

11 12 Month State Benefit Limit (STBL) - Overview

REVISION 42
(06/01/16 - 07/31/16)

The 12 month limit on receiving CA benefits is known as the CA State Benefit Limit (STBL). Effective June 30, 2016, receipt of CA benefits is limited to budgetary units in which the following have not received 12 countable months in Arizona since October 01, 2002:

- PI
- [Spouse\(g\)](#) of the PI
- Any adult in the CA budgetary unit who has received benefits for himself, or herself, or for a dependent child

NOTE The 12 countable months are not required to be consecutive.

The budgetary unit is NOT eligible to receive more than 12 months of CA when ALL of the following conditions occur:

- The PI, their spouse, or another adult in the budgetary unit has received 12 or more countable months of CA for a budgetary unit
- The PI, their spouse, the dependent child or another adult in the budgetary unit are keyed IN, DI, DF, DP, OU or ST in the CA PT field on SEPA

EXCEPTION

The budgetary unit may receive additional months of CA when it is eligible for a [CA STBL Hardship Extension](#).

AZTECS calculates the 12 countable months during the STBL, beginning with the first countable benefit month on or after October 01, 2002.

EXCEPTION

STBL and STBL hardship extensions do not apply to [Tribal TANF Programs](#) and Kinship Foster Care when the child is in the legal custody of the [Department of Child Safety \(DCS\)](#).

Inform the PI during each new and renewal interview of the 12 month STBL requirements and the availability of STBL hardship extensions.

Policy and procedures regarding STBL are outlined as follows:

- Receipt of 12 Countable Months
- Not Countable STBL Months
- STBL Hardship Extension Overview
- STBL Hardship Extension Eligibility

A Receipt of 12 Countable Months during the STBL

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Receipt of 12 countable months during the STBL applies ONLY to the following CA participants:

- PI
- [Spouse\(g\)](#) of the PI
- Any adult in the CA budgetary unit who has received benefits for himself, or herself, or for a dependent child

NOTE The CA month is countable when the participant (PI, spouse of PI or another adult) has a Participation Code of IN, DI, DF, DP, OU or ST keyed in the PT field on SEPA.

Count each month that CA is received, beginning with the benefit month of October 2002, to determine receipt of 12 months of cash benefits.

AZTECS calculates the 12 countable months during the STBL, beginning with the first month on or after October 01, 2002. Ensure that AZTD displays each countable and each [not countable STBL month](#) correctly.

NOTE Months prior to December 2005 are considered to be correct, unless verification is obtained proving the months are incorrect.

B Not Countable STBL Months

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The following months are NOT COUNTABLE when determining receipt of 12 months of CA:

- Any month before October 01, 2002.

- Any month in which the CA benefits are prorated due solely to being an initial month of eligibility.
- Any month in which the budgetary unit was totally ineligible for CA benefits due to an [overpayment](#). Contact [Systems Helpdesk](#) for AZTD correction.
- Any months for which the budgetary unit receives a [Grant Diversion](#) payment. This includes all months the payment is intended to cover.
- Any month for which the dependent child was the only participant in the budgetary unit and was in the custody of the State of Arizona. (See [Child Only cases\(g\)](#))
- Any month in which a participant is residing on an Indian Reservation when the unemployment rate is above 49%. (Refer to the Reservation Code Tables in [LISTCODE](#) for Tribal unemployment rates)
- Any month in which CA benefits were [received in another state](#).

C Hardship Extension of 12 Month STBL - Overview

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In order for the participant to qualify for an STBL [hardship\(g\)](#) extension, the hardship must prevent any of the following participants from supporting the budgetary unit independent of CA:

- The PI
- Their [spouse\(g\)](#)
- Any adult who is living in the home and is financially responsible for the dependent child

The CA budgetary unit may be eligible for an STBL hardship extension when ALL of the following apply:

- The budgetary unit has received 12 or more countable months of CA
- The PI or their spouse requests an extension verbally or in writing

- The PI, their spouse, or another adult who is living in the home and is financially responsible for the dependent child establishes an STBL hardship extension reason
- The PI, their spouse, and any other adult when the adult is in the budgetary unit, are currently in compliance with the following requirements:

