

### 3.6.1 Time Limit Extensions

#### ~~Created on:~~

~~Jul 11 2023, 2023~~

~~Revised on: January 30, 2025 April 21, 2025~~

#### ~~The Infant, Toddler, and Post-Partum Time Limit Extension (TLE) begins July 1, 2024.~~

- ~~• Must be applied when applicants/recipients have exhausted their 60-month time limit on TANF cash assistance.~~
- ~~• If the applicant/recipient has a child under the age of two years old and has remaining Infant/Toddler Exemption days left or qualifies for a Post-Partum exemption, and chooses to use the exemption.~~

~~WorkFirst staff will process the Infant/Toddler/Post-Partum TLE in eJAS for applicants/recipients as follows:~~

- ~~• Question 4: Select "Caring for a disabled adult"~~
- ~~• Length of extension: Match to end of the month of the applicable exemption.~~
- ~~• Under "...enter a summary of the reason for the decision", copy and paste the following note:~~
  - ~~○ Applicant meets the Infant/Toddler or Post-Partum criteria, coding "Caring for a disabled adult" to extend the TLE hardship.~~

The Ineligible Parent **Hardship** Time Limit Extension (TLE) approval process:

- After the Ineligible Parent has reached 60 months of TANF, and meets all other financial eligibility, they should be extended through the Ineligible Parent **Hardship** TLE.
  - WorkFirst staff must follow these steps in eJAS for applicants, recipients, or those reinstating:
    - Question 4: select "Caring for a disabled adult"
      - Length of extension: 12 months.
    - Under "...enter a summary of the reason for the decision", copy and paste the following note:
      - "Applicant meets the Ineligible Parent **hardship** criteria, coding "Caring for a disabled adult" to extend the TLE **hardship**".

#### Legal References:

- [RCW 74.08A](#)
- WAC [388-484-0005](#), [0006](#) and [0010](#)

TANF time limit policy has two separate sub-sections:

Section 3.6.1 *Time Limit Extensions* describes how to make TANF/SFA time limit extension decisions. This section includes:

- [3.6.1.1](#) What is the time limit for TANF and SFA?
- [3.6.1.2](#) What is the difference between the adult recipient and ineligible parent?
- [3.6.1.3](#) What happens when an adult recipient reaches 56 months on TANF/SFA?
- [3.6.1.4](#) What happens when an adult recipient reaches 58 months on TANF/SFA?
- [3.6.1.5](#) What are the time limit extension categories?
- [3.6.1.6](#) How do I determine whether an adult recipient qualifies for a disability time limit extension?
- [3.6.1.7](#) Who qualifies for the family violence time limit extension?
- [3.6.1.8](#) How do I know if an adult recipient parent qualifies for a child in dependency time limit extension?
- [3.6.1.9](#) What is the time limit hardship extension process?
- [3.6.1.10](#) What happens when an adult recipient doesn't qualify for any time limit extensions?
- [3.6.1.11](#) How do I send time limit decision notices to parents?
- [3.6.1.12](#) Can a parent who was denied a time limit extension request an Administrative Hearing and receive continued benefits?
- [3.6.1.13](#) What happens when an adult recipient offers more time limit extension evidence before we close their case?
- [3.6.1.14](#) What if a pregnant adult continues to need assistance after exhausting 60 months of assistance?
- [3.6.1.15](#) What happens when an adult applicant parent states they qualify for a time limit extension after their case is closed?
- [3.6.1.16](#) Time Limit Decisions – [Step-by-step guide](#) [Policy in Practice](#)

[Section 3.6.2](#) – *Time Limit Extension Reviews* describes how to maintain an approved TANF time limit extension case.

### **3.6.1.1 What is the time limit for TANF and SFA?**

Adults in the assistance unit can receive 60 months of Temporary Assistance for Needy Families (TANF) or State Family Assistance (SFA) in their lifetime. For adults who qualify for a TANF/SFA time limit hardship extension, cash assistance may extend past 60 months.

As of July 1, 2023, the 60-month time limit no longer applies to ineligible parents (SSI, disqualified or undocumented parent) during months they receive TANF/SFA for their children.

See EA-Z manual, [TANF/SFA Time Limits and Indian Country Disregard](#) for more details about:

- When months count towards time ~~limits~~; [limits](#).
- How to add an adult recipient.
- Determining who qualifies for the Indian Country disregard.
- ACES adjustments for repaid months of total ineligibility and L&I reimbursements.

ACES will send the Re-Certification letter (027-01) to an adult participant or an adult recipient when they reach 48 months of cash assistance. The letter includes information on the 60-month time limit and lists all months of TANF/SFA assistance received for each adult in the household, including Tribal TANF months received. Staff determines whether the adult recipient qualifies for a time limit hardship extension before they reach 60 months of TANF/SFA.

### 3.6.1.2 What is the difference between the adult recipient and ineligible parent?

ACES uses the following definitions to track each adult's months on TANF/SFA, list each countable month as an adult recipient month and indicate whether the case is closed or extended under the adult recipient:

- An *adult recipient* is an adult who is receiving benefits in a TANF/SFA assistance unit. The adult recipient may be the parent or relative caregiver.
- An *ineligible parent* is a non-recipient parent who is receiving a TANF/SFA grant only for their child(ren) due to citizenship or legal ~~status~~, [or status](#) or receiving SSI income. Ineligible parents are not subject to the TANF time limit and are to be automatically approved for a TANF time limit extension by staff.

**Note:** Adults who qualify for state-funded cash assistance as *Survivors of Certain Crimes* are considered recipients, though may be undocumented. They receive cash assistance in a solely state-funded, SFA assistance unit. This population increments *ineligible parent months* in ACES.

~~Also in this group are two-parent households with a child under 12 months old.~~ For more information on this population, see [EA-Z Manual: Citizenship and Immigration Status Requirements Specific to Program – Benefits for Survivors of Certain Crimes](#).

**Note:** ~~Also in this group are two-parent households with a child under 12 months old receive cash assistance in a solely state-funded, SFA assistance unit. As a result this population also increments ineligible parent months in ACES.~~

The TANF/SFA assistance unit (AU) closes once an adult recipient in the AU has 60 countable TANF/SFA months unless the adult qualifies for a time limit extension, or as the examples below provide, they meet the ineligible parent TLE approval.

**Examples of Ineligible Parent households:**

- **Ineligible due to legal status -**

- Jane received 60 months for herself and her son between 2005 and 2010. Jane's portion of the TANF grant was terminated due to a fraud conviction, but her son continued receiving TANF. Jane qualifies for a time limit extension. As an ineligible parent, we approve the case using the "Caring for a disabled adult" category even though Jane is an ineligible parent in the assistance unit.

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- **Ineligible due to citizenship status -**

- Matthew, an undocumented father who is caring for his ~~12-year-old~~12-year-old daughter. Matthew is eligible for a TLE as an ineligible parent. We approve the TLE using the "Caring for a disabled adult" category.

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- **Ineligible due to receiving SSI income -**

- Leah, a mother on SSI, receives TANF for her daughter for 58 months. Because Leah is an ineligible parent (SSI recipient), the family continues to be eligible for assistance beyond 60 months. Staff automatically approve the case for a TLE using the "Caring for a disabled adult" category to keep the TANF grant open.

