



POLICY CHANGE ALERT #16-034F

TITLE: DISCONTINUATION OF R&A REFERRALS FOR STBL/LIBL

ISSUE DATE: 08/01/2016

EFFECTIVE DATE: 08/01/2016

Summary

Programs Impacted: CA

This Policy Change Alert is being issued to inform staff that it is no longer required to elevate Lifetime Benefit Limit (LIBL) and State Benefit Limit (STBL) to the Research and Analysis Unit (R&A). This includes "Other" hardship reasons, denials, and victim of violence claims.

When verification of an LIBL or STBL hardship extension is not provided, or does not support the requested hardship extension reason, follow the procedures in LIBL or STBL Hardship Extension Procedures.

The worker must ensure that sufficient verification and documentation is included to support the determination.

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

FAA2.P07D - LIBL Hardship Extension Eligibility – Overview

To be potentially eligible for a Lifetime Benefit Limit (LIBL) hardship extension, a participant must claim a hardship and meet the specific requirements for any of the LIBL hardship extension reasons listed below:

- [Nonparent Specified Relative](#)
- [Disability](#)
- [Full time Required Caretaker](#)
- [Victim of Violence, Crime, or Domestic Violence](#)
- [Homeless](#)
- [Inability to Complete an Educational or Training Program](#)
- [Inability to Find or Afford Child Care](#)
- [No Readily Available or Affordable Transportation](#)
- [Other Hardship Reason](#)

When verification of an LIBL hardship extension reason is received, follow the procedures [in LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).



POLICY CHANGE ALERT #16-034F

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07D.01 - LIBL Hardship Extension Eligibility – Nonparent Specified Relative

To qualify for a Lifetime Benefit Limit (LIBL) Hardship Extension a participant who is a [nonparent specified relative\(g\)](#) (NPSR) must meet all of the following:

- Be 60 years or older in the 60th countable month of receiving CA
- Be included in the CA budgetary unit
- Reside with and provide care for a dependent child who is included in the CA budgetary unit
- Not be receiving CA for their own child

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07D.02 - LIBL Hardship Extension Eligibility – Disability

A disability is a physical or mental condition that prevents a participant from working or engaging in work activities. A disability is based on physical and mental impairments and may include persons receiving mental health or substance abuse treatment.



POLICY CHANGE ALERT #16-034F

A disability may not be readily identifiable. These disabilities may include, but are not limited to, [Post Traumatic Stress Disorder\(g\)](#). Ensure that all potential barriers, which prevent the participant from engaging in work activities or supporting the budgetary unit independent of CA, are considered with the participant.

- Temporary Disability is a medical condition that is expected to continue for more than 30 days, but less than 12 months, from the date of the request for an LIBL hardship extension.
- Permanent Disability is a medical condition that has lasted or will last for at least 12 months from the date of the request for an LIBL hardship extension, or result in death.

Verification must be provided that supports the disability determination. (See [LIBL Extension – Disability Verification](#))

NOTE When the duration of the disability is expected to be shorter than the approval period, authorize the LIBL hardship extension ONLY for the period of time the disability is expected to last. (See [LIBL Hardship Extension Keying Procedures](#))

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.



POLICY CHANGE ALERT #16-034F

FAA2.P07D.03 - LIBL Hardship Extension Eligibility – Full Time Required Caretaker for their Disabled Child, Parent, Spouse, or Domestic Partner

A budgetary unit may be eligible for an LIBL hardship extension when the adult participant is required to care for their disabled adult or minor child, parent, [spouse\(g\)](#) or [domestic partner\(g\)](#). Eligibility criteria for a caretaker LIBL hardship extension includes ALL of the following:

- The adult participant must be needed and designated by the [treatment provider\(g\)](#) as the full time caretaker.
- The budgetary unit cannot receive [respite care\(g\)](#) for more than 20 hours per week.
- No other person is available to provide care for the disabled person.
- The disabled person cannot attend school or vocational rehabilitation for more than 20 hours per week.

