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. Click the **Edit** button associated to the month you want to update. Best practice is to first remove the most recent TANF months received in Kansas.



1. The **Cash Aid Time Limit Month Detail** page displays. Change the **Add Reason** from *KEES Month* to *Manual* if *Manual* is not already selected.



1. Select *Other/Entered in Error* from the **Type** drop-down menu.



1. Select *Entered in Error/Remove* from the **Reason** drop-down menu.



1. Click the **Save** button.



1. The **Cash Aid Time Limit Month List** page displays and the updated month displays as *Exempt*.



1. Repeat the process until the counter reaches 22 months.