### 3.6.1.3 What happens when an adult recipient reaches 56 months on TANF/SFA?

An indicator appears in the eJAS demographic [screenscreen](#), and the [Time Limit ExtensionTLE](#) tool becomes available when an adult in the [AU reachesAU reaches](#) 56 months of cash assistance.

### 3.6.1.4 What happens when an adult recipient reaches 58 months on TANF/SFA?

An adult recipient appears on the CLMR in eJAS when they reach 58 months of TANF/SFA notifying the Case Manager they are nearing the 60-month time limit. Each parent in a two-parent household appears separately on the CLMR when they reach 58 months.

The Case Manager schedules an appointment with the adult recipient using the ACES Online General Appointment Letter (50-05) or eJAS appointment letter, to complete the time limit hardship extension review between month 58 and 60. Include in the letter:

*"Our records show you've used [number] months of TANF/SFA. To receive more than 60 months of TANF/SFA, you must qualify for a time limit hardship extension. I need to meet with you on [date /time] to determine if you will qualify for a time limit extension and/or review your plans for supporting your family if your case closes. You may bring a person of your choosing to the appointment."*

At this appointment, we'll discuss if you have changes or updates to the following:

- Employment
- Family violence issues
- Participation with the Department of Children, Youth and Families, or concerns with your child's welfare
- Health issues for you or a family member
- Homelessness or caring for a homeless child(ren)

We must have verification that you qualify for a time limit extension. Please bring any new verification with you. We can also help you get information that might allow us to approve an extension."

Give the adult recipient 10 calendar days of adequate notice for the scheduled appointment.

To complete the time limit extension appointment, parent may contact the Case Manager:

- In writing
- By phone
- By attending the scheduled appointment on their letter.

Note: An adult recipient can ask for a different appointment time if needed.

- An adult recipient parent may waive the ~~10-calendar~~10-calendar day's notice~~days'~~ notice and complete the time limit extension appointment if they are in the office or contact the Case Manager prior to their scheduled appointment.
- The Case Manager documents when an adult recipient waives the 10-day notice.

The Case manager documents when an adult recipient waives the 10-day notice and provide an eJAS appointment letter reflecting when the time limit extension hardship appointment occurred.

### 3.6.1.5 What are the time limit extension categories?

The entire assistance unit is ineligible for TANF/SFA when an adult recipient in the assistance unit receives 60 months of TANF/SFA, unless the adult recipient qualifies for a time limit ~~hardship~~ extension.

The entire assistance unit remains eligible for TANF/SFA if at least one parent has 60 months or more and qualifies for an extension.

#### SSI Related Two-Parent Examples:

~~1. #1 Jasmine is on SSI and has received 45 months on TANF for her two children. She marries Albert and he is added to the TANF grant. Jasmine reaches 60 months on TANF, she is no longer subject to TANF time limits as an Ineligible Parent. Approving the TLE is a workaround until IT is updated. When Albert reaches 60 months, staff must complete a TLE review with Albert to see~~

~~if he meets any of the TLE criteria. If Albert doesn't qualify for a TLE at that time, the three person TANF grant will close.~~

~~2. #2 Tommy has been on receiving TANF for himself and his son for 55 months. He married Tina who is on SSI and has a daughter who has been on TANF for 30 months. Tommy doesn't qualify for a TLE and the two person TANF grant will close when Tommy's 60 months on TANF unless he qualifies for an extension.~~

A caregiver relative who doesn't live with the child's parent and has 60 months or more of TANF/SFA may choose to receive a child-only grant as allowed under [WAC 388-408-0025\(2\)\(c\)](#). There are no time limits for child-only TANF cases.

An adult recipient may qualify for a time limit extension (See the [Time Limit Hardship Extension chart](#)) when the adult recipient:

1. Qualifies for an exemption under [WAC 388-310-0350](#); because they are:
  - A needy caretaker relative age 55 or older (#4);~~or~~
  - Applying for SSI as required in their IRP (#8);~~or~~
  - An adult with mental, physical, emotional or cognitive condition, based on medical evidence, that prevents them from working more than 10 hours per week and is expected to last 12 months or longer (#5);~~or~~
  - Receiving SSI or Social Security Disability Insurance (#5);~~or~~
  - Caring for a child or adult with a disability (#6 or #7);
2. Homeless, living outside; in a building or other location not meant for human habitation, in a building or other location which they have no legal right to occupy, in an emergency shelter, in a temporary housing program, which may include a transitional housing program with a limited duration of stay (#14);~~or~~
3. Caring for a homeless child per McKinney-Vento criteria; focuses on the unhoused youth in the household. A youth who doesn't have a fixed, regular, and adequate nighttime residence. Local school districts use the McKinney-Vento definition to determine how many households are lacking a nighttime residence and provides access to resources such as free lunch, transportation, and educational supports (~~##~~);
4. Participates satisfactorily in specialized family violence activities according to a service plan developed by a person trained in family violence (#9);
5. Has an open child welfare case with a state or tribal government and this is the first time the adult recipient has had any child in dependency (#10);
6. Works 32 hours or more per week in an unsubsidized job (#11). Use the ACES calculated number of hours for self-employment unless the person chooses to provide alternative proof from a credible, knowledgeable, reliable source to confirm self-employment hours

(see [WAC 388-490-0005](#)). Please note this alternative proof doesn't affect how we determine actual hours of participation or whether we allow the adult recipient to engage in full-time employment as described in the [WorkFirst Handbook 8.2](#), Self-employment;

7. Is 65 years old, or older, blind as defined by the Social Security Administration or likely disabled as defined under chapter [388-449 WAC](#) (#5).
8. Caring for a child in their home under the age of two years old ~~and have available days~~ and chooses to take the Infant ~~or~~ Toddler ~~(if they have available days), or subsequently, the~~ Post-Partum exemption. This extension applies even if required to participate in mandatory activities (such as mental health or substance use treatment) as long as they are participating satisfactorily ~~in the Infant or Toddler TLE (#18)~~.
9. Was on TANF assistance during specific months of High Unemployment. The applicant or participant may qualify for this reason if they don't qualify for any other time limit extension criteria and received TANF during a month on or after March 1, 2020, when the Washington State unemployment rate (provided by ESD) was at 7% or above. The extension is equal to the number of months they received TANF on or after March 1, 2020, when the Washington state employment security department's unemployment rate (provided by ESD) was at 7% or above (#16.)

