

3.7.1 Time Limit Extension Decisions

Updated: August 28th, 2017

Legal References:

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

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

Section 3.7.1 *Time Limit Extension Decisions* describes how to make TANF/SFA time limit extension decisions. This section includes:

- ~~3.7.1.1~~ What is the time limit for TANF and SFA? ~~and GA-S cash assistance?~~
- ~~3.7.1.2~~ What is the difference between the adult recipient and ineligible parent time limit?
- ~~3.7.1.3~~ What happens when ~~an adult recipient/ineligible~~ adult recipient/ineligible parent reaches 56 months on TANF/SFA?
- ~~3.7.1.4~~ What happens when ~~an adult recipient/ineligible~~ adult recipient/ineligible parent reaches 58 months on TANF/SFA?
- ~~3.7.1.5~~ What are the time limit extension categories?
- ~~3.7.1.6~~ How do I determine whether an ineligible parent qualifies for a disability time limit extension?
- ~~3.7.1.7~~ Who qualifies for the family violence time limit extension?
- ~~3.7.1.8~~ How do I know if ~~an adult recipient/ineligible~~ adult recipient parent qualifies for a child in dependency time limit extension?
- ~~3.7.1.9~~ What is the time limit hardship extension process?
- ~~3.7.1.10~~ What happens when ~~an adult recipient/ineligible~~ the adult recipient/ineligible parent doesn't qualify for any time limit extensions?
- ~~3.7.1.11~~ How do I send time limit decision notices to ~~adult recipients/ineligible~~ parents?
- ~~3.7.1.12~~ Can a ~~n adult recipient/ineligible~~ parent who was denied a time limit extension request an Administrative Hearing and receive continued benefits?
- ~~3.7.1.13~~ What happens when ~~an adult recipient/ineligible~~ the adult recipient/ineligible parent offers more time limit extension evidence before we close their case?
- ~~3.7.1.14~~ What if ~~an adult recipient/ineligible~~ parent reappears before their case ~~is closed~~ closes?
- ~~3.7.1.15~~ What happens when ~~an adult recipient/ineligible~~ the adult recipient/ineligible parent states they qualify for a time limit extension after we close their case?
- ~~3.7.1.16~~ Time Limit Client Interview - Step-by-step guide

Section 3.7.2 – Approved Time Limit Extensions describes how to maintain an approved TANF time limit extension case. ~~the case once a TANF time limit extension has been approved.~~

3.7.1.1 What is the time limit for TANF and SFA ~~and GA-S~~ cash assistance?

Federal law states ~~aAn~~ an adult 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, it allows states to extend cash assistance may extend past 60 months for up to 20 percent of the WorkFirst caseload to adults who qualify for a TANF/SFA time limit hardship extension.

Effective November 1, 2011, Sstate law applies the 60-month time limit to ineligible parents (SSI, disqualified or undocumented parent) during months they receive TANF/SFA for their children. ~~These will be TANF/SFA child only cases with an SSI, disqualified or undocumented parent.~~

Visit ~~See the~~ EA-Z manual, TANF/SFA Time Limits and Indian Country Disregard for more details about:

- When months ~~are counted~~ count towards the time limits;
- How to add an adult recipient (but not ineligible parent); ~~to out of state/Tribal TANF months;~~
- Determining who qualifies for the Indian Country disregard;
- ACES adjustments for repaid months of total ineligibility and L&I reimbursements.

~~Send the~~ ACES will send the Re-Certification letter (027-01) ~~When or before~~ an adult recipient participant or an adult recipient/ineligible parent ~~when they has reach received~~ 48 months of cash assistance. The letter includes information on the 60-month time limit and the ACES Re-Certification letter (027-01) will include a prominent statement that there is a 60-month TANF/SFA time limit, lists all months of TANF/SFA assistance for each adult in the household, including any Tribal TANF months received. Staff determines whether the adult recipient/ineligible parent qualifies for a time limit hardship extension before they reach adults in the household and the number of TANF/SFA months each adult has used.

~~As the adult in the assistance unit or ineligible parent approaches~~ 60 months of in TANF/SFA, staff must determine whether he or she qualifies for a time limit hardship extension.

3.7.1.2 What is the difference between the adult recipient and ineligible parent time limit?

ACES uses the following definitions to track each adult's 60-month limit, list each countable month as an ineligible parent or adult recipient month and indicate whether the case is closed or extended under the adult recipient or ineligible parent time limit:

- An *adult recipient* is an adult who is receiving assistance 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 for their child(ren).

The TANF/SFA months an adult recipient/ineligible parent receives for their child(ren) counts toward their 60 month limit. Currently, we ~~ACES closes~~ T the case assistance unit (AU) closes once an adult ~~who is a~~ recipient/ineligible parent in the ~~assistance unit~~ AU has 60 countable TANF/SFA months unless the adult qualifies for a time limit extension. ~~As of November 1, 2011 we will~~ The TANF/SFA months an adult recipient/ineligible parent (non recipient) receives for their child(ren) also counts months a non recipient parent receives TANF/SFA for his or her children only towards his or her their 60 month limit.

~~With this change, we are creating some new definitions to help us track both time limits. ACES will uses these following definitions to track each adult's 60-month limit, list each countable month as an ineligible parent or adult recipient month and indicate whether the case is closed or extended under the adult recipient or ineligible parent time limit:~~

~~We are now calling our current time limit the adult recipient time limit. Key definitions include:~~

- ~~An *adult recipient* is an adult who is receiving assistance in a TANF/SFA assistance unit. The adult recipient may be the parent or another type of non-parental kinship caregiver such as a sibling, aunt, uncle or grandparent.~~
- ~~Any month an adult recipient receives TANF/SFA is counted as an *adult recipient month*.~~
- ~~We apply the *adult recipient time limit* when an adult recipient has at least 60 countable adult recipient months.~~

~~Ineligible parent time limit rules are new and go into place November 1, 2011. Key definitions include:~~

- ~~An *ineligible parent* is a non-recipient parent who is receiving a TANF/SFA grant for one of his or her child(ren).~~
- ~~Any month an ineligible parent receives TANF/SFA for his or her child, going back to August 1997, is counted as an *ineligible parent month*.~~
- ~~We apply the *ineligible parent time limit* when a current or former ineligible parent has at least 60 total countable months, once we combine their adult recipient and ineligible parent months.~~

Below are some ~~e~~Examples of how the new ineligible parent time limits will work:

