



# Iowa Department of Human Services

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## GENERAL LETTER NO. 4-C-51

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 4, Chapter C, **NONFINANCIAL ELIGIBILITY**, Contents (page 3), revised; and pages 63, 64, 66, 69, 72 through 75, 77 through 90, 92 through 97, 99 through 104, 106, 108, 114 through 121, and 137, revised.

### Summary

Chapter 4-C is revised to:

- ◆ Incorporate policy that allows families with an adult who is a nonqualified alien to apply for and receive FIP for their citizen or qualified alien children for more than 60-months if the family meets hardship criteria and all other FIP eligibility criteria.
- ◆ Add references to form 470-3826(S), *Request for FIP Beyond 60 Months*.
- ◆ Update references to form 470-0643. The name of this form has been changed from *Request for Child Abuse Information* to *Request for Child and Dependent Adult Abuse Information*.

### Effective Date

February 1, 2016

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 4, Chapter C:

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| Contents (page 3) | October 8, 2010   |
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| 95, 96                 | February 14, 2014 |
| 97, 99-103             | October 8, 2010   |
| 104                    | August 8, 2014    |
| 106, 108, 114-121, 137 | October 8, 2010   |

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.

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Psychiatric medical institutions for children (PMICs) are both medical and foster care facilities. Children in these facilities who are court-ordered into foster care are not eligible to receive FIP even though they do not receive a foster care maintenance payment. Children in PMICs who are **not** in foster care may be FIP-eligible. See [Temporary Absence in a Medical Institution](#) for more information.

See [4-G, When a Child Goes into Foster Care](#), for information on canceling FIP when a child goes into foster care.

### **Hardship Exemption**

**Legal reference:** 45 CFR 264.1; 441 IAC 41.30(3)

Federal law limits a family's lifetime FIP assistance to a total of 60 months. The program's goal is that the family becomes self-sufficient within this 60-month limit. However, recognizing that this goal is not attainable for all families, the program allows assistance to be provided beyond 60 months to families in hardship conditions. This is called a "hardship exemption."

"Hardship" is defined as a circumstance that is preventing the family from being self-supporting. A hardship exemption is not intended as an automatic extension of the 60-month limit but is intended for families that are faced with barriers that are beyond their control and affect their ability to become self-sufficient. The family's safety takes precedence over the goal of self-sufficiency.

Families with adults that have received 60 months of FIP assistance, as defined in [Limit on FIP Assistance](#), may request a hardship exemption. Requests for a hardship exemption must be made on form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*.

Families no longer on FIP that have received FIP for 60 months must also complete an application as a condition for regaining FIP eligibility.

Families may be denied or granted a hardship exemption. The determination is a one- or two-step process:

1. Based on supporting evidence, you determine whether a hardship exists that prevents the family from being self-supporting.
2. For an FIA-responsible person, PROMISE JOBS determines how the hardship issues will be addressed in the family investment agreement (FIA).

A family:

- ◆ Without an FIA-responsible person has to meet step 1.
- ◆ With an FIA-responsible person has to meet both steps before the hardship exemption request can be granted.

The family requesting the hardship exemption has primary responsibility for identifying hardship barriers and providing supporting documentation.

| For a family with an FIA-responsible person, PROMISE JOBS, along with the family and recommendations from the family's service worker, will determine the focus of the steps to be included in the six-month family investment agreement.

Make the hardship exemption determination as soon as possible but no later than 30 days after the date a valid form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, is received in any DHS or PROMISE JOBS office. When an application is required for the family to regain FIP eligibility, the 30 days begin the day after the application is received, if that date is later. (See [Hardship Exemption Decision](#).)

Federal regulations require that a hardship exemption must not begin until the adult in the family has received FIP for at least 60 months. A hardship exemption is limited to six consecutive calendar months.

Families may request and be granted more than one hardship exemption if warranted by their hardship circumstances, if they otherwise qualify for the exemption and meet FIP eligibility requirements. A new six-month FIA and a new hardship exemption determination are required for each subsequent hardship exemption period.

Each hardship exemption approval or denial must be disposed of with a corresponding *Notice of Decision*. Families whose request for a hardship exemption is denied are afforded normal appeal rights. In addition, you must record the family's particular hardship exemption approval or denial reasons in the Eligibility Tracking System (ETS).

The following sections explain:

- ◆ [Who may qualify for a hardship exemption](#)
- ◆ [The process for issuing and receiving a hardship request](#)
- ◆ [The process for determining whether a hardship exists](#)
- ◆ [Development of the six-month Family Investment Agreement](#)
- ◆ [Making the final exemption decision](#)
- ◆ [The six-month hardship exemption period](#)
- ◆ [PROMISE JOBS participation requirements for families receiving the exemption](#)
- ◆ [Hardship appeal procedures](#)
- ◆ [Overpayments related to the hardship exemption](#)

Families who successfully left FIP also may qualify for a hardship exemption if a hardship condition has affected their ability to remain self-sufficient.

The hardship exemption eligibility determination is a one- or two-step process. See [Hardship Exemption](#).

- ◆ Based on supporting evidence, you must determine whether the family has a hardship condition that affects its ability to be self-supporting.
- ◆ If you determine the family meets hardship criteria, the FIA-responsible adults in the family must meet with PROMISE JOBS to develop and sign a six-month family investment agreement (FIA) that addresses the family's documented hardship condition.

A hardship exemption is not a separate program but is a special eligibility factor that, if met, allows families with hardship barriers to receive FIP beyond the 60-month limit. This means that, in addition to meeting hardship exemption criteria, families must meet all other FIP requirements to continue to receive FIP beyond the 60-month period.

It is important that you and PROMISE JOBS staff, when appropriate, help families to fully understand that their hardship condition does not excuse them from any financial or nonfinancial FIP requirements during the hardship exemption period.

The purpose of the hardship exemption is to involve the family with an FIA-responsible person in activities that can reasonably be expected to lead to self-sufficiency, rather than to use the hardship as a reason for excusing the family from program requirements.

Families with FIA-responsible people who are approved for a hardship exemption must be willing to take steps to overcome their hardship. They must participate to their maximum potential in activities reasonably expected to result in self-sufficiency and demonstrate incremental progress toward that goal. However, a family's safety shall take precedence over the goal of self-sufficiency.

In two-parent families, both parents must meet the hardship exemption requirements.

- ◆ **Housing situations** that make it difficult or impossible to work, such as when:
  - The family's belongings are destroyed in a fire or flood, interrupting or delaying the family's employment arrangement; or
  - Travel time from the family's home to the job exceeds one hour each way, including time needed to take the child to day care.

Living in another person's home does not in itself qualify for an exemption unless the living arrangement affects the family's ability to become self-supporting.

- ◆ **Substance abuse issues.** A claim of substance abuse must be verified by a clinical assessment or other supporting evidence.
- ◆ **Having a child with special circumstances** that require the parent (or the needy relative) to be in the home to provide care or supervision. This may be:
  - A child with physical or mental health issues or
  - A child that receives child protective, juvenile court or juvenile justice services, or other child welfare services.

The child's safety takes precedence over the goal for the family's self-sufficiency.

- ◆ **Other circumstances** that prevent the family from being self-supporting. Families whose hardship is not specifically listed are not automatically excluded from consideration for a hardship exemption. Each family is unique and has different circumstances that may hinder its efforts to achieve self-sufficiency.

NOTE: Needing more time to complete an educational program does not, in itself, meet hardship exemption criteria.

When a hardship exemption is approved based on medically determined physical or mental health issues or disability, PROMISE JOBS may require the affected FIA-responsible adult to participate in vocational rehabilitation services. PROMISE JOBS will contact you to request referral of the adult to the Department of Education, Rehabilitation Services Bureau. Enter the referral into the ABC system.

- ◆ Written statements from people with knowledge of the family's hardship circumstance. Written statements from friends or relatives alone are not sufficient to grant a hardship exemption but may be used to support other evidence.
- ◆ Lack of employability may be substantiated by any entity that has had contact with the client and is in a position to know the client's limitations, such as the PROMISE JOBS, service, or FaDSS worker; a Vocational Rehabilitation or IWD counselor; or a former or current employer.

When a family claims hardship because of child abuse, in addition to the other possible sources of verification, ask the family to give permission for you to check the Central Abuse Registry to find out if an abuse determination has been made. See [Hardship Claim Due to Child Abuse](#) for procedures.

### **Hardship Exemption Requests**

**Legal reference:** 441 IAC 41.30(3)"e"

Families with adults subject to the 60-month limit who have received or who are close to having received FIP for 60 months may request a hardship exemption. Families that have exhausted their 60-month FIP period may file a hardship exemption request at any time.

Requests for the exemption must be made on form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. Families that are no longer on FIP will also have to complete the *Financial Support Application*, form 470-0462 or 470-0462(S), as a condition for regaining FIP eligibility.

Form 470-3826 or 470-3826(S) is also an authorization for release of information that allows IM, service, PROMISE JOBS, and FaDSS staff to share with each other substance abuse, mental health, and AIDS/HIV-related information about the family that may be relevant to the hardship exemption determination. Return a copy of form 470-3826 or 470-3826(S) to the hardship exemption applicant as a record of this authorization.

