

.07 FBCP Eligibility Window

A child born during a mother's or father's current Family Benefit Cap Period (FBCP) is exempt from FBCP and may be eligible for CA when born during an eligibility window.

An eligibility window is established by meeting BOTH of the following:

- The mother or father has not received CA for at least 12 consecutive months before resuming CA.
- The child is born within the following period:
BEGINNING the 22nd month after the month the parent's CA has stopped. Count the 22 months starting with the first month CA stopped (the first month of CA ineligibility).
ENDING in the tenth month from the month the parent resumes receiving CA. Count the ten months starting with the first month of CA eligibility.

(See Examples [Eligibility Window 1](#) and [Eligibility Window 2](#))

When CA has been stopped for at least 12 consecutive months and the parent resumes CA during their FBCP, establish an eligibility window.

Use the Benefit Cap Grid: Determining the BC Child (FAA-1302A) form to assist in determining the eligibility window.

The eligibility window must be established and the FAA-1302A completed when one of the following occurs:

- A child is born during the mother or father's FBCP
- A CA application is submitted after CA was stopped for 12 consecutive months or more

The eligibility window time frame remains in effect through the eligibility window end date. The budgetary unit is not required to continuously receive CA during the established eligibility window. (See Example [Eligibility Window 3](#))

NOTE When the parent does not resume CA and an eligibility window has been established, the eligibility window time frame remains in effect through the FBCP end date. (See Example [Eligibility Window 4](#))

CADO must be documented with the following:

- Child's name and date of birth
- Parent's name, case number, and FBCP dates
- Eligibility window begin and end date

When a child is born in an eligibility window, complete the following:

- Key O in the WERE AF EXEMPT RSN field.
- Key IN in the child's PT field on SEPA
- Document CADO with the following:
 - The name and date of birth of the child
 - The O WERE Exempt Reason Code was used
 - The form used to verify eligibility window exemption
- Place the FAA-1302A in the permanent section of the case file.
(See [tab five](#))