/STBL Time Limit Extension Keying Procedures](#).
- When additional verification is needed, send the A011 notice requesting any required verification.

When the verification requested on the A011 is provided by the participant, complete one of the following within ten days of the date the verification is received:

- [STBL Hardship Extension Keying Procedures](#)

- [LIBL/STBL Time Limit Extension Keying Procedures](#)

When the verification requested on the A011 is not provided, follow one of the following procedures:

- [STBL Hardship Extension – Keying Procedures for Closures](#)

- [LIBL/STBL Time Limit Extension- Keying Procedures for Closures](#)