

NOTICE OF TEMPORARY ASSISTANCE EXTENSION FOR HARDSHIP ACTION

PURPOSE: To provide written notice of case action when families have reached the 60-month lifetime limit and:

- Are being reviewed but haven't reached their lifetime limit,
- Have been extended for a hardship reason,
- Have not been extended for a hardship reason and
- Have been reviewed following a hardship extension.

NUMBER OF COPIES AND DISTRIBUTION: One copy for the participant and one copy for the case record. Retain this form permanently in the case record.

INSTRUCTIONS FOR COMPLETION: This form should be typed. All entries should be filled in pertaining to the type of action taken.

SECTION I – THE EXTENSION FOR HARDSHIP DETERMINATION IS BEING CONSIDERED BASED ON:

The case manager will (✓) the box of the extension considered in the determination. If multiple extension reasons are being discussed, check the box of the extension that will be entered into the IMU5 system.

NOTE: For issues of Domestic Violence (✓) the box labeled "Other".

SECTION II – YOUR DETERMINATION FOR AN EXTENSION OF HARDSHIP HAS BEEN BASED ON THE FOLLOWING INFORMATION:

This section gives the worker space to include all information used in the determination of the extension for hardship. It must be as descriptive as possible and give the participant all information that was taken into consideration.

NOTE: For issues of Domestic Violence careful wording must be used to document basis of determination. If the only extension considered is based on Domestic Violence recording may not be necessary.

SECTION III – THE EXTENSION FOR HARDSHIP HAS BEEN:

The case manager will (✓):

Reviewed - if the participant is not at the end of their lifetime limit.

Approved - if the participant is approved at or after the 60th month for an extension, and then complete the rest of the section on approvals.

- List all activities the individual has agreed to participant in.
- Complete the date of next review.

Denied – if the participant is denied an approval for extension.