- ~~A mother Jane received 60 months for herself and her son between 2005 and 2010. She was removed from the grant Jane's portion of the TANF grant was terminated due to a fraud conviction, but her son stayed on continued receiving TANF. She Jane doesn't qualify for a time limit extension. Under the ineligible parent time limit, we close the case using the 60 adult recipient months even though the mother Jane is no longer a recipient in the assistance unit.~~
- ~~An undocumented father Matthew, an undocumented father, gets 40 ineligible parent months due to his daughter's TANF child-child-only grant. He Matthew becomes a citizen (adult recipient) and gets is added to the a two-person TANF grant for 20 months for himself and his daughter as an adult recipient. He doesn't qualify for a time limit extension. Under the ineligible parent time limit, we ACES will The AU will close the case AU using the 40 ineligible parent months plus the 20 adult recipient months.~~
- ~~An SSI mother mother on SSI, Leah, receives TANF for her daughter for 50 months before she gets married to Damien. Her husband Damien and daughter receive TANF for an additional 10 months. Under the ineligible parent time limit, the SSI mother Leah now has 60 ineligible parent months. Because Leah receives SSI, We approve a disability time limit extension to keep the TANF grant open.~~

3.7.1.3 What happens when an adult recipient/ineligible ~~n adult recipient or ineligible~~ parent reaches 56 months on TANF/SFA?

~~An indicator appears in the eJAS demographic screen and the Time Limit Extension tool becomes available when When an adult in the assistance unit AU or ineligible parent has received reaches 56 months of cash assistance. an indicator will appear on eJAS demographic screen and the Time Limit Extension tool in eJAS will become available.~~

~~Although the eJAS time limit tool is available when a adult recipient/ineligible parent reaches 56 months on TANF/SFA, the person will not appear on the CLMR until they have received 58 months of cash assistance~~

3.7.1.4 What happens when an adult recipient/ineligible ~~n adult recipient/ineligible~~ parent reaches 58 months on TANF/SFA?

~~An adult recipient/ineligible parent appears on the CLMR in eJAS when they reach 58 months of TANF/SFA When an adult in the assistance unit or ineligible parent has received 58 months of cash assistance they will appear on the CLMR notifying the WFPS/ or WFSSS that the adult recipient/ineligible parent person is nearing the 60 month lifetime time limit. For two parent families, Each parent in a two-parent household will appear separately on the CLMR when they as they reach 58 60 months.~~

~~Schedule an appointment with the adult recipient/ineligible parent using the AeesCES Online General Appointment Letter (50-05) or eJAS appointment letter to The WFPS or WFSSS complete the time limit hardship extension between month 58 and 60. Include in the letter: must determine if the adult recipient /ineligible parent qualifies for a time limit hardship extension by the end of month 58 whenever possible and no later than the last day of the person's 60th month.~~

~~Mail an ACES Online 50-05, General Appointment Letter, or the eJAS appointment letter to the adult recipient/ineligible parent stating when he or she will reach 60 months on TANF/SFA using the following text:~~

~~“Once you reach 60 months on TANF/SFA, you will only qualify for TANF/SFA cash aid if you qualify for a time limit hardship extension. Our records show you have [number] months of TANF/SFA. I need to meet with you on [date /time] to determine if you will qualify for an extension and review your plans for supporting your family if your case is closed/closes.~~

~~Please come to this appointment to make sure we know of any employment, family violence issues, child welfare actions and your (or a family members’) health problems. We may be able to use this information to approve an extension and can help you get any needed evidence.”~~

~~Give the adult recipient/ineligible parent 10 calendar days of adequate notice for the scheduled appointment. Give the adult recipient /ineligible parent 10 calendar days so he or she can make arrangements to attend the appointment.~~

~~To complete the Time Limit Hardship Extension appointment, Adult recipients /ineligible parents may can contact the WFPS/WFSSS:~~

- ~~• us in writing~~
- ~~• ,by phone~~
- ~~• bBy ,attendingby going to the scheduled appointment on their letter.~~

~~Note: An adult recipient/ineligible parent can ask for a different appointment time if needed. described in their time limit appointment letter~~

~~The aAn adult recipient/ineligible parent may waive the 10-day adequate notice and complete the time limit extension appointment if they are in the office or contact WFPS/WFSSS prior to their scheduled appointment. or by asking for a different appointment time. If the person is in the office, the person can waive his or her appointment notice and tThe client time limit interview can be done immediatelyOr, the person can waive the in-person appointment and opt to complete his or her interview over the phone.~~

~~Document when an adult recipient/ineligible parenterson waives the 10-day notices and provide give or send the person another time limit eJAS appointment letter to reflecting when when the time limit extension hardship appointment occurred. appointment actually occurred for his or her files.~~

3.7.1.5 What are the time limit extension categories?

~~The entire assistance unit is ineligible for TANF/SFA whenOnce an adult recipient/ineligible any adult or ineligible parent in the assistance unit has receivedreceives 60sixty months of TANF/SFAcash assistance, the entire assistance unit becomes ineligible for TANF/SFA cash assistance, unless the adult recipient/ineligible at adult/ineligible parent qualifies for a time limit hardship extension.;~~

~~In a two-parent household, only the adults who have received 60 months of TANF/SFA are eligible for a time limit 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.~~

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. When Jasmine reaches 60 months she will qualify for a time-limited extension and the TANF grant will continue. When Albert reaches 60 months, they will continue to be eligible because Jasmine hit 60 months first and qualifies for the TLE as long as she is on SSI.

- #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 on TANF for 30 months. Tommy doesn't qualify for a TLE and the three person TANF grant will close with Tommy's 60 months on TANF. ~~If either adult/parent has 60 months or more on TANF/SFA and qualifies for an extension, the entire family remains eligible.~~

A ~~caretaker caregiver~~ relative ~~who does not~~ doesn't live with the child's parent and has with 60 months or more of TANF/SFA, ~~who is not the child's parent, and does not live with the parents of the child,~~ may choose to receive a child-only grant for the child only as allowed under [WAC 388-408-0025\(2\)\(c\)](#). There are no time limits ~~requirements for child-only TANF cases, without a parent in the home.~~

~~An adult recipient/ineligible parent~~ An adult or ineligible parent in the assistance unit ~~may~~ who has received 60 months of cash assistance ~~may~~ qualify for a time limit extension (See #4 through #11 on the [Time Limit Hardship Extension chart](#)) when the adult recipient/ineligible adult/parent is:

1. ~~Approved Qualifies~~ for an exemption under [WAC 388-310-0350](#); ~~or an ineligible parent who meets the criteria for exemption approval~~ 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. ~~Participating satisfactorily in specialized family violence activities according to a service plan developed by a person trained in family violence~~ satisfactorily in specialized activities needed to address family violence (#9); according to a service plan developed by a person trained in family violence (#9);
3. ~~Involved Has~~ in an open child welfare case with a state or tribal government and this is the first time the adult recipient/ineligible parent has had any child in dependency (#10);
4. ~~Employed Works~~ 32 hours or more per week in an unsubsidized job (#11). ~~If self-employed, 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 ~~not~~ 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](#);
5. ~~Is~~ At least 65 years old, or older, blind as defined by the Social Security Administration or likely to be disabled ~~disabled~~ as defined under chapter [388-449 WAC](#) (#5).

