3.6.1 Time Limit Extensions

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**The Infant, Toddler, and Post-Partum Time Limit Extension (TLE) begins July 1, 2024.**

* It must be applied when applicants or recipients have exhausted their 60-month time limit on TANF cash assistance.
* If the applicant/recipient has a child under the age of two years old and has remaining Infant/Toddler Exemption days left or qualifies for a Post-Partum exemption, and they choose to use the exemption, they would be eligible for this new time limit extension.
* WorkFirst staff will process the Infant/Toddler/Post-Partum TLE in eJAS for applicants and recipients as follows:
  + Question 4: select “*Caring for a disabled adult*”
  + Length of extension: ***Match to end of the month of applicable exemption***.
  + Under “…enter a summary of the reason for the decision”, copy and paste the following note:
    - *Applicant meets the Infant/Toddler or Post-Partum criteria, coding “Caring for a disabled adult” to extend the TLE hardship.*

**The Ineligible Parent Hardship Time Limit Extension (TLE) approval process continues as follows:**

* After the Ineligible Parent has reached 60 months of TANF, and meets all other financial eligibility, they should be extended through the Ineligible Parent Hardship TLE.
* WorkFirst staff must follow these steps in eJAS for applicants, recipients, or those reinstating:
  + Question 4: select "*Caring for a disabled adult*"
  + Length of extension: 12 months.
  + Under “…enter a summary of the reason for the decision”, copy and paste the following note:
    - *Applicant meets the Ineligible Parent hardship criteria, coding "Caring for a disabled adult" to extend the TLE hardship.*

3.6.1.5 What are the time limit extension categories?

The entire assistance unit is ineligible for TANF/SFA when an adult recipient in the assistance unit receives 60 months of TANF/SFA, unless the adult recipient qualifies for a time limit hardship extension.

The entire assistance unit remains eligible for TANF/SFA if at least one parent has 60 months or more and qualifies for an extension.

**Examples**:

#1 Jasmine is on SSI and has received 45 months on TANF for her two children.  She marries Albert and he is added to the TANF grant.  Jasmine reaches 60 months on TANF, she is no longer subject to TANF time limits as an Ineligible Parent.  Approving the TLE is a workaround until IT is updated.  When Albert reaches 60 months, staff must complete a TLE review with Albert to see if he meets any of the TLE criteria. If Albert doesn't qualify for a TLE at that time, the three person TANF grant will close.

#2 Tommy has been on receiving TANF for himself and his son for 55 months.  He married Tina who is on SSI and has a daughter who has been on TANF for 30 months.  Tommy doesn’t qualify for a TLE and the two person TANF grant will close when Tommy’s 60 months on TANF unless he qualifies for an extension.

A caregiver relative who doesn't live with the child’s parent and has 60 months or more of TANF/SFA may choose to receive a child-only grant as allowed under [WAC 388-408-0025](http://app.leg.wa.gov/WAC/default.aspx?cite=388-408-0025)(2)(c).  There are no time limits for child-only TANF cases.

An adult recipient may qualify for a time limit extension (See the [Time Limit Hardship Extension chart](https://www.dshs.wa.gov/sites/default/files/ESA/wf-manual/Time%20Limit%20Hardship%20Extension%20Chart%202023.pdf)) when the adult recipient:

1. Qualifies for an exemption under [WAC 388-310-0350](http://app.leg.wa.gov/WAC/default.aspx?cite=388-310-0350); because they are:  
   * A needy caretaker relative age 55 or older (#4); or
   * Applying for SSI as required in their IRP (#8); or
   * An adult with mental, physical, emotional or cognitive condition, based on medical evidence, that prevents them from working more than 10 hours per week and is expected to last 12 months or longer (#5) or,
   * Receiving SSI or Social Security Disability Insurance (#5) or,
   * Caring for a child or adult with a disability (#6 or #7).
   * Homeless, living outside; in a building or other location not meant for human habitation, in a building or other location which they have no legal right to occupy, in an emergency shelter, in a temporary housing program, which may include a transitional housing program with a limited duration of stay (#14); or
   * Caring for a homeless child per McKinney-Vento criteria; focuses on the unhoused youth in the household. A youth who doesn't have a fixed, regular, and adequate nighttime residence. Local school districts use the McKinney-Vento definition to determine how many households are lacking a nighttime residence and provides access to resources such as free lunch, transportation, and educational supports.
2. Participates satisfactorily in specialized family violence activities according to a service plan developed by a person trained in family violence (#9);
3. Has an open child welfare case with a state or tribal government and this is the first time the adult recipient has had any child in dependency (#10);
4. Works 32 hours or more per week in an unsubsidized job (#11). Use the ACES calculated number of hours for self-employment unless the person chooses to provide alternative proof from a credible, knowledgeable, reliable source to confirm self-employment hours (see [WAC 388-490-0005](http://app.leg.wa.gov/WAC/default.aspx?cite=388-490-0005)). Please note this alternative proof doesn't affect how we determine actual hours of participation or whether we allow the adult recipient to engage in full-time employment as described in the [WorkFirst Handbook 8.2](https://www.dshs.wa.gov/esa/chapter-8-paid-unpaid-employment/82-self-employment), Self-employment;
5. Is 65 years old, or older, blind as defined by the Social Security Administration or likely disabled as defined under chapter [388-449 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=388-449)(#5).
6. Caring for a child in their home under the age of two years old and have available days and chooses to take the Infant/Toddler exemption, or are eligible for the Post-Partum exemption. This extension applies even if required to participate in mandatory activities (such as mental health or substance use treatment) as long as they are participating satisfactorily.
7. Was on TANF assistance during specific months of High Unemployment. The applicant or participant may qualify for this reason if they don't qualify for any other time limit extension criteria and received TANF during a month on or after March 1, 2020, when the Washington State unemployment rate (provided by ESD) was at 7% or above. The extension is equal to the number of months they received TANF on or after March 1, 2020, when the Washington state employment security department's unemployment rate (provided by ESD) was at 7% or above (#16.)

3.6.1.9 What is the time limit hardship extension process?

WorkFirst staff determines if the adult recipient qualifies for a time limit hardship extension. WorkFirst staff are approved to authorize WorkFirst support services per [WAC 388-310-0800](http://app.leg.wa.gov/WAC/default.aspx?cite=388-310-0800)(1)(a).

Prior to the TLE appointment, review the case for evidence of potential eligibility for an extension and identify:

* Medical evidence received in the past 12 months for the adult recipient, their child or adult relative who is living in the home
* SSI applications, even if it’s an application filed by the adult on their own
* Receipt of Social Security Disability Insurance Payments
* A history of family violence
* A history of child welfare involvement
* Current employment
* Housing status- *Is the recipient experiencing homelessness?*
* Child under the age of two years old in the home and determine if IE/TE days are available. If not, determine whether the participant qualifies for the Post-Partum exemption,
* After reviewing all TLE categories, determine if the applicant/participant was on TANF during high unemployment rate months (March 2020 and onwards)