The date of the hardship exemption request is the date a valid form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, is received in any DHS or PROMISE JOBS office. The form shall be date-stamped upon receipt in either office to preserve the date of the request. If received in a PROMISE JOBS office, the form must be forwarded to the local IM office within one working day.

You have no way of knowing if the family may request a hardship exemption or if a hardship exemption will be approved if requested. Therefore, cancel FIP for the end of the family's 60-month period. Timely notice is required.

When case circumstances permit, it is suggested that you cancel FIP shortly after system cutoff of month 59 or at the beginning of month 60. This allows the family greater opportunity to return the exemption request before the effective date of cancellation and reduces the likelihood of loss of FIP benefits.

Proceed to cancel FIP even if the family has filed a valid form 470-3826 or 470-3826(S) in the meantime. The 60-month cancellation notice informs the family that it will get another notice about the status of its hardship exemption request. If the request is granted, the family's FIP case will be reopened as appropriate.

The following sections explain the requirements for:

- ◆ [Providing the request form to a family](#)
- ◆ [Determining if a submitted request form is valid](#)
- ◆ [Deciding to accept a hardship exemption request](#)
- ◆ [Deciding when a hardship determination is not needed](#)
- ◆ [Handling a request when a FIP application is also needed](#)

### **Providing the Request Form**

Provide form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, upon the family's request and as described in the following paragraphs. Always include a return envelope.

Issue form 470-3826 or 470-3826(S) no later than at the time of the family's timely 60-month FIP cancellation.

Check the "Active Cases That Have Used FIP for 36 or More Months" report on ETS each month to obtain a listing of participant families that have received FIP for 58 or more months. You can issue the request form to the family as early as month 58.

You can also issue the request form when issuing form 470-3851, *Important Information About Your FIP Case*, in month 58 of the family's 60-month period. You can obtain either form from ETS.

Also access ETS whenever a family reapplies for FIP to determine the family's 60-month count. Discuss the implications of the 60-month limit and the family's 60-month status during the application interview.

If the applicant family is close to the 60-month limit, explain the hardship exemption provisions and provide the family with form 470-3826 or 470-3826(S) during the interview. Also provide form 470-3851, *Important Information About Your FIP Case*, together with Comm. 137, *5-Year Limit on FIP Assistance*.

For families that are in an existing exemption period, issue a new form 470-3826 or 470-3826(S) upon request.

Refer to [Limit on FIP Assistance](#) in this chapter for additional information regarding the 60-month FIP limit, including the impact when another "adult" joins an existing FIP household. Refer to [6-Appendix](#) for specific instructions for the use of form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, and for form 470-3851, *Important Information About Your FIP Case*.

### **Valid Request**

To be considered valid, form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, must contain a legible name and address and be signed by the adult in the family who is:

- ◆ The parent or the stepparent in the home (even if the parent is or will be excluded from the FIP grant) must sign the form 470-3826 or 470-3826(S) for the household.
- ◆ The needy nonparental specified relative who is or requests to be on the FIP grant.

No action is required upon receipt of a hardship exemption request that is not valid.

When the adult is incompetent or incapacitated, someone acting responsibly on the adult's behalf may sign the request.

FIP that a minor parent receives as a child on the adult parent's or specified relative's FIP case is not counted toward the minor parent's 60-month FIP limit. However, FIP a minor parent receives while living independently or with a self-supporting parent or legal guardian must be counted toward the minor parent's 60-month limit.

It is highly unlikely that a minor parent will exhaust the 60-month limit and be dependent on a hardship exemption while still a minor. But if so, the minor parent who is payee for his or her own FIP case must sign form 470-3826 or 470-3826(S) and meet hardship exemption criteria.

A complete form 470-3826 or 470-3826(S) that is faxed or is scanned and then e-mailed is acceptable and does not have to be resigned.

#### **When to Accept a Hardship Exemption Request**

Upon receipt of a valid form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, check the family's FIP and LBP status to determine whether the hardship exemption request is appropriate. The family may be on FIP or may no longer be on FIP when you get the request form.

You must provide form 470-3826 or 470-3826(S) upon the family's request. However, hardship exemption requests are generally not accepted before the first calendar day of month 59 of the family's 60-month FIP period.

Do not automatically deny requests received before month 59 for that reason. Instead, you may pend a request depending on how long before month 59 the request is received.

Use prudent judgment. For example, since you may issue form 470-3826 or 470-3826(S) to the family as early as month 58, it is reasonable to pend a request form that is received in month 58. However, day one of the 30-day period for processing the request is the first calendar day of month 59. See [Hardship Exemption Decision](#) for details.

Deny requests received before month 58 because the family's circumstances that exist at that point may change. They may no longer be a true reflection of the circumstances that may exist when the 60-month FIP period ends and the hardship exemption period can begin. No involvement from PROMISE JOBS is needed in this situation.

If the family does not qualify for the hardship exemption because the family is not eligible for FIP, deny FIP for the applicable reason. Make corresponding entries on ETS. Complete Part A of form 470-3876.

The family has received FIP for at least 58 months but is in a six-month period of ineligibility of a subsequent LBP. There is no FIP eligibility until after the end of the ineligibility period. Use notice reason 268 to deny FIP.

There may be other situations not mentioned here when it is evident to you that the family does not qualify for FIP regardless of its hardship circumstances.

### **When an Application Is Needed**

When form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, is received from a family that is no longer on FIP and has not submitted form 470-0462, *Financial Support Application*, hold form 470-3826 or 470-3826(S) for later processing and request the application. An application is required for the family to regain FIP eligibility.

Issue the application within one working day from the date you receive form 470-3826 or 470-3826(S). Enclose a written note explaining the reason the application is required and that the hardship exemption request will be denied if the family fails to return the application by the stated due date. Also include a request for supporting evidence.

Allow the family ten days to return the application and the supporting evidence. Extend the due date upon request, if appropriate. If the family returns the application and the supporting evidence as requested, continue with the steps in making the hardship determination.

Deny the hardship exemption request if the family fails to return the application or the requested evidence by the due date. Record the denial in ETS. In addition, complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision.

NOTE: Unless otherwise specified, follow the policies and procedures in 4-B, [APPLICATION PROCESSING](#), when processing the FIP application.

### **Determining if Hardship Exists**

**Legal reference:** 441 IAC 41.30(3)“f”

Proceed with the hardship determination if the family's exemption request appears appropriate for the FIP case circumstances, meaning the family:

- ◆ Has received FIP for at least 58 months,
- ◆ Has submitted a required FIP application, and
- ◆ Meets FIP eligibility criteria.

The family's barrier to self-sufficiency may be caused by one primary hardship or by a combination of hardships. (See [Hardship Conditions](#).) Consider the impact of the total circumstances on the family's ability to be self-supporting in the hardship determination.

Notify the family in writing of additional information that is needed to verify the hardship and its impact on the family's ability to become self-sufficient. Failure to supply necessary evidence by the requested due date or refusal by the family to authorize you to secure the evidence from pertinent third parties shall result in denial of the family's hardship exemption request.

Schedule a face-to-face or telephone interview, if necessary, to determine eligibility for hardship, but an interview is not routinely required. However, the FIA-responsible adults must meet with PROMISE JOBS and develop an FIA before you can approve the family's hardship exemption request.

The following sections explain the procedures for:

- ◆ [Requesting supporting evidence](#)
- ◆ [Obtaining child abuse information](#)
- ◆ [Evaluating the family's hardship condition](#)

#### **Requesting Supporting Evidence**

Request in writing the family provide supporting evidence of the hardship and its impact on the family's ability to become self-supporting. Include suggestions about how to obtain the necessary evidence. Instruct the family to provide the evidence within ten days from the request.

Extend the ten-day period as appropriate for the type of information that is being requested. Upon request, allow the family additional time when the family is making an effort to obtain the information but is unable to do so within the ten-day period.

When requested, assist the family in obtaining the supporting evidence by having the family sign releases that allow you to contact third parties.

For FIA-responsible people, the PROMISE JOBS worker may provide information about the client's participation in PROMISE JOBS or other circumstances that will help to determine whether hardship criteria are met.

For example, if the family with an FIA-responsible person has failed to comply with PROMISE JOBS activities that were offered to overcome a barrier to self-sufficiency, that specific barrier is not considered as meeting hardship criteria.

If appropriate, consult with the PROMISE JOBS worker whenever the PROMISE JOBS worker may have relevant information, such as when the family is currently active for FIP, has previously chosen an LBP or is applying for a subsequent hardship period.

Also determine whether the family has an active service case. If so, forward to the service worker:

- ◆ A paper copy of form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, and
- ◆ An electronic copy of form 470-3884, *Hardship Exemption: Service Information*.

Request the service worker to complete form 470-3884 and return it to you within five working days. (See [6-Appendix](#) for information on form 470-3884.) The purpose of the service information is:

- ◆ To help ensure that any hardship FIA being developed for an FIA-responsible person does not conflict with a service case plan already in place.
- ◆ To support the service plan, to the extent possible, while simultaneously moving the family toward self-sufficiency.
- ◆ To substantiate the family's hardship claim.

If the family fails to provide the requested information by the due date and refuses to authorize you to obtain the information, deny the hardship exemption request. Record the denial in ETS.

Complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision. Forward a copy of form 470-3876 to the service worker.