[DCSS](#)

[Immunization](#)

[Jobs Program](#)

[School attendance](#)

After a budgetary unit receives 12 countable months of CA in Arizona, an STBL hardship extension may be approved when one of the following STBL hardship extension reasons apply:

- The PI, spouse of the PI, or other adult in the home is a [nonparent specified relative\(g\)](#) (NPSR) who is 60 years old or older. For additional hardship eligibility requirements see [NPSR Hardship Extension Eligibility](#).
- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child has a:

[Temporary disability](#)

[Permanent disability](#)

For additional hardship eligibility requirements see [Disability Hardship Extension Eligibility](#).

- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child is needed as a full time caretaker of their disabled adult or minor child, parent, spouse, or [domestic partner\(g\)](#), and there is no other caretaker available. For additional hardship eligibility requirements see [Caretaker Hardship Extension Eligibility](#).
- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child is a victim of crime, domestic violence, or other violence. For additional hardship eligibility requirements see [Victim of Violence Hardship Extension Eligibility](#).
- A participant is [homeless\(g\)](#).

For additional hardship eligibility requirements see [Homeless Hardship Extension Eligibility](#).

- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child is unable to complete their educational or training program without CA. For additional hardship eligibility requirements see [Training Hardship Extension Eligibility](#).
- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child can not find or afford childcare, preventing them from working or engaging in work activities. For additional hardship eligibility requirements see [Child Care Hardship Extension Eligibility](#).
- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child does not have readily available or affordable transportation in their area preventing them from working or engaging in work activities. For additional hardship eligibility requirements see [Transportation Hardship Extension Eligibility](#).
- The PI, spouse of the PI, or other adult in the home who is financially responsible for the dependent child has another STBL hardship extension reason that prevents the participant from working or engaging in work activities. For additional hardship eligibility requirements see [Other Hardship Extension Eligibility](#).

EXCEPTION

A claim of hardship based solely on the inability to be legally employed in the United States due to federal immigration status requirements is not a valid hardship.

D STBL Hardship Extension Eligibility

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To be potentially eligible for an STBL hardship extension, a participant must claim a hardship and meet the specific requirements for any of the STBL hardship extension reasons listed below:

- [Nonparent Specified Relative](#)
- [Disability](#)
- [Full time required caretaker](#)

- [Victim of Violence, Crime, or Domestic Violence](#)
- [Homeless](#)
- [Inability to Complete an Educational or Training Program](#)
- [Inability to Find or Afford Childcare](#)
- [No Readily Available or Affordable Transportation](#)
- [Other Hardship Reason](#)

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.01 STBL Hardship Extension Eligibility – Nonparent Specified Relative

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To qualify for an STBL Hardship Extension a participant who is a [nonparent specified relative\(g\)](#) (NPSR) must meet all of the following:

- Be 60 years or older
- Be the PI, [spouse\(g\)](#) of the PI, or other adult
- Reside with and provide care for a dependent child who is included in the CA budgetary unit
- Not be receiving CA for his/her own child

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.02 STBL Hardship Extension Eligibility - Disability

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A disability is a physical or mental condition that prevents a participant from working or engaging in work activities. A disability is based on physical and mental impairments and may include persons receiving mental health or substance abuse treatment.

NOTE A disability may not be readily identifiable. These disabilities may include, but are not limited to, [Post Traumatic Stress Disorder\(g\)](#).

Ensure that all potential barriers, which prevent the participant from engaging in work activities or supporting the budgetary unit independent of CA, are considered with the participant.

- A Temporary Disability is a medical condition that is expected to continue for more than 30 days, but less than 12 months, from the date of the request for an STBL hardship extension.
- A Permanent Disability is a medical condition that has lasted or will last for at least 12 months from the date of the request for an STBL hardship extension, or result in death.