Verification must be provided that supports the caretaker determination. (See [LIBL Extension – Caretaker Verification](#))

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07D.04 - LIBL Hardship Extension Eligibility – Victim of Violence, Crime, or Domestic Violence

A participant may request an LIBL hardship extension on the basis that any member of the budgetary unit is a victim of violence, crime, or domestic violence. The result of the violence or crime must prevent an adult participant from working or engaging in work activities.



POLICY CHANGE ALERT #16-034F

Victim of Violence: Violence is defined as battery or extreme cruelty inflicted on any member of a budgetary unit by a stranger or by a person known to any member of the budgetary unit. Battery or extreme cruelty includes, but is not limited to, any of the following:

- Physical acts that threatened or resulted in physical injury
- Threats of, or attempts at, physical or sexual abuse
- Sexual abuse
- Sexual activity involving a child
- Being forced as the caretaker of a child to engage in non-consensual sexual acts or activities
- Mental or emotional abuse
- Neglect or deprivation of basic necessities such as food or medical care

Victim of Crime: A crime includes any unlawful act against any member of a budgetary unit that creates a hardship.

Victim of Domestic Violence: Domestic Violence (DV) is a pattern of behavior in which one family member or intimate partner uses any of the following to control another family member or the other intimate partner in the relationship:

- Physical violence
- Coercion
- Threats
- Intimidation
- Isolation
- Emotional abuse
- Sexual abuse
- Economic abuse



POLICY CHANGE ALERT #16-034F

Circumstances that support the claim related to a victim of crime, domestic violence, or other violence include, but are not limited to, the following:

- Residence in an emergency or transitional shelter or housing for victims of abuse.
- Obtaining or having obtained a protective or restraining order against an abuser.
- Receiving protective or supportive services related to the abuse or violence.
- Being a party to a legal action such as a divorce or custody which involves issues of current or past abuse or violence.
- Staying with a friend or relative after fleeing to avoid or escape abuse.
- Violence or abuse against the victim resulted in the arrest, arraignment, or conviction of the abuser or perpetrator.
- Receiving or having received inpatient or outpatient treatment for psychological, physical, emotional or mental abuse, or violence.
- Being hospitalized or receiving emergency room treatment for medical or psychological injuries as a result of the abuse or violence.

NOTE Any of the above circumstances could be a past or current circumstance.

Verification must be provided that supports the determination of the crime or act of violence. (See [LIBL Hardship Extension – Victim of Violence, Crime, or Domestic Violence Verification](#))

WARNING

Residing with a Perpetrator or Abuser:

When the perpetrator or abuser resides with a participant or the budgetary unit, that person must be actively working with the Department of Child Safety (DCS) prior to authorizing a hardship extension based on a victim of violence claim. In this situation, all of the following apply:

- DCS must verify the active participation of the perpetrator or abuser
- **Review the facts and the DCS verification to determine whether the circumstances prevent the participant from working or engaging in work activities.**
- When abuse is reported under any circumstances, the victim should be offered a referral for DV services through either of the following:

[Arizona Coalition Against Domestic Violence](#)

[National Domestic Violence Hotline](#)



POLICY CHANGE ALERT #16-034F

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07D.05 - LIBL Hardship Extension Eligibility – Homeless

A budgetary unit may be eligible for an LIBL hardship extension when the budgetary unit is homeless. A budgetary unit is defined as homeless when all participants in the budgetary unit meet either of the following criteria:

- They do not have a fixed or regular nighttime residence.
- The participants have as their primary nighttime residence one of the following:
 - A supervised shelter designed to provide temporary shelter to homeless persons.
 - A half-way house or similar institution that provides temporary residence.
 - A rent free accommodation in the residence of another person for not more than 90 days.
 - A place not designed, or ordinarily used, for sleeping. This includes, but is not limited to, the following:
 - Car
 - Bus station
 - Hallway
 - Park
 - Sidewalk

NOTE Verification must be provided that supports the homeless determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension reason is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).



