

3.6.2 Time Limit Extension Reviews

Revised on: ~~October 11, 2024~~ [April 21, 2025](#)

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

- ~~• It must be applied when applicants or recipients have exhausted their 60-month time limit on cash assistance.~~
- ~~• If the applicant/recipient has a child under the age of two years and has remaining Infant/Toddler Exemption days left or qualifies for a Post-Partum exemption, and they choose to use the exemption, they would be eligible for this new time limit extension.~~

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

- ~~• Question 4: select "*Caring for a disabled adult*"~~
- ~~• Length of extension: **Match to end of the month of 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 time on aid.*~~~~

The Ineligible Parent Hardship Time Limit Extension (TLE) approval process continues as follows:

- 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 time on aid."*

Legal References:

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

The TANF time limit policy is divided in two separate sub-sections:

[Section 3.6.1](#) – *Time Limit Extensions* describes how to make TANF/SFA time limit extension decisions.

Section 3.6.2 - *Time Limit Extension Reviews* how to maintain the case once a TANF time limit extension is approved. This section includes:

- [3.6.2.1](#) What happens when the adult recipient no longer qualifies for a time limit extension?
- [3.6.2.2](#) What happens when the adult recipient with a time limit extension stops participating as required?
- [3.6.2.3](#) What happens when the adult recipient with an approved family violence time limit extension stops participating as required in their family violence service plan?
- [3.6.2.4](#) What happens when the adult recipient with an approved homeless time limit extension stops participating in activities to obtain stable housing?
- [3.6.2.5](#) What happens when the adult recipient with an approved Infant, Toddler, or Post-Partum time limit extension stops participating in required substance use or mental health counseling?
- [3.6.2.6](#) How do I process the case when a time limit extension for a TANF recipient is about to expire?
- [3.6.2.7](#) Approved Time Limit Extensions - Policy in Practice

3.6.2.1 What happens when the adult recipient no longer qualifies for a time limit extension?

An adult recipient's circumstances may change once they are approved for a time limit extension. If this occurs WorkFirst staff [d](#):

Determine if the adult recipient is already approved for **another** type of ~~hardship~~ extension. If so, WorkFirst staff completes the eJAS time limit tool to re-approve any other approved time limit extension(s) through their review date.

Example: An adult recipient is approved for a disability and an SSI extension. Then the adult recipient is no longer required to pursue SSI, WorkFirst staff would complete the eJAS tool to re-approve the disability time limit extension only. Since the adult recipient is still eligible for an extension, there is no need to create an eJAS denial letter for the closed SSI related extension.

If the adult recipient doesn't already qualify for another type of time limit extension, schedule a new time limit extension review appointment to determine if the adult recipient qualifies for another type of extension. If it is determined that the adult recipient does not meet the criteria for any other extension, follow the process in [3.6.1.16](#) Time Limit Extension Decisions Policy in Practice to proceed with an extension denial.

Example: WorkFirst staff are notified that the adult recipient's employment hours have changed and dropped below 32 hours per week. WorkFirst staff first check to see if the adult

recipient already meets any other extension criteria. If not, WorkFirst staff would schedule the adult recipient for a new TLE review appointment. If at the new TLE appointment, the adult recipient doesn't meet any other extension criteria, the WorkFirst staff would deny the TLE.

Note: Reviewing the adult recipient's case to determine if there is any barrier or needs that might support a TLE extension is crucial in the TLE process. Steps such as looking at the ECR to look for medical evidence, returned mail, or further correspondence from the adult recipient, are steps that must be taken.

3.6.2.2 What happens when the adult recipient with a time limit extension stops participating as required?

Adult recipients with an approved time limit extension must participate in WorkFirst activities required in their IRP. TLE categories that fall under the sanction process, if the participant stops engaging in their required activity, under WAC 388-310-1600, are included below:

- Adults who must participate in their family violence service plan to remain eligible for a family violence time limit extension.
- Families who meet the TLE due to homelessness, must participate in activities to achieve stable housing. These activities must be developed in coordination with a housing provider or other available resources.
- Those approved with an Infant, Toddler, or Post-Partum time limit extension and per an assessment are required to participate in activities such as mental health counseling or substance use treatment.