Verification must be provided that supports the disability determination. (See [STBL Extension - Disability Verification](#))

NOTE When the duration of the disability is expected to be shorter than the approval period, authorize the STBL hardship extension ONLY for the period of time the disability is expected to last. (See [STBL Hardship Extension Keying Procedures](#))

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.03 STBL Hardship Extension Eligibility – Full Time Required Caretaker for their Disabled Child, Parent, Spouse or Domestic Partner

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(08/01/16 – 09/30/16)

A budgetary unit may be eligible for an STBL hardship extension when the PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child is required to care for their disabled adult or minor child, parent, spouse or [domestic partner\(g\)](#). Eligibility criteria for a caretaker STBL hardship extension includes ALL of the following:

- The adult participant must be needed and designated by the [treatment provider\(g\)](#) as the full time caretaker.
- The budgetary unit cannot receive [respite care\(g\)](#) for more than 20 hours per week.
- No other person is available to provide care for the disabled person.
- The disabled person cannot attend school or vocational rehabilitation for more than 20 hours per week.

Verification must be provided that supports the caretaker determination. (See [STBL Extension - Caretaker Verification](#))

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.04 STBL Hardship Extension Eligibility – Victim of Violence, Crime, or Domestic Violence

REVISION 43
(08/01/16 – 09/30/16)

A participant may request an STBL hardship extension on the basis that the PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child is a victim of violence, crime, or domestic violence. The result of the violence or crime must prevent the adult participant from working or engaging in work activities.

Victim of Violence: Violence is defined as battery or extreme cruelty inflicted on any member of a budgetary unit by a stranger or by a person known to any member of the budgetary unit. Battery or extreme cruelty includes, but is not limited, to any of the following:

- Physical acts that threatened or resulted in physical injury
- Threats of, or attempts at, physical or sexual abuse
- Sexual abuse
- Sexual activity involving a child
- Being forced as the caretaker of a child to engage in non-consensual sexual acts or activities
- Mental or emotional abuse
- Neglect or deprivation of basic necessities such as food or medical care

Victim of Crime: A crime includes any unlawful act against any member of a budgetary unit that creates a hardship.

Victim of Domestic Violence: Domestic Violence (DV) is a pattern of behavior in which one family member or intimate partner uses physical violence, coercion, threats, intimidation, isolation, or emotional, sexual, or economic abuse to control another family member or the other intimate partner in the relationship.

Circumstances that support the claim related to a victim of crime, domestic violence, or other violence include, but are not limited to, the following:

- Residence in an emergency or transitional shelter or housing for victims of abuse.
- Obtaining or having obtained a protective or restraining order against an abuser.
- Receiving protective or supportive services related to the abuse or violence.
- Being a party to a legal action such as a divorce or custody which involves issues of current or past abuse or violence.
- Staying with a friend or relative after fleeing to avoid or escape abuse.
- Violence or abuse against the victim resulted in the arrest, arraignment, or conviction of the abuser or perpetrator.
- Receiving or having received inpatient or outpatient treatment for psychological, physical, emotional or mental abuse, or violence.
- Being hospitalized or receiving emergency room treatment for medical or psychological injuries as a result of the abuse or violence.

NOTE Any of the above circumstances could be a past or current circumstance.

Verification must be provided that supports the determination of the crime or act of violence. (See [STBL hardship Extension - Victim of Crime, Domestic Violence or other Violence Verification](#)).

WARNING

Residing with a Perpetrator or Abuser:

When the perpetrator or abuser resides with a participant or the budgetary unit, that person must be actively working with the Department of Child Safety (DCS) prior to authorizing a hardship extension based on a victim of violence claim. In this situation, all of the following apply:

- DCS must verify the active participation of the perpetrator or abuser

WARNING continued

- Review the facts and the DCS verification to determine whether the circumstances prevent the participant from working or engaging in work activities
- When abuse is reported under any circumstances, the victim should be offered a referral for DV services through either of the following:

[Arizona Coalition Against Domestic Violence](#)

[National Domestic Violence Hotline](#)

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.05 STBL Hardship Extension Eligibility – Homeless

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A budgetary unit may be eligible for an STBL hardship extension when the budgetary unit is homeless. A budgetary unit is defined as homeless when all participants in the budgetary unit meet either of the following criteria:

- They do not have a fixed or regular nighttime residence.
- The participants have as their primary nighttime residence one of the following:

A supervised shelter designed to provide temporary shelter to homeless persons.

