**Instructions for Eligibility when receiving a TANF application with 21 months of assistance or more:**

1. If the **application is pended** and the client is mandatory to participate in Employment Services (see E-1 in KEESM Appendix), the eligibility worker will create a task for the purple team. The task’ due date should match the due date of other verification tasks. The task should read:

*If approving the 23rd or 24th month, send the (ES-4308).*

If the **application is approved** through the 23rd or 24th month and the client is mandatory to participate in Employment Services (see E-1 in KEESM Appendix), the eligibility worker will complete step 1 of the Hardship Extension Request (ES-4308) and submit it to the Executive Hardship Committee at [DCF.ESExecHardshipRequest@ks.gov](mailto:DCF.ESExecHardshipRequest@ks.gov) same day as application approval. The worker will set a task due the 21st of the following month to monitor the return of the ES-4308.

1. If the **application is approved** through the 23rd or 24th month and the client is not mandatory to participate in Employment Services (see E-1 in KEESM Appendix), the eligibility worker will discontinue the case for receiving the 24-month time limit unless the case meets the exemption criteria listed in KEESM 2240.

If the Hardship Extension Request is approved, the Purple Supervisor will distribute the form to an eligibility worker for processing the same day. The worker will scan the form into Perceptive Content and add the appropriate months to the Cash Aid Time Limit Summary page in KEES (see KEES User Manual “Extending TANF Time Limits Past 24 Months”). The worker will run EDBC through the come-up month. KEES automatically generates a task for Employment Services if the hardship extension is approved at the time of the application approval. This now becomes an on-going case.

**Instructions for Eligibility when receiving a TANF application after TANF was discontinued for receiving 24 months of assistance.**

Cases meeting a hardship criteria 1 through 4 as identified in KEESM 2243 may be reopened. Eligibility staff will need to verify the hardship prior to reopening the TANF case.  See the KEES User Manual “Extending TANF Time Limits Past 24 Months.”

**Instructions for Employment Services:**

**If the initial hardship was granted due to approval at application**, Employment Services will complete the assessment process and determine if the client will be referred for additional months prior to the end of the initial extension.

**If ongoing TANF**, Employment Services will determine if the client will be referred to the Executive Hardship Committee in the 22nd month.

1. ES PA will review the Hardship Report (sent by the TANF Program Specialist on the 1st of the month) and forward to the appropriate CN to complete the Hardship Extension Request.
2. The CN will review the case and complete Steps 2-5 on the Hardship Extension Request form.
3. The CN will send the Hardship Extension Request form to their PA by the 11th of the month.
4. The ES PA will review the case and Steps 2-5 of the Hardship Extension Request form.
5. If the PA determines a hardship should be requested, they will forward the Hardship Extension Request form to the Executive Hardship Committee at [DCF.ESExecHardshipRequests@ks.gov](mailto:DCF.ESExecHardshipRequests@ks.gov) by the 21st of the month.
6. If the PA determines a hardship should not be requested, they will notify the CN and TANF will automatically close for receiving the 24-month time limit.
7. The Executive Hardship Committee will determine if a hardship extension will be granted and how many months should be added to the Cash Aid Time Limit Summary page.
8. The Executive Hardship Committee will complete Step 6 of the Hardship Extension Request form and return it to the Program Administrator after the hardship has been approved or denied.
9. The Program Administrator will add the appropriate months to the Cash Aid Time Limit Summary page and notify the CN of the approval/denial.

**The Hardship Extension will end if the client fails to cooperate with Employment Services. The Employment Services Program Administrator will be responsible for removing hardship months.**