# Extending TANF Time Limits Past 24 Months

**Instructions forEmployment Services and active TANF benefit recipients:**

Active households will be reviewed for a 12-month hardship exemption by 24 months as defined in KEESM 2242 and 2243 to extend their TANF Time Limits to 36 months. If approved, TANF months have to be manually added in KEES with a *Hardship* **Type** and applicable **Reason** in order to extend a consumer’s TANF eligibility past 24 months.

**NOTE:** When there is a two-parent household with each parent receiving TANF, KEES discontinues the TANF program block when one parent meets the 36 month TANF Time Limit even if one parent has less TANF months. This works in accordance with policy.

**To Manually Add TANF Time Limit Months with a Hardship Type:**

1. From the context of the case, select **Eligibility** from Global Navigation. Select **Customer Information** from Local Navigation. Select **Time Limits** from Task Navigation.The **Time Limit Summary** page displays.
2. Click the **Name** hyperlink for the consumer in the **Cash-Aid** block. The **Cash Aid Time Limit Month List** page displays.
3. Click the **Add** button. The **Cash Aid Time Limit Month Detail** page displays.
4. Enter the **Begin Month** using the <mm/yyyy> format or the calendar icon.
5. Enter the **End Month** using the <mm/yyyy> format or the calendar icon.

**NOTE:** KEES does not allow a record to be entered past 5 months in the future. Set the **End Month** as the *Review Month* or *5 Months* in the future, whichever date comes first.

1. Select *Manual* from the**Add Reason** drop-down menu. Additional fields dynamically display
2. Select *TANF* from the **Program** drop-down menu.
3. Select *Hardship* from the **Type** drop-down menu.
4. Select Appropriate Hardship Reason from the **Reason** drop-down menu.
5. Click the **Save** button. The **Cash Aid Time Limit Month List** page displays.
6. Click the **Close** button. The **Time Limit Summary** page displays.
7. Send the **TANF Extension** **Notice** to the consumer using Standard Copy and Paste text in the V808.

**Instructions for Eligibility Staff and TANF applicants previously discontinued due to Time Limits Reached:**

If TANF was previously discontinued due to *Time Limits Reached*, KEES will not allow staff to approve benefits if a consumer reapplies for TANF benefits. If approved for a hardship exemption, as found in KEESM 2243 1-4, staff must process the application using a 5-part process. See **Updating TANF Months for SSI Household** if the consumer is part of a SSI household.

Part 1: Use the snipping tool to screenshot the **Cash Aid Time Limit List** page and image the screenshot to the *Journaling* document type in ImageNow.

Part 2:Manually remove TANF months from the **Cash Aid Time Limit List** page until the **TANF Months Used** field reaches 22 months.

**To Remove TANF Time Limit Months**:

1. From the context of the case, select **Eligibility** from Global Navigation. Select **Customer Information** from Local Navigation. Select **Time Limits** from Task Navigation.The **Time Limit Summary** page displays.
2. Click the **Name** hyperlink for the consumer in the **Cash-Aid** block. The **Cash Aid Time Limit Month List** page displays.
3. Click the **Checkbox** associated to the month(s) you want to remove and click the **Remove** button.

**NOTE:** Best practice is to first remove the most recent TANF months received in Kansas.

Part 3: Process the Application and Run EDBC through the Come Up Month.

Part 4: Manually add the previously removed months back with a *Hardship* **Type** and applicable **Reason**.

**To Manually Add the TANF Months Back:**

1. From the context of the case, select **Eligibility** from Global Navigation. Select **Customer Information** from Local Navigation. Select **Time Limits** from Task Navigation.The **Time Limit Summary** page displays.
2. Click the **Name** hyperlink for the consumer in the **Cash-Aid** block. The **Cash Aid Time Limit Month List** page displays.
3. Click the **Add** button. The **Cash Aid Time Limit Month Detail** page displays.
4. Enter the **Begin Month** using the <mm/yyyy> format or the calendar icon.
5. Enter the **End Month** using the <mm/yyyy> format or the calendar icon.

**NOTE:** Remember to add the exact months previously removed.

1. Select *Manual* from the**Add Reason** drop-down menu. Additional fields dynamically display.
2. Select *TANF* from the **Program** drop-down menu.
3. Select *Hardship* from the **Type** drop-down menu.
4. Select the appropriate Hardship Reason (KEESM 2243 1-4) from the **Reason** drop-down menu.
5. Click the **Save** button. The **Cash Aid Time Limit Month List** page displays.

Part 5: Manually add months in KEES with a *Hardship* **Type** and applicable **Reason** equivalent up to the Review Month, 5 Months in the future, or when 36 months is reached, whichever date comes first.

**To Manually Add New Hardship Months:**

1. Click the **Add** button. The **Cash Aid Time Limit Month Detail** page displays.
2. Enter the **Begin Month** using the <mm/yyyy> format or the calendar icon.
3. Enter the **End Month** using the <mm/yyyy> format or the calendar icon.

**NOTE:** KEES does not allow a record to be entered past 5 months in the future. Set the **End Month** as the *Review Month*, *5 Months* in the future or when 36 months is reached, whichever date comes first.

1. Select *Manual* from the**Add Reason** drop-down menu. Additional fields dynamically display.
2. Select *TANF* from the **Program** drop-down menu.
3. Select *Hardship* from the **Type** drop-down menu.
4. Select the appropriate Hardship Reason (KEESM 2243 1-4) from the **Reason** drop-down menu.
5. Click the **Save** button. The **Cash Aid Time Limit Month List** page displays.
6. Click the **Close** button. The **Time Limit Summary** page displays.