A half-way house or similar institution that provides temporary residence.

A rent free accommodation in the residence of another person for not more than 90 days.

A place not designed, or ordinarily used, for sleeping. This includes, but is not limited to, the following:

- Car
- Bus station
- Hallway
- Park
- Sidewalk

NOTE Verification must be provided that supports the homeless determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.06 STBL Hardship Extension Eligibility – Ability to Complete an Educational or Training Program

REVISION 43
(08/01/16 – 09/30/16)

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when they meet all of the following:

- The participant is CURRENTLY attending an educational or training program.

- The participant is participating full time in any of the following:
 - A postsecondary education program of study offered by a university, college, or community college, which will result in an Associates or Bachelor's degree
 - A program or course of study offered by a vocational, technical, or recognized school which will result in a diploma or certificate for a job skill directly related to obtaining self supporting employment in a recognized occupation
 - A job training or employment activity by the Jobs Program Contractor which is consistent with the person's employability plan
- The participant must have started participation in the educational or training program prior to the participant receiving 18 countable months of CA.
- The participant must demonstrate successful progress toward completion of the educational or training program. Successful progress includes meeting a reasonable time limit for completion of the educational or training program.
- The participant is unable to complete the educational or training program unless they continue to receive CA.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.07 STBL Hardship Extension Eligibility – Inability to Find or Afford Childcare

REVISION 43
(08/01/16 – 09/30/16)

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when the participant cannot find or afford childcare, which prevents them from working or engaging in work activities.

A participant may establish the STBL hardship extension reason, based on unavailable childcare, by providing verification which includes, but is not limited to:

- The cost of available childcare
- Proof of the lack of childcare services in the area

All attempts to obtain childcare in the prior 30 days must be documented.

NOTE Verification must be provided that supports the childcare determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.08 STBL Hardship Extension Eligibility – No Readily Available or Affordable Transportation

REVISION 43
(08/01/16 – 09/30/16)

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when there is no readily available or affordable transportation in his/her area, which would allow the participant to work or engage in work activities.

Verification includes, but is not limited to:

- Bus route tables
- Area maps
- Documentation including distances to areas of possible employment.

NOTE Verification must be provided that supports the transportation determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

.09 STBL Hardship Extension Eligibility – Other Hardship Reason

REVISION 43
(08/01/16 – 09/30/16)

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when the participant has a hardship, not specifically listed, that prevents the PI, spouse of the PI or other adult in the home who is financially responsible for the dependent child, from engaging in work activities or supporting the budgetary unit independent from CA.

WARNING

A claim of hardship based solely on the inability to be legally employed in the United States due to federal immigration status requirements is not a valid hardship.

NOTE Verification must be provided that supports the OTHER hardship determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

E STBL Hardship Extension Eligibility - Verification Overview

REVISION 14
(10/01/10 – 12/31/10)

Policy and procedures regarding STBL hardship extension eligibility verification are outlined as follows:

- [Disability Verification](#)
- [Caretaker of a Disabled Child, Parent, Spouse, or Domestic Partner](#)

- [Victim of Crime, Domestic Violence or Other Violence Verification](#)
- [Homeless verification](#)
- [Verification of inability to complete an educational or training](#)
- [Verification that the participant cannot find or afford childcare](#)
- [Verification of no readily available or affordable transportation](#)
- [Verification of OTHER LIBL extension reason](#)

.01 STBL Hardship Extension Eligibility – Disability - Verification

[REVISION 28](#)
(2/01/14 - 03/31/14)

When an STBL hardship extension request is based on a disability, verification of the disability must be provided.