If you want to request pertinent information from FaDSS about a family that is or was involved with FaDSS, forward a copy of the family's hardship exemption request. The signed form verifies to FaDSS that they are authorized to release the requested information. Request FaDSS staff to return the information in five working days.

### **Hardship Claim Due to Child Abuse**

When a family claims hardship because of child abuse, ask the family to permit you to check the Central Abuse Registry to find out if an abuse determination has been made. To give permission, the adult in the family must complete two forms:

- ◆ *Authorization for Release of Information, 470-0461 or 470-0461(S)*, stating that you are authorized to obtain information from the Central Abuse Registry and the service worker. Specify on the release that the staff doing the child abuse check provide the status of the child abuse report and the name, worker number, and phone number of the service worker involved.
- ◆ *Request for Child and Dependent Adult Abuse Information, 470-0643*. Have the adult complete Section I of the form. Complete Section II of the form yourself.

Send or give a copy of both completed forms to the person authorized to access information in the Central Abuse Registry for your area.

If the Registry shows that the alleged abuse has been **founded or registered**, contact the service worker involved to confirm that the physical or emotional health or safety of the child is at risk. If that worker is no longer a DHS employee, contact the service supervisor to request that the supervisor or another service worker check the records.

If nothing appears on the Registry, this can indicate that:

- ◆ The alleged abuse was never reported, or
- ◆ The alleged abuse was not investigated or assessed, or
- ◆ The abuse report was not confirmed, or
- ◆ The abuse was confirmed but not placed on the Registry.

Because of the variables, lack of such a report on the Registry in itself is not sufficient to deny the hardship claim due to abuse. Check with the service worker involved to see if the service worker has identified concerns for the safety of the child that, together with the other available evidence, serve to corroborate the claim.

A check of the Central Abuse Registry is just one method by which to substantiate alleged abuse. The family may provide other corroborating evidence, such as court, medical, psychological, psychiatric, social services, or law enforcement records that indicate (potential) physical or emotional harm to the child.

### **Evaluating the Hardship Condition**

When the family provides the supporting evidence as requested, determine whether the family has a hardship condition that affects its ability to be self-supporting.

Evaluate the hardship condition in terms of its impact on the family's ability to be self-supporting, rather than in terms of excusing the family from program requirements. Consider the information on form 470-3884, *Hardship Exemption: Service Information*, provided by the family's service worker.

- ◆ If you determine the family does **not** meet hardship criteria, deny the hardship exemption request. Record the denial in ETS. Complete Part A of form 470-3876, *Hardship Exemption Determination*, to document your decision. Forward a copy of the form to the service worker identified on form 470-3884.

See [Denial of Hardship Exemption](#) for further procedures.

- ◆ If you determine the family with an FIA-responsible person **meets** hardship criteria, forward a copy of each of the following to the local PROMISE JOBS office within one working day:
  - Form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*.
  - Form 470-3884, *Hardship Exemption: Service Information*.
  - The supporting evidence.
  - Form 470-3876, *Hardship Exemption Determination*, with all items in Part A completed.

These documents:

- Notify PROMISE JOBS that the family has a hardship condition and must now develop and sign a six-month family investment agreement before the hardship exemption request can be granted.
- Provide PROMISE JOBS with information about the specific reasons for approval of the hardship so that the family investment agreement can be written to address those specific barriers.

- ◆ If you determine the family that does not have an FIA-responsible person meets hardship criteria, process the approval as described under [Hardship Exemption Decision](#) and [Six-Month Hardship Exemption Period](#).

See [4-J, Referring Hardship Exemption Families](#), for information on how to refer the family to PROMISE JOBS to sign the family investment agreement. Refer to [6-Appendix](#) for information on the hardship exemption forms.

### **Six-Month Family Investment Agreement for FIA-Responsible People**

The FIA-responsible adults in a family with a hardship condition must meet with PROMISE JOBS to develop and sign a six-month family investment agreement before the hardship exemption request can be approved. The agreement must address the circumstances that are creating the family's barrier to self-sufficiency.

A stepparent is not required to sign the six-month family investment agreement unless the stepparent's needs will be included in the FIP grant and the stepparent is an FIA-responsible person.

Mrs. J applies for FIP for herself and her child. Also in the home is her spouse, Mr. J. Mr. J has used 60 months of assistance. Therefore, Mrs. J and her child will not be eligible unless they have a hardship condition and Mrs. J signs an FIA. Mr. J is not required to sign the FIA, as he is a stepparent whose needs will not be included in the grant.

See [4-J, REFERRING CLIENTS TO PROMISE JOBS](#), for instructions on how to refer the FIA-responsible adults to PROMISE JOBS to write and sign the six-month family investment agreement.

In developing the agreement, PROMISE JOBS incorporates information provided by the family's service worker to:

- ◆ Help ensure that the agreement does not conflict with a service plan already in place.
- ◆ Support the service plan, to the extent possible and practicable, while simultaneously moving the family toward self-sufficiency.

PROMISE JOBS documents in Part B of form 470-3876, *Hardship Exemption Determination*, whether the family has met the family investment agreement requirement and returns a copy of the form to you.

A family with an FIA-responsible person is required to develop and sign a six-month family investment agreement **before** FIP can be approved. Therefore, failure to develop and sign the agreement results in denial of the family's hardship exemption request rather than a limited benefit plan.

See [PROMISE JOBS Participation for FIA-Responsible People](#) for requirements after a family with an FIA-responsible person is approved for hardship exemption.

### **Hardship Exemption Decision**

Make the hardship exemption determination after you have determined whether the family:

- ◆ Has a hardship condition, and
- ◆ Has completed a six-month FIA with PROMISE JOBS for all FIA-responsible people.

Make the hardship exemption determination as soon as possible but no later than 30 days after the date a valid form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, is received in any DHS or PROMISE JOBS office.

When a *Financial Support Application* is required for the family to regain FIP eligibility, the 30 days begin the day after the application is received, if that date is later. Follow the instructions in [4-B, Filing a FIP Application](#).

NOTE: For requests received in month 58 that are pended, the 30-day period begins on the first calendar day of month 59. Similarly, for subsequent requests received in month four of an existing exemption period, the 30-day period begins on the first calendar day of month five. See [When to Accept a Hardship Exemption Request](#) for details.

You have good cause if the 30-day limit cannot be met due to circumstances beyond the family's or your control, such as:

- ◆ Information has not been provided by the due date when you and the family have made every reasonable effort to secure it; or
- ◆ Emergencies, including, fire, flood, or other conditions occur that are beyond the administrative control of the DHS office.

However, you must issue a *Notice of Decision* the next working day after you have made the final hardship exemption determination to inform the family of its eligibility status for the exemption.

NOTE: You are also responsible for determining eligibility for other assistance programs for which the family may have applied when submitting a *Financial Support Application* as part of its hardship exemption request. Do not delay the eligibility determination for other programs pending the hardship exemption determination.

Make the final determination whether a hardship will be granted as soon as possible. For a family with an FIA-responsible person, make the final determination upon receipt of form 470-3876 from PROMISE JOBS with Part B completed indicating whether the family has attended any required interview and signed the family investment agreement.

- ◆ If the family with an FIA-responsible person failed to attend the interview with PROMISE JOBS or failed to sign the FIA, the family is not eligible for a hardship exemption. Document the denial in Part C of the form by checking the “Denied – no FIA” box. Process the denial as directed under [Denial of Hardship Exemption](#).
- ◆ If the family with an FIA-responsible person attended any required interview, signed the family investment agreement, and continues to meet all nonfinancial FIP eligibility criteria, process the approval as described under [Six-Month Hardship Exemption Period](#).

However, do not complete Part C of the form or make ETS entries until after your approval entries on ABC have updated and the system has determined whether the family is financially eligible for FIP.

- If the family is financially ineligible due to excess countable income or resources, the family is not eligible for a hardship exemption. Document the denial in Part C of the form by checking the “Denied – no FIP eligibility” box. Process the denial as described under [Denial of Hardship Exemption](#).
  - If the family is financially eligible for FIP, the family is eligible for a hardship exemption. Document the final hardship exemption approval in Part C of the form by checking the “Approved” box. Complete processing the approval as described under [Six-Month Hardship Exemption Period](#).
- ◆ For a family with an FIA-responsible adult, forward a copy of the completed form 470-3876 to:
    - PROMISE JOBS
    - The service worker identified on form 470-3884

- ◆ If the family's circumstances have changed since you completed Part A of the form and the family no longer meets all nonfinancial FIP eligibility criteria, the family is not eligible for a hardship exemption. Document the denial in Part C of the form by checking the "Denied – no FIP eligibility" box. Process the denial as described under [Denial of Hardship Exemption](#).
- ◆ If the family that does not have an FIA-responsible person is eligible for a hardship exemption and continues to meet all nonfinancial FIP eligibility criteria, process the approval as described under [Six-Month Hardship Exemption Period](#).  
However, do not complete Part C of the form or make ETS entries until after your approval entries on ABC have updated and the system has determined whether the family is financially eligible for FIP.
  - If the family is financially ineligible due to excess countable income or resources, the family is not eligible for a hardship exemption. Document the denial in Part C of the form by checking the "Denied – no FIP eligibility" box. Process the denial as described under [Denial of Hardship Exemption](#).
  - If the family is financially eligible for FIP, the family is eligible for a hardship exemption. Document the final hardship exemption approval in Part C of the form by checking the "Approved" box. Complete processing the approval as described under [Six-Month Hardship Exemption Period](#).

