.04   LIBL Hardship Extension Keying Procedures

REVISION 03
(01/01/08 – 03/31/08)

Complete one of the following when eligibility for an LIBL Hardship Extension is determined:

- Approve the extension when the budgetary unit is eligible to receive an LIBL hardship extension.

  Complete all of 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 CADO with the LIBL hardship extension reason.

- Approve Supportive Services when the budgetary unit is NOT eligible to receive an LIBL hardship extension and all other eligibility criteria are met.

  Complete all of the following:

  - Key the NP Extension Reason code in the EXT RSN AF field on WERE.

  - Authorize Supportive Services on AFPD.

  - Send the A103 notice.

  - Reauthorize benefits for other programs, when appropriate.

  - Send the appropriate notices for the other programs.

  - Document CADO with the reason that the LIBL hardship extension was not approved.

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- Stop CA benefits and Supportive Services when all of the following occur:

  The budgetary unit is not eligible for Supportive Services.

  No LIBL hardship extension reason exists.

  AZTECS has sent a NOAA to the PI.

  The TIME LTD MONTHS USED field on CODC displays 60 months or more. In this situation, complete all of the following:

  - Key the LL Denial or Closure Reason Code and the effective date on AFPD.

  - Send the A401 notice.

  - Reauthorize benefits for other programs, when appropriate.

  - Send the appropriate notices for the other programs.