~~Base the Determinations for Time limit extensions are based are based on whether the adult recipient/ineligible parent meets on meeting the criteria for an extension, not on the types of eJAS component codes entered in eJAS.~~ 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/ineligible adult recipient/ineligible parent may qualify for more than one time limit type of extension at a time.~~

~~When WFPS/WFSS you reviews the a case for time limit extensions and, marks all extensions that approve all that apply to the adult recipient/ineligible parent in the eJAS time limit tool and eJAS will use the extension one with the longest duration to extend TANF/SFA cash aid.~~

- ~~eJAS will use Any other approved extension will be used if an adult recipient/ineligible n adult recipient/ineligible parent no longer qualifies for a the longest duration time limit extension, any other approved extension can be used to continue cash aid.~~

~~TANF/SFA ends when if an adult recipient/ineligible n adult recipient/ineligible parent no longer meets the time limit extension criteria or TANF/SFA eligibility criteria during the hardship time limit extension, the family's cash assistance will end.~~

3.7.1.6 How do I determine whether a ~~n ineligible~~ parent qualifies for a disability time limit extension?

~~Note: WFPS/WFSSS You can't use WorkFirst support services to can't pay for medical evidence for any undocumented or fraud-disqualified individual (parent, caregiver, or disabled child/adult relative):~~

- ~~— an undocumented or fraud-disqualified parent's medical evidence~~
- ~~• , even when we need it to determine their child's eligibility. We also can't use WorkFirst funds to purchase medical evidence for an undocumented or fraud-disqualified disabled child or adult relative.~~

~~Note: However, WorkFirst Social Service Specialists are able to Funds are available in access general funds state in ICMS to purchase medical evidence for undocumented or fraud-disqualified individuals. As with any client, Don't pay for more medical evidence than is needed to determine time limit extension eligibility. we don't require ineligible parents to pay the cost, but don't purchase more evidence than we need to establish time limit extension eligibility.~~

For example, the adult recipient/ineligible parent may be able to access free clinics, or, if the parent is already seeing a doctor, we DSHS we can likely purchase a report instead of a full medical exam.

Use Give the adult recipient/ineligible parent the Missing Verification for Interview (0023-01) pend letter ~~to~~ requesting ing medical evidence, using the same timeframes we use for all other time limit cases with and 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.”

~~Once you receive the requested medical evidence is received, social service specialists WFPS/WFSSS sign in to Barcode to access the ICMS subsystem and use the 06030 ineligible parent medical evidence code to pay for medical evidence when they receive the required medical evidence. The system uses the same medical evidence fee schedule as that is used Aged, Blind and Disabled (for-ABD) program. See the Social Services Manual – Medical Evidence Requirements and Fee Schedule section and the Ineligible Parent Medical Evidence Desk Aid for more information on how to process these payments.~~

3.7.1.7 Who qualifies for the family violence time limit extension?

~~When an adult recipient/ineligible participant parent has who has received with 60 months of cash assistance TANF/SFA and declares family violence issues, the you WFPS/WFSSS need to do three things to will approve this~~

- ~~1. type of extension:~~
- ~~2. Documents the family violence in eJAS.~~
 - ~~1.~~
- ~~3. Obtains a family violence service plan created by someone trained in family violence, and.~~
 - ~~2.~~
- ~~4.3. Monitors the case to ensure the adult recipient/ineligible person parent is following his or her family violence service plan.~~

Use the same verification requirements ~~that you use as~~ for 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 ~~herself or himself~~, outlining his/her fears and/or concerns, ~~or~~
- Civil/ ~~or~~ criminal court orders (domestic violence protection ~~order~~ orders, restraining ~~orders~~ orders, no-contact orders), ~~or~~
- Medical, police, or court reports, or
- Written statement from clergy, friends, relatives, neighbors or co-workers.

Document family violence information in the eJAS family violence note type in eJAS (but not on any eJAS ~~time~~ or ACES e limit denial letters.) ~~to protect the safety of individual(s).~~ Offer a referral to the on-site or community based ~~domestic violence~~ family violence advocate (or pro bono services, as available, for ineligible parents).

~~DSHS We Although we are follows the ing the same requirements as DCS Good Cause to document a family the person has a family violence issue but , the adult recipient/ineligible parent person may pursue the time limit extension without filing a DCS Good Cause claim. ; E However, encourage the adult recipient/ineligible person parent to also request DCS Good Cause if establishing and/or collecting cash and/or medical support may may result in serious physical or emotional harm to the child or adult recipient/ineligible parent nt/caretaker.~~

~~In addition to documenting the family violence, An adult recipient/ineligible a n adult recipient/ineligible parent must also follow a family violence service plan that has been developed by a person trained in family violence to be eligible for the in order to address family violence time limit extension. An on-site advocate or a trained WFPS/WFSSS can create a family violence plan.~~

~~Note: A family may may qualify if they for the family violence time limit extension with either past or , current or fear of future family violence. A parent doesn't have to be in immediate danger to qualify for a family violence time limit extension. issues during the time limit extension. The person does not need to be currently experiencing family violence to do a service plan and qualify for the family violence time limit extension. The person may be taking steps to recover from the impacts of family violence. For example, a parent and children may be in counseling or need to avoid some areas of town during activities such as job search.~~

~~An adult recipient/ineligible parent living with an abuser may be approved for a family violence time limit extension. Whether or not a parent is currently living with the abuser should doesn't have any no bearing on determine his or her eligibility for a family violence time limit extension. . In this situation, The challenge will be to De develop a family violence service plan that the adult recipient/ineligible parent can follow safely under these circumstances if living with the abuser. ; Connect the adult recipient/ineligible parent to an on-site or local domestic violence family violence advocate- where appropriate for the family's safety as safely as possible. Either an on-site advocate or a WSSS can craft such a plan. CSO staff may have to think creatively about making this connection without putting the parent at greater risk. Even then, CSO staff will have to keep~~

