

3.6.1.16 Time Limit Decision- Step-by-step guide

Prior to TLE interview/appointment:

1. The adult recipient receives a prominently displayed notice of the months of TANF receipt on the recertification notice as they approach 48 months on TANF/SFA.
2. Once the adult recipient reaches 56 months on TANF, the eJAS demographic screen updates and the WFPS/WFSSS has 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 WFPS/WFSSS sends an ACES Online 50-05, General Appointment Letter or the eJAS appointment letter and:
 - a. Notifies the adult recipient when they will reach 60 months and the need for a TLE review appointment, and
 - b. An adult recipient may waive the 10 calendar day's notice and complete the time limit extension appointment if they are in the office or contact the WFPS/WFSSS prior to their scheduled appointment.
 - c. In the letter canned text, needs to be added, the adult recipient/ineligible parent "has the ability to bring a person of their choosing to the appointment."
 - d. Documents when an adult recipient waives the 10-day notice [and provides an eJAS appointment letter reflecting when the time limit extension hardship appointment occurred](#).
5. WFPS/WFSSS adds AP component with end date to match scheduled TLE appointment.