~~9-10. Reaches Applicants or recipients who are eligible for continued benefits beyond the 60-month time limit, when they don't meet any other time limit extension category, and the most recent published Washington State unemployment rate is 7% or higher (###17).~~

**Base the determinations for time limit extensions on whether the adult recipient meets the criteria for an extension. See the Time Limit Hardship Extensions Chart for more details about the extension categories, criteria, required documentation, participation requirements and review cycle.**

**Note:** An adult recipient parent may qualify for more than one time limit extension at a time. In most circumstances, WorkFirst staff review the case and **marks all extensions that apply to the adult recipient parent in the eJAS time limit tool and eJAS will use the extension with the longest duration to extend TANF/SFA. eJAS uses any other approved extension if an adult recipient parent no longer qualifies for the longest duration time limit extension.**

**Exception - The High Unemployment Rate TLE category can't be selected in combination with any other TLE category. ~~SSI Related Two-Parent Examples:~~**

~~4. Jasmine is on SSI and has received 45 months on TANF for her two children. She marries Albert and he is added to the TANF grant. Jasmine reaches 60 months on TANF, she is no longer subject to TANF time limits as an Ineligible Parent. Approving the TLE is a workaround until IT is updated. When Albert reaches 60 months, staff must complete a TLE review with Albert to see if he meets any of the TLE criteria. If Albert doesn't qualify for a TLE at that time, the three person TANF grant will close.~~

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~~1. Tommy has been on receiving TANF for himself and his son for 55 months. He married Tina who is on SSI and has a daughter who has been on TANF for 30 months. Tommy doesn't qualify for a TLE and the two person TANF grant will close when Tommy's 60 months on TANF unless he qualifies for an extension.~~

~~Base the determinations for time limit extensions on whether the adult recipient meets the criteria for an extension. See the [Time Limit Hardship Extensions Chart](#) for more details about the extension categories, criteria, required documentation, participation requirements and review cycle.~~

~~Note: The homeless TLE extension category is open for 6 months in duration. The TLE must not be updated before the 6-month duration expires, unless the recipient stops participating as required to obtain stable housing.~~

~~Below is additional criteria for use when determining if a household meets the [Homeless TLE examples](#):~~

~~1. Rita was approved for a 6-month TLE due to experiencing homelessness. She participated with her local coordinated entry provider and obtained housing three months into her TLE. Rita reported to her Case Manager she established housing at the third month. Her Case Manager let her know she had three months remaining left in her extension, and at month 6, unless she meets another hardship TLE category, her grant will close.~~

~~2. Steven was approved for a TLE due to experiencing homelessness. At month 6, Steven was still unable to find housing. He met with his Case Manager and completed a new TLE review, where it was determined he had engaged in activities to work towards locating stable housing. Due to meeting the homeless TLE requirements, he now qualifies for an additional 6 months. A new IRP was developed with his Case Manager, which requires Steven to continue to participate in activities to secure stable housing.~~

~~Note: An adult recipient parent may qualify for more than one time limit extension at a time. WorkFirst staff reviews the case and marks all extensions that apply to the adult recipient parent in the eJAS time limit tool and eJAS will use the extension with the longest duration to extend TANF/GFA.~~

~~eJAS uses any other approved extension if an adult recipient parent no longer qualifies for the longest duration time limit extension.~~

~~[Homeless or TLE examples criteria for households who are homeless or caring for a homeless child as defined by the McKinney-Vento Act TLE categories:](#)~~

- ~~1. Children and youth sharing housing due to loss of housing, economic hardship or a similar reason~~
- ~~2. Children and youth living in motels, hotels, trailer parks, or [campgrounds](#) due to lack of alternative accommodations~~
- ~~3. Children and youth living in emergency or transition shelters~~
- ~~4. Children and youth whose nighttime residences such as but not limited to;~~

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- cars
- parks
- public spaces
- abandoned buildings
- substandard housing

**Note:** The homeless TLE extension category is open for 6 months in duration. The TLE must not be updated before the 6-month duration expires, unless the recipient stops participating as required to obtain stable housing.

**Examples:**

SSI Related Two-Parent Examples:

1. Jasmine is on SSI and has received 45 months on TANF for her two children. She marries Albert and he is added to the TANF grant. Jasmine reaches 60 months on TANF, she is no longer subject to TANF time limits as an Ineligible Parent. Approving the TLE is a workaround until IT is updated. When Albert reaches 60 months, staff must complete a TLE review with Albert to see if he meets any of the TLE criteria. If Albert doesn't qualify for a TLE at that time, the three person TANF grant ~~will~~ **must** close.

1. —

—Tommy has been on receiving TANF for himself and his son for 55 months. He married Tina who is on SSI and has a daughter who has been on TANF for 30 months. Tommy doesn't qualify for a TLE and the two person TANF grant will close when Tommy's 60 months on TANF unless he qualifies for an extension.

2. —

Homeless TLE Examples

1. Rita was approved for a 6-month TLE due to experiencing homelessness. She participated with her local coordinated entry provider and obtained housing three months into her TLE. Rita reported to her Case Manager she established housing at the third month. Her Case Manager let her know she had three months remaining left in her extension, and at month 6, unless she meets another hardship TLE category, her grant will close.
2. Steven was approved for a TLE due to experiencing homelessness. At month 6, Steven was still unable to find housing. He met with his Case Manager and completed a new TLE review, where it was determined he had engaged in activities to work towards locating stable housing. Due to meeting the homeless TLE requirements, he now qualifies for an additional 6 months. A new IRP was developed with his Case Manager, which requires Steven to continue to participate in activities to secure stable housing.

McKinney-Vento Related Homelessness TLE Examples:-

1. Maria is homeless, staying in a storage shed at night with her two children on a friend's property. Maria is applying for TANF/SFA TLE as a homeless household. She declares she doesn't have a permanent nightly ~~residence~~, residence; her school district verifies her daughter meets McKinney-Vento criteria. She is approved for a homeless TLE hardship for 6 months. She develops an IRP with her case manager for housing related activities to establish safe and stable housing.
2. Jada and her two children, Cory and Mikal are living in a shelter, they meet McKinney-Vento criteria due to an unstable nightly residence. She applies for TANF/SFA, is already over 60 months of assistance, and so is approved for a homeless TLE hardship. She develops an IRP with her case manager for housing related activities to establish safe and stable housing.
3. Fatima lost her job and had to move in with her parents. Her son, Muhamad meets McKinney-Vento criteria by sharing housing with Fatima's parents, due to an economic hardship. She applies for TANF/SFA, is already over 60 months of assistance, and so is approved for a homeless child TLE. She develops an IRP with her case manager for activities to establish safe and stable housing and any stackable activity to obtain employment or employment related activities.

Homeless TLE examples:

- ~~1. Rita was approved for a 6-month TLE due to experiencing homelessness. She participated with her local coordinated entry provider and obtained housing three months into her TLE. Rita reported to her Case Manager she established housing at the third month. Her Case Manager let her know she had three months remaining left in her extension, and at month 6, unless she meets another hardship TLE category, her grant will close.~~
- ~~2. Steven was approved for a TLE due to experiencing homelessness. At month 6, Steven was still unable to find housing. He met with his Case Manager and completed a new TLE review, where it was determined he had engaged in activities to work towards locating stable housing. Due to meeting the homeless TLE requirements, he now qualifies for an additional 6 months. A new IRP was developed with his Case Manager, which requires Steven to continue to participate in activities to secure stable housing.~~

Note: An adult recipient parent may qualify for more than one time limit extension at a time. WorkFirst staff reviews the case and marks all extensions that apply to the adult recipient parent in the eJAS time limit tool and eJAS will use the extension with the longest duration to extend TANF/SFA.

eJAS uses any other approved extension if an adult recipient parent no longer qualifies for the longest duration time limit extension.

