## 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. <u>If this occurs</u>- For example, WFPS/WFSSS is notified on the CLMR that the parent's employment hours have changed and dropped below 32 hours per week. Or, a child dependency issue may be resolved.

Follow the normal financial change and reporting rules when a change in employment hours is reported. Financial verifies hours if the hours drop and the WFPS/WFSSS must verify hours for all job starts. If the recipient reports an increase in employment hours, verification isn't required until the next ER or MCR, but check verification obtained to authorize WCCC if available.

If the adult recipient's circumstances change so they no longer qualify for their current time limit extension, WorkFirst staffthe WFPS/WFSSS:

- Determines if the adult recipient is already approved for *another* type of hardship extension. If so, the WFPS/WFSSS completes the eJAS time limit tool to re-approve any other approved time limit extension(s) through their review date.
- If the adult recipient doesn't appear to qualify for another type of time limit extension, follow the process in 3.6.1.16 Time Limit Extension Decisions—Step by step guide for the steps to proceed with a TLE denial.

EFor example: , if a A-participantentn adult recipient -is approved for a disability and an SSI extension. -Tand then the adult recipientparticipant is no longer required to WFPS/WFSSS no longer requires a parent to pursue SSI, WorkFirst Staff would completes the eJAS tool to re-approve the disability time limit extension only. Since the parent adult recipient is still eligible for an extension, there is no need to create an eJAS denial letter for the closed SSI related extension(s) closed.

• If the parentadult 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 parent qqualifies for another type of extension. At the new time limit extension appointment, lif it is determined we do not have verification that the adult recipient adult recipient -does not meets anythe the criteria for any another extension, follow the process in 3.6.1.16 Time Limit Extension Decisions- Step-by-step guide to proceed with an extension—TLE denial.

Example: For example, WorkFirst staff when the WFPS/WFSSS is are notified on the CLMR-that the adult recipient participantent's employment hours have changed and dropped below 32 hours per week. WorkFirst staff t, the WFPS/WFSSS-would first check to see if the parent adult recipient -already meets any other extension TLE criteria. If not, WorkFirst staff the WFPS/WFSSS-would schedule the adult recipient participant parent for a new TLE review appointment. If at the new TLE appointment, the adult recipient participant ent doesn't meet any other extension criteria at the appointment, the WorkFirst staff WFPS/WFSSS-would deny the TLE.