

#### .04 LIBL Hardship Extension Keying Procedures

**REVISION 07**  
(01/01/09 – 03/31/09)

Complete one of the following when determining eligibility for an [LIBL Hardship Extension](#):

- 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 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 EWAL alert for the first day of the month prior to the last month the LIBL hardship is valid. On the EWAL due date, send the A077 notice, requesting any other LIBL hardship reason.

NOTE When no additional LIBL hardship reason is claimed or verified by the expiration date of the A077, elevate the case to the [Policy Support Team](#) (PST) the following business day.

- Stop CA benefits when the budgetary unit has requested an LIBL hardship extension, PST has determined the participant is NOT eligible to receive an LIBL hardship extension and all other eligibility criteria are met.

Complete all of the following:

- Key the LD Denial Closure Reason Code and 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.
- Stop CA benefits when all of the following occur:  
The budgetary unit is not eligible for Supportive Services.  
No LIBL hardship extension reason exists.

NOTE This includes when no LIBL hardship extension has been requested.

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 AFED.
- Send the [A401 notice](#).
- Reauthorize benefits for other programs, when appropriate.
- Send the appropriate notices for the other programs.