### **Denial of Hardship Exemption**

When the family's hardship exemption request is denied because a hardship does not exist or because a family with an FIA-responsible person fails to meet the FIA requirement, proceed as follows:

- ◆ If the family's FIP eligibility depends on the exemption, FIP eligibility does not exist for the family. If the family is still active on FIP (e.g., in month 59 or 60), timely cancel FIP for the end of the family's 60-month limit.
- ◆ If the family does not need the exemption to qualify for FIP and is currently receiving FIP, no further action is needed.
  - If the family is not on FIP but has a filed a FIP application, determine FIP eligibility in the normal manner.
  - If the family is not on FIP and has not filed a FIP application, issue the form to the family. You do not need to track return of the application.

When form 470-3876 reflects a denial of the hardship exemption request, FIP eligibility does not exist for families whose eligibility depends on the exemption. Record the denial in ETS. Also enter the denial onto the ABC system as follows:

- ◆ Use "C" entry reason and "M" status code if you receive form 470-3826 or 470-3826(S) before the date of the 60-month FIP cancellation or on or before the end date of an existing exemption period, and an application is not needed to process the exemption request.
- ◆ Use entry reason "A" and status code "M" if form 470-3826 or 470-3826(S) is received on or after the effective date of the FIP cancellation or after the end date of an existing exemption period, and an application is processed.
- ◆ Enter the notice reason code that corresponds to the denial reason on form 470-3876, *Hardship Exemption Determination*.
- ◆ Make entries on other screens in the normal manner.

NOTE: Except when issuing a notice with an "R" entry reason only, delay entering the denial onto ABC until the FIP status has changed to a closed status. For example, enter the denial after the 60-month FIP cancellation or after the system has closed the FIP case in the last month of an existing exemption period. You cannot process a denial on an active FIP case.

When the family's hardship exemption request is denied because the family fails to meet nonfinancial FIP eligibility criteria, follows the steps described above except:

- ◆ Process the decision as a denial for FIP rather than a hardship exemption denial.
- ◆ Enter on the ABC TD02 screen the FIP notice reason that reflects the nonfinancial reason for the family's FIP ineligibility. For example, if the only eligible child has left the home, deny FIP because there is no eligible child in the home.
- ◆ Make entries on ETS to reflect that the hardship exemption is denied because the family is not eligible for FIP.

When the family meets hardship exemption criteria but the ABC system determines that the family's countable income or resources exceed limits, ABC will override your approval entries and deny FIP. Document in Part C of form 470-3876 and record on ETS that the hardship exemption is denied because the family is not eligible for FIP.

NOTE: Even though denied for a hardship exemption and ineligible for FIP, the family may still qualify for assistance from other programs, such as Food Assistance or Medicaid. Refer to [When a Hardship Determination Is Not Needed](#) for situations when a hardship exemption denial does not create FIP ineligibility.

### **Six-Month Hardship Exemption Period**

**Legal reference:** 441 IAC 41.30(3)“d” and “e”

When form 470-3876, *Hardship Exemption Determination*, reflects approval of the hardship exemption request, the earliest effective date of the six-month hardship exemption period is the latest of:

- ◆ The effective date of the 60-month FIP cancellation, or
- ◆ The day after an existing hardship exemption period ends, or
- ◆ The date form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, is received in any DHS or PROMISE JOBS office, or
- ◆ Seven days after the date the *Financial Support Application* is received, if applicable.

Process the hardship exemption approval according to the family's FIP status, as follows:

- ◆ If you received form 470-3826 or 470-3826(S) **before** the effective date of the family's 60-month FIP cancellation (or on or before the last day of an existing exemption period), a *Financial Support Application* is not needed.

If the family is otherwise eligible, reopen FIP to the effective date of the 60-month cancellation (or the day after the existing exemption period ends). Do so even if you do not receive the supporting evidence or determine hardship until on or after that date.

- ◆ If you did not receive form 470-3826 or 470-3826(S) until **on or after** the effective date of 60-month FIP cancellation (or after the existing exemption period has ended), a *Financial Support Application* is required for the family to regain FIP eligibility. The family must meet all FIP eligibility requirements before the hardship exemption approval can be processed.

There is no limit on the number of times a family may receive a hardship exemption. The family must submit form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, for each hardship exemption request. A new hardship exemption determination is required for each subsequent request. Each subsequent hardship exemption requires a new six-month FIA.

The following sections explain:

- ◆ [The effective date of assistance for an initial or subsequent hardship exemption](#)
- ◆ [The duration of the exemption period](#)
- ◆ [Applying the exemption to a needy specified relative](#)
- ◆ [The impact of changes in the eligible group](#)
- ◆ [The effect of changing the 60-month FIP period or six-month exemption period](#)

### **Effective Date of Assistance for a Hardship Exemption**

Participant families that submit form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, **before** the effective date of their 60-month FIP cancellation and that are approved for the exemption are eligible to have their FIP case reopened without a new application.

Reopen FIP from the effective date of the 60-month FIP cancellation, as follows:

- ◆ Use "reopen" procedures to enter the approval on the ABC system.
- ◆ Enter "C" entry reason and status code.
- ◆ Enter the notice reason code that reflects the hardship exemption approval.
- ◆ Enter the last month of the exemption period in the LIMIT field on TD02.
- ◆ Make entries on other screens in the normal manner.

Also make entries on ETS to identify the family's hardship reason, as reflected on form 470-3876.

Use the same procedures when a family submits a new form 470-3826 or 470-3826(S) for a subsequent hardship exemption on or before the ending date of its current six-month hardship exemption period and the exemption is approved.

NOTE: You cannot process a hardship approval on the ABC system on an active FIP case. The case must be canceled for the 60-month FIP period before you can process the hardship exemption approval. Similarly, delay processing a subsequent hardship exemption approval until after the system has closed the FIP case in the last month of the existing exemption period.

1. Family E's 60-month FIP period ends effective January 1. On December 25, the family submits form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. Additional evidence is needed. On January 10, the family provides the additional information. On January 20, the family signs the six-month FIA.

The IM worker approves the family's hardship exemption request the next day. The six-month hardship exemption period is from January 1 through June 30.

2. Family B is in a six-month hardship exemption period from March through August. The family's hardship condition continues. On August 31, the family submits a new form 470-3826 or 470-3826(S). More information is needed from a third party. On September 25, the family provides the information.

On October 4, the family signs the new six-month FIA. The IM worker approves the hardship exemption request the next day. The six-month hardship exemption period is from September 1 through February of the next year.

In both examples, a new application is not needed because the hardship exemption request is received on or before the ending date of the respective 60-month or six-month FIP period. Therefore, in both examples, entry reason "C" and FIP status code must be used when processing the approval on the system.

When form 470-3826 or 470-3826(S) is received **on or after** the effective date of the 60-month FIP cancellation, a *Financial Support Application* is required for the family to regain FIP eligibility. If approved, the effective date of the six-month hardship exemption period shall not be earlier than the date form 470-3826 or 470-3826(S) is received, or seven days after the date of the application, whichever date is later.

The same principle applies when a family submits form 470-3826 or 470-3826(S) for a subsequent hardship exemption after the end of its current hardship exemption period.

Provided the family is otherwise FIP-eligible, process the hardship exemption approval as any other FIP approval:

- ◆ Enter entry reason "A" and FIP status code.
- ◆ Enter the notice reason code that reflects the hardship exemption approval.
- ◆ Enter the last month of the exemption period in the TD02 LIMIT DT field.
- ◆ Make entries on other screens in the normal manner.

Make entries on ETS to identify the family's hardship reason, as reflected on form 470-3876.

1. Family B's 60-month FIP period ends January 31. On February 1, the family submits a new application and form 470-3826 or 470-3826(S). If approved for a hardship exemption, the six-month period will be from February 8 through July 31.
2. Family L's 60-month FIP period ends April 30. On June 26, the family submits a new application. On July 1, the family submits form 470-3826 or 470-3826(S). If approved for a hardship exemption, the six-month period will be from July 3 through December 31.
3. Family D's 60-month period ends May 31. On June 15, the family submits a new application. On June 25, the family submits form 470-3826 or 470-3826(S). If approved for a hardship exemption, the six-month period will be from June 25 through November 30.
4. Family E's six-month hardship exemption ends June 30. On July 1, the family submits a new form 470-3826 or 470-3826(S). On July 2, the family submits a new application. If approved for a subsequent hardship exemption, the period will be from July 9 through December 31.

In all four examples, the family must file an application to regain FIP eligibility under hardship. Therefore, entry reason "A" and FIP status code must be used when processing the hardship exemption approval on ABC.

NOTE: The system will automatically override hardship exemption "reopening" or approval entries and deny FIP when income or resource information entered into the system exceeds applicable limits. The resulting *Notice of Decision* will reflect the denial and the reason for the denial as in other FIP "reopening" or approval situations.

If the family's FIP eligibility continues to be dependent on a hardship exemption, the family must also submit a new form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, in addition to filing a FIP application. A new hardship exemption determination is needed before FIP can be approved.

