1. Before updating the TANF Time Limits Months, re-open the TANF program block using Re-apply for a new application or Rescind as appropriate.
2. Navigate to the **Time Limit Summary** page.
3. Click the **Name** hyperlink for the consumer in the **Cash-Aid** block.



1. The **Cash Aid Time Limit Month List** page displays. Use the snipping tool to screenshot the **Cash Aid Time Limit List** page(s) and image the screenshot(s) to the *Journaling* document type in ImageNow.
2. From the **Cash Aid Time Limit Month List** page, click the **Checkbox** associated to the month(s) you want to remove to get the **TANF Months Used** field down to 22 months. Best practice is to first remove the most recent TANF months received in Kansas.



1. Click the **Remove** button.



1. Process the Application and Run EDBC through the Come Up Month.
2. Navigate to the **Time Limit Summary** page.
3. Click the **Name** hyperlink for the consumer in the **Cash-Aid** block.



1. The **Cash Aid Time Limit Month List** page displays. Click the **Add** button.



1. Enter the **Begin Month** and **End Month** using the <mm/yyyy> format or the calendar icon. Remember to add the exact months previously removed.



1. Select *Manual* from the **Add Reason** drop-down menu. Additional fields dynamically display.



1. Select *TANF* from the **Program** drop-down menu.



1. Select *Hardship* from the **Type** drop-down menu.



1. Select the appropriate *Hardship Reason* from the **Reason** drop-down menu.



1. Click the **Save** button. The **Cash Aid Time Limit Month List** page displays.