POLICY CHANGE ALERT #16-034F

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07D.06 - LIBL Hardship Extension Eligibility – Ability to Complete an Educational or Training Program

A participant may be eligible for an LIBL hardship extension when they meet ALL of the following:

- The adult participant is currently attending an educational or training program.
- The participant is participating full time in any of the following:
 - A postsecondary education program of study offered by a university, college, or community college, which will result in an Associates or Bachelor's degree
 - A program or course of study offered by a vocational, technical, or recognized school which will result in a diploma or certificate for a job skill directly related to obtaining self supporting employment in a recognized occupation
 - A job training or employment activity by the Jobs Program Contractor which is consistent with the person's employability plan
- The participant must have started participation in the educational or training program prior to the participant receiving 54 countable months of CA.
- The participant must demonstrate successful progress toward completion of the educational or training program. Successful progress includes meeting a reasonable time limit for completion of the educational or training program.
- The participant must consistently sustain a passing grade or acceptable grade point average, as determined by the educational or training program.
- The adult participant is unable to complete the educational or training program unless they continue to receive CA.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension reason is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.



POLICY CHANGE ALERT #16-034F

FAA2.P07D.07 - LIBL Hardship Extension Eligibility – Inability to Find or Afford Child Care

A participant may be eligible for an LIBL hardship extension when the participant cannot find or afford childcare, which prevents them from working or engaging in work activities.

A participant may establish the LIBL hardship extension reason, based on unavailable childcare, by providing verification which includes, but is not limited to, the cost of available childcare or proof of the lack of childcare services in the area.

All attempts to obtain childcare in the prior 30 days must be documented.

NOTE Verification must be provided that supports the childcare determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension reason is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2P07D.08 - LIBL Hardship Extension Eligibility – No Readily Available or Affordable Transportation

A participant may be eligible for an LIBL hardship extension when there is no readily available or affordable transportation in the participant's area, which would allow the participant to work or engage in work activities.

Verification includes, but is not limited to, bus route tables, area maps, documentation including distances to areas of possible employment.

NOTE Verification must be provided that supports the transportation determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension reason is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).



POLICY CHANGE ALERT #16-034F

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07D.09 - LIBL Hardship Extension Eligibility – Other Hardship Reason

A budgetary unit may be eligible for an LIBL hardship extension when the participant has a physical or mental hardship that prevents the PI, or the [spouse\(g\)](#) of the PI, from engaging in work activities or supporting the budgetary unit independent from CA.

NOTE Verification must be provided that supports the other hardship determination.

When verification of an LIBL hardship extension reason is received, follow the procedures in [LIBL Hardship Extension Keying Procedures](#).

When verification of an LIBL hardship extension reason is not provided, follow the procedures in [LIBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P07E.02 - LIBL Hardship Extension Eligibility – Caretaker Verification

When an LIBL hardship extension request is based on the adult participant being needed as a full time caretaker of their disabled minor or adult child, parent, [spouse\(g\)](#), or [domestic partner\(g\)](#), verification of the need must be provided.



POLICY CHANGE ALERT #16-034F

Verification that the adult participant is required to be a full time caretaker of the caretaker's disabled child, parent, spouse, or domestic partner, includes the following:

- A statement from a treatment provider indicating the adult participant is needed as a full time caretaker of their disabled child, parent, spouse, or domestic partner.
- When the budgetary unit receives [respite care\(g\)](#), verification from the respite care provider is required. The verification must indicate the number of hours per week that the budgetary unit receives services.
- When the disabled individual is attending school, verification of the number of hours per week they are in attendance is required from the school or vocational rehabilitation program.

NOTE A statement from the caretaker may be used when verification from respite care and the school or vocational rehabilitation is unavailable. The statement must indicate all of the following:

That they care for their disabled child, parent, spouse, or domestic partner.