1. Family C is approved for a hardship exemption based on physical or mental health issues. The six-month period is from April through September. In July, Mr. C is released to return to work. Provided his earnings do not create financial ineligibility, the hardship exemption period continues through September as originally approved.
2. Family A's hardship exemption period is from January through June. On March 15, Mrs. A reports that the only eligible child has moved out. Mrs. A's FIP case is canceled effective April 1. A Notice of Decision is issued stating FIP is canceled because no eligible child is in the home.

NOTE: If, before April 1, Mrs. A reports that the child has returned to the home, FIP shall be reinstated and the hardship exemption period continued through June.

3. Family J's hardship exemption period is from March through August. In May, they fail to return a complete RRED for their review and FIP is canceled for June 1. On May 30, they return the RRED and all necessary information to reinstate FIP. FIP is reinstated for June and the hardship exemption period continues.

NOTE: If eligibility is not reestablished in May or during the grace period, FIP remains canceled and a new application is required to regain FIP eligibility.

If the family's FIP eligibility continues to be dependent on a hardship exemption, the family must also submit a new form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. A new hardship exemption determination is made and a new period established.

4. Family B's hardship exemption period is from February through July. Ms. B fails to follow the terms of her six-month FIA and a limited benefit plan results. FIP is canceled effective April 1 because of the limited benefit plan. Since this is Ms. B's second limited benefit plan, she is ineligible for FIP for a minimum of six months.

If Ms. B reapplies for FIP after the period of ineligibility has ended and she is still dependent on a hardship exemption to qualify for FIP, a new form 470-3826 or 470-3826(S) and a new hardship exemption determination are required.

NOTE: If this were Ms. B's first limited benefit plan, and Ms. B reconsidered before the effective date of the FIP cancellation, FIP would be reinstated and the hardship exemption continued through July.

FIP received for a partial month of the exemption period counts as a full month.

The family's 60-month FIP period ends December 31. In June, the family has an emergency. On June 12, the family submits form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, and the required FIP application. If the family is approved for a hardship exemption, the six-month period will be from June 19 through November 30.

In some situations, a family that is in a hardship exemption period is no longer dependent on a hardship exemption to qualify for FIP beyond the 60-month limit.

Mrs. A and her two children are in a six-month hardship exemption period. The period is from January through June. On March 5, the Social Security office notifies the IM worker that Mrs. A has been approved for SSI. The worker removes Mrs. A's needs from the FIP case effective April 1.

Because the 60-month limit does not apply to parents who receive SSI, the family's FIP eligibility is no longer dependent on the hardship exemption. The family's hardship reason on ETS must be changed to indicate that the family's FIP eligibility is no longer dependent on hardship.

The worker removes the six-month ending date from the LIMIT DT field on TD02. The worker also issues a *Notice of Decision* that the family does not need the hardship exemption to qualify for FIP.

### **Needy Specified Relative**

FIP assistance that a specified relative receives for a child when the relative is not on the FIP grant is not counted toward the 60-month limit. When the specified relative is needy and is included in the FIP grant, only the relative becomes ineligible for FIP at the end of the 60-month period. FIP for the nonparental child may continue.

A needy specified relative who has received FIP for 60 months may be included in the FIP grant beyond the 60-month limit if the relative requests and is determined eligible for a hardship exemption.

The relative must submit a valid form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, provide supporting evidence of the hardship, and meet with PROMISE JOBS to develop and sign a six-month family investment agreement that addresses the relative's hardship before an exemption can be granted.

Except as noted in this section, hardship exemptions are determined on a family or case level. When a needy specified relative has used FIP for 60 months and is requesting a hardship exemption, use the following person-level procedures.

- ◆ If FIP is active for the child when the hardship request is denied, make the normal TD03 entries when denying the needy specified relative's hardship exemption request. Use the applicable hardship exemption denial reason. If the relative appeals the denial, there are no reinstatement rights.
- ◆ If FIP is active for the child when the hardship exemption request is approved, make the normal TD03 entries to add the needy specified relative to the case. Use person reason code 952. Set a tickler to remove the relative for the end of the sixth month of the hardship exemption period.

Remove the needy specified relative from the case in the normal manner for the end of the sixth month. Give timely notice. Use person reason code 951. Removing the relative's needs will cause the system to recalculate FIP and issue a *Notice of Decision*. If the relative appeals the action, only reinstate the relative's needs when the appeal is filed timely.

- ◆ If FIP is not active for the child, in addition to form 470-3826 or 470-3826(S) on behalf of the needy specified relative, a *Financial Support Application* is required to gain FIP eligibility for both people.

When you determine the child is eligible for FIP and the relative is eligible for the hardship exemption, first process the FIP approval for the child in the normal manner. The next processing day, add the needy specified relative to the case. Use person reason code 952. Set a tickler to remove the relative for the end of the hardship exemption period.

Remove the needy specified relative from the case in the normal manner for the end of the sixth month. Give timely notice. Use person reason code 951. Removing the relative's needs will cause the system to recalculate FIP and issue a *Notice of Decision*. If the relative appeals the action, only reinstate the relative's needs when the appeal is filed timely.

When you determine the needy specified relative is not eligible for the hardship exemption, first process the child's FIP approval. Then make the normal TD03 entries to deny the needy specified relative's hardship exemption request. Use the applicable hardship exemption denial reason. If the relative appeals the denial, there are no reinstatement rights.

- ◆ When the child is ineligible for FIP, this creates FIP ineligibility for the needy specified relative. Therefore, a hardship exemption cannot be granted. Deny FIP for the needy specified relative because there is no eligible child.

Make corresponding denial or approval entries on ETS as you would on a case-level hardship exemption determination. Denial of the needy specified relative's hardship exemption request does not affect FIP for the eligible child.

Follow all other instructions for a hardship exemption when processing the relative's hardship request. Refer to [4-A, Appeals](#), for more information on appeal procedures.

### **Impact of Changes in the Eligible Group**

To receive more than 60 months FIP assistance, families must be eligible for a hardship exemption and meet all other FIP eligibility requirements (unless otherwise specified). For example:

◆ **Returning parent or stepparent has received FIP for 60 months:**

In two-parent families and families with a parent and stepparent, the entire family becomes ineligible when either parent or the stepparent reaches the 60-month limit.

Therefore, when a parent or stepparent who has received FIP for 60 months joins a participant family that **has not received** FIP for 60 months, FIP eligibility can continue only if the participant family submits form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, and is approved for a hardship exemption.

When the FIP participant reports that an absent parent or stepparent has entered the home, check ETS for the returning parent or stepparent's FIP count.

If ETS indicates that the parent or stepparent has received FIP for 60 months, cancel the existing FIP case effective the first day of the next month. Use notice reason code 360. Give timely notice. Also issue form 470-3826 or 470-3826(S) to the family. Include a return envelope.

If timely notice cannot be met, cancel FIP effective the second month. Excess assistance for the first month is subject to recoupment unless the family requests and is determined eligible for a hardship exemption that includes the first month. Make necessary entries on ETS to reflect either outcome.

If the family returns form 470-3826 or 470-3826(S) **before** the effective date of the FIP cancellation and is subsequently approved for a hardship exemption, FIP may be reopened to the effective date of the FIP cancellation. A *Financial Support Application* is not required to reopen the FIP case.

If the family returns form 470-3826 or 470-3826(S) **on or after** the effective date of the FIP cancellation, a *Financial Support Application* is required for the family to regain FIP eligibility and to be considered for a hardship exemption. For more information, refer to [Hardship Overpayments](#).

Mrs. A and her children have been on FIP for 34 months. On April 5, Mr. G, father of one of the children, returns to the home. Mrs. A reports his return the next day. The IM worker checks ETS and finds that Mr. G has received FIP for 60 months on two other FIP cases. As a result, Mrs. A is ineligible for FIP effective May 1.

Because Mr. G causes the 60-month cancellation, he must be entered on Mrs. A's FIP case to record his attachment to her case. The worker makes entries to deny his needs, using notice reason code 920.

The next processing day, the worker issues timely notice and cancels Mrs. A's FIP case effective May 1. The worker also sends form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, out to the family.

Had Mr. G's return not been reported in time for the required timely notice, FIP would be canceled effective June 1. FIP issued for May would be subject to recoupment unless the family requests and is found eligible for a hardship exemption that includes the month of May.

NOTE: If the family returns form 470-3826 or 470-3826(S) before May 1 and is approved for a hardship exemption, FIP may be reopened effective May 1. If form 470-3826 or 470-3826(S) is not returned until on or after May 1, a FIP application is needed for the family to regain FIP eligibility and be considered for a hardship exemption.

◆ **Parent returns during exemption period:**

When a parent joins a participant family that is in a hardship exemption period, continue the exemption if the family otherwise remains FIP-eligible. Add the joining parent, if eligible, for the remainder of the exemption period even if the joining parent has received FIP for 60 months.

1. Mrs. B and her child receive FIP in a hardship exemption period that ends June 30. On March 10, Mr. B, the child's father, joins the family. The hardship exemption continues regardless of how long Mr. B has received FIP.

If Mr. B is otherwise eligible, the worker adds him to the FIP eligible group. The worker does not need to check Mr. B's 60-month FIP count on ETS or make any entries to ETS. ETS will pick up Mr. B's FIP count when he is entered on Mrs. B's FIP case.