Verification of medical disabilities includes, but is not limited to, any of the following:

- Signed statement from a [treatment provider\(g\)](#)
- Disability verification from the Veteran's Administration (VA)
- Vocational Rehabilitation documents, examinations or evaluations signed by a treatment provider
- Deferral from Jobs Program based on disability

NOTE Contact the Jobs Program Contractor that serves the local office via e-mail, to verify that the participant is deferred from participation in Jobs Program, the number of months of deferral, and the reason. For a Jobs Program deferral based on disability, no other verification is necessary other than verification of deferral.

The verification must include ALL of the following information:

- That the participant's physical or mental condition prevents the participant from working or engaging in work activities
- The duration of the disability
- A prognosis of recovery

- The date re-examination or re-evaluation is scheduled for or is recommended
- A treatment provider's or physician's signature

Document the verification used.

NOTE Verification of disability must be originated no more than 12 months prior to the STBL hardship extension request.

.02 STBL Hardship Extension Eligibility – Caretaker - Verification

REVISION 43
(08/01/16 – 09/30/16)

When an STBL hardship extension request is based on being needed as a full time caretaker of their disabled adult or minor child, parent, [spouse\(g\)](#), or [domestic partner\(g\)](#), verification of the need must be provided.

Verification that the adult participant is required to be a full time caretaker of the caretaker's disabled child, parent, spouse, or domestic partner, includes the following:

- A statement from a treatment provider indicating the adult participant is needed as a full time caretaker of their disabled child, parent, spouse, or domestic partner.
- When the budgetary unit receives [respite care\(g\)](#), verification from the respite care provider is required. The verification must indicate the number of hours per week that the budgetary unit receives services.
- When the disabled individual is attending school, verification of the number of hours per week they are in attendance is required from the school or vocational rehabilitation program.

NOTE A statement from the caretaker may be used when verification from respite care and the school or vocational rehabilitation is unavailable. The statement must indicate all of the following:

That they care for their disabled child, parent, spouse, or domestic partner.

The number of hours of respite care that they receive per week.

The number of hours per week that the disabled individual attends school or a vocational rehabilitation program.

WARNING

Review the facts when the participant states that the disabled individual either receives more than 20 hours a week of respite care or attends school or vocational rehabilitation for more than 20 hours a week. Determine whether the circumstances prevent the participant from working or engaging in work activities.

NOTE Verification of disability must be originated no more than 12 months prior to the STBL hardship extension request.

.03 STBL Hardship Extension – Victim of Violence, Crime, or Domestic Violence - Verification

REVISION 14
(10/01/10 – 12/31/10)

To be eligible for an STBL hardship extension, verification must be provided to support an STBL hardship extension request.

Verification for a victim of violence, crime, or domestic violence includes, but is not limited to, any of the following:

- Court Records
- Police Reports
- Law enforcement records
- Restraining Orders or Orders of Protection against the perpetrator or abuser
- Statements by attorneys or other legal professionals providing services to the victim of abuse or violence
- Department of Child Safety (DCS) records
- Medical records
- Statements by medical professionals including physicians, psychologist, psychiatrists, counselors, or other [treatment providers\(g\)](#)
- Statements by shelter staff
- Statements by community service providers for victims of abuse or violence
- Statements by clergy

- Statements by a third person with knowledge of the abuse or violence such as a friend or relative to whom the participant or budgetary unit has fled to escape or avoid abuse or violence
- Any other evidence that supports the claim of the participant or budgetary unit that the participant or budgetary unit is a victim of abuse or violence
- Receipt of [Victims of Crime Act \(VCA\) benefits](#)
- The G1, G2, G5 or G6 CA Cooperation Code is keyed on APPD (See [Good cause reasons](#))

For verification of deferral from the Jobs Program for Domestic Violence, contact the Jobs Program Contractor that serves the local office via e-mail. Verify the reason the participant is deferred from Jobs participation and the number of the deferral months for this reason

NOTE When the participant receives a deferral from the Jobs Program due to domestic violence, they are not required to provide verification other than the verification of the deferral.

Document CADO or the CADO Extension Form (CEF) when the participant receives a deferral from the Jobs Program due to domestic violence.