The number of hours of respite care that they receive per week.

The number of hours per week that the disabled individual attends school or a vocational rehabilitation program.

WARNING

Review the facts when the participant states that the disabled individual either receives more than 20 hours a week of respite care or attends school or vocational rehabilitation for more than 20 hours a week. **Determine whether the circumstances prevent the participant from working or engaging in work activities.**

NOTE Verification of disability must be originated no more than 12 months prior to the LIBL hardship extension request.



POLICY CHANGE ALERT #16-034F

FAA2.P07F.04 - LIBL Hardship Extension Keying Procedures

Approve LIBL hardship extension when the budgetary unit is eligible by completing the following:

- Key the appropriate [Extension Reason Code](#) in the EXT RSN AF field on WERE.
- Authorize the benefits on AFPD.
- Send the [A102 notice](#).
- Document [case file\(g\)](#) or the CADO Extension Form (CEF) with the LIBL hardship extension reason.

The LIBL hardship may not be valid for the entire approval period. Complete the following when the LIBL hardship is valid for:

- 30 days or less
Authorize only the month(s) the LIBL hardship is valid.
Send the A077 notice, requesting any other LIBL hardship reason.
- 31 to 60 days
Authorize only the first and second month of the LIBL hardship extension, up to the current system month.
Send the A077 notice, requesting any other LIBL hardship reason.
- More than 60 days
Authorize the LIBL hardship extension up to the current system month.
Set an [ACTS](#) alert for the first day of the month prior to the last month the LIBL hardship is valid. On the ACTS alert due date, send the A077 notice, requesting any other LIBL hardship reason.

NOTE When no additional LIBL hardship reason is claimed by the expiration date of the A077, **follow the procedures in [LIBL Hardship Extension – Keying Procedures for Closures](#).**



POLICY CHANGE ALERT #16-034F

FAA2.P11D - STBL Hardship Extension Eligibility

To be potentially eligible for an STBL hardship extension, a participant must claim a hardship and meet the specific requirements for any of the STBL hardship extension reasons listed below:

- [Nonparent Specified Relative](#)
- [Disability](#)
- [Full time required caretaker](#)
- [Victim of Violence, Crime, or Domestic Violence](#)
- [Homeless](#)
- [Inability to Complete an Educational or Training Program](#)
- [Inability to Find or Afford Childcare](#)
- [No Readily Available or Affordable Transportation](#)
- [Other Hardship Reason](#)

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

FAA2.P11D.01 - STBL Hardship Extension Eligibility – Nonparent Specified Relative

To qualify for an STBL Hardship Extension a participant who is a [nonparent specified relative\(g\)](#) (NPSR) must meet all of the following:

- Be 60 years or older
- Be the PI, [spouse\(g\)](#) of the PI, or other adult
- Reside with and provide care for a dependent child who is included in the CA budgetary unit
- Not be receiving CA for his/her own child



POLICY CHANGE ALERT #16-034F

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

FAA2.P11D.02 - STBL Hardship Extension Eligibility – Disability

A disability is a physical or mental condition that prevents a participant from working or engaging in work activities. A disability is based on physical and mental impairments and may include persons receiving mental health or substance abuse treatment.

NOTE A disability may not be readily identifiable. These disabilities may include, but are not limited to, [Post Traumatic Stress Disorder\(g\)](#).

Ensure that all potential barriers, which prevent the participant from engaging in work activities or supporting the budgetary unit independent of CA, are considered with the participant.

- A Temporary Disability is a medical condition that is expected to continue for more than 30 days, but less than 12 months, from the date of the request for an STBL hardship extension.
- A Permanent Disability is a medical condition that has lasted or will last for at least 12 months from the date of the request for an STBL hardship extension, or result in death.