The worker changes the ETS hardship reason to reflect that Mr. D's FIP eligibility is no longer dependent on hardship. The worker enters case notice reason 369 to generate a *Notice of Decision* and inform Mr. D his FIP eligibility is no longer dependent on the hardship exemption.

NOTE: If Mrs. D applies for FIP for herself and the child with her, she must submit a new form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. A new hardship determination will be required.

Had Mr. D also received FIP for 60 months, FIP eligibility for Mr. D and the two remaining children would cease at the end of the six-month hardship exemption period.

Had Mr. D and the two children moved out, Mrs. D would retain the FIP case. FIP for Mrs. D and the remaining child would continue through the remainder of Mrs. D's six-month exemption period.

Mr. D and the children with him would be removed from Mrs. D's case. To receive FIP for the remainder of his 60-month period, Mr. D would have to reapply for FIP for himself and the children with him.

### **Changing the 60-Month FIP or Six-Month Hardship Exemption Period**

A six-month hardship exemption period cannot begin until the family has received FIP for the entire 60-month period. Changes in a previously established 60-month FIP period may result when:

- ◆ A coding error on ABC results in an inaccurate 60-month count on ETS, or
- ◆ A final appeal decision resulting from appeal of a 60-month cancellation upholds the family and orders the Department to extend the 60-month period.

A change in the 60-month FIP period also changes the date that the six-month hardship exemption period can begin. ETS and ABC entries are required to reflect the revised 60-month period or the revised six-month hardship exemption period.

A hardship exemption request may need to be denied, or an existing hardship period removed as unnecessary, when it is determined that the family is eligible for additional months in the 60-month period.

When the additional months of the revised 60-month period extend into an existing six-month hardship exemption period, the exemption period is extended by the same number of months. A new hardship determination is not needed. Change the hardship exemption ending date in the LIMIT DT field on TD02 as appropriate.

Issue a *Notice of Decision* to reflect the circumstances of the changes in the 60-month or six-month period. When a hardship exemption period needs to be extended, the notice should inform the family to contact PROMISE JOBS, if appropriate, to amend the FIA and that a limited benefit plan results from failing to do so.

Notify PROMISE JOBS of the changes and the need for amending the family's current FIA to extend over the revised 60-month or six-month FIP period.

1. The family's 60-month FIP period ends 12/31/01.
  - 12/15/01 IM worker cancels FIP effective 1/1/02.
  - 12/20/01 Family appeals the FIP cancellation. FIP is reinstated for 1/1/02.
  - 12/21/01 Family files a hardship exemption request, which the worker must act on.
  - 01/18/02 Hardship exemption is approved from 1/1/02 through 6/30/02.
  - 02/15/02 Final appeal decision upholds the family and determines a 3/31/02 ending date of the family's 60-month period.

Since the appeal decision extended the 60-month ending date to March 31, the six-month hardship exemption period cannot start until April 1. Therefore, January, February, and March of the original hardship period become part of the revised 60-month FIP period.

The revised hardship period then is from April 1 through September 30. The family's FIA scheduled to end June 30 must be amended to extend through the revised September 30 hardship exemption ending date.

The IM worker issues a *Notice of Decision* to inform the family about the revised 60-month and six-month periods via notice reason 372. The notice informs the family to amend the FIA, if appropriate, and that a limited benefit plan results from failing to do so.

For FIA-responsible people, the worker also notifies PROMISE JOBS of the changes and the need for amending the family's FIA. The IM worker makes entries on ABC and ETS to reflect the changes in the 60-month and the six-month periods.

2. The family's 60-month FIP period ends March 31. The family requests and is approved for a six-month hardship exemption from April 1 through September 30. In May, the IM worker discovers an ABC coding error that resulted in two FIP months erroneously being counted toward the family's 60-month period.

This means the family's 60-month period should have ended May 31. As a result, April and May become part of the revised 60-month FIP period. The revised hardship period is from June 1 through November 30.

The same steps as in Example 1 must be followed with respect to notifying the family and PROMISE JOBS, if appropriate, of the revised 60-month and six-month periods, and making necessary system entries.

If the additional months of the 60-month period extend beyond the end of the current hardship exemption period, the current period is void. Instead, these months become part of the family's revised 60-month period. Cancel FIP at the end of the revised 60-month period. The family may reapply for a hardship exemption at the end of the revised 60-month FIP period.

The hardship period is from January 2002 through June 30, 2002. In March, the IM worker discovers that the 60-month FIP period should extend through August 31.

The worker makes necessary changes to ETS and ABC to void the hardship exemption. The worker sends a *Notice of Decision* to inform the family that the hardship exemption period is not needed, using notice reason 369. The worker informs PROMISE JOBS, if appropriate, of the changes.

PROMISE JOBS will contact the family to amend the FIA to extend through August 31. FIP must be canceled effective September 1. The family may reapply for a hardship exemption in the usual manner when the new 60-month period is over at the end of August.

The changes in a previously established 60-month or six-month FIP period may result in an overpayment or in an underpayment.

As in other situations, excess FIP assistance issued during a 60-month or six-month FIP period to which the family is not entitled is subject to recoupment. Refer to the section on [Hardship Overpayments](#) later in this manual and also to 4-H, [PAYMENTS AND ADJUSTMENTS](#), for more information.

Issue retroactive corrective benefits as appropriate if the family is canceled or denied in error because of an error in determining the 60-month or six-month FIP period. Follow the instructions in [4-H, Underpayments](#).

The family's 60-month period is canceled effective January 1. In February, the worker discovers that the family's 60-month period should not have ended until January 31. The worker must determine retroactive corrective benefits for January. The family is responsible for providing all information necessary to determine FIP eligibility and benefit amount for January.

Refer to [Hardship Appeals](#) and [Hardship Overpayments](#) for more information.

### **PROMISE JOBS Participation for FIA-Responsible People**

**Legal reference:** 441 IAC 41.30(3)"g"

Families that are approved for a hardship exemption must meet all other FIP financial and nonfinancial requirements during the six-month period. Families with FIA-responsible people that are approved for a hardship exemption must participate in PROMISE JOBS and be involved in activities reasonably expected to lead to self-sufficiency. PROMISE JOBS provides supportive services and monitors the family investment agreement.

After the FIA-responsible adults have signed the six-month family investment agreement and the family's hardship exemption is approved, the FIA-responsible adults are mandatory PROMISE JOBS participants. They cannot be exempt from PROMISE JOBS. Adults with disabilities will have the disabilities addressed in the six-month family investment agreement.

Other members of the family may also be required to participate in PROMISE JOBS and sign the family investment agreement. This includes a minor parent who is a child on the adult's FIP case and 16- to 18-year-old children who are not in school. (See [4-J, REFERRING CLIENTS TO PROMISE JOBS](#), for information.)

Families with FIA-responsible people that are approved for a hardship exemption that have difficulty fulfilling the terms in their six-month family investment agreement must work with PROMISE JOBS and amend the family investment agreement.

Families with FIA-responsible people must also amend their family investment agreement when their six-month hardship exemption period is revised, e.g., as a result of a final appeal decision. Refer to [Changing the 60-Month FIP or Six-Month Hardship Exemption Period](#) for more information.

### **Limited Benefit Plan**

A family with an FIA-responsible person that has been granted a hardship exemption and does not follow the terms of the six-month family investment agreement or that fails to amend the family investment agreement when necessary will have chosen a limited benefit plan, the same as families that are in their 60-month FIP period.

When families with FIA-responsible people choose a first limited benefit plan during the hardship exemption period and take appropriate reconsideration action before the effective date of the FIP cancellation, FIP must be reinstated and the hardship exemption resumed for the remainder of the six-month period.

Family A's six-month hardship exemption period is from January through June. Mr. A, who is an FIA-responsible person, fails to follow the terms of his FIA, and a limited benefit plan results. A *Notice of Decision* is sent canceling FIP effective April 1 because of the limited benefit plan. This is Mr. A's first limited benefit plan.

If Mr. A takes necessary reconsideration action before April 1, his FIP case is reinstated and may continue for the remainder of the six-month hardship exemption period.

If Mr. A does not reconsider the limited benefit plan before April 1, FIP remains canceled. A new application is required to regain FIP eligibility.

If the family's FIP eligibility continues to depend on receiving a hardship exemption, the family must submit a new form 470-3826, *Request for FIP Beyond 60 Months*. A new hardship exemption determination is required before FIP approval.

The same as in other FIP situations, families that choose a subsequent limited benefit plan during the hardship exemption period are ineligible for FIP for a minimum of six months. They are not allowed to reconsider until the six-month period of ineligibility has ended. As a result, their FIP case must be canceled for the remainder of the hardship exemption period.

FIP eligibility cannot be regained until the limited benefit plan period of ineligibility has ended and the family meets all other requirements. A new application will be required. In addition, families whose FIP eligibility depends on receiving a hardship exemption must submit a new form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. A new hardship determination is required before FIP approval.

Family B's six-month hardship exemption period is from July through December. Mrs. B fails to follow the terms of her family investment agreement, and a limited benefit plan results.

This is Mrs. B's second limited benefit plan. A *Notice of Decision* is sent canceling FIP effective August 1 because of the limited benefit plan. The family cannot regain FIP eligibility until the six-month limited benefit plan ineligibility period is over and the family meets all other requirements. A new application is required for the family to regain FIP eligibility.

