

## Using the Sequential Evaluation Process (SEP) for the TANF Time Limit Extension (TLE)

### Desk Aid for WorkFirst staff

WorkFirst Social Service Specialists (WFSSS) and/or the WorkFirst Program Specialists (WFPS) must *first* request medical evidence pertaining to the participant's medical disability (see WFHB section [6.6.4 How Do I get Medical Evidence?](#)) to determine if a participant meets a Time Limit Extension hardship for a disability or multiple disabilities.

Once medical evidence is received, the WFPS/WFSSS reviews the participant's medical evidence and determines whether the participant qualifies for a TANF TLE based on [WAC 388-310-0350](#) adult disability criteria. If a denial is the determination, the WFPS/WFSSS will follow the [WFHB 3.6.1.16](#) Time Limit Extension Decisions- Step-by-Step guide.

After all previous steps were made, the WFPS/WFSSS makes the referral to the Disability Specialist (DS) for the Sequential Evaluation Process (SEP). This process is to be used for those who did not have medical evidence sufficient to determine the TLE approval, but still claims health issue(s) that interferes with their ability to work or do work related activities.

#### **The WFPS/WFSSS will:**

- Complete a 14-012 consent form for all providers sharing confidential information. Use a separate consent form for any substance use disorder/chemical dependency providers.
- Refer the participant to a Disability Specialist (DS) by using the **@SSQ** pool if they are in the office before 3:00 pm and waiting, or **@SOC** pool if the participant is not waiting. Indicate "TANF TLE Referral" in the "Detail" or "Message" field.
- Send the participant a pending letter advising they need to cooperate with social services to obtain medical evidence by calling or appearing in the local office between 8:00 am and 3:00 pm within 10 days.
- Complete a Barcode 14-084 Financial/Social Service Communication form by selecting "TANF TLE."
- Document in eJAS notes the participant was referred to a DS for a **TANF TLE Disability Evaluation**.

**Note:** For medical evidence received after the participant has been referred to the TANF TLE Disability Evaluation but before TANF has been terminated, the WFPS/WFSSS must review the documents to determine if the participant is eligible for the TANF TLE according to [WAC 388-310-0350](#).

(It may be beneficial for the WFPS/WFSSS and the DS to schedule a case staffing to discuss the medical evidence.)

**If this medical evidence is sufficient:**

- The WFPS/WFSSS will approve the TLE.
- The WFPS/WFSSS will communicate to the DS via @SOC that the medical evidence received qualified the participant for the TLE under a different category and the SEP is no longer needed.
  - The DS will stop the TANF TLE Disability Evaluation.

**If this medical evidence is insufficient:**

- The WFPS/WFSSS will communicate to the DS via @SOC that they reviewed the medical evidence and it remains insufficient for the TANF TLE per [WAC 388-310-0350](#).
  - The DS will proceed with TANF TLE SEP Disability Determination.

**After the SEP is complete, the DS will return to the main SEP screen. There are three options available:**

➤ **If TANF TLE is approved:**

- There will be *no tickle details* and the reason will state “*This participant has been approved for TANF TLE.*”
- The WFPS/WFSSS will follow WFHB section [3.6.1.16](#) to complete the time limit extension decision.
- The WFPS/WFSSS will follow the WorkFirst referral process for SSI Referrals found in [WorkFirst Handbook 6.8.7](#).

➤ **If TANF TLE is denied:**

- The WFPS will copy and paste the denial reason from the @WFW communication into the eJAS denial letter.

➤ **If TANF TLE is denied and the HEN Referral program is approved:**

- The WFPS will send a separate ACES approval letter when the adult recipient qualifies for Pregnant Women Assistance (PWA) and a HEN referral due to pregnancy, or HEN due to incapacity. See WFHB section [3.6.1.15](#) for PWA approval steps.
- If TANF is active, the WFPS will set a tickle to @WFW for the first of the 61<sup>st</sup> month. At this time, the WFPS/WFSSS follow steps in WFHB section [3.6.1.16](#) to process the cash program change.