See the next section for information on time limit extensions for those approved for a TLE based on the following criteria and the participant ends up not engaging in required WorkFirst activities:

- Family violence, if the adult stops following the family violence service plan,
- ~~Resolving homelessness~~[Resolving homelessness](#), if the adult stops activities to resolve homelessness,
- Approved for the Infant, Toddler, or Post-Partum TLE, though is required per assessment to participate in mandatory mental health counseling or substance use treatment and stops participating.

See the following resources for additional information:

- [The Time Limit Hardship Extensions Chart](#)
- [Time Limit Extensions and Sanctions Chart](#)

3.6.2.3 What happens when the adult recipient with an approved family violence time limit extension stops participating as required in their family violence service plan?

To qualify for a family violence time limit extension, the adult recipient must participate in activities needed to address the family violence issues according to a service plan developed by a person

trained in family violence. When the person stops following their family violence service plan, and refuses to participate, the person would no longer qualify for the extension.

When a Case Manager is notified that the participant is not participating in their family violence service plan the Case Manager:

- Schedules a good cause appointment to determine whether the participant has good cause for not participating in the plan. Enters the decision in the eJAS family violence case note type.
- Schedules and sends an appointment letter for a follow up time limit extension appointment (which can be the same day, but at a different time) in case the participant doesn't have good cause and doesn't intend to participate.
- Uses the good cause interview and the eJAS sanction tool for adult recipients to determine good cause for non-participation and places the adult recipient in sanction if there is no good cause. This will support the decision that the adult didn't have good cause should the adult file an administrative hearing.
- If referred for sanction for failure to follow the family violence service plan, finds out if the adult will participate in the future. If so, keeps the family violence extension open.
- If the adult recipient doesn't have good cause for failure to participate and also refuses to start participating in their family violence service plan, uses the time limit interview and the eJAS time limit tool to document the person no longer qualifies for the family violence time limit extension.
- Determines whether the person qualifies for another TLE category hardship and completes the eJAS time limit extension TLE tool (please see [3.6.1.16 Time Limit Extension Decisions- Step-by-step Policy in Practice guide](#)).
- If the participant doesn't attend their appointments, makes the determination of good cause and time limit extension eligibility based on the information given.

If the adult recipient is closed for no time limit extension, later reapplies and now agrees to participate in their family violence plan or activities to obtain stable housing, the extension can be re-approved. Adult recipients' cases are reviewed to determine if they need to participate for 28 days and cure their sanction.

Note: If the case closes for no time limit extension (229 exceeds the time limit) and non-compliance sanction (252 NCS process) in the same month, the NCS case closure will override the time limit case closure in ACES and the adult will be required to participate for four weeks, if able, before TANF can be approved.

3.6.2.4 What happens when the adult recipient stops participating in activities to obtain stable housing?

To qualify for a homeless time limit extension, the adult recipient must participate in activities to achieve stable housing. These activities must be developed in coordination with a housing provider

or other available resources. The adult recipient must comply with a housing plan, completed by a housing provider, if available. If the adult recipient parent stops participating with their IRP requirements, they will no longer qualify for the homeless extension.

