

3.6.1 Time Limit Extension Decisions

Revised: ~~July 1, 2021~~September 20, 2021

Effective July 1, 2021, due to the Post-Pandemic Time Limit Extension from 7/1/21 through 6/30/22, staff approve TLE reviews using 'Caring for a disabled adult' (category 6) in the eJAS TLE review tool:

- ~~• Staff open a 'CO' component in eJAS when a client is affected by COVID 19, only until August 30, 2021.~~
 - Staff won't open a 'ZB' component in eJAS for Post-Pandemic TLE approvals.
- All Post-Pandemic TLE's are to be approved until 6/30/22.

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 Extension Decisions* 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 time limit?
- [3.6.1.3](#) What happens when an adult recipient/ineligible parent reaches 56 months on TANF/SFA?
- [3.6.1.4](#) What happens when an adult recipient/ineligible parent 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 ineligible parent 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/ineligible parent 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/ineligible parent offers more time limit extension evidence before we close their case?
- [3.6.1.14](#) What if an adult recipient/ineligible parent reapplies before their case closes?
- [3.6.1.15](#) What happens when an adult recipient/ineligible parent states they qualify for a time limit extension after we close their case?
- [3.6.1.16](#) Time Limit Participant Interview - Step-by-step guide

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

3.6.1.15 What happens when an adult recipient/ineligible parent states they qualify for a time limit extension after we close their case?

An adult recipient/ineligible parent may reapply 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.

The WFPS/WFSSS completes the following steps:

1. Treats the application in the same manner as any other [TANF application](#).
2. Completes a family violence screening along with the time limit interview and the intake interview.
3. Discusses the living situation to determine if there are housing barriers for the adult recipient/ineligible parent.
4. If the parent doesn't qualify for a time limit extension, denies the time limit extension tool in eJAS.
 - a. If the adult recipient/ineligible parent's case terminated for another reason and the adult recipient/ineligible parent was eligible for an extension, reviews to ensure they still meet the extension criteria. Another eJAS time limit tool is not needed.
 - b. Determines eligibility for the Pregnant Women's Assistance (PWA) if the adult recipient/ineligible parent is pregnant.
5. Gives the parent a pending letter for any information needed to determine financial, disability and time limit extension eligibility. Completes the [comprehensive evaluation, using the Pathway Development Tool](#), ~~CE~~ if the adult recipient/ineligible parent is likely to qualify for TANF, including those the WFPS/WFSSS expects to meet the time limit extension criteria.
6. Uses the WorkFirst support services, categories 34 (testing/diagnostic) and/or 37 (medical exams/services) or Washington Apple Health (if services are available in the area) to pay for necessary medical evidence for adult recipients as described in [WFHB 6.6](#), Disabilities, How do I pay for medical evidence.

- a. See [section 3.6.1.6](#) for ineligible parents.
7. If adult recipient/ineligible parents claiming mental or physical health issues don't qualify for a time limit extension with current medical evidence, refers the adult recipient/ineligible parent to a disability specialist for the Sequential Evaluation Process (SEP) for TANF TLE.
 - a. The disability specialist communicates to WF staff the TLE determination after receiving medical evidence for the SEP process.
8. Denies the extension in the eJAS time limit tool and the application will remain in pending status if their TANF time limit extension eligibility can't be determined without further information from the disability specialist.
9. Once the time limit decision is received from the disability specialist, and a determination is made through the SEP process, uses the eJAS time limit tool to document the time limit extension decision.
10. If the adult recipient/ineligible parent doesn't qualify for an extension, adds appropriate free form text from the eJAS denial letter template, or the Time Limit Hardship Extension Chart, to the ACES denial letter explaining why the adult recipient/ineligible parent doesn't qualify for an extension (No separate eJAS time limit denial letter is required).
11. Sends a separate ACES approval letter when the adult recipient qualifies for PWA due to pregnancy, (with cut and paste language, HEN Referral for PWA Participants,) found in Barcode, or HEN due to incapacity.

If approved for PWA cash assistance the WFPS:

1. Approves PWA cash assistance.
2. Adds canned text " HEN Referral for PWA Participants" to ACES approval letter.
3. Advises the recipient that they will be referred to a WFSSS for a First Steps Assessment.
4. Refers the recipient to @SSQ for the PWA recipient to be seen by a WorkFirst Social Service Specialist.
5. Completes the 14-084 referral form in Barcode adding that PWA application is finalized to be seen by a WFSSS.

The WFSSS:

1. Creates a Housing and Essential Needs (HEN) referral letter, (PWA Housing and Essential Needs Referral, 10-651,) in Barcode.
2. Gives the referral letter to the PWA recipient.
3. Completes a First Steps assessment with the PWA recipient per [WFHB Chapter, 6.2](#) Assessment.