Infant, Toddler or Post-Partum TLE approval Examples:

1. Kali has exhausted 60-months of TANF cash assistance. Kali provides the department verification of her newborn child's birth. The Case Manager reviewed their case, and they

have 288 remaining infant exemption days. Kali is approved for a TLE for an additional 288 days. (all months included in which the 288 days fall in).

2. ~~Jessie had her baby this month and provided verification to the department. She has exhausted 60 months of TANF cash assistance, and all of her infant exemption/toddler exemption days with her 2 older children. After meeting with the eCase mManager to complete a TLE review sShe is eligible and approved for has 12 weeks available with of the post-partum exemption and after meeting with the case manager to complete a TLE, was approved for the post-partum exemption.~~

**Note:** The infant, toddler and post-partum exemption is approved for a full month. If the day falls in one day of the month, the household is approved for a full month of TANF cash assistance (all months included in which the days of the remaining exemption days fall in).

3. ~~Cory is pregnant in her 3<sup>rd</sup> trimester and has exhausted 60 months on TANF. She is no longer eligible for assistance and doesn't meet an infant, toddler, or post-partum TLE until she the baby is born, she has 150 days of infant exemption days available. The Case Manager explores other programs available to Cory, and determines she is eligible for Pregnant Women Assistance (PWA) see CSD Procedure "**Pregnant Women Assistance**". Program change is completed, and Cory will receive PWA until the birth of the child. The Case Manager shared with Cory when reporting the birth of the child, Cory may qualify for a TANF TLE under the infant, toddler, post-partum criteriaTLE. to let WorkFirst staff know she has remaining infant exemption days and would meet a time limit hardship after the birth of the child.~~

- ~~Rebecca has an 18 month old toddler, and five year old. She has exhausted her 60 months of TANF cash assistance. During the TLE review, the case manager noticed Rebecca has exhausted all of her infant, and toddler exemption days and does not qualifyqualify for the post-partum exemptionPartum days. The eCase mManagery explores in the TLE appointment all options and possible exemptions she could be eligible for. The case manageryand determinesd Rebecca is not eligible for any of the hardship exemptionsany other TLE criteria. The Case Manager denies the TLE, after following TLE supervisory/designee review process, and provides Rebecca with the flyer-Transitioning off TANF flyer resource and discusses supports she might be able to access in her local community. She is no longer eligible and doesn't meet the infant, toddler or post-partum exemption.~~

#### 4.

#### High Unemployment Rate TLE Approval Examples:-

1. Rita is reapplying for TANF but has exhausted her 60 months of cash assistance and does not qualify for any other TLE category, but still needs assistance to support her family. Rita received TANF during high unemployment months of April, May, and June of 2020. The case manager verifies in ACES and approves the High Unemployment TLE recording the 3 TANF months of April, May, and June 2020 in the eJAS tool. This approves Rita and her family for 3 additional months of TANF cash assistance.

2. Micha is at 60 months of cash assistance and doesn't meet any TLE ~~hardship categories~~criteria, but received TANF during high unemployment months of May, July, August, and September of 2020. The case manager verifies the month and approves a ~~4 month~~4-month TLE, recording the 4 TANF months Micha received of May, July, August, and September 2020 in the eJAS tool.

~~3. High Unemployment Rate TLE Denial Example:~~

~~3.~~ Rayla is applying for ~~TANF~~TANF, and she has already exhausted her 60 months of cash assistance. She has met with a family violence advocate and has been approved for 6 additional months to work on family violence activities. Rayla is not eligible at this time for the High Unemployment Rate TLE even though she has 4 months of pandemic related high unemployment months available, because she qualifies for the Family Violence TLE ~~hardship extension~~first. Rayla is approved for Family Violence TLE. In order to be eligible for High Unemployment Rate TLE, Rayla~~The High Unemployment rate TLE hardship can only be utilized if the applicant/participant doesn't~~can't meet any other TLE criteria~~TLE hardship category, and the High Unemployment TLE category can't be approved alongside an additional TLE hardship category in the system.~~

4. Nevaeh applies for TANF cash ~~assistance~~assistance, and she has exhausted her 60 months. She didn't receive TANF during the pandemic high unemployment months and she doesn't meet any other ~~extension category~~TLE criteria. Nevaeh is not eligible for TANF cash assistance and isn't approved for additional months. The case manager explores all other programs and resources with Nevaeh to determine if there is any additional resources~~assistance~~ to provide. The case manager gives her the ~~following flyer~~, Transitioning Off TANF flyer as a resource.

~~Note: The High Unemployment Rate TLE category can't be selected in combination with any other existing TLE category. The High Unemployment Rate TLE category is a last resort category.~~

~~TANF/SFA ends when an adult recipient no longer meets TANF/SFA eligibility criteria including TLE requirements, during their extension time period.~~

**Recent High Unemployment Rate TLE Approval Examples:**

~~1. Marty applies for TANF~~ied for assistance. ~~during a month where the recently published unemployment rate is was over 7%. They have already used 60 months of assistance and exhausted all other applicable TLE criteria exemptions, including their banked High Unemployment TLE exemption months.~~ It is determined, upon reviewing Employment Security Department's Washington State Unemployment data, that the most recently ~~Marty met with their case manager, they completed a TLE and after reviewing the Employment Security Department's Washington State, Unemployment data, they realized the month of application the unemployment rate is was over 7%. They determined Marty meets~~set the

Recent High Unemployment TLE extension and approves a 3 months extension on assistance.

1.           

2. Lee is at 67 months of TANF assistance and used all other applicable TLE categories. When Lee meets with their case manager, they complete the TLE review and determine Lee doesn't meet any of the TLE criteria. After reviewing the Employment Security Department's Washington State, Unemployment data they determine the recent (latest) Unemployment rate is at 5%. Lee **doesn't meet** the Recent High Unemployment Rate TLE criteria. The case manager gives Lee the Transitioning Off TANF resource flyer and discusses resources in their community to support Lee and their family.

**Reminder Note:** The Recent High Unemployment Rate TLE exemption can only be used once all other TLE exemptions criteria have been exhausted and the TLE determination applicant/recipient application is completed in the month when the Washington State recent unemployment rate is 7% or higher. The Recent High Unemployment Rate TLE exemption is to be approved for 3 months in duration.

**Recent High Unemployment Rate TLE denial examples:**

Lee is at 67 months of TANF assistance and used all other TLE hardship exemptions. When Lee meets with their case manager, they complete the TLE appointment and determine Lee doesn't meet any of the TLE hardship extensions. After reviewing the Employment Security Department's Washington State, Unemployment data they determine the recent (latest) Unemployment rate is at 5%, and Lee **doesn't meet** the Recent High Unemployment Hardship. The case manager gives Lee the following flyer, Transitioning off TANF resource flyer and discusses resources in their community to support Lee and their family.

### 3.6.1.6 How do I determine whether an adult recipient qualifies for a disability time limit extension?

The adult recipient may be able to access free clinics, or, if the parent is already seeing a doctor, WorkFirst staff can purchase a report or a full medical exam.