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

When a Case Manager is notified that the participant stopped participating in activities to achieve stable housing, the Case Manager:

- Schedules a good cause appointment to determine whether the participant has good cause for not participating in the housing plan or housing activities. Enters the decision in the time limit extension note type.
- Schedules and sends an appointment letter for a follow up time limit extension appointment (which can be the same day, but at a different time) in case the participant doesn't have good cause and doesn't intend to participate.
- Uses the good cause interview and the eJAS sanction tool for adult recipients to determine good cause for non-participation.
- If referred for sanction for failure to follow the housing plan or activities to obtain stable housing, finds out if the adult will participate in the future. If they agree to participate in housing activities, keeps the extension open.
- If the adult recipient doesn't have good cause for failure to participate and also refuses to start participating in housing activities, uses the time limit interview and the eJAS time limit tool, to document the participant no longer qualifies for the homeless time limit extension.
- Determines whether the participant qualifies for another time limit extension hardship and completes the eJAS time limit extension tool (please see [3.6.1.16 Time Limit Extension Decisions Policy in Practice-Step-by-step guide](#)).
- If the participant does not attend their appointments, the Case Manager makes the determination of good cause and the time limit extension eligibility, based on the information given.
- If the adult recipient is closed for no time limit extension, later reappplies and now agrees to participate in their housing plan, the extension can be re-approved. Adult recipient's cases are reviewed to determine if they need to participate for 28 days and cure their sanction in order to receive a full grant.
- If the case closes for no time limit extension (229 exceeds the time limit) and the non-compliance sanction (252 NCS process) in the same month, the NCS case closure overrides the time limit case closure in ACES and the adult will be required to participate for four weeks, if able, before TANF can be approved.

3.6.2.5 What happens when the adult recipient with an approved Infant, Toddler, or Post-Partum time limit extension stops participating in required substance use or mental health counseling?

To qualify for the Infant, Toddler, or Post-Partum time limit extension, the applicant/recipient must have:

- Exhausted their 60-months on TANF cash assistance.
- A child under the age of two years old in their home, who they are caring for.
- Infant/Toddler Exemption days left and chooses to take the [exemption, or exemption](#) [or](#) qualifies for a [Post-Partum post-partum](#) exemption.

The recipient must complete a pregnancy to employment assessment with a Case Manager. If during the assessment the Case Manager recommends the recipient is required to participate in a substance use assessment/counseling and/or a mental health assessment/counseling, the recipient must follow through with those mandatory activities. If the adult recipient stops participating with their required IRP activities, they will no longer qualify for the Infant, Toddler, and Post-Partum time limit extension.

Note: The length of the Infant, Toddler, and Post-Partum time limit exemption is to match the end of the month of the applicable exemption.

Note: When the Case Manager discusses participation options with the recipient, they need to share that the recipient must be willing to take their Infant, or Toddler exemption to qualify for the time limit exemption. The individual may voluntarily participate in WorkFirst activities, while using their exemption days.

If a Case Manager is notified that a participant has stopped participating in required substance use or mental health counseling while in the Infant, Toddler, or Post-Partum time limit extension, the Case Manager:

- Schedules a good cause appointment to determine whether the participant has good cause for not participating in the required activities. Enters the decision in the time limit extension note type.
- Schedules and sends an appointment letter for a follow up time limit extension appointment (which can be the same day, but at a different time) in case the participant doesn't have good cause and doesn't intend to participate.
- Uses the good cause interview and the eJAS sanction tool for adult recipients to determine good cause for non-participation.
 - If referred for sanction for failure to follow through with the required activities, finds out if the adult will participate in the future. If they agree to participate in required activities, keeps the extension open.

- If the adult recipient doesn't have good cause for failure to participate and also refuses to start participating in required activities, uses the time limit interview and the eJAS time limit tool, to document the participant no longer qualifies for the Infant, Toddler, or Post-Partum time limit extension.
- Determines whether the participant qualifies for another time limit extension and completes the eJAS time limit extension tool (please see 3.6.1.16 Time Limit Extension Decisions [Step-by-step guide](#)[Policy in Practice](#).)
- If the participant does not attend their appointments, the Case Manager makes the determination of good cause and the time limit extension eligibility, based on available information in the case record.

If an adult recipient closed for no time limit extension, later reapplies and agrees to participate in their required activities, the extension can be re-approved. Adult recipient's cases are reviewed to determine if they need to participate for 28 days and cure their sanction in order to receive a full grant.

