



State of Florida  
Department of Children and Families

Jeb Bush  
Governor

Lucy D. Hadi  
Secretary

---

**MEMORANDUM**

**DATE:** December 1, 2006 **TRANSMITTAL NO.:** P-06-12-0022

**TO:** ACCESS Florida District Operations Managers  
ACCESS Florida Zone Program Offices

**FROM:** Jennifer Lange, Director, ACCESS Florida (Signature on File)

**SUBJECT:** TCA Time Limit Hardship Exemption Procedural Changes

---

This memo is to notify staff of a change in the approval process for granting hardship extensions to TCA time limits. This procedural change is effective for all hardship extension referrals occurring on or after January 2, 2007.

**Background:** The Regional Workforce Boards (RWB) make recommendations to DCF regarding hardship extensions to TCA time limits. A decision to approve or deny a hardship extension to time limits must be rendered by the department. In order to comply with this requirement the changes identified below have been made to the hardship determination process.

**Procedural Changes to the Hardship Exemption Process:**

- RWBs will no longer complete Section D of the Hardship Extension Review Form CF-ES 2082. RWB providers will continue to complete Section B of the 2082 and submit the form to ACCESS staff. The CF-ES 2082 has been modified so that Section D will now be completed by ACCESS staff to indicate hardship approval or denial and any additional months of TCA covered by the approval.  
**Note:** ACCESS staff should approve or deny a hardship extension and the extension period, recommended by the RWB in Section B, unless there are other non-hardship eligibility factors which require TCA termination (example: CSE noncompliance, over income limits, or other technical eligibility factors.)
- DCF will notify the RWB provider of a hardship extension approval or denial by mailing a copy of the CF-ES 2082 with Section D completed. A copy of the revised CF-ES 2082 is attached for use until the revised form is available for ordering. The RWB provider will continue to notify the individual of denial or approval of the hardship extension. DCF will continue to notify individuals of TCA time limit benefit termination via current FLORIDA procedures.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

## TCA Time Limit Hardship Exemption Procedural Changes

Page 2

- If an additional hardship extension request is made either prior to or after expiration of the initial hardship extension period, a new CF-ES 2082 must be completed. The CF-ES 2082 will be initiated by the agency that receives the request.

All other procedures for processing hardship time limit extensions remain unchanged.

If districts/regions have any questions concerning these procedural changes please contact Gary D. Scott at (850) 413-7427 or SUNCOM 293-7427.

### Attachment

cc: Program Policy (Lewis, Schilling, Grignon, Love)  
FLORIDA Operations (O'Brien, Poirier, Hudgens, Owens)  
Office of Appeal Hearings (Pritchard)  
Office of General Counsel (Minnis)  
Quality Control (Pearce)  
Office of Quality Management (Ransdell)  
FLORIDA Help Desk (Shaw-Johnson)  
AWI (Malone, Scott)  
Florida Legal Services (C. Huddleston)