Give the adult recipient the Missing Verification for Interview (0023-01) pend letter requesting medical evidence using the same timeframes used for all other time limit cases with the following text:

*“You must provide documentation of your [or your child or adult relative’s] mental, physical, emotional or cognitive impairment and your ability to engage in work from a source such as one of the primary medical professionals or supplemental medical evidence described in [WAC 388-447-0005](#).”*

Medical documentation must include:

- Your [or your child’s or adult relative’s] diagnosis,
- How long your [or your child’s or adult relative’s] impairment is expected to last; and
- Whether you are able to engage in work or work-like activities for *10 hours or less* per week or *11 hours or more* per week.”

The system uses the same medical evidence fee schedule as Aged, Blind and Disabled (ABD) program. See the [Social Services Manual – Medical Evidence Requirements and Fee Schedule](#) section for more information on how to process these payments.

#### **3.6.1.7 Who qualifies for the family violence time limit extension?**

When an adult recipient with 60 months of TANF/SFA declares family violence issues, WorkFirst staff:

1. Documents the family violence in eJAS,
2. Obtains a family violence service plan created by someone trained in family violence services, and
3. Monitors the case to ensure the adult recipient is following their family violence service plan.

Uses the same verification requirements as the Division of Child Support (DCS) Good Cause process to document the family violence. Verification may include one of the following:

- Completed [18-334\(X\)](#) or other signed statement from the victim, outlining fears and/or concerns,
- Civil/criminal court orders (e.g. domestic violence protection order, restraining orders, no-contact orders),
- Medical, police, or court reports, or
- Written statement from clergy, friends, relatives, neighbors or co-workers.

Documents family violence information in the eJAS family violence note type (but not on any eJAS or ACES letters). Offers a referral to the on-site or [community-based community-based](#) family violence advocate.

The adult recipient may pursue the time limit extension without filing a DCS Good Cause claim. Encourages the adult recipient to request DCS Good Cause if establishing and/or collecting cash and/or medical support may result in serious physical or emotional harm to the child or adult recipient.

An adult recipient must follow a family violence service plan developed by a person trained in family violence services to be eligible for the family violence time limit extension. An on-site advocate or a trained Case Manager can create a family violence plan.

**Note:** A family may qualify for the family violence TLE with *past* or *current* family violence. **A parent doesn't have to be in immediate danger to qualify for a family violence TLE.**

An adult recipient living with an abuser may be approved for a family violence time limit extension. Develop a family violence service plan the adult recipient can follow safely if living with the abuser. Connect the adult recipient to an on-site or local family violence advocate where appropriate for the family's safety.

Family violence can also occur in a two-parent assistance unit. Use office protocol to interview parents separately (see [WFHB 6.5.6](#)). WorkFirst staff should omit any direct references to family or domestic violence in eJAS notes or the IRP for confidentiality.

An adult recipient can complete a family violence service plan with a family violence advocate whenever possible. They can also complete a temporary service plan requiring a service plan within 30 days of creating a temporary plan (up to 90 days with a supervisor approval). A Case Manager trained in family violence can complete the plan if the adult recipient parent does not want to complete a plan with a family violence advocate. The family violence service plan must be listed in the IRP as a condition of remaining eligible for a family violence time limit extension.

Creates a reasonable and safe plan for adult recipients, drawing on locally available resources. Documents the adult recipient's family violence plan in eJAS family violence case notes.

See the [Social Services manual, Good Cause chapter](#), and the [WorkFirst Handbook, Section 6.5, Family Violence](#), for more information about DCS Good Cause verification requirements and family violence.

### **3.6.1.8 How do I know if an adult recipient parent qualifies for a child in dependency time limit extension?**

Contact the Department of Children, Youth and Families (DCYF) to determine if the family has an open child welfare case and work collaboratively with them to address the family needs from both the child welfare system and the WorkFirst program. For a family who may have an open tribal child welfare case, send the adult recipient parent's name and eJAS ID to WorkFirst program managers [Sarah Mintzer](#) with a cc to [Sarah Garcia](#) to determine eligibility for a TLE.

Approve an adult recipient parent for a child in dependency TLE if:

- It is the first-time any of the adult recipient's children are in court ordered dependency, and
- There is an anticipated DCYF case closure of six months or less.

**Note:** This time period can cover any concurrent benefit period and six-month follow up while DCYF continues to work with the family.

**Note:** Voluntary placements or shelter care status doesn't qualify for the extension.

Document in eJAS any DCYF/tribal child welfare court ordered dependency considerations or actions and the actions taken on case including forwarding tribal child welfare cases to WorkFirst Program Managers noted above.

DCYF or tribal child welfare involved families may be required to do counseling or treatment activities to help keep their families together. Add these activities as WorkFirst participation requirements appropriately.

Involve DCYF or tribal child welfare in case staffing, assessments, and any intensive work with the family during a child dependency TLE to create joint plans that will meet the family's needs.

### **3.6.1.9 What is the time limit ~~hardship~~ extension process?**

WorkFirst staff determines if the adult recipient qualifies for a time limit hardship extension. WorkFirst staff are approved to authorize WorkFirst support services per [WAC 388-310-0800\(1\)\(a\)](#).

Prior to the TLE appointment, review the case for evidence of potential eligibility for an extension and identify:

- Medical evidence received in the past 12 months for the adult recipient, their child or adult relative who is living in the home
- SSI applications, even if it's an application filed by the adult on their own
- Receipt of Social Security Disability Insurance Payments
- A history of family violence
- A history of child welfare involvement
- Current employment
- Housing status- *Is the recipient experiencing homelessness?*
- Child under the age of two years old in the home and determine if IE/TE days are available. If not, determine whether the participant qualifies for the [Post-Partum/post-partum](#) exemption.
- After reviewing all TLE categories, determine if the applicant/participant was on TANF during high unemployment rate months (March 2020 and onwards)

Determines TLE eligibility during the appointment by:

- Reviewing adult recipient's current information in case record
- Completing the eJAS time limit tool with the adult recipient (if present)
- Discussing the TANF time clock with the adult recipient to confirm accurate TANF months
- Discussing the adult recipient's plan for supporting their family if TANF/SFA terminates at 60 months
- Explaining additional support to the family such as:

- Pregnant Women Assistance (PWA) if applicant is pregnant
- Transitional Food Assistance (TFA)
- On-going medical
- WCCC
- Child support
- Community resources
- CEAP benefits that are available once family exhausts TANF/SFA time limit

**Note:** If necessary, explain the process for obtaining additional medical or other needed evidence.

**Note:** If the adult recipient is age 65 years or older or blind, approve the time limit hardship extension.

When reviewing the adult recipient's medical evidence, if it doesn't meet the WorkFirst severity and duration requirements, refer adult recipient parent to the TLE disability evaluation process using the [Disability Determination](#) section of the Social Services Manual.

For each adult recipient, the eJAS time limit extension tool must be completed. Please see [https://www.dshs.wa.gov/esa/chapter-3-tools/361-time-limit-extensions#3\\_6\\_1\\_16](https://www.dshs.wa.gov/esa/chapter-3-tools/361-time-limit-extensions#3_6_1_16) Policy in Practice for complete process.