Note: If the case closes for no time limit extension (229 exceeds the time limit) and the ~~non compliance~~[non-compliance](#) sanction (252 NCS process) in the same month, the NCS case closure overrides the time limit case closure in ACES and the adult will be required to participate for four weeks, if able, before TANF can be approved.

3.6.2.6 How do I process the case when a time limit extension for a TANF recipient is about to expire?

Cases with an approved time limit extension (TLE) appear on the CLMR two months before the current extension is slated to end. Case Managers begin the review process as quickly as possible as it may take some time for the adult recipient to provide updated evidence, such as medical evidence for themselves or a disabled family member.

The Case Manager, based on a family's circumstances:

- Assists the adult recipient with requesting medical evidence for themselves or their household member. See **WFHB 6.6.4 How do I get medical evidence?** or **WFHB 6.3.6 Participants with medical issues who do not have Washington Apple Health- Step-by-step Guide**, for information in obtaining medical evidence.
- Assists the adult recipient in developing a Family Violence Service Plan (FVSP.)

Note: ~~if~~[If](#) an in-office family violence advocate is not available, or the office does not have an assigned family violence advocate, the Case Manager updates the FVSP for a family violence time limit extension and develops an IRP with the agreed upon activities.

- Contacts the participant in a homeless TLE to inquire about housing status and update participation in activities to obtain stable housing. This could include connecting the family with local [Coordinated Entry services](#), or by providing housing resources.

- Obtains new medical evidence for disability and SSI pathway extensions (disabled or caring for a disabled family member) following the process in [WFHB 6.6, Disabilities](#). If the participant states they have a health issue(s) that interferes with their ability to do work related activities see CSD Procedure Handbook "***Processing a Request for TANF Cash when Household Exceeds 60 Months***," for more information.
- Contacts DCYF for an update on child dependency extensions.
- Uses verification needed to continue an older caretaker relative, or employment TLE gathered by eligibility staff during the person's concurrent eligibility review (ER) or mid-certification review (MCR). For older caretaker or employment extensions, schedules the TLE interview and obtains any needed documentation that won't be obtained during a concurrent ER/MCR following financial eligibility change and verification rules. There is no requirement to follow up and ensure a concurrent ER/MCR was done as the case will close if the person fails to meet review requirements.
- Follows the process in [3.6.2.7, Step-by-step guidePolicy in Practice](#), to complete the TLE review.

3.6.2.7 Time Limit Extensions Review -~~Step-by-step Guide~~[Policy in Practice](#)

Prior to a TLE Review appointment:

1. The adult recipient receives a prominently displayed notice of the months of TANF/SFA receipt on the recertification notice as they approach 48 months on TANF/SFA.
2. Once the adult recipient reaches 56 ~~month~~[months](#) on TANF/SFA, the eJAS demographic screen updates and WorkFirst staff have access to the eJAS TLE tool to process a decision.
3. Once the adult recipient reaches 58 months on TANF/SFA, the adult recipient's case appears on the CLMR indicating a required TLE decision by the end of month 58 (when possible) and no later than the end of month 60.
4. The Case Manager sends an ACES Online 50-05, General Appointment Letter or the eJAS appointment letter and includes in the letter:
 - When the adult recipient will reach 60 months and the need for a TLE review appointment, and
 - Canned letter text needs to include that the adult recipient parent "has the ability to bring a person of their choosing to the appointment."
5. The Case Manager adds an AP component with the end date to match the scheduled TLE review appointment.

Note: An adult recipient may waive the 10 calendar days' notice and complete the TLE review appointment if they contact the department or a Case Manager prior to their scheduled appointment. If this occurs, WorkFirst staff are to document that the adult recipient waived the

10-day notice and that they provided an eJAS appointment letter reflecting when the TLE review appointment occurred.