~~in mind that whatever activities end up in the service plan, the parent may have a much more difficult time complying.~~

~~Family violence can also occur in a two-parent assistance unit, s where abuse is occurring will be particularly challenging. Use office protocol to interview the parents survivor separately from the abuser (see WFHB 6.5.6). WFPS/WFSSS Staff should be especially vigilant with documentation, being careful to omit any direct references to family or domestic violence in eJAS notes or the IRP that the abuser might see for confidentiality.~~

~~Always Offer An adult recipient/ineligible parent n adult recipient a chance can to complete aa to get his or her family violence service plan completed done by a with a family violence advocate whenever possible. They can also and complete a temporary service plan requiring a completed advocate service plan within 30 days of creating a temporary plan (up to 90 days with a supervisor approval). If the this is not possible, or the parent person does not want to complete this done a plan with by a family violence advocate, A a WorkFirst Program Specialist (WFPS/WFSSS) or WorkFirst Social Service Specialist (WFSSS) who is trained in family violence can complete the plan if the adult recipient/ineligible parent does not want to complete a plan with a family violence advocate. If the person wants a service plan from an advocate, a WFPS/WFSSS trained in family violence can do a temporary service plan that only requires a completed service plan from the advocate within 30 days (or, with supervisory approval, within 90 days). The family violence service plan must be listed separately, as the adult recipient's family violence service plan, in the IRP as participating in a family violence service plan a is a condition of remaining eligible for a family violence time limit extension.~~

~~Create a reasonable and safe and doable plan for ineligible parents, drawing on locally available resources. See Ineligible Parents' Family Violence Plans for more information. Document the ineligible parents' 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.~~

3.7.1.8 How do I know if an adult recipient/ineligible parent n adult recipient/ineligible parent qualifies for a child in dependency time limit extension?

~~Contact Children's Administration (CA) 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/ineligible parent's name and eJAS ID to WorkFirst program managers Miranda Adams with a cc to Anna Minor to determine eligibility for the extension. We want to support WorkFirst and ineligible parents as they work through potential custody issues with Children's Administration (CA) or a tribal child welfare agency or court. Working collaboratively with CA helps address the needs of the family accessing services from both the child welfare system and the WorkFirst program. CA involvement provides the opportunity to make sure that WorkFirst requirements do not interfere with the actions parents are taking to keep their family together.~~

Approve an adult recipient/ineligible parent for a child in dependency time limit extension if:

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

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

~~When determining eligibility for a time limit decision, contact CA staff to determine if the family has an open child welfare case. If it appears that there may be an open tribal child welfare case, you cannot initially approve the extension and must send the parent's name and eJAS ID to WorkFirst program managers Miranda Adams with a cc to Anna Minor. Headquarters will track these cases and follow up on gathering additional information needed to determine whether the parent qualifies for the extension.~~

~~A parent qualifies for a child in dependency time limit extension if it is the first time any of the parent's children have been involved in court ordered dependency with an anticipation end date of the dependency or 6 months, whichever is less. If CA is working with the family, follow up to see if there are any first time court ordered dependency considerations or actions. That is, this is the first time any of the parent's child(ren) have been involved in child dependency considerations or actions. If so, the parent qualifies for a child in dependency time limit extension through the date dependency is anticipated to be resolved or six months, whichever is less. This time period can cover any concurrent benefit and six month follow up period while CA continues to work with the family.~~

~~Please Note: voluntary placements or shelter care status doesn't qualify for the extension.~~

~~Document in eJAS any that you checked to see whether there was CA/tribal child welfare court ordered dependency considerations or actions and the actions taken on case and how you responded to any indications of dependency actions taken, including forwarding tribal child welfare cases to WorkFirst headquarters staff.~~

~~CA or tribal child welfare involved Families involved with CA or tribal child welfare may be required to do activities like counseling or treatment activities to help keep their families together. It's critical to take these activities into consideration when developing the adult recipient's IRP and Add these activities as a WorkFirst participation requirements appropriately.~~

~~It is also helpful to involve CA or tribal child welfare in case staffings, assessments, and any intensive work with the family during a child dependency time limit extension to. This ensures we are creating joint plans that will meet the full spectrum of the family's needs.~~

3.7.1.9 What is the time limit hardship extension process?

~~The WFPS or WFSSS must determine if the adult recipient/ineligible adult recipient /ineligible parent qualifies for a time limit hardship extension at the time limit client interview. You cannot can't authorize WorkFirst support services for ineligible parents per WAC 388-310-0800(1)(a).~~

~~You must Do a thorough case review Prior to the TLE appointment, review the case for to locate any evidence of potential eligibility for a time limit extension, and respond to any evidence you find. When you review the case, and identify:~~

- ~~Any Medical evidence received in the past 12 months for the adult recipient/ineligible parent, their child or their adult relative who is living in the home-~~
- ~~Any SSI applications, even if it's an application filed by the adult on their own-~~
- ~~For ineligible parents, any Receipt of SSI or Social Security Disability Insurance Payments for ineligible parents~~
- ~~A ny history of family violence-~~
- ~~A Any history of child welfare involvement and-~~
- ~~Any Current employment-~~

~~During the time limit extension appointment to Determine time limit eligibility during the time limit extension appointment by:~~

- ~~Reviewing adult recipient/ineligible parent's current information in case record~~
- ~~Completing the eJAS time limit tool with the adult recipient/ineligible parent (if present)~~

- Discussing the TANF time clock with the adult recipient/ineligible parent to confirm accurate TANF months
- Discussing the adult recipient/ineligible parent's plan for supporting their family if TANF/SFA terminates at 60 months
- Explaining additional support to the family such as:
 - ~~Transitional Food Assistance (TFA)~~
 - ~~and On-going medical;~~
 - ~~-WCCC;~~
 - ~~the benefits of applying for Child support;~~
 - ~~the availability of Community resources; and~~
 - ~~and possibility of CEAP benefits that are available to households that are expected to close due to the 60-month lifetime limit.~~

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

During the time limit extension appointment, determine if the parent qualifies for a time limit extension.

Use information in the parent's case record to complete the eJAS time limit extension tool and determine if eligible based on current information, even if the adult recipient/parent fails to attend the time limit client interview/extension appointment, use information in their case record to complete the eJAS time limit extension tool and determine if eligible based on current information. do not pursue sanction. Determine if the adult recipient/ineligible parent is eligible for a time limit hardship extension based on the information in their case record.