When an adult recipient doesn't meet the criteria for an extension, generate a TLE denial letter after completing the eJAS tool. Add the appropriate text to the time limit denial letter using the eJAS template text or as shown on the [Time Limit Hardship Extensions Chart](#) describing the evidence the WorkFirst staff took into consideration when making the TLE decision. Notify the adult recipient parent if they only meet some of the criteria needed to qualify. Save the eJAS denial letter or print for translation, if needed. Don't mail the letter until the adult recipient reaches 60 months of TANF/SFA assistance to ensure the worker mails the eJAS and ACES letters are mailed at the same time.

**Note:** Don't document an adult recipient's history of family violence in the eJAS letter to maintain their confidentiality and safety.

When an adult recipient qualifies for an extension, eJAS automatically enters the TLE code(s) 4-11 in the TLE tool. When an adult recipient qualifies for more than one time limit extension, ACES automatically allows the longest extension. When both parents in a two-parent TANF/SFA assistance unit have 60 months or more and one is approved for an extension while the other is denied, approval overrides the denial in ACES and TANF/SFA remains open for the entire AU. The ACES notice reflects the information for the approved TLE.

Enter the TLE decision into eJAS before the end of an adult recipient's 60 months, whenever possible, to avoid overpayments. ACES generates a 10-day notice letter in month 60 to close or extend TANF/SFA assistance based on the time limit extension decision. [See 3.6.1.11, How do I send the time limit decision notices to the adult recipient-?](#) for additional processing instructions.

### 3.6.1.10 What happens when an adult recipient doesn't qualify for any time limit extensions?

When an adult recipient doesn't qualify for a TLE, provide the following information regarding additional support to the family:

- Pregnant Women Assistance (PWA) if ~~individual~~ individual applicant is pregnant
- Transitional Food Assistance (TFA)
- Basic Food Employment and Training (BFET),
- On-going medical,
- WCCC,
- Child support,
- Community resources,
- CEAP benefits that are available once family exhausts TANF/SFA time limit
- Provide the Flyer, [Transitioning off TANF](#) resource.

If necessary, explain the process for obtaining additional medical or other needed evidence.

Add explanatory text to the eJAS TLE decision letter when there isn't enough evidence to qualify for a time limit extension. View the [Time Limit Hardship Extensions Chart](#).

If the adult recipient doesn't qualify for an extension, eJAS passes information to ACES on a real-time basis and enters the extension reason 13 in ACES. Cases close once reason 13 in eJAS is populated in ACES and the parent has reached 60-months.

ACES generates a 10-day notice to close the case by the end of the 60th month and an extension denial is entered into the eJAS TLE tool. [See 3.6.1.11, How do I send the time limit decision notices to the adult recipient, for For additional processing instructions see 3.6.1.11, How do I send the time limit decision notices to the adult recipient?":](#)

### 3.6.1.11 How do I send the time limit decision notices to an adult recipient?

Process and send out English ACES and eJAS denial notices in one envelope. Approved time limit extension ~~require~~requires no action. ACES generates ~~and~~and as needed, translates the approval notices.

Translated TLE denial letters require the following action:

- WorkFirst staff prints, translates and holds the eJAS denial notice after TLE appointment without sending the translation to Barcode for imaging.
- WorkFirst staff receive a tickle in Barcode when an ACES Termination Letter (006-02 Termination of TANF/SFA) generates and requires action.
- If the ACES letter is in a supported language, staff:

- Sends a copy of the translated eJAS time limit denial letter to Barcode for imaging.
- Locally prints the ACES letter and mails it to the adult recipient with the original translated eJAS denial letter in one envelope.
- Documents in eJAS time limit note type, English and translated letters manually mailed out together from local office.
- Clears the tickle in Barcode.

**Note:** When the ACES letter is in a non-supported language, the ACES letter requires translation- staff are to follow the [translation process](#).

### **3.6.1.12 Can an adult recipient who was denied a time limit extension request an Administrative Hearing and receive continued benefits?**

An adult recipient may request an administrative hearing if they receive 60 months of TANF/SFA and their case terminates, or they don't agree with the months used towards their 60-month lifetime limit.

When an adult recipient is eligible for continued benefits [per the EAZ manual, Fair Hearing- Pending Continued Benefits](#), the Administrative Hearing Coordinator notifies the Case Manager to approve an administrative hearing (#12) TLE in the eJAS TLE tool. Use the first month the case will remain open pending an administrative hearing decision as the start date in the eJAS tool, approve the extension in three-month increments and reinstate the case. ACES keeps the case open and sends a notice.

The Administrative Hearing Coordinator conducts the hearing and finalizes the decision, processing the case per the EAZ Manual, [Fair Hearing-The Decision](#).

- If the DSHS's decision isn't upheld at the administrative hearing, WorkFirst staff:
  - Modifies the TANF/SFA months on the 3G Time Clock page when the ALJ modifies the month count, or
  - Enters the ALJ-approved TLE as of the first of the month of the ALJ decision date in the eJAS TLE tool.
  - Approves the extension for the maximum allowed review period. For example, if the ALJ approves a family violence TLE on June 10, staff will approve the extension for six months (June 1 through December 31).
- If the adult recipient receives continued benefits and the department decision is upheld at the administrative hearing, the Case Manager creates a new eJAS TLE tool with the TLE code 13. The Administrative Hearing Coordinator recalculates eligibility and adds the following language to the ACES termination letter in the free form text box:

*"You requested an administrative hearing on [date] to contest [your TANF months/TANF time limit extension denial]. We continued TANF benefits on your case pending an administrative hearing*

decision. The Department's action was upheld on [date], and you no longer qualify for TANF continued benefits. [WAC 388-418-0020](#) and [388-458-0040](#)."

### **3.6.1.13 What happens when an adult recipient offers more time limit extension evidence before we close their case?**

An adult recipient's circumstances may ~~change~~[change](#), or the adult recipient may be able to provide more evidence of time limit extension eligibility. Examples could include the ~~following~~[following](#): a medical condition may worsen, they may disclose family violence, they may become homeless, or they may increase their hours at work.

When an adult recipient doesn't qualify for a TLE and offers more or new evidence before we close their case:

1. Document the contact and type of new circumstances or evidence offered in eJAS time limit note type.
2. Create an IRP to request additional information within 10 days or by no later than the last day of the adult recipient's 60th month on TANF/SFA. Use a Missing Verification for Interview (0023-01) pend letter.
3. Offer to schedule an appointment with the adult recipient if they want to meet to discuss the situation.

Once the new evidence is received, re-determine eligibility for a TLE. If the parent fails to provide the requested information by the date on the IRP or a Missing Verification for Interview (0023-01) pend letter, review the case and determine eligibility based on the information in the adult recipient's case record.

Use the eJAS TLE tool to document the decision. Translate the eJAS TLE decision letter as needed, adding any needed details per the eJAS time limit denial letter template or the [Time Limit Hardship Extension Chart](#), if the adult recipient remains ineligible.

### **3.6.1.14 What if a pregnant adult continues to need assistance after exhausting 60 months of assistance?**

A pregnant adult recipient may choose to explore additional months of benefits before their TANF case closes due to time limits. WorkFirst staff must obtain necessary information for TANF or Pregnant Women Assistance (PWA) eligibility immediately by:

Completing a TANF Time Limit Extension Review to screen for any further TLE hardship criteria.