At the TLE review appointment with the adult recipient, the Case Manager:

1. Explains the TANF/SFA time limit policy and the TLE categories to the adult.
2. Reviews the adult recipient's TANF/SFA months for accuracy, including the adult's out of state, or tribal TANF months.
3. Uses the [Time Limit Hardship Extensions Chart](#) to determine whether the adult recipient qualifies for one or more hardship extensions.
4. Makes the TLE decision based on the evidence ~~available, and~~[available and](#) requests any additional necessary evidence for a TLE using an IRP.
5. Follows the SEP process in CSD Procedure "***Processing a Request for TANF Cash when Household Exceeds 60 months***," when the participant states they have a health issue(s) that interferes with their ability to do work related activities
 - If the TLE cannot be approved due to insufficient or not enough medical evidence to prove the recipient has a disability, the Case Manager will complete the SEP process or refer for the SEP decision.
 - The Disability Specialist follows the Disability Determination Process through the Sequential Evaluation Process, see [Social Service Manual- TANF Sequential Evaluation Process \(SEP\)](#) to determine eligibility and communicates the determination to WorkFirst staff.
 - If the Disability Specialist determines the adult recipient's condition **does not meet** ABD criteria, WorkFirst staff complete the eJAS tool and refers to the supervisor/designee if a denial is recommended. Please see the steps below for the denial process.
 - If the Disability Specialist determines the adult recipient's condition **does meet** ABD criteria, WorkFirst staff approves the TLE, updating the TLE tool, choosing the Disabled Adult TLE.
6. If the **adult meets TLE criteria**, answer 'Yes' to question #5 of the eJAS TLE tool to approve the TLE. This approves an extension for the case and completes the eJAS TLE tool.
7. 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.
 - Clicks okay on the pop-up in eJAS, stating the case goes to a supervisor/designee for review of the denial.
 - The TLE goes into pending status and the case appears in the TLE Decision Report in eJAS for the supervisor/designee to review.
 - Documents using the TLE note type the TLE is pending for a supervisor/designee decision.

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 Extension Chart](#) to review the case to determine if there are any barrier(s) 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 participant is eligible for a TLE approval.
4. Reviews to ensure the participant isn't eligible for the High Unemployment Rate TLE. This includes checking ACES to verify if the participant received TANF during high unemployment rate months (April 2020 onward.)

Reminder: Each TANF benefit month needs to be recorded in eJAS to approve the High Unemployment Rate time limit extension.

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

1. In the TLE Decision section of the eJAS TLE tool, reviews and check 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.
 - Comprehensive Evaluation 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 complete
 - If the individual didn't show for the assessment, supervisor/designee checks this box in agreement.
 - Participant does not meet any TLE categories
2. Adds notes in the "**comments**" section at the bottom of the tool, stating the TLE has been [reviewedreviewed](#), and they agree with the TLE denial, resulting in termination of benefits.
3. Selects the "agree" button and "**ok**" on the pop-up that follows. 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.

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

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

Note: For recipients the letter must be printed from the TLE tool and sent to the adult recipient parent to deny the TLE. Printing prompts the systems to close out 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.

The letter will not [printprint](#), and a decision will generate regardless, denying TANF/SFA for No Extension without proper notice.

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

If the supervisor/designee disagrees with the 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 boxes/es left "unchecked" is the reason(s) the supervisor/designee disagrees with the denial.
- Adds a case note stating TLE denial has been reviewed and disagrees with the termination decision in eJAS.

If the supervisor/designee disagrees with the TLE denial the [the](#) Case Manager:

1. Looks 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 the specific case, reviews the decision made by the supervisor/designee.
4. Determines next steps:
 - Approves the TLE **or**,
 - Schedules an appointment with the recipient 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.

