	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	B – Eligibility Factors
	Section No./Name	B-1700-FITAP Time-Limited Benefits
	Document No./Name	B-1710-FITAP Time Limits
	Effective Date	January 1, 2023

I. STATEMENT OF POLICY

Each FITAP client who is a parent included in the assistance unit, may receive cash assistance for no more than 24 months in a 60-month period. In addition, each FITAP client, who is a parent or other caretaker relative, or the spouse of the parent or caretaker relative, who is included in the assistance unit, may receive cash assistance for a total of 60 months in a lifetime.

B-1711-FITAP - PO APPLICATION OF THE TIME-LIMIT POLICY

The entire family is ineligible to receive cash benefits, unless granted an extension as described in *** B-1740-FITAP, if:

- the parent (including a legal stepparent), or either parent in a two-parent family, has received cash benefits for a total of 24 months of the prior 60 months, or
- the assistance unit, that includes a parent or other caretaker relative (or spouse of the parent or other caretaker relative), has received cash benefits for a total of 60 months.

A minor parent who receives benefits as a child is not considered a parent for purposes of applying either the 24-month or 60-month time-limit policy.

A minor parent who is not a dependent child is subject to both the 24-month and 60-month time-limit policy.

Months of receipt of benefits prior to January 1997 are not counted toward the time-limit.

The months of receipt of benefits need not be consecutive.

B-1712-FITAP - PO VERIFICATION


Exemptions or extensions to this provision must be verified as necessary.

B-1713-FITAP - PO DOCUMENTATION

Document *** extension * determinations ** to the 24-month time-limit and the 60-month lifetime-limit * in the LITE system. ES staff must document the rationale for the extension approval or denial in LITE case notes. WD STEP staff must document the rationale for the extension approval or denial in LITE person notes.

B-1714-FITAP – PO OFFICE RESPONSIBILITIES

There is no statement of policy.

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II. PROCEDURES

B-1711-FITAP - PR APPLICATION OF THE TIME-LIMIT POLICY

Initial Extensions

In the 22nd and 58th months of FITAP benefits, LITE will generate a Benefit Management task advising the appropriate staff member to review the case for time limits.

When the FITAP benefit reaches the 22nd month, LITE will generate a Benefit Management task: **24 Month Clock Expire** for the appropriate staff member to take action. See B-1740-FITAP Time Limit Extensions for further instructions.

When the FITAP benefit reaches the 58th month, LITE will generate a Benefit Management task: **Review 60 Month Clock** task for the appropriate staff member to take action. See B-1740-FITAP Time Limit Extensions for further instructions.

Subsequent Extensions

There are no Benefit Management tasks tied to subsequent extension requirements. The Pentaho **24/60 Month Time Limit Tracking** report tracks client's usage months, exemptions, and extension dates. This monthly report should be used to determine if a subsequent extension is due. The report can be pulled for ES Staff and WD STEP staff.

The report can be located in the Pentaho system by selecting the following: Public drop down > IE_Reports drop down > FITAP folder > 24-60 Month Time Limit Tracking.

B-1712-FITAP - PR VERIFICATION

There are no procedures associated with this policy.

B-1713-FITAP - PR DOCUMENTATION

See B-1740-FITAP Time Limit Extensions for further instructions.


B-1714-FITAP - PR OFFICE RESPONSIBILITIES

ES staff are responsible for time limit extension determinations for the following:

- At FITAP intake,
- For all ongoing ineligible alien cases.

WD STEP staff are responsible for time limit extension determination for the following:

- Ongoing cases approaching the 24-month time limit,
- Ongoing cases approaching the 60-month time limit, and

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- Subsequent extensions for ongoing cases.

Exception: Ongoing ineligible alien FITAP extension determinations and subsequent extensions are to be handled by ES staff.

III. FORMS AND INSTRUCTIONS

There are no forms associated with this policy.

IV. REFERENCES

[LAC 67:III.1247 **](#)