If the family's FIP eligibility continues to depend on receiving a hardship exemption, the family must also submit a new form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. A new hardship exemption determination is required before FIP approval.

Refer to [4-J](#), LIMITED BENEFIT PLAN, for specific instructions.

### **Hardship Appeals**

**Legal reference:** 441 IAC 41.30(3)"h"

Follow the instructions in [4-A](#), Appeals, when processing appeals resulting from a 60-month FIP cancellation or from a denial or cancellation of a six-month hardship exemption.

In addition, use the following guidelines:

- ◆ **Reinstate** FIP when a family appeals either the 60-month cancellation or a hardship exemption denial **before** the effective date of the 60-month FIP cancellation or within 10 days from the date the notice is received. The date the notice is received is considered to be five days after the date on the notice. Use notice reason code 208.

Because of their interrelatedness, the Appeals Section will certify both the 60-month FIP cancellation and the hardship exemption denial for hearing even if the family does not appeal both issues. Therefore, provide relevant information on both the FIP cancellation and the hardship exemption denial to the Appeals Section within the normal time.

- ◆ If FIP is canceled **before** the end of the family's 60-month limit for a reason **other than** the limit e.g., excess countable income, and the family files an appeal before the effective date of the intended action or appeals within 10 days from the date the notice is received, reinstate FIP in the normal manner.

If the final appeal decision upholds the family, this may result in a revised 60-month ending date, which in turn may affect the family's six-month hardship exemption period.

The family's 60-month FIP period ends 12/31/01.

12/15/01 Worker enters the 60-month FIP cancellation effective 1/1/02.

12/20/01 Family appeals the FIP cancellation. FIP is reinstated for 1/1/02.

12/21/01 Family files a hardship exemption request, which worker must act on.

01/18/02 Hardship exemption is approved from 1/1/02 through 6/30/02.

02/15/02 Final appeal decision upholds the family and determines a 3/31/02 ending date of the family's 60-month period.

A six-month hardship exemption period cannot begin until the family has received FIP for the entire 60-month period. Since the appeal decision moved the 60-month ending date to March 31, the six-month hardship exemption period cannot start until April 1.

The revised six-month hardship exemption is from April 1 through September 30. ETS and ABC entries are required to reflect the revised 60-month period and the revised hardship exemption period.

The family must be issued a *Notice of Decision* about the revised hardship exemption period. The notice also informs the family to contact PROMISE JOBS because the six-month month FIA must be amended and that an LBP results for failing to do so.

Follow the same procedures if the family files a hardship exemption request **on or after** the effective date of the intended FIP cancellation that is under appeal. The family is not required to file a new application as long as FIP is still active pending the appeal outcome when form 470-3826 or 470-3826(S) is received.

If the final appeal decision upholds the Department, excess FIP assistance is subject to recoupment. Refer to [Changing the 60-Month FIP or Six-Month Hardship Exemption Period](#) and also to [Hardship Overpayments](#) for more information.

2. The family's 60-month FIP period ends 12/31/01.
  - 12/15/01 IM worker issues a notice and cancels FIP effective 1/1/02.
  - 12/20/01 Family appeals the FIP cancellation. FIP is reinstated for 1/1/02.
  - 01/26/02 Family files a hardship exemption request, which the worker must act on.
  - 02/12/02 Hardship exemption is approved from 1/1/02 through 6/30/02.
  - 02/15/02 The final appeal decision upholds the Department.

FIP is canceled effective March 1 in accordance with the final appeal decision. During the period that FIP assistance continues pending the outcome of an appeal, the family is considered a "participant." Therefore, FIP benefits issued during any month of the appeal period are not subject to proration.

Since the appeal upheld the original December 31 FIP ending date, the six-month hardship exemption period is from January 1 through June 30 of the next year as originally determined. January and February become part of the family's six-month exemption period. No overpayment is due.

NOTE: Even though the hardship exemption request is filed after the effective date of the intended 60-month FIP cancellation, since FIP is active because of the pending appeal, a new application is not needed for the hardship eligibility determination.

NOTE: When the family is approved for a hardship exemption without securing a properly signed form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, consider this as a procedural error. No overpayment is due solely based on a procedural error.

### **Limit on FIP Assistance**

**Legal reference:** Public Law 104-193, 441 IAC 41.30(1)

Federal law imposes a 60-month lifetime limit on the period that families with adults can receive TANF-funded assistance. The TANF (Temporary Assistance for Needy Families) program provides federal funding for the Family Investment Program (FIP) and the PROMISE JOBS program. Iowa implemented TANF in January 1997.

If form 470-3851, *Important Information About Your FIP Case*, has previously been issued, issue a new form 470-3851 when out-of-state months are verified and recorded in ETS to provide the family with the new total number of countable months of assistance they have used and have remaining.

Use local procedures to notify PROMISE JOBS whenever out-of-state months are added for a participant who has already been referred to PROMISE JOBS. It may be necessary to modify the family's family investment agreement to fit the shortened remainder of the 60-month period.

If the addition of countable out-of-state months causes a participant to exceed the 60-month limit, cancel the case with timely notice. See [Hardship Overpayments](#) for information on recouping assistance issued beyond the 60-month limit.

### **Participants**

Check the ETS report "Active Cases That Have Used FIP For 36 or More Months" each month to obtain a list of participant families that have received FIP for 58 or more months.

Issue form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, to the family as early as month 58. Include a return envelope. You can issue this form when issuing form 470-3851, *Important Information About Your FIP Case*, and Comm. 137, *5-Year Limit on FIP Assistance*, in month 58 of the family's 60-month period.

Refer to [6-Appendix](#) for specific instructions for the use of forms 470-3826 or 470-3826(S) and 470-3851. You can obtain these forms from ETS.

NOTE: Depending on how late in month 58 you send form 470-3851, it may be month 59 when the family gets the form. When generating a blank form from the system, make sure you state the most current FIP count on the form (e.g., "59" if the family will not get the form until that month).

It is up to the family to decide whether to return the hardship exemption request form. You do not need to track return of the form.

You must send a timely *Notice of Decision* to cancel FIP at the end of the family's 60-month period. You have no way of knowing whether the family may request a hardship exemption or whether a hardship exemption will be approved, if requested.

Proceed to cancel FIP even if the family has filed a valid form 470-3826 or 470-3826(S) in the meantime. The 60-month cancellation notice informs the family that it will get another notice about the status of its hardship exemption request. If the request is granted, the family's FIP case will be reopened as appropriate.

On April 10, the worker checks the "Active Cases That Have Used FIP For 36 or More Months" file on ETS and finds that Mrs. A has received FIP for 59 months. After system cutoff in April, the worker timely cancels Mrs. A's FIP case effective May 1 because she has reached the 60-month limit.

The worker also sends Mrs. A form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. It is up to Mrs. A whether to request FIP beyond her 60-month limit. The worker does not need to track return of form 470-3826 or 470-3826(S). If Mrs. A returns the form, the worker will initiate hardship exemption procedures.

If timely notice cannot be met, cancel FIP effective the second month. Excess assistance for the first month is subject to recoupment unless the family requests and is determined eligible for a hardship exemption that includes the first month. Make necessary entries on ETS to record either outcome.

Issue form 470-3826 or 470-3826(S) no later than at the time of the family's 60-month FIP cancellation. When case circumstances permit, it is suggested that you cancel FIP shortly after system cutoff of month 59 or at the beginning of month 60. This allows the family greater opportunity to return the hardship exemption request before the effective date of cancellation and reduces the likelihood of loss of FIP benefits.

NOTE: Follow these instructions for a nonparental FIP case that includes the needy specified relative on the FIP grant. However, remove only the needy specified relative from the grant at the end of the relative's 60-month FIP period. Give timely notice. Continue FIP for the nonparental child if the child is otherwise eligible.

### **Applicants**

Check ETS when a family reapplies for FIP to determine the family's FIP count. Ask if the family has received assistance in another state. If the applicant has received assistance in another state, verify and add the months to ETS as described in, [Verifying Out-of-State Months](#). Discuss the family's 60-month count during the application interview.

If the family has received assistance for at least 58 months, explain the hardship provisions and provide the family with the following:

- ◆ Form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*.
- ◆ Form 470-3851, *Important Information About Your FIP Case*, and
- ◆ Comm. 137, *5-Year Limit on FIP Assistance*.

An applicant who is close to the 60-month limit may be eligible for some, but not all, months in the application period. "Application period" means the period from the month in which the application is received through the month of decision.

If the applicant is close to the limit, determine FIP eligibility first for the month of decision, then the month immediately before the month of decision, then the second month before the month of decision and so on, until the family's 60-month limit has been reached.

Make sure that you do not approve FIP for more months than are left in the family's 60-month period. This means, you have to determine the proper FIP effective date in accordance with the number of FIP months the family has left to use to avoid issuing FIP beyond the 60-month limit.

Issue a *Notice of Decision* to deny FIP for a month in the application period that cannot be included in the family's 60-month FIP period because the family has received assistance for 60 months. If it is necessary to manually issue the notices, use the text from FIP case notice reason 360 (or person notice reason 920) to deny FIP for the particular month.