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 review process. For example, 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

During or after the TLE review appointment, if the recipient [sharesshare](#)s, they have a health issue(s) that interferes with their ability to do work related activities, the Case Manager:

1. Refers the adult recipient for a TLE disability evaluation when available medical evidence doesn't meet the severity or duration requirements for the disabled adult TANF/SFA exemption.
 - The Disability Specialist follows the Disability Determination Process through the SEP (see [Social Services Manual- TANF Sequential Evaluation Process SEP](#),) to determine eligibility and communicates the determination to WorkFirst staff.
 - If the Disability Specialist determines the adult recipient's condition **doesn't meet** ABD criteria, WorkFirst staff complete the eJAS tool and submits it to the supervisor/designee if a denial is recommended. Please see the steps above for the denial process.
 - If the Disability Specialist determines the adult recipient'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 Denial letter template or the [Time Limit Hardship Extension Chart](#) if the adult recipient doesn't qualify for a TLE.
3. For non-English speaking recipients, the Case Manager saves the letter in eJAS, prints, **translates, and holds** (without imaging in DMS) the Time Limit Decision Letter. If the adult recipient 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 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 recipient in one envelope.
 - Documents that the letters were sent in the eJAS time limit note type.
 - Clears the Barcode tickle.

Note: If the recipient doesn't show up or call in for the TLE review appointment the Case Manager determines the TLE eligibility based on available information. Please see [WFHB 3.6.1.16 Time Limit Extension Decisions Step-by-step Guide](#)~~WFHB 3.6.1.16 Time Limit Extension Decisions Step-by-step Guide~~[Policy in Practice](#) for the complete process.

If the adult recipient stops participating as required, the Case Manager:

- Follows the sanction process to determine good cause and pursue sanction, as appropriate for adult recipients.
- If the adult recipient isn't participating in their FVSP ([3.6.2.3](#)) or activities to obtain stable housing ([3.6.2.4](#)).
 - Schedules a TLE review appointment
 - Uses the good cause interview and the eJAS sanction tool to refer for sanction if the adult recipient doesn't have a good reason for failure to follow the FVSP or participate in activities to obtain stable housing.
 - Uses the time limit interview and eJAS time limit tool to:
 - Determine whether the participant qualifies for another type of time limit extension (see WFHB [3.6.1.16 Time Limit Extension Determinations-Step-by-Step Policy in Practice](#) [step Guide](#).)
 - If the TLE is approved, documents the decision and notifies the participant that they qualify for the family violence TLE, or if approved for housing needs that they qualify for a homelessness TLE, on the eJAS Time Limit Decision letter.

When the current time limit extension is due to expire, the Case Manager:

- Reviews all pending TLE decisions in the CLMR.
- Uses a concurrent ER/MCR to gather any needed documentation for the older caretaker relative, or employment extension.
- Obtains updates or required evidence for the other TLE categories.
- Uses the process in [3.6.1](#), Time Limit Extension Decisions [Policy in Practice](#), to determine whether to approve another TLE category.
- If the TLE is denied, follows steps above to process the denial.

After the TLE review appointment, if the recipient [shares](#), they have a health issue(s) that interferes with their ability to do work related activities, WorkFirst staff follow CSD Procedure "*Processing a Request for TANF Cash when Household Exceeds 60 months*."

Note: The participant can file an administrative hearing if they disagree with the TLE decision. If the ALJ rules in favor of the adult recipient, 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*."

Related WorkFirst Handbook Chapters

6. [3.2.1 Comprehensive Evaluation](#)
7. [3.3.1 IRP](#)

8. [6.6 Disabilities](#)
9. [6.5 Family Violence](#)
10. [6.8 Exemptions](#)
11. Forms & Other Resources
12. Domestic Violence Hotline for general public 1-800-562-6025
13. EA-Z Manual-[TANF/SFA Time Limits Indian Country Disregard](#)
14. EA-Z Manual - [Time Limits Overview](#)
15. 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
16. [Social Services Manual – Good Cause](#)
17. [Social Services Manual- TANF Sequential Evaluation Process \(SEP\)](#)
18. [Time Limit Hardship Extensions Chart](#)
19. [Time Limit Extensions and Sanction Flow Chart](#)
20. [Flyer, Transitioning off TANF](#)
21. [TLE High Unemployment Rate & Recent High Unemployment Rate](#)- Desk Aid