Verification must be provided that supports the disability determination. (See [STBL Extension - Disability Verification](#))

NOTE When the duration of the disability is expected to be shorter than the approval period, authorize the STBL hardship extension ONLY for the period of time the disability is expected to last. (See [STBL Hardship Extension Keying Procedures](#))



POLICY CHANGE ALERT #16-034F

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

FAA2.P11D.03 - STBL Hardship Extension Eligibility – Full Time Required Caretaker for their Disabled Child, Parent, Spouse or Domestic Partner

A budgetary unit may be eligible for an STBL hardship extension when the PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child is required to care for their disabled adult or minor child, parent, spouse or [domestic partner\(g\)](#). Eligibility criteria for a caretaker STBL hardship extension includes ALL of the following:

- The adult participant must be needed and designated by the [treatment provider\(g\)](#) as the full time caretaker.
- The budgetary unit cannot receive [respite care\(g\)](#) for more than 20 hours per week.
- No other person is available to provide care for the disabled person.
- The disabled person cannot attend school or vocational rehabilitation for more than 20 hours per week.

Verification must be provided that supports the caretaker determination. (See [STBL Extension - Caretaker Verification](#))

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).



POLICY CHANGE ALERT #16-034F

WARNING

When the participant provides verification that does not support the LIBL hardship extension request, deny the request for hardship extension.

FAA2.P11D.04 - STBL Hardship Extension Eligibility – Victim of Violence, Crime, or Domestic Violence

A participant may request an STBL hardship extension on the basis that the PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child is a victim of violence, crime, or domestic violence. The result of the violence or crime must prevent the adult participant from working or engaging in work activities.

Victim of Violence: Violence is defined as battery or extreme cruelty inflicted on any member of a budgetary unit by a stranger or by a person known to any member of the budgetary unit. Battery or extreme cruelty includes, but is not limited, to any of the following:

- Physical acts that threatened or resulted in physical injury
- Threats of, or attempts at, physical or sexual abuse
- Sexual abuse
- Sexual activity involving a child
- Being forced as the caretaker of a child to engage in non-consensual sexual acts or activities
- Mental or emotional abuse
- Neglect or deprivation of basic necessities such as food or medical care

Victim of Crime: A crime includes any unlawful act against any member of a budgetary unit that creates a hardship.

Victim of Domestic Violence: Domestic Violence (DV) is a pattern of behavior in which one family member or intimate partner uses physical violence, coercion, threats, intimidation, isolation, or emotional, sexual, or economic abuse to control another family member or the other intimate partner in the relationship.



POLICY CHANGE ALERT #16-034F

Circumstances that support the claim related to a victim of crime, domestic violence, or other violence include, but are not limited to, the following:

- Residence in an emergency or transitional shelter or housing for victims of abuse.
- Obtaining or having obtained a protective or restraining order against an abuser.
- Receiving protective or supportive services related to the abuse or violence.
- Being a party to a legal action such as a divorce or custody which involves issues of current or past abuse or violence.
- Staying with a friend or relative after fleeing to avoid or escape abuse.
- Violence or abuse against the victim resulted in the arrest, arraignment, or conviction of the abuser or perpetrator.
- Receiving or having received inpatient or outpatient treatment for psychological, physical, emotional or mental abuse, or violence.
- Being hospitalized or receiving emergency room treatment for medical or psychological injuries as a result of the abuse or violence.

NOTE Any of the above circumstances could be a past or current circumstance.

Verification must be provided that supports the determination of the crime or act of violence. (See [STBL hardship Extension - Victim of Crime, Domestic Violence or other Violence Verification](#)).



POLICY CHANGE ALERT #16-034F

WARNING

Residing with a Perpetrator or Abuser:

When the perpetrator or abuser resides with a participant or the budgetary unit, that person must be actively working with the Department of Child Safety (DCS) prior to authorizing a hardship extension based on a victim of violence claim. In this situation, all of the following apply:

- DCS must verify the active participation of the perpetrator or abuser
- **Review** the facts and the DCS verification, to determine whether the **circumstances prevent the participant from working or engaging in work activities.**
- When abuse is reported under any circumstances, the victim should be offered a referral for DV services through either of the following:

[Arizona Coalition Against Domestic Violence](#)

[National Domestic Violence Hotline](#)

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.