#### **Follows the TLE process:**

- If a TLE extension **is approved**, WorkFirst staff approves TANF cash benefits. See CSD "[Procedure Processing a Request for TANF Cash when Household Exceeds 60 months](#)" for next steps to process the case.

- If a TLE extension **is not approved**, the TLE Supervisory Review Process must be followed. See WFHB [3.6.1.16 Time Limit Extension Decisions – Step-by-step guide](#) Policy in Practice for the TLE Supervisory/Designee Review process.

After the Supervisory/Designee reviews the case, and the TLE is denied, then WorkFirst staff follow CSD Procedure "**Pregnant Women Assistance (PWA)**" for next steps to approve the case for PWA.

**Note:** see the [Pregnant Women Assistance \(PWA\) process flow chart](#) for visual support of the PWA process.

### **3.6.1.15 What happens when an adult applicant parent states they qualify for a time limit extension after their case is closed?**

An applicant may reapply at any time for cash assistance after termination of benefits due to time limits, including when they have new evidence or a change of circumstance (e.g., a new, serious medical condition) that may qualify them for a time limit extension.

All needy applicants at or over 60 months of TANF/SFA cash assistance must have a Time Limit Extension (TLE) review completed by WorkFirst staff. TLE reviews for TANF applicants require a number of communications between Case Managers and financial staff, see CSD Procedure Handbook "**Processing a Request for TANF Cash when Household Exceeds 60 months**," for additional details on the procedure of completing the TLE. The goal is to help the applicant explore their needs and if eligible for a TLE, extend their aid.

If the applicant states they believe they meet TLE criteria, WorkFirst staff would explore the applicant's needs and complete the TLE tool in eJAS. WorkFirst staff need to reference the [Time Limit Hardship Extensions Chart](#) to determine if the applicant meets any of the TLE criteria- include all that apply to the applicant.

See TLE [determinationhardship](#) examples below:

#### **Disability Determination:**

Kai is over their 60 months and reapplies for TANF/SFA due to losing their job. Kai stated they have a disability that keeps them from participating in employment related activities and needs care from family members to complete daily activities of living. Kai is finding challenges getting into a provider and doesn't have objective medical evidence at this time. Kai has been out of work now for over 6 months and has exhausted their unemployment benefits. Kai believes their medical condition is a disability. The Case Manager looks in the ECR and doesn't find objective medical evidence. Kai doesn't have an established provider. The Case Manager refers Kai to the Disability Specialist to complete the Disability Determination through the Sequential Evaluation process (SEP process,) to determine if Kai meets the "Disabled Adult" TLE criteria. The Disability Specialist will complete the SEP process and communicate back to the Case Manager the determination. See CSD Procedure Handbook, "[Handbook, "Processing a Request for TANF Cash when Household Exceeds 60 months" for](#)" for steps to complete this process.

#### **Infant, Toddler, or Post-Partum:**

Kate is reapplying for TANF cash ~~assistance~~assistance, and she has already used 60 months of assistance. Kate just had a baby a week ago, can't return to employment and doesn't have any medical leave from her place of employment. Kate reports she meets no other TLE criteria, she has exhausted her IE/TE ~~days, and days and~~ will return to work after her post-partum weeks have ended. Kate is approved ~~## months~~3 months for a post-partum TLE until her 12 weeks are exhausted.

**Family violence & Homeless:**

May is applying for TANF cash assistance and has exhausted their 60 months. They have been in an on and off again relationship with a partner, not the father of the child. May needs to see a family violence advocate to discuss family violence services now that they have left the home they shared with their abuser. May and their child are homeless, living in their car and need resources and connection to their local Coordinated Entry provider in their county. **Due to the CSO not having an onsite Family Violence Advocate, a Case Manager completes a family violence service plan (FVSP) with May to connect with an advocate within 90 days to develop a more concrete FVSP.** May develops an IRP with the Case Manager to connect with a Family Violence Advocate and connect with their local Coordinated Entry provider for housing needs. The Case Manager approves the family Violence TLE category.

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**Note:** Some applicants may be able to provide verification at the time of the interview, allowing for their TLE to be completed on the spot. Other applicants might need to provide more verification, which could require the case to be pended until verification is received by the Department. See CSD Procedure "**Processing a Request for TANF cash when Household Exceeds 60 months**" for the procedure to complete the TLE approval process.

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### 3.6.1.16 Time Limit Decision—[Step-by-step guide Policy in Practice](#)

**At the TLE meeting with an adult applicant, WorkFirst staff completes the following actions:**

1. Explains the TANF/SFA time limit policy and the TLE categories to the adult.
2. Reviews the adult's TANF/SFA months for accuracy, including the adult's out of state or tribal TANF months.
3. Uses the [Time Limit Hardship Extension Chart](#) to determine whether the adult qualifies for one or more extensions.
4. Makes the TLE decision based on the evidence available and requests any additional necessary evidence for a TLE using an IRP.
  - o If the adult **meets** TLE criteria, approve the TLE by answering '**Yes**' to question #5 in the eJAS TLE tool.

- If the adult **doesn't meet** TLE criteria, answer '**No**' to question #5 in the eJAS TLE tool, enters the date of the following month when the TLE will close and selects save.
5. Clicks okay on the pop-up in eJAS stating the case goes to a supervisor/designee for review of the denial.
  6. The TLE goes into pending status and the case appears in the TLE Decision Report in eJAS for the supervisor/designee to review.
  7. Documents using the TLE note type that the TLE is pending for a supervisor/designee decision.

~~8-7.~~ \_\_\_\_\_ -

**Note:** The Supervisor/Designee's role is crucial in the TLE process to be sure all TLE denial decisions are reviewed.

**To review TLE denial decisions, the supervisor or designee:**

1. Reviews the TLE Decision Report in eJAS to find pending cases needing a TLE review.
2. Uses the [Time Limit Hardship Extension Chart](#) to review the case to determine if there are any barriers or needs that might support a TLE approval.
3. Looks in the ECR for medical evidence, returned mail, or further correspondence to determine if the applicant is eligible for a TLE approval.
4. Reviews to ensure the applicant isn't eligible for the High Unemployment Rate TLE. This includes checking ACES to verify if the applicant received TANF during high unemployment rate months (April 2020 and onward.)

**Reminder:** Each TANF benefit month needs to be recorded in eJAS to approve the High Unemployment Rate TLE.

**If the supervisor/designee agrees with the TLE denial decision they:**

1. In the TLE Decision section, within the eJAS TLE tool, reviews and checks all of the boxes below in agreement:

- Letters sent timely
- Correct canned text in the letter
- No mail was returned
- No medical evidence in ECR within the last 12 months
- No Family Violence issues have been determined

- Equal Access Plan has been followed
  - If screened and no plan needed, supervisor/designee checks this box in agreement.
- CE created/updated within the last 12 months
  - If the individual didn't show for the Comprehensive Evaluation, supervisor/designee checks this box in agreement.
- Social Service Assessment has been completed
  - If the individual didn't show for an assessment, supervisor/designee checks this box in agreement.
- Applicant does not meet any TLE categories

2. Adds notes in the "**comments**" section at the bottom of the tool, stating **the TLE has been reviewed and they agree with the TLE denial**, resulting in denial of benefits.