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

When reviewing the adult recipient/ineligible parent's If medical evidence is obtained for the client, and if the medical condition doesn't not meet the WorkFirst severity and duration requirements, deny the eJAS time limit extension and the client should be referred adult recipient/ineligible parent to the TLE disability evaluation process using the: to determine if the client meets the disability requirements in the Disability Determination section of the Social Services Manual. Please see the Using the Sequential Evaluation Process (SEP) for TANF TLE Desk Aid (for staff use only) for detailed steps.

When Any time an adult recipient/ineligible a case is reviewed via the eJAS time limit tool, and the the parent/person doesn't meet the criteria qualify for an extension, generate a time limit extension denial letter will be generated after in eJAS by the worker conducting the review 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 we took into consideration in making our decision. Notify the adult recipient/ineligible parent if they we have any evidence related to a time limit extension, but the parent/person meets any, or only meets some of the criteria needed to qualify, 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 we took into consideration in making our decision. Save the eJAS denial letter or print for translation, if needed. Don't mail the letter until the adult recipient/ineligible parent reaches 60 months of TANF/SFA assistance to ensure the worker mails the eJAS and ACES letters at the same time.

Note: Don't document an adult recipient/ineligible parent's history of family violence on the eJAS letter to maintain to preserve client confidentiality and safety.

Save (The eJAS time limit denial letter will be saved and available for viewing , but do not n'are not provide to be given or mailed to the adult recipient /ineligible parent. You may Ttell the parent person weather they

whether s/he appears to qualify for a time limit extension during the ~~time limit appointment~~ interview or if s/he calls and asks, but we cannot provide anything in writing until after 60 months. ~~eJAS~~ If translations are needed, ~~eJAS~~ will allow you to ~~printing the letter for translation~~ so you can get it translated, but again, ~~d~~Do not mail the letter when the translations come back.

When ~~an~~ adult recipient/ineligible ~~adult recipient/ineligible~~ parent qualifies for an extension, eJAS will automatically enter the time limit extension code(s) 4-11 in the time limit extension tool ~~in a real-time process when on the ACES TWEP screen~~. When an adult recipient/ineligible parent ~~person~~ qualifies for more than one ~~e~~ type of time limit extension, ACES ~~the system will~~ automatically allows the longest extension. ~~For two parent families, W~~ when both parents have 60 months or more on a two-parent ~~person~~ TANF/SFA AU, and one is approved for an extension while the other is denied, ~~the approval will override the denial in ACES and TANF/SFA, the case will remain open for the entire AU. and The~~ the family's ACES notice ~~will~~ reflects the information for the approved time limit extension ~~parent~~.

Enter t The time limit decision ~~must be entered~~ into eJAS before the end of an adult recipient/ineligible parent's ~~whenever possible in time to close the case after 60 months, whenever possible, on TANF/SFA to avoid overpayments. for those who don't qualify for an extension so we don't risk federal penalties. ACES will generate a 10-day notice in month 60 to close the case or extend TANF/SFA assistance based on the time limit extension decision. See 3.7.1.11, How do I send the time limit decision notices to the adult recipient/ineligible parent, for additional processing instructions.~~

3.7.1.10 What happens when an adult recipient/ineligible ~~the adult recipient/ineligible~~ parent doesn't qualify for any time limit extensions?

When an adult recipient/ineligible ~~n adult recipient/ineligible~~ parent doesn't qualify for a time limit extension, ~~provide family~~ the following ~~information regarding additional support to the family:~~

- Transitional Food Assistance (TFA)
- On-going medical,
- WCCC,
- Child support,
- Community resources, and
- CEAP benefits that are available due to the 60-month lifetime limit.

If necessary, explain the process for obtaining additional medical or other needed evidence. ~~reassess the family's plans post termination and ensure all needed services, like continuing WCCC, food and medical assistance, are provided.~~

Be sure to A add explanatory text to the eJAS time limit decision letter when ~~we have~~ there is not ~~is not~~ enough evidence related to a time limit extension, but the person doesn't meet any, or only meets some criteria needed to qualify for a time limit extension. as shown on the eJAS time limit View the denial letter template or the Time Limit Hardship Extensions chart.

If the adult recipient/ineligible parent ~~person~~ doesn't qualify for an extension, eJAS ~~will~~ passes ~~this~~ information to ACES on a real-time basis and enters ~~the~~ extension reason 13 ~~on the in ACES TWEP screen~~. Cases ~~will~~ only close once reason 13 ~~is~~ has been entered into eJAS, populated ~~on the ACES TWEP screen~~ in ACES and the adult recipient/ineligible parent has reached 60 months.

ACES ~~will~~ generates a 10-day notice to close the case by the end of the 60th month ~~based on whether the person has reached the adult recipient or ineligible parent and an time limit and the hardship extension denial is in~~ on the eJAS time limit tool. See 3.7.1.11, How do I send the time limit decision notices to the adult recipient/ineligible parent, for additional processing instructions.

3.7.1.11 How do I send the time limit decision notices to an adult recipient/ineligible parent?

~~Process and send out EeEnglish ACES and eJAS There is also a fully automated denial notices- in one envelopeare processed and to sendd English denial notices that will print and mail out the ACES and eJAS time limit denial letters in one envelope. Approved time limit extension require nNo action is required for an approved time limit extension. approvals. ACES will generate and, as needed, translates the approval notices. There is also a fully automated process to send English denial notices that will print and mail out the ACES and eJAS time limit denial letters in one envelope~~

Translated time limit denial letters require the following action:

- ~~The~~ WFPS/WFSSS prints, translates and holds the eJAS denial notice after the time limit ~~appointment interview~~ without sending the translation to Barcode ~~to be imaged for imaging.~~
- ~~WFPS~~ staff receives a tickle in Barcode when an ACES Termination Letter (006-02 Termination of TANF/SFA) ~~that requires user action is generated~~ is 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 client with the original translated eJAS denial letter in one envelope.
 - Documents in eJAS time limit note type ~~the~~ English and translated letters ~~were~~ manually mailed out together from local office. in eJAS time limit note type.
 - Clears the tickle in Barcode.

Note: ~~The process is the same. W~~When the ACES letter is in a non-supported language, ~~except~~ the ACES letter ~~will also require~~ translation following the ~~normal~~ translation process.

3.7.1.12 Can an adult recipient/ineligible parent who was denied a time limit extension request an Administrative Hearing and receive continued benefits?