.04 STBL Hardship Extension – Homeless - Verification

[REVISION 14](#)
(10/01/10 – 12/31/10)

Verification of homelessness includes, but is not limited to:

- Statement by staff at a shelter, halfway house, or similar institution that provides temporary residence to homeless individuals or families.
- Statement by the participant, that includes a description of where the budgetary unit is residing when it does not have a fixed or regular nighttime residence.
- Statement by the participant when the participant or budgetary unit is temporarily living with others. The statement must include that the residential situation is temporary and the date the budgetary unit expects to have its own residence.
- Any other evidence that supports the participant's claim of homelessness.

.05 STBL Hardship Extension – Ability to Complete an Educational or Training Program - Verification

REVISION 14
(10/01/10 – 12/31/10)

Verification of the ability to complete an educational or training program includes, but is not limited to:

- A statement from the educational or training program. The statement must indicate the following:
 - The participant is a student or trainee of the program
 - The date they will complete the program
 - The date they began the program
 - Whether they are making continued progress, as defined by the educational or training program
- A statement from the participant regarding the inability to complete the educational or training program unless the budgetary unit continues to receive CA.

.06 STBL Hardship Extension – Participant Cannot Find or Afford Childcare - Verification

REVISION 14
(10/01/10 – 12/31/10)

Verification that the participant cannot find or afford childcare includes, but is not limited to:

- A statement by the participant explaining the reasons the participant has been unable to find or afford childcare, including the availability of affordable childcare in their area.
- Documents that demonstrate the participant's efforts to find or afford childcare.
- Any other evidence that supports the participant's claim that he/she cannot find or afford childcare.

.07 STBL Hardship Extension – Transportation is not readily available or affordable - Verification

REVISION 14
(10/01/10 – 12/31/10)

Verification that transportation is not readily available or affordable includes, but is not limited to:

- A statement by the participant.
- Bus schedules.
- Taxi fares.
- Any other evidence that supports the participant's claim that transportation is not readily available or affordable that would enable them to work or engage in work activities.

.08 STBL Hardship Extension – Other STBL Extension Reason - Verification

REVISION 14
(10/01/10 – 12/31/10)

Verification of an OTHER valid STBL extension reason includes, but is not limited to:

- A statement by the participant.
- Any other evidence that supports the participant's claim that the hardship prevents the participant from engaging in work activities or supporting the budgetary unit.

F STBL Hardship Extension Procedures – Overview

REVISION 14
(10/01/10 – 12/31/10)

The procedures regarding STBL Hardship Extensions are outlined as follows:

- [Request for STBL Hardship Extension - New Application](#)
- [Request for STBL Hardship Extension - Renewal Application](#)
- [X080, X081, or Other Request for STBL Hardship Extension](#)
- [STBL Hardship Extension Keying Procedures](#)

.01 STBL Hardship Extension Procedures – New Application

[REVISION 42](#)
(06/01/16 - 07/31/16)

When a [new application\(g\)](#) is received by the local office and the AZ CNTR AF field on WERE displays 10 months or more, review the application for [STBL Hardship Extension Eligibility](#).

Inform the PI during each new application interview of the 12 Month STBL requirements and the availability of STBL hardship extensions.

When eligibility for an STBL Hardship Extension is determined, see [STBL Hardship Extension Keying Procedures](#).

NOTE The budgetary unit must meet all other CA eligibility requirements to be eligible for an STBL hardship extension.

.02 STBL Hardship Extension Procedures – Renewal Applications

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When a renewal application is received by the local office and the AZ CNTR AF field on WERE displays 10 months or more, review the application for [STBL Hardship Extension Eligibility](#).

Inform the PI during each renewal interview of the 12 Month STBL requirements and the availability of STBL hardship extensions.

When eligibility for an STBL Hardship Extension is determined, see [STBL Hardship Extension Keying Procedures](#).

NOTE The budgetary unit must meet all other CA eligibility requirements to be eligible for an STBL hardship extension. The reason the participant requests an STBL hardship extension may change at each renewal period.

A budgetary unit may receive an extension at each renewal when the budgetary unit meets all eligibility requirements for the hard ship extension.