POLICY CHANGE ALERT #16-034F

FAA2.P11D.05 - STBL Hardship Extension Eligibility – Homeless

A budgetary unit may be eligible for an STBL hardship extension when the budgetary unit is homeless. A budgetary unit is defined as homeless when all participants in the budgetary unit meet either of the following criteria:

- They do not have a fixed or regular nighttime residence.
- The participants have as their primary nighttime residence one of the following:

A supervised shelter designed to provide temporary shelter to homeless persons.

A half-way house or similar institution that provides temporary residence.

A rent free accommodation in the residence of another person for not more than 90 days.

A place not designed, or ordinarily used, for sleeping. This includes, but is not limited to, the following:

- Car
- Bus station
- Hallway
- Park
- Sidewalk

NOTE Verification must be provided that supports the homeless determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.



POLICY CHANGE ALERT #16-034F

FAA2.P11D.06 - STBL Hardship Extension Eligibility – Ability to Complete an Educational or Training Program

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when they meet all of the following:

- The participant is CURRENTLY attending an educational or training program.
- The participant is participating full time in any of the following:
 - A postsecondary education program of study offered by a university, college, or community college, which will result in an Associates or Bachelor's degree
 - A program or course of study offered by a vocational, technical, or recognized school which will result in a diploma or certificate for a job skill directly related to obtaining self supporting employment in a recognized occupation
 - A job training or employment activity by the Jobs Program Contractor which is consistent with the person's employability plan
- The participant must have started participation in the educational or training program prior to the participant receiving 18 countable months of CA.
- The participant must demonstrate successful progress toward completion of the educational or training program. Successful progress includes meeting a reasonable time limit for completion of the educational or training program.
- The participant is unable to complete the educational or training program unless they continue to receive CA.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.



POLICY CHANGE ALERT #16-034F

FAA2.P11D.07 - STBL Hardship Extension Eligibility – Inability to Find or Afford Childcare

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when the participant cannot find or afford childcare, which prevents them from working or engaging in work activities.

A participant may establish the STBL hardship extension reason, based on unavailable childcare, by providing verification which includes, but is not limited to:

- The cost of available childcare
- Proof of the lack of childcare services in the area

All attempts to obtain childcare in the prior 30 days must be documented.

NOTE Verification must be provided that supports the childcare determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

FAA2.P11D.08 - STBL Hardship Extension Eligibility – No Readily Available or Affordable Transportation

The PI, [spouse\(g\)](#) of the PI or other adult in the home who is financially responsible for the dependent child may be eligible for an STBL hardship extension when there is no readily available or affordable transportation in his/her area, which would allow the participant to work or engage in work activities.



POLICY CHANGE ALERT #16-034F

Verification includes, but is not limited to:

- Bus route tables
- Area maps
- Documentation including distances to areas of possible employment.

NOTE Verification must be provided that supports the transportation determination.

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

FAA2.P11D.09 - STBL Hardship Extension Eligibility – Other Hardship Reason

The PI, [spouse\(g\)](#) of the PI, or other adult in the home who is financially responsible for the dependent child, may be eligible for an STBL hardship extension when the participant has a hardship, not specifically listed, that prevents the PI, spouse of the PI or other adult in the home who is financially responsible for the dependent child, from engaging in work activities or supporting the budgetary unit independent from CA.

WARNING

A claim of hardship based solely on the inability to be legally employed in the United States due to federal immigration status requirements is not a valid hardship.

NOTE Verification must be provided that supports the OTHER hardship determination.



POLICY CHANGE ALERT #16-034F

When verification of an STBL hardship extension reason is received, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

When verification of an STBL hardship extension reason is not provided, follow the procedures in [STBL Hardship Extension Procedures](#).