~~An adult recipient/ineligible parent has a right may request to an administrative hearing ifl they f an adult recipient/ineligible parent has received 60 months of of TANF/SFA and their case and areis terminated or denied, benefits or denied cash assistance because they do not qualify for a time limit extension or they do n'ot agree with the -months used towards their 60- month lifetime limit, he or she has a right to an administrative hearin, g.~~

When an adult recipient/ineligible parent is eligible for continued benefits per the EAZ manual, Fair Hearing- Pending Continued Benefits, the Administrative Hearing Coordinator ~~who is handling the administrative hearing request must notify~~ the WFPS/WFSSS to so they can approve an administrative hearing (#12) time limit extension in the eJAS time limit tool. Use the first month the case will remain open pending an administrative hearing decision as the The start date in the eJAS tool, is the first month the case will remain open pending an administrative hearing decision and approve the extension is approved in three-month increments and. ~~Once the extension is approved in eJAS, reinstate the case, ACES will keeps the case open and send~~ a notice.

The Administrative Hearing Coordinator conducts the ~~When~~ hearing and finalizes the ~~the decision is received~~ the Administrative Hearing Coordinator, processing the case per (or appropriate staff member) must follow

the decision process referenced in the EAZ Manual, [Fair Hearing-The Decision](#), and follow the appropriate processes for restoring benefits or processing overpayments.

~~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.~~

- ~~If the CSD decision is not~~ DSHS's decision isn't upheld at the administrative hearing, WorkFirst staff:
 - ~~Modifies~~ the TANF/SFA months on the ~~TICA screen~~ 3G Time Clock page when the ALJ modifies the month count, or
 - ~~Enters~~ the ALJ-approved time limit extension as of the first of the month of the ALJ decision date in the eJAS time limit tool.
 - ~~Approves~~ the extension for the maximum allowed review period. For example, if the ALJ approves a family violence time limits extension on June 10, ~~you would~~ staff will approve the extension for six months (June 1 through December 31).
- ~~If the adult recipient/ineligible parent~~ person receives ~~a~~ continued benefits and ~~loses the CS department~~ DDSHS decision is upheld at the administrative hearing, ~~WFS~~ WorkFirst staff creates a new eJAS time limit extension tool with the time limit extension code 13. The Administrative Hearing Coordinator ~~will~~ 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.

3.7.1.13 What happens when an adult recipient/ineligible ~~the adult recipient/ineligible~~ parent offers more time limit extension evidence before we close their case?

~~Sometime~~ An adult recipient/ineligible ~~a person's parent's~~ person's parent's circumstances may change or the adult recipient/ineligible person parent may be able to provide more evidence of time limit extension eligibility. For example, a medical condition may worsen, they may disclose family violence, or they may increase their hours at work, ~~or child welfare may contact them about one of their children.~~

When an adult recipient/ineligible parent ~~person who~~ doesn't qualify for a time limit extension and ~~contacts you~~ offers offering more or new evidence before we close ~~his or her~~ their case:

1. Document the contact and type of new circumstances or evidence offered in eJAS time limit note type.
2. ~~Use the~~ Create an ~~IRP for adult recipients~~ IRP for adult recipients to request additional information within 10 days or by no later than the last day of the adult recipient/ineligible parent's 60th month on TANF/SFA. Use a Missing Verification for Interview (0023-01) pend letter, ~~with the same time frames for ineligible parents.~~

3. Offer to schedule an appointment with the person adult recipient/ineligible parent if ~~he or she~~ they wants to meet to discuss the situation.

Once you receive the new evidence, ~~use it to re-~~ determine eligibility for a time limit hardship extension. If the person 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 ~~make the decision~~ determine eligibility based on the information in the adult recipient/ineligible parent's case record.

Use the eJAS time limit extension tool to document the decision, ~~and, if you still cannot approve an extension,~~ T translate the eJAS time limit extension 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/ineligible parent remains ineligible.~~

3.7.1.14 What if a person reapplies before their case is ~~closed~~ closes?

An adult recipient/ineligible person parent may choose to reapply for benefits before their TANF case closes due to time limits. ~~If so,~~ WorkFirst staff obtains necessary ~~can start to gather~~ information ~~needed~~ for a TANF or or, for adult recipients, Pregnant Women Assistance (PWA) eligibility ~~determination~~ immediately:

1. ~~If the person is pregnant,~~ Ensure adult recipient/ineligible parent provides ~~we have~~ proof of pregnancy and the estimated due date if adult recipient/ineligible parent is pregnant.
2. Gather necessary evidence ~~needed~~ to determine TANF time limit extension eligibility.

See 3.7.1.16 for instructions on processing the screened application in ACES, ~~once it is screened into ACES.~~

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

An adult recipient/ineligible person parent may reapply for cash assistance after ~~being~~ termination of ~~benefited~~ 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.

1. Treat the application in the same manner as any other TANF application, ~~with the following exceptions:~~
 1. ~~2.~~ Complete a family violence screening along with the time limit interview and the intake interview.
 - ~~If the person parent's case terminated~~ was closed for another reason and the parent is was already eligible for an extension, review to make sure ensure the client still meets the extension is still valid criteria. You will ~~not~~ won't need to do another eJAS time limit tool.
 3. ~~If it is determined that the parent erson doesn't~~ will not qualify for a time limit extension, deny the time limit extension tool in eJAS ~~time limit tool~~.
 - a. If the adult recipient/ineligible parent's case terminated for another reason and the adult recipient/ineligible parent was eligible for an extension, review to ensure they still meet the extension criteria. You won't need to do another eJAS time limit tool.
 - b. Determine eligibility per the Pregnant Women's Assistance (PWA) if the adult recipient/ineligible parent is pregnant.

Determine disability eligibility for adult recipients per the Social Services Manual if the person is Deny the extension in the eJAS time limit tool and the application will remain in pending status.

Pregnant—PWA

~~Claiming a mental or physical health issue prevents them from working—Incapacity Determination~~

~~—If you cannot can't determine TANF time limit extension eligibility without further information,~~

~~, deny the extension in the eJAS time limit tool and the application will remain in pending status.~~

5.4. Give the parent a pending letter for any information needed to determine financial, disability and time limit extension eligibility. Complete the CE if the adult recipient/ineligible parent ~~adult recipient~~ is likely to qualify for TANF, including those we expect to meet time limit extension criteria.