When an application is approved for some, but not all of the months of the application period, notify PROMISE JOBS of the months approved, so the family investment agreement period can be updated, if necessary.

If the family is not eligible in the month of decision, deny the FIP application as in any other situation. The family must reapply to complete its 60-month FIP period.

1. Mrs. A applies for FIP on April 15. The worker checks ETS and finds that Mrs. A has received FIP for 59 months. She has one more FIP month left to use.

During the application interview, the worker gives Mrs. A form 470-3851, *Important Information About Your FIP Case*, together with Comm. 137, *5-Year Limit on FIP Assistance*. The worker discusses the family's 60-month status with Mrs. A. The worker explains that FIP will be canceled at the end of Mrs. A's 60-month period.

The worker also goes over the hardship exemption provisions and gives Mrs. A form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. The worker explains that if Mrs. A submits a hardship exemption request, a separate determination is required and Mrs. A will get another *Notice of Decision* about the outcome. The worker informs Mrs. A that if her hardship exemption request is granted her FIP case will be reopened.

Mrs. A signs a family investment agreement. On May 10, the worker makes the eligibility decision. If Mrs. A is eligible in the month of decision, FIP assistance is approved effective May 1 through May 31 only, as that month concludes Mrs. A's 60-month period.

FIP for April must be denied because the family has received FIP for 60 months. The worker notifies PROMISE JOBS that FIP was approved for the month of May. Mrs. A is ineligible for FIP effective June 1 because of the 60-month limit.

2. Same as Example 1, except Mrs. A has received FIP for 58 months when she reapplies on April 15. Mrs. A signs a family investment agreement. The worker makes the eligibility decision on May 10.

If Mrs. A is eligible in the month of decision, FIP will be approved effective April 22 through May 31, because April and May complete her 60-month period. Mrs. A will be ineligible for FIP effective June 1 because of the 60-month limit.

3. Mrs. B applies for FIP April 26. According to ETS, she has received FIP for 57 months. Mrs. B signs a family investment agreement. On May 20, the worker makes the eligibility decision. If Mrs. B is eligible in the month of decision, FIP will be approved effective May 2 through July 31. Mrs. B will become ineligible for FIP effective August 1 because of the 60-month limit.

4. Mr. C applies for FIP on April 20. According to ETS, he has received FIP for 58 months. Mr. C has difficulty obtaining needed information. As a result, the eligibility decision is not reached until June 3.

If Mr. C is eligible in the month of decision, FIP is approved effective May 1 through June. FIP for April must be denied because the family has received FIP for 60 months.

Mr. C becomes ineligible for FIP effective July 1 because of the 60-month limit. The worker notifies PROMISE JOBS that FIP was approved for the months of May and June.

In all examples, the FIP application must be denied if the family is not eligible in the month of decision. The family must reapply and, as in other application situations, be determined eligible in the month of decision to complete its 60-month FIP period.

When an applicant has exhausted the 60-month period, issue form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*. Attach a note to explain that FIP beyond the 60-month limit can be granted only if the family requests and is determined eligible for a hardship exemption. State a ten-day due date for returning the form.

If the form is not returned by the due date, deny the application because the family has exhausted its 60-month FIP limit. If the family returns the *Request for FIP Beyond 60 Months* by the due date, initiate the hardship exemption process. Follow the instructions under [Hardship Exemption](#) in this chapter.

### Reinstatements

Check ETS before taking action to reinstate or reopen FIP to determine the family's 60-month FIP status to allow for timely 60-month cancellation when applicable.

1. Mr. E's FIP case is canceled effective March 1 for failure to provide income verification from a new job. March is Mr. E's 60th FIP month. On February 25, the requested information is received.

Mr. E remains prospectively eligible. The worker reinstates FIP for March. In March, the worker takes necessary action to timely cancel FIP effective April 1 because of the 60-month limit. The worker also issues form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, to Mr. E.

NOTE: If timely notice requirements delay the 60-month FIP cancellation until May 1, FIP issued for April is subject to recoupment unless the family requests and is approved for a hardship exemption that includes April. ETS entries are required to document either outcome.

2. Same as Example 1, except Mr. E is prospectively ineligible. FIP is canceled effective March 1 because of the projected income. Mr. E will have one FIP month left to use should he reapply.

NOTE: If it is too late to cancel FIP for March 1, FIP must be canceled effective April 1. FIP issued for March is subject to recoupment because Mr. E is prospectively **ineligible** for that month.

However, since Mr. E did receive FIP for March, the month is counted toward the 60-month limit. March is Mr. E's 60th FIP month even though FIP for that month is subject to recoupment.

A *Notice of Decision* is issued informing the family that FIP is canceled effective April 1 due to excess income. A second notice must be sent to inform the family that FIP is canceled effective April 1 because the 60-month FIP has ended.

## **Impact on Different Family Compositions**

The following sections explain the impact of the 60-month limit on:

- ◆ [Two-parent families](#)
- ◆ [Stepparent families](#)
- ◆ [Situations when a new “adult” joins the household](#)
- ◆ [Minor parent](#)
- ◆ [Families with a member that could qualify for State Supplementary Assistance dependent person benefits](#)

### **Two-Parent Families**

In two-parent families, months of assistance are counted for each parent. When two parents in a two-parent family have different FIP counts, the parent with the higher FIP count determines the family's 60-month limit.

Therefore, when a parent who has received FIP for 60 months joins a participant family that has not received FIP for 60 months, FIP eligibility can continue only if the participant family submits form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, and is approved for a hardship exemption. See [Hardship Exemption](#) for details.

When a FIP participant reports that the absent parent has returned to the home, check ETS for the status of the returning parent's number of FIP months. If ETS indicates the parent has received FIP for 60 months, cancel the FIP case effective the first day of the next calendar month. Give timely notice. Issue form 470-3826 or 470-3826(S) to the family.

If timely notice cannot be met, cancel FIP effective the second month. Excess assistance for the first month is subject to recoupment unless the family requests and is determined eligible for a hardship exemption that includes the first month. Make entries on ETS to reflect the first month as either being subject to recoupment (or as a hardship exemption month, if applicable).

Mrs. A and her two children have been on FIP for 34 months. On January 5, Mr. G, one of the children's fathers, returns to the home. Mrs. A reports Mr. G's return the next day.

The IM worker checks ETS and finds that Mr. G has received FIP for 60 months on two other FIP cases. Even though Mrs. A has received FIP for only 34 months, FIP must be canceled because Mr. G has received FIP for 60 months.

Because Mr. G. caused the 60-month cancellation, he must be entered on Mrs. A's FIP case to record his attachment to her case. The worker makes entries to deny his needs, using notice reason code 920.

The next processing day, the worker issues timely notice and cancels Mrs. A's FIP case effective February 1. The worker also sends out form 470-3826 or 470-3826(S), *Request for FIP Beyond 60 Months*, to the family.

Had Mr. G's return not been reported in time for timely notice, FIP would be canceled effective March 1. FIP issued for February would be subject to recoupment unless the family qualified for a hardship exemption that includes the month of February.

### **Stepparent Families**

For parental cases with a parent and stepparent in the home, the entire family is ineligible when either the parent or the stepparent has received FIP assistance for 60 months.

For nonparental cases, when a stepparent is acting as a needy nonparental caretaker, only the stepparent is ineligible at the end of the 60-month period. FIP for the stepchildren may continue.

For both parental and nonparental cases, months of assistance received by the family count for the stepparent if the stepparent's needs are included in the grant. If the stepparent's needs are not included in the grant, months of assistance received by the family are not added to the stepparent's count.

1. Mrs. R applies for FIP for herself and her child. Also in the home is Mr. R, the child's stepparent. Mrs. R has used 48 months of assistance and Mr. R has used 60 months. The family is ineligible for FIP unless they qualify for a hardship exemption.

- ◆ Written statements from a mental health professional indicating a diagnosis or prognosis concerning the emotional health of the minor parent or child.
- ◆ Sworn statements from people other than the applicant or participant with knowledge of the circumstances that provide the basis for the good cause claim. Written statements from the client's friends or relatives are not sufficient alone to grant good cause based on physical or emotional harm, but may be used to support other evidence.
- ◆ Notarized statements from the parents or guardian or other reliable evidence to verify that the parent or guardian refuses to allow the minor parent and child to return home.
- ◆ Court, criminal, child protective services or other records which verify that:
  - The parents or legal guardian of the minor parent are deceased, missing, living in another state, or living in a facility that prohibits the minor parent and child from living there, or
  - The minor parent is in a foster care supervised apartment living arrangement, the Job Corps solo parent program, a maternity home or other licensed adult-supervised supportive living arrangement.

### **Good Cause Claims Due to Abuse**

When a minor parent claims good cause because of abuse, in addition to the other possible sources of verification, ask the minor parent to give permission for you to check the Central Abuse Registry to see if an abuse determination has been made.

To give permission, the "adult" in the family must complete two forms:

- ◆ *Authorization for Release of Information, 470-0461*, stating that you are authorized to obtain information from the Central Abuse Registry and the service worker. Also specify on the release that the staff doing the child abuse check provide the status of the child abuse report and the name, worker number, and phone number of the service worker involved.
- ◆ *Request for Child and Dependent Adult Abuse Information, 470-0643*. Have the adult complete Section I of the form. Complete Section II of the form yourself.