

## Time Limit Automation and Policy Frequently Asked Questions (FAQ)

<b>Automation</b>			
	<b>Question</b>	<b>Answer</b>	<b>Reference</b>
1	Can we enter the extension decision at the third month in CARES Mainframe?	Effective August 5, 2017, all extension decisions must be entered in the Time Limit Tracking application. CARES Mainframe screens will be read only starting August 5, 2017.	See Operations Memo 17-15: Modernization of CARES Mainframe Time Limit Screens
2	Does the new application pull in cases that need an extension?	No. FEPs will need to search for the PIN to see the individual's time limit page. FEPs should continue to use the "W-2 Participants with 24 or More Months on 24 Month Clock without Extension Request" WebI report to identify individuals who need extensions.	
3	How far back does the data pull for months used?	The Time Limit page displays data for months used from the time the W-2 participant turned 18 years old or as far back at September 1996.	
4	Where will it show out of state TANF used?	Out of state TANF months are displayed as OTF under OTHER in the new Time Limit Tracking application.	
5	Will the time limit information pull into CWW or just on the new application?	Time Limit information will continue to display real-time in CWW.	
6	Does Ext. Denied status reflect the current extension decision?	Yes	See Operations Memo 17-15: Modernization of CARES Mainframe Time Limit Screens
7	Can you deny an extension once it begins?	The system will allow you to end an extension once it has begun by removing any unused extension months. However, this should not be done unless the individual has left W-2 and is reapplying with prior extension months still in place. See policy response #9 below.	

8	Can you change the extension decision before the extension begins?	Yes. However, see Policy responses #7 and #8 below.	See Time Limits: Extension Details - Desk Aid
9	Do time limit entries need to be done in CARES Mainframe?	No. Effective August 5, 2017 all time limit entries including extensions must be completed in the W-2 Time Limit Tracking application. Screens AIWC, AIWO, AIWE will be read only effective August 5, 2017.	See Operations Memo 17-15: Modernization of CARES Mainframe Time Limit Screens
10	Will there be a data exchange for out of state TANF or will it need to be entered manually?	No. There is no data exchange for out of state TANF. The process for verifying out of state TANF (OTF) months is not changing. All OTF must be entered manually. W-2 workers will be able to enter multiple OTF months at one time.	See Operations Memo 17-15: Modernization of CARES Mainframe Time Limit Screens
11	Are there history screens for entries in the new system?	W-2 workers can view a history of entries for a specific month. Select the month and then Load History to see what the entries made. To view extension history, select the View Extension Details button.	See Operations Memo: 17-15 Modernization of CARES Mainframe Time Limit Screens
12	Who do we direct automation questions to after it goes live?	The process for submitting automation questions/problems has not changed. Automation questions should be directed to the W-2 Help Desk.	
13	If an extension is backdated into the prior month and eligibility runs in CWW, would the case be open and passing for prior month or would it be open and passing for the date the extension was entered?	The process for establishing eligibility in CWW has not changed. The purpose of backdating an extension is so that if the FEP needs to start the placement in the prior month, they can do so. If the individual needs an extension, the month the placement begins, in this case the prior month, is included in the 6 month extension period.	
<b>Policy</b>			
	<b>Question</b>	<b>Answer</b>	<b>Reference</b>
1	Are there certain criteria a W-2 participant has to meet in order to be eligible for an extension?	The criteria regarding eligibility for an extension has not changed.	See W-2 Manual Sections 2.10.6.1 and 2.10.6.2
2	Should extension decisions be entered after the W-2 Time Limit Extension Record form has been completed?	The policy requiring completion of an extension record form when determining eligibility for a time limit extension has not changed. The W-2 worker must have an extension	See W-2 Manual 2.10.6.4.1 and 2.10.6.4.2

		discussion with the W-2 applicant or participant and complete the appropriate W-2 Agency Time Limit Extension record prior to entering the extension in the W-2 Time Limit Tracking application.	
3	Do months of TANF cash assistance received in another state count towards both the Federal and State life time limits?	Yes. TANF months accumulated in other states count towards the W-2 participant's Federal time limit and State lifetime limit.	See W-2 Manual 2.10.2.3 and 2.10.9
4	Do workers need to enter an extension to the federal lifetime limit?	No. The W-2 agency may only extend the state 60-month lifetime limit.	See W-2 Manual Section 2.10.6
5	If a W-2 participant used 60 months on their State lifetime limit and 24 months on their CSJ time limit, for which time limit is an extension needed?	An extension would be needed on the State lifetime limit if the W-2 participant was remaining in a CSJ placement. If a participant is going to reach his or her 24th month in a TEMP, CSJ, or W-2 T or the end of a 24-month time limit extension 6 months prior to reaching the 60-month State lifetime limit, the FEP must determine eligibility for a 60-month time limit extension rather than a 24-month time limit extension.	See W-2 Manual Section 2.10.6.4.3
6	Is the extension form changing to reflect the 6-month extension length?	The current Time Limit Extension form has been divided into two forms based on the extension decision. The W-2 Agency Time Limit Extension Denial Record must be completed when denying an extension and the W-2 Agency Time Limit Extension Approval Record must be completed when approving an extension. The previous W-2 Agency Time Limit Extension Record (11661) form is obsolete.	See Operations Memo 17-16: Wisconsin Works Time Limit Policy Updates and Changes.
7	Can you change the extension decision from a denial to an approval before the extension would need to begin?	Yes. The W-2 agency may change the extension decision prior to the expiration of the time limit. FEPs must work closely with participants who have been denied or declined an extension in the final months of their placement to determine if circumstances have changed that would result in the need for an extension.	See Time Limits: Extension Details - Desk Aid See W-2 Manual 2.10.6.4.1 and 2.10.6.5.1
8	Can an extension decision be changed from an approval to a denial before the extension	No. The W-2 agency may not change a time limit extension decision from an approval to a denial. The W-2 agency	See W-2 Manual 2.10.6.2 and Ch. 11

	begins? For example, if the W-2 participant fails to participate?	must apply policy for sanctions and case closures in response to failure to participate in activities or cooperate with program requirements. The W-2 agency may deny a subsequent extension if the individual is not participating in assigned activities.	
9	Can you deny an extension once it begins?	No. The W-2 agency may not deny an extension once the approved extension begins. See response to question 8 above. The W-2 agency may end a previously approved extension if an individual exits the program and reapplies during the same extension period. In this circumstance, the W-2 agency will enter a new decision based on the individual's current circumstances.	See W-2 Manual 2.10.6.2, 2.10.7, and Ch. 11
10	Who do we direct policy questions to after it goes live?	The process for submitting policy questions has not changed; Policy and process questions should be directed to your regional monitor.	