5. ~~Use Washington Apple Health (if available) or 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 any necessary~~ ~~ded~~ medical evidence for adult recipients ~~parents~~ ~~adult recipients~~ as described in [WFHB 6.6](#), Disabilities, How do I pay for medical evidence.

a. ~~See section 3.7.1.6 for ineligible parents.~~

~~—If adult recipient/ineligible Determine eligibility per for Pregnant Woman's Assistance (PWA) if the parent is pregnant.~~

6. ~~p~~Parents claiming mental or physical health issues ~~and based on medical evidence, do not~~ ~~don't~~ qualify for a time limit extension with current medical evidence, refer adult recipient/ineligible parent to a disability specialist for the Sequential Evaluation Process (SEP) for TANF TLE.

a. The disability specialist notifies WF staff of the TLE determination after receiving ~~If~~ medical evidence for the SEP process.

7. Deny the extension in the eJAS time limit tool and the application will remain in pending status if you can't determine TANF time limit extension eligibility without further information from the disability specialist. ~~is received, the disability specialist will notify WF staff of the TLE determination.~~

8. Once you have the time limit decision from the disability specialist and SEP process, ~~Once you have the time limit documentation, use the eJAS time limit tool to document the time limit extension decision.~~

8. ~~once you have the time limit documentation.~~

9. ~~If the adult recipient/ineligible person-parent doesn't qualify for an extension, add appropriate free form text from the eJAS denial letter template or the Time Limit Hardship Extension Chart to the ACES denial letter to explaining why the adult recipient/ineligible person-parent doesn't qualify for an extension (No separate eJAS time limit denial letter is required).~~

9.

10. Send a separate ACES approval letter when the adult recipient qualifies for PWA due to pregnancy or HEN due to incapacity.

3.7.1.16 Time Limit Extension Decisions- Step-by-step guide

Prior to interview/appointment:

1. The adult recipient/ineligible parent ~~will~~ receives a prominently displayed notice of the months of TANF receipt on his or her ~~the~~ recertification notice as she or he ~~they~~ approaches 48 months on TANF/SFA.
2. Once the adult recipient/ineligible adult recipient/ineligible parent ~~parent~~ reaches 56 months on TANF, the eJAS demographic screen will indicate this updates on the eJAS demographic screen and the WFPS/WFSSS ~~will have~~ has ~~may~~ access to the eJAS time limit tool to process a decision.
3. Once the adult recipient/ineligible adult recipient/ineligible parent ~~parent~~ reaches 58 months on TANF/SFA, his or her ~~the~~ adult recipient/ineligible parent's case name will appear on the CLMR ~~to~~ indicating a required time limit extension decision ~~must be made~~ by the end of month 58 (when possible); and no later than the end of month 60.

4. The WFPS/WFSSS ~~will send~~ an ACES Online 50-05, General Appointment Letter or the eJAS appointment letter and:
 1. ~~Notifies~~ the adult recipient/ineligible individual parent when ~~he or she~~they will reach 60 months and the need for a time limit extension decision, ~~and;~~ ~~and~~
 2. Gives the adult recipient/ineligible individual parent at least 10 days to come to the scheduled appointment. The adult recipient/ineligible person-parent ~~has the option to can~~ waive the appointment and complete the time limit interview sooner.

At the time limit extension ~~interview~~appointment, the WFPS/WFSSS ~~will:~~

- ~~5.1.~~ Explains the TANF/SFA time limit policy-
- ~~5.2.~~ Reviews the adult recipient/ineligible person's parent's TANF/SFA months for accuracy, including the adult recipient/ineligible parents adult recipient-out of state or tribal TANF months-
- ~~5.3.~~ Discusses the available supports, such as transitional food or medical, for those who don't qualify for a time limit extension and provides the adult recipient/ineligible person-parent a list of community resources
- ~~5.4.~~ Uses the Time Limit Hardship Extension Chart to determine whether the adult recipient/ineligible adult recipient/ineligible parent-parent qualifies for one or more ~~types of~~ extensions-
5. Makes the TLE decision based on the evidence available ~~at that time~~, and requests any additional necessary evidence ~~needed~~ for a hardship determination using an IRP (or a Missing Verification for Interview pend letter (0023-01) for ineligible parents)
- ~~5. —~~
- ~~5. —~~ Completes the eJAS time limit tool to document the ~~interview~~appointment and time limit extension decision.
6. —

After the time limit extension interview/appointment, the WFPS/WFSSS:

- ~~7.3.~~ Refers the adult recipient/ineligible parent for a TLE disability evaluation when ~~if~~ current available medical evidence related to a time limit extension is available, but the medical condition evidence doesn't meet the severity or duration requirements for the disabled adult TANF/SFA exemption, ~~;~~ refer the parent for a TLE disability evaluation.

a. The disability specialist ~~will:~~

- ~~i. —~~
- i. Follows the Disability Determination Process to determine eligibility.
- ~~i. —~~
- ii. Communicates the determination to WF Staff.

~~g. —~~

b. The WFPS/WFSSS ~~will:~~

- ~~ii. —~~
- i. Denies the TLE if disability specialist ~~determines~~ action is made that the adult recipient/ineligible adult recipient's parent's condition does not meet ABD criteria.
- ~~ii. —~~
- ii. Approves the TLE, using the XB reason code, if disability specialist ~~determines~~ action is made that the adult recipient/ineligible parent's adult recipient's condition ~~does~~ meets ABD criteria.

~~5. —~~

2. If any individual doesn't qualify for a time limit extension, ~~D~~ documents the evidence ~~we~~ used to make the decision in the free form text box of the eJAS time limit tool, using language from the eJAS

time limit denial letter template or the [Time Limit Hardship Extension chart](#) if the adult recipient/ineligible parent doesn't qualify for a time limit extension.

5. —

3. ~~If the adult recipient/ineligible parent isn't approved for an extension, Ssaves the letter.~~ Or, for non-English letters, print, **translate and hold** (without imaging in DMS) the Time Limit Decision Letter. If the adult recipient/ineligible parent doesn't qualify for an extension, eJAS will enter the information on the ACES TWEP Screen and ACES ~~will~~ automatically creates the 10-day notice to extend or close TANF/SFA when the adult recipient/ineligible person-parent reaches 60 months.

i. —

a. ~~During month 60, ACES will sends out extension approvals and English extension denial letters. Staff When will receiveing a Barcode tickle for extension denial letters needing translation, Staff:~~

—

i. ~~Sends~~ a copy of the translated eJAS denial letter for imaging

i. —

ii. ~~Translates~~ the ACES termination notice if it's in a non-supported language

ii. —

iii. ~~Locally prints and mails~~ the translated ACES and eJAS letters to the adult recipient/ineligible client-parent in one envelope

i. —

iv. ~~Documents that the letters were sent~~ ~~letters were mailed~~ in the eJAS time limit note type and

—

v. ~~Celears~~ the Barcode tickle

5. —

6. ~~If the adult recipient/ineligible parent doesn't show up for his or her time limit extension interview, Determinesthe WFPS/WFSSS won't pursue sanction, but will make the~~ time limit extension eligibility decision based on available information if the adult recipient/ineligible parent doesn't show up for the time limit extension appointment.

