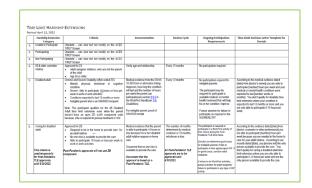
For WorkFirst Staff

EXISTING CATEGORIES

You may already be very familiar with the existing Time Limit Extension (TLE) categories.



INTRODUCING:

In June 2022, a new TLE hardship category, #17: "High Unemployment Rate," was added into the TLE tool in eJAS.

Let's define it: Applicants or recipients who are over 60 months and were on TANF during a limited time period from March 2020 to December 2022 during a month(s) when the unemployment rate was at 7% or higher.

The "High Unemployment Rate" category is only available if the participant doesn't meet any other time limit extension category.

Think of it like our last ditched effort; this is the last option we pursue.

HOW TO CHECK

If you're wondering How will I know if an applicant/participant was on TANF during months where the rate was 7% or higher?, we've got you covered. Simply refer to the chart below!



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HOW TO CHECK CONTINUED...

Months where the Washington state unemployment rate was at 7% or higher, starting after March 2020:

Month	Year
April	2020
May	2020
June	2020
July	2020
August	2020
September	2020
October	2020

- 1. Review unemployment chart months.
- 2. Review ACES TANF months history to determine if applicant/participant received cash during a high unemployment rate month (see chart).

APPROVALS

If the participant is approved for #17, follow the normal process in the eJAS TLE tool per the Step-by-step guide in the WorkFirst Handbook.

You will approve the High Unemployment Rate category for the number of months that the person qualified (month for month match). There is a maximum 6 month ext. for this category, so if someone had all 7 months, they would need another TLE.

For example, if a participant was on TANF for April 2020 and August 2020, they would be eligible for the TLE for a total of two months.

Check out the screenshot below for an example of how a two-month approval of TLE #17 would look in the eJAS TLE Tool:



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APPROVALS CONTINUED...



Time Limit Extension Review

4. Is the client currently (mark all that apply): Exempt or required to apply for SSI? (If so, review at least every 12 months as their exemptions expire)	Length of Extension	
Needy caretaker relative age 55 or older	months	
Disabled Adult	months	
Caring for a disabled adult	months	
Caring for a disabled child	months	
Applying for SSI	months	
 Able to provide verification of family violence and participating in activities needed to address family violence according to a service plan developed by a person trained in family violence (review at least every 6 months). Follow the Division of Child Support Good Cause Verification requirements. Plan may be developed by WF staff trained in family violence. 	months	
Involved in an open child welfare case and it is the first time the client has had any child in dependency placement. (review at least every 6 months)	months	
Employed 32 hours or more per week (review at TANF eligibility review and mid- certification review)	months	
Homeless	months	
Caring for a homeless child	months	
To qualify for this extension, the applicant/recipient must have been on TANF as of March 2020 or later during a month(s) when the unemployment rate is 7% or higher.	2 months	
If this category is selected, enter below the specific months that the unemployment rate was 7% or higher. The number of months below must match the number entered in the length of extension box. 04/2020		
Enter the date verification was received for the Time Limit Extension. Click on Note History to select the appropriate date Notes History If there is no note documenting the decision, enter a summary of the reason for the decision: (maximum 7500 characters)		
5. Based on the above information, is the client eligible for a time limit extension? O Yes O No Extension Reason:		

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APPROVALS CONTINUED....

This TLE category can't be selected in combination with any other TLE hardship categories.

The extension months must match the TANF month listed or the user will not be able to finalize the extension.

DENIALS

If the participant is ineligible for any of the TLE hardship categories, including #16, follow the normal process in 3.6.1.16 TLE Decisions Step by step guide, which includes a supervisor and/or designee review.

Resources:

WFHB section 3.6.1.16 Time Limit Decisions – Step-by-step guide WFHB section 3.6.2 Time Limit Extension Reviews