The first STBL hardship extension period expires on the current CA renewal date. The STBL hardship extension periods are for six months. All subsequent approved STBL hardship extensions are for six months.

.03 STBL Hardship Extension Procedures – X080, X081, or Other LIBL Hardship Extension Requests

REVISION 42
(06/01/16 - 07/31/16)

When the AZ CNTR AF field on WERE displays 10 months or more, and the CA case is in open status and in the current system month, AZTECS sends the X080 notice to the PI. 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 PI or the [spouse\(g\)](#) of the PI must request an STBL hardship extension.
- The [hardship extension reasons](#) for STBL.
- The date the request for an STBL hardship extension must be received by the local office.

When the AZ CNTR AF field on WERE displays 12 months or more and the CA case is in open status and in the current system month, AZTECS sends the X081 notice to the PI. 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 PI or the spouse of the PI must request an STBL hardship extension.
- The STBL hardship extension reasons for STBL.
- The date the request for an STBL hardship extension must be received by the local office.
- Fair Hearing rights.

The X080 and X081 provide the participant with a section to complete the request for STBL hardship extension.

EXCEPTION

When the case is not in the current system month, AZTECS does not send the X080 or the X081. Send the [A080 or A081](#) 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 the participant provides the X080, X081, or any written or verbal request for an STBL hardship extension to the local office,

complete the following:

- Set an XX ACTS alert for the case.
- When verification is provided with the request for the STBL hardship extension, complete the [STBL Hardship Extension Keying Procedures](#) within ten days.
- When verification is NOT provided with the request for the STBL hardship extension, send the [A011 notice](#) requesting verification of the STBL hardship extension reason. Complete the following:

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

When the verification requested on the A011 is NOT provided:

- Key the PI Denial Closure reason code on AFED for the 13th CA month or the month after the current approved extension expires.
- Send the [A200 notice](#).
- Reauthorize benefits for other programs, when appropriate.
- Send the appropriate notices for the other programs.
- Close the XX ACTS alert.

WARNING

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

- Ensure that a renewal notice was sent.
- Remove the STBL Hardship Extension Reason code from the AZ EXT RSN field on WERE.
- Stop CA with the FR Denial or Closure Reason Code.
- Send the [A200 notice](#).

.04 STBL Hardship Extension Keying Procedures

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(08/01/16 - 09/30/16)

Complete one of the following when eligibility for an [STBL Hardship Extension](#) is determined:

- Approve the extension when the budgetary unit is eligible to receive an STBL hardship extension. Complete all of the following:

Key the appropriate [Extension Reason Code](#) in the AZ EXT RSN field on WERE.

Authorize the benefits on AFPD.

Send the [A102 notice](#).

Document the case file or the CADO Extension Form (CEF) with the STBL hardship extension reason.

The STBL hardship may not be valid for the entire approval period. Complete the following when the STBL hardship is valid for:

- 30 days or less

Authorize only the month(s) the STBL hardship is valid.

Send the A081 notice, requesting any other STBL hardship reason.

- 31 to 60 days

Authorize only the first and second month of the STBL hardship extension, up to the current system month.

Send the A081 notice, requesting any other STBL hardship reason.

- More than 60 days

Authorize the STBL hardship extension up to the current system month.

Set a Free Form alert in ACTS for the first day of the month prior to the last month the STBL hardship is valid. On the Free Form ACTS alert due date, send the A081 notice, requesting any other STBL hardship reason.

WARNING

When no additional STBL hardship reason is claimed by the expiration date of the A081, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

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

Complete all of the following:

- Key the TI Denial Closure Reason Code and effective date on AFED.
- Send the A215 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 STBL hardship extension was not approved.

- Stop CA benefits when all of the following occur:

No STBL hardship extension reason has been requested.

AZTECS has sent a [NOAA](#) to the PI.

The AZ CNTR AF field on WERE displays 12 months or more.

In this situation, complete all of the following:

- Key the TI Denial or Closure Reason Code and the effective date on AFED.
- Send the [A214 notice](#).
- Reauthorize benefits for other programs, when appropriate.
- Send the appropriate notices for the other programs.