4. —

~~If the individual is terminated, files an administrative hearing and qualifies for continued benefits:~~

~~The worker processing the administrative request will notify the WFPS/WFSSS.~~

~~The WFSSS/WFPS will enter continued benefits due to the administrative hearing into the eJAS time limit tool to continue cash aid.~~

~~If the adult recipient/ineligible parent is upheld at hearing, process the ALJ approved extension into the eJAS time limit tool.~~

~~If the department is upheld, close the administrative extension and enter specialized text into the ACES termination notice.~~

When the adult recipient/ineligible adult recipient/ineligible parent offers additional evidence before we close his or her/their case, the WFSSS/WFPS ~~will~~:

1. Documents the adult recipient/ineligible client-parent contact and type of new evidence received in the eJAS time limit note type.

2. Uses the IRP (or a Missing Verification for Interview (0023-01) pend letter for ineligible parents) to request additional information within 10 days, or no later than the last day of the adult recipient/ineligible person's parent's 60th month.
3. Schedules an appointment if the adult recipient/ineligible person parent wants/wishes to meet and discuss the updated information.
4. Uses the new medically provided evidence to determine eligibility for a time limit hardship extension.
5. Makes the decision based on existing information in the case if the adult recipient/ineligible person parent fails to provide new evidence by the required date.
6. Uses the eJAS time limit tool to determine eligibility for a time limit extension and document the decision. If the extension is denied, print and translate the eJAS time limit decision letter, as needed (adding any needed details per the [Time Limit Hardship Extension chart](#)).

When a former adult recipient/ineligible adult recipient/ineligible parent states she or he they qualify/ies for a time limit extension after we close their case, she or he they will need to reapply. The WFPS/WFSSS will use the ~~normal~~ application process and:

1. Complete a family violence screening along with the time limit interview and the intake interview
2. Approve (if you have documentation) or deny the time limit extension in the eJAS tool and note any information needed to determine financial and time limit extension eligibility on the pend letter.
3. _____
4. If the adult recipient/ineligible parent doesn't qualify for a time limit extension, deny the time limit extension tool in eJAS.
 - a. If the adult recipient/ineligible parent's case terminated for another reason and the recipient/ineligible parent was eligible for an extension, review to ensure the client still meets the extension criteria. You won't need to do another eJAS time limit tool.
 - b. Determine eligibility per for Pregnant Woman's Assistance (PWA) if the parent is pregnant.
5. Give the person a pending letter for any information needed to determine financial, disability and time limit extension eligibility. Complete the CE if the adult recipient/ineligible parent is likely to qualify for TANF, including those we expect to meet time limit extension criteria.
6. Use 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 recipient/ineligible parents as described in WFHB 6.6, Disabilities, How do I pay for medical evidence.
 - a. See section 3.7.1.6 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, refer adult recipient/ineligible parent to a disability specialist for the Sequential Evaluation Process (SEP) for TANF TLE.
 - a. Deny the extension in the eJAS time limit tool and the application will remain in pending status if you can't determine TANF time limit extension eligibility without further information from the disability specialist.

Note: The disability specialist follows the instructions in the Social Services Manual – PWA or disability determination if the adult recipient/ineligible parent is pregnant or claims a mental or physical health issue prevents them from working to determine ABD eligibility and communicates the determination to WF staff.

8. The WFPS/WFSSS:

- a. Denies the TLE if the adult recipient/ineligible parent's condition does not meet ABD criteria.
 - b. Approves the TLE, using the XB reason code, if the adult recipient/ineligible parents condition meets ABD criteria.
 - c. Uses the eJAS time limit tool to document the time limit extension decision, after receiving the time limit decision from the disability specialist and SEP process.
9. If the adult recipient/ineligible parent doesn't qualify for an extension, add 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).
10. Send a separate ACES approval letter when the adult recipient qualifies for PWA due to pregnancy or HEN due to incapacity.

with the following exceptions:

~~Complete a family violence screening and the time limit interview along with the intake interview.~~

~~Approve (if you have documentation) or deny the time limit extension in the eJAS tool and note any information needed to determine financial and time limit extension eligibility on the pend letter.~~

~~Complete the CE for former adult recipients if the person qualifies (or may qualify) for a time limit extension.~~

~~Use Washington Apple Health (if available) or WorkFirst Support Services for former adult recipients as described in WFHB 6.6.6 to pay for any needed medical evidence. See section 3.7.1.6 for ineligible parents.~~

~~Once time limit evidence is received, use the eJAS time limit tool to determine eligibility for time limit extension after receiving documentation.~~

~~If the extension is denied, add any explanatory text to the ACES denial notice; don't generate an eJAS time limit denial letter.~~

~~Follow the instructions in the Social Services Manual—PWA or disability determination to determine ABD eligibility if the former adult recipient/parent is pregnant or claims a mental or physical health issue prevents them from working.~~

~~The ABD disability specialist will:~~

~~Follow the Disability Determination Process to determine eligibility.~~

~~Communicate the determination to WF Staff.~~

~~The WFPS/WFSSS will:~~

~~Deny the TLE if determination is made that the adult recipient's/parent's condition does not meet ABD criteria.~~

~~Approve the TLE, using the XB reason code, if if determination is made that the adult recipient's/parents condition does meet ABD criteria.~~

If the individual adult recipient/ineligible parent/family files an administrative hearing because benefits are/is terminated and files an administrative hearing and qualifies for continued benefits: s:

1. The worker processing the administrative hearing request will notify the WFPS/WFSSS.
2. The WFSSS/WFPS will enter continued benefits due to the administrative hearing into the eJAS time limit tool to continue cash aid.
3. If the ALJ rules in favor of the adult recipient/ineligible parent ~~adult recipient/ineligible parent is upheld at hearing~~, process the ALJ approved extension into the eJAS time limit tool.
4. If the department's decision is upheld by the ALJ, close the administrative extension and enter specialized text into the ACES termination notice.⁵⁶