3. Selects the "**agree**" button and "**ok**" on the pop-up that follows.

4. When 'ok' is selected the case appears on the CLMR section #2- TLE No Extension Report for the Case Manager to complete the final actions on the case.

**Note:** The TLE status changes from 'pending' to 'agree-print letter' in the TLE tool for the Case Manager to complete.

**If the supervisor/designee agrees with the TLE denial, the Case Manager:**

1. Looks in the CLMR section #2 TLE No Extension Report, Decision column for 'agree-print letter' decisions.
2. Selects a date in the Created Date column - *The letter only generates when dates are added*
3. Selects the 'Print Time Limit Extension letter'
  - a. Selects 'Preview'
  - b. Selects 'Save Print'

**Note:** The letter must be printed from the TLE tool and sent to the adult parent to deny the TLE. Printing prompts the systems to deny the benefits.

**If the Case Manager does any of the following actions:**

- Hits the back button while in the Time Limit Extension Determination letter before printing the letter,
- Goes back to home, or
- Goes to the main screen

See CSD Procedure Handbook "**Processing a Request for TANF Cash when Household Exceeds 60 months,**" for additional details on the procedure to complete the TLE.

**If the supervisor/designee disagrees with the TLE denial, the supervisor/designee:**

In the TLE Decision Section in eJAS, within the TLE tool, reviews and checks applicable boxes:

- Checks the "**disagree**" button.
- If the denial isn't approved, the box/es left "unchecked" is the reason(s) the supervisor/designee disagrees with the denial.
- Adds a case note stating the TLE denial has been reviewed and **disagrees** with the denial decision in eJAS.

**Note:** The supervisor/designee's decision reason is indicated by the **unchecked** boxes in the eJAS TLE tool, stating what was missed in the TLE process. For [exampleexample](#), if the following boxes were left **unchecked**, they need to be followed up on by the Case Manager:

- Letters sent timely
- Correct canned text in the letter
- No mail was returned
- No medical evidence in the ECR within the last 12 months
- No Family Violence issues have been determined
- Equal Access Plan has been followed
- Comprehensive Evaluation created/updated within the last 12 months
- Social Service Assessment has been completed
- Participant does not meet any TLE categories

**If the supervisor/designee disagrees with the TLE denial, the Case Manager:**

1. Looks to ~~to~~ the CLMR section #2 TLE No Extension Report Decision column for 'disagree' decisions.
2. Selects date of the Created Date column.
3. Goes to the TLE tool for specific case and reviews the decision made by the supervisor/designee.
4. Determines next steps:
  - a. Approves the TLE **or**,
  - b. Schedules an appointment with the adult applicant to address what was missed in the TLE review process.

See CSD Procedure Handbook "**Processing a Request for TANF Cash when Household Exceeds 60 months**," for additional details.

After the TLE interview/appointment, if the applicant shares with WorkFirst staff they have a health issue(s) that interferes with their ability to do work related activities, WorkFirst staff follow the CSD procedure "**Processing a Request for TANF cash When Household Exceeds 60 Months**," section **(e) When the Case Planner can't determine that the TLE can be approved or denied.**

**If an applicant [shares](#), they have a health issue(s) that interferes with their ability to do work related activities during the TLE interview, the Case Manager:**

1. Refers the adult applicant to a Disability Specialist for a TLE disability evaluation when available medical evidence doesn't meet the severity or duration requirements for the disabled adult WorkFirst exemption. See CSD procedure "**Processing a Request for TANF Cash when Household Exceeds 60 Months**," for further information. If the TLE cannot be approved due to insufficient or not enough medical evidence to prove the applicant has a disability, the Case Manager completes the Sequential Evaluation Process (SEP), ~~or~~ [or](#) refers to the Disability Specialist for a SEP decision.
  - a. The Disability Specialist follows the [Disability Determination Process](#) through the SEP, (see Social Service Manual TANF- Sequential Evaluation Process SEP,) to determine eligibility and communicates the determination to WorkFirst staff.
  - b. If the Disability Specialist determines the adult applicant's condition **doesn't meet** ABD criteria, WorkFirst staff complete the eJAS TLE tool and submits it to the supervisor/designee if a denial is recommended. Please see the steps above for the denial process.
  - c. If the Disability Specialist determines the adult applicant's condition **does meet** ABD criteria, WorkFirst staff approves the TLE, updating the TLE tool choosing the Disabled Adult TLE category.
2. Documents evidence used to make the decision in the free form text box in the eJAS TLE tool, using language from the eJAS Time Limit Extension Denial Letter template or the [Time Limit Hardship Extension Chart](#) if the adult applicant doesn't qualify for a TLE.
3. **Saves the letter.**
4. For non-English speaking applicants, the Case Manager saves, prints, **translates, and holds** (without imaging in DMS) the Time Limit Extension Denial Letter in eJAS. If the adult applicant **doesn't qualify** for a TLE:

**When receiving a Barcode tickle for Time Limit Extension Denial Letter needing translation, the Case Manager:**

- Sends a copy of the translated Time Limit Extension Denial letter for imaging.

- Translates the ACES termination notice if it's in a non-supported language.
- Locally prints and mails the translated ACES and eJAS letters to the adult applicant in one envelope.
- Documents that the letters were sent in the eJAS time limit note type.
- Clears the Barcode tickle.

Refers to the ACES processing Procedure "**Processing a Request for TANF Cash when Household Exceeds 60 month,**" ~~for~~ for additional information.

**Note:** If the applicant doesn't show up or call in for the TLE review appointment the Case Manager determines the TLE based on available information.

**Note:** The adult applicant can file an administrative hearing if they disagree with the TLE decision. If the ALJ rules in favor of the adult applicant, the Case Manager needs to complete and approve a new TLE in the eJAS time limit tool. Follow the steps in the CSD Procedure "*Processing a Request for TANF Cash when Household Exceeds 60 months.*" When the adult recipient offers additional evidence before their case closes, the WorkFirst staff: See WFHB 3.6.2.6 How do I process the case when a time limit extension is about to expire?

## Resources

Related WorkFirst Handbook Chapters

- [3.2.1 Comprehensive Evaluation](#)
- [3.3.1 IRP](#)
- [6.1 Resolving Issues - Overview](#)
- [6.5 Family Violence](#)
- [6.8 Exemptions](#)

## Forms & Other Resources

- Domestic Violence Hotline for general public 1-800-562-6025
- EA-Z Manual - [TANF/SEA Time Limits](#)
- EA-Z Manual - [Time Limits Overview](#)
- Family Violence Technical Assistance for all staff working with WorkFirst participants Monday-Friday 9:00 am-5:00 pm 360) 586-1022 Ext 102 or 104

- [Letters Process for TANF Time Limit Extension Reviews, Terminations, Reapplications, Denials and Approvals](#)
- [Pregnant Women Assistance \(PWA\) Flow Chart](#)
- [Social Services Manual – Good Cause](#)
- [Social Services Manual- TANF Sequential Evaluation Process \(SEP\)](#)
- [Time Limit Hardship Extensions Chart](#)
- [Flyer, Transitioning off TANF](#)
- [TLE High Unemployment Rate & Recent High Unemployment Rate TLE Categories](#) - Desk Aid