.03 LIBL/STBL Hardship Extension Procedures – X079, A079, or Other LIBL Hardship Extension Requests

REVISION 07
(01/01/09 – 03/31/09)

When the TIME LTD MONTHS USED field on CODC displays 54 months or more, and the CA case is in open status, AZTECS sends the X079 notice to the PI. The X079 informs the PI of all of the following:

- The participant has reached the 54th month of their LIBL.

- To continue to receive CA, the PI or the spouse(g) of the PI must request an LIBL hardship extension.

- The LIBL hardship extension reasons for LIBL.

- The date the request for an LIBL hardship extension must be received by the local office.

- Appeal rights.

The X079 provides the participant with a section to complete the request for LIBL hardship extension.

EXCEPTION

When the case is not in the current system month, AZTECS does not send the X079. Send the A079 notice when the case is rolled into the current system month and both of the following occur:

- The TIME LTD MONTHS USED field on CODC displays 54 months or more.

- AZTECS did not send the X079.

When the participant provides the X079, A079, or any written or verbal request for an LIBL hardship extension to the local office, complete the following:

- Set an EX ACTS alert for the case.
- When verification is provided with the request for the LIBL hardship extension, complete the LIBL Hardship Extension Keying Procedures within ten days.
- When verification is not provided with the request for the LIBL hardship extension, send the A011 notice requesting verification of the LIBL hardship extension reason. Complete the following:

When the verification requested on the A011 is provided by the participant, complete the LIBL Hardship Extension Keying Procedures within ten days of the date the verification is received.

When the verification requested on the A011 is not provided, complete the following:

- Key the LD Denial Closure reason code on AFED for the 61st CA month or the month after the current approval extension expires.

- Send the A401 notice.

- Reauthorize benefits for other programs, when appropriate.

- Send the appropriate notices for the other programs.

- Close the EX ACTS alert.

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WARNING

When AZTECS has sent the renewal notice, do not authorize the case past the LIBL hardship extension approval period. When the case does not automatically close, complete the following in the month after the LIBL hardship extension approval period ends.

- Ensure that a renewal notice was sent.

- Remove the LIBL Hardship Extension Reason code from the EXT RSN AF field on WERE.

- Stop CA with the FR Denial or Closure Reason Code.

- Send the A200 notice.

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