




STATE OF FLORIDA
AGENCY FOR WORKFORCE INNOVATION

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Reference: FL Statutes

AWI Communiqué

DATE: December 27, 2006
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, One Stop and Program Support
SUBJECT:  Hardship Extension Procedural Changes

PURPOSE:

To inform Regional Workforce Boards (RWBs) of a change in the hardship extension procedure and provide the Department of Children and Families' (DCF's) communication that was provided to district offices

BACKGROUND:

Federal law limits the receipt of cash assistance to no more than 60 cumulative months in an individual's lifetime. Florida law further limits the lifetime receipt of cash assistance to 48 months. Under federal and state law, specific individuals may be exempt from time limits, and other individuals may be extended for a specified time period.

The DCF applies time limit *exemptions* to cases; however, most extensions are processed by the RWBs. To ensure time limited recipients of cash assistance are engaged in the program and are working towards self-sufficiency, the RWBs are required to review each case within six months of the lifetime limit. When a family uses a minimum of 42 months of cash assistance, the DCF completes the top portion of the *Hardship Extension Review Form*, CF-ES 2082, and forwards the document to the RWB. Section A provides the RWB with basic information about the participant's cash assistance case. Once the form has been sent to the RWB, this initiates a hardship review, which consists of a review of the individual's barriers, compliance and employability. The RWB also determines if the individual meets a hardship criterion. If the individual meets a hardship criterion, the RWB should recommend an extension. If the individual does not meet the criteria to receive a hardship extension, the RWB should not recommend an extension.

Previously, the RWB made a recommendation for a hardship extension by completing Section B of the form and made a decision regarding the time limit extension by completing Section D of the form. The RWB was previously instructed to complete the Determination Section (Section D) of the *Hardship Extension Review Form*, which documents a time limit extension decision. The RWBs are now being advised that the review form, CF-ES 2082, has been updated, and Section D should be completed by the DCF not the RWB.

REFERENCE:

Florida Statutes 414.105 and Florida Administrative Code 65A-4.201

ACTION REQUIRED:

The DCF will continue to send the CF-ES 2082 form to the RWB to initiate the hardship extension review process. The RWB will also continue to meet with participants in their last six months of the Temporary Cash Assistance (TCA) receipt to determine if the individual is in need of a time limit extension.

However, the RWB will no longer complete the determination section, Section D, before returning the form to DCF. This is the result of an intensive review of Florida Statutes and the Florida Administrative Code by the Agency for Workforce Innovation (AWI) and DCF.

The DCF has released a memorandum on the new form and procedures. The AWI will be updating guidance regarding the following:

- The DCF will continue to forward the CF-ES 2082 form with Section A completed.
- The RWB must initiate a hardship review.
- If the individual attends the appointment and requests an extension, the RWB should make a recommendation.
 - The RWB should not make a determination.
 - The RWB should not complete Section D with a decision.

To streamline the process, the RWB should continue to work with DCF to ensure:

- The RWB receives the CF-ES 2082 form timely;
- The reviews are completed timely;
- The CF-ES 2082 form is returned to the correct DCF partner; and
- The RWB is notified of the extension timely.

ATTACHMENTS

DCF Communication P-06-12-0022

Hardship Extension Review Form CF-ES 2082

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.