# Updating TANF Months for SSI Households

SSI Households are exempt from TANF Time Limits per KEESM 2240. Follow the steps below to adjust TANF months to approve a TANF application with an adult receiving SSI.

**To Update 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 **Edit** button associated to the month you want to update. The **Cash Aid Time Limit Month Detail** page displays.

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

1. Change the **Add Reason** from *KEES Month* to *Manual* if *Manual* is not already selected.
2. Select *Other/Entered in Error* from the **Type** drop-down menu.
3. Select *Entered in Error/Remove* from the **Reason** drop-down menu.
4. Click the **Save** button. The **Cash Aid Time Limit Month List** page displays and the updated month(s) displays as *Exempt*.
5. Repeat Steps 3-7 until the counter reaches 22 months.
6. Click the **Close** button. The **Time Limit Summary** page displays.