WARNING

When the participant provides verification that does not support the STBL hardship extension request, deny the request for hardship extension.

FAA2.P11E.02 - STBL Hardship Extension Eligibility – Caretaker – Verification

When an STBL hardship extension request is based on being needed as a full time caretaker of their disabled adult or minor child, parent, [spouse\(g\)](#), or [domestic partner\(g\)](#), verification of the need must be provided.

Verification that the adult participant is required to be a full time caretaker of the caretaker's disabled child, parent, spouse, or domestic partner, includes the following:

- A statement from a treatment provider indicating the adult participant is needed as a full time caretaker of their disabled child, parent, spouse, or domestic partner.
- When the budgetary unit receives [respite care\(g\)](#), verification from the respite care provider is required. The verification must indicate the number of hours per week that the budgetary unit receives services.
- When the disabled individual is attending school, verification of the number of hours per week they are in attendance is required from the school or vocational rehabilitation program.

NOTE A statement from the caretaker may be used when verification from respite care and the school or vocational rehabilitation is unavailable. The statement must indicate all of the following:

That they care for their disabled child, parent, spouse, or domestic partner.

The number of hours of respite care that they receive per week.

The number of hours per week that the disabled individual attends school or a vocational rehabilitation program.



POLICY CHANGE ALERT #16-034F

WARNING

Review the facts when the participant states that the disabled individual either receives more than 20 hours a week of respite care or attends school or vocational rehabilitation for more than 20 hours a week. **Determine whether the circumstances prevent the participant from working or engaging in work activities.**

NOTE Verification of disability must be originated no more than 12 months prior to the STBL hardship extension request.

FAA2.P11F.04 - STBL Hardship Extension Keying Procedures

Complete one of the following when eligibility for an [STBL Hardship Extension](#) is determined:

- Approve the extension when the budgetary unit is eligible to receive an STBL hardship extension. Complete all of the following:
 - Key the appropriate [Extension Reason Code](#) in the AZ EXT RSN field on WERE.
 - Authorize the benefits on AFPD.
 - Send the [A102 notice](#).
 - Document CADO or the CADO Extension Form (CEF) with the STBL hardship extension reason.

The STBL hardship may not be valid for the entire approval period. Complete the following when the STBL hardship is valid for:
- 30 days or less
 - Authorize only the month(s) the STBL hardship is valid.
 - Send the A081 notice, requesting any other STBL hardship reason.
- 31 to 60 days
 - Authorize only the first and second month of the STBL hardship extension, up to the current system month.
 - Send the A081 notice, requesting any other STBL hardship reason.



POLICY CHANGE ALERT #16-034F

- More than 60 days

Authorize the STBL hardship extension up to the current system month.

Set a Free Form alert in ACTS for the first day of the month prior to the last month the STBL hardship is valid. On the Free Form ACTS alert due date, send the A081 notice, requesting any other STBL hardship reason.

NOTE When no additional STBL hardship reason is claimed by the expiration date of the A081, follow the procedures in [STBL Hardship Extension Keying Procedures](#).

- Stop CA benefits when the budgetary unit has requested an STBL hardship extension, the participant is **determined** NOT eligible to receive an STBL hardship extension, and all other eligibility criteria are met.

Complete all of the following:

Key the TI Denial Closure Reason Code and effective date on AFED.

Send the A215 notice

Reauthorize benefits for other programs, when appropriate.

Send the appropriate notices for the other programs.

Document CADO or the CEF with the reason that the STBL hardship extension was not approved.

- Stop CA benefits when all of the following occur:

No STBL hardship extension reason has been requested.

AZTECS has sent a [NOAA](#) to the PI.

The AZ CNTR AF field on WERE displays 12 months or more. In this situation, complete all of the following:

- Key the TI Denial or Closure Reason Code and the effective date on AFED.
- Send the [A214 notice](#).
- Reauthorize benefits for other programs, when appropriate.
- Send the appropriate notices for the other programs.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.

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