

## Trainer's Notes

# How Do I... Decipher the Time Limit Page

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### **Purpose**

Provide an overview of the **Time Limit** page and describe what the colors mean when looking at a particular participant.

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**Materials**

Trainer’s Notes  
 Link to the handout (Link to handout added when all documents finalized)  
 PowerPoint

**Suggested Pace**

This is a 30-minute course. Here is the suggested pace.

2 minutes	Welcome/Introduction, Time Limit Page
5 minutes	Gray Month, Blue Month, Gray w/Triangle, Blue w/Triangle
15 minutes	Extension, Golden Brown Box, Red Box
8 minutes	Closure

Prep Work - Extension Polling Questions:

1. When do you need to enter the Initial Placement Extension?
  - a. The month before the participant reaches their 24-month.
  - b. The 18-month of a participants 24-month extension.**
  - c. As soon as you get in touch with the participant.
  
2. When do you need to enter a Subsequent Placement Extension?
  - a. Immediately after the Initial Placement Extension.
  - b. No later than the third month of the Initial Placement Extension.
  - c. No later than the month prior to the Initial Placement Extension ending.**

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## Welcome/Introduction

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### ☀ PPT 1

**Note to Trainer:** Start the session with your webcam on. Turn it off after the welcome.

Imagine you are with a participant, and you see all these colors on the **Time Limit** page when you are reviewing the information. As a Case Manager, you might be anxious about the reason behind the colors, or when you need to have extension discussions with your participant.

In this How Do I...session, we explore how to decipher the colors of the **Time Limit** page. First, we will go over the colors for both the placement and month information. Then, we review when a participant needs an extension entered in WWP. Finally, we provide you with resources for additional trainings on Time Limit.

As we go through today's session, put your questions in the chat. Our producer will gather the questions for us to loop back toward the end of the session. Feel free to share ideas and best practices with each other in the chat as well.

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## Time Limit Page

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### ☀ PPT 2

**Ask** what do you think of when you see the **Time Limit** page? Flood the chat with your response. **Note to Trainer:** Acknowledge their responses in the chat as answers may vary.

It can be overwhelming to see all the information on this page. Not only are there a bunch of numbers and colors, but you also need to know how to explain it to participants.

At a minimum, you need to discuss with the participants their time limit information at:

- ☞ Eligibility review;
- ☞ Employability plan review; and
- ☞ Assigning participants to new paid placements.

Let's start with the easiest color to decipher!

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**Gray Month**

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 PPT 3

A gray colored month means WWP, or the system ticked the clock. Most likely, this is the color you see the most on the **Time Limit** page.

You will see the next few colored boxes based on if you add, change, or delete a participant's time limit month.

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**Blue Month**

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 PPT 4

The blue box displays when you selected a month for a participant. You can edit the month by clicking on the Edit Month button.

You would edit the month if you needed to add, change, or delete a time limit month for the participant.

 PPT 5

An example is when you need to add benefits from another state. When you are entering Temporary Assistance for Needy Families (TANF) from another state, you must use the OTF code. Ensure you enter detailed information regarding the reason for the change in the Notes field. TANF from another state counts toward both Federal and State time limits.

After you save the information, the month box displays as gray with a white triangle in the upper left corner.

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**Gray Month with White Triangle**

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 PPT 6

Using your reactions, give me a thumbs up if you have seen this color or thumbs down if you have not seen this color on the **Time Limit** page.

 A gray box with a white triangle in the upper left corner displays when you manually add or edit a month.

If you added or edited multiple Other State TANF (OTF) months at a time, you will see this type of month across all the ones changed.

Now that we know what the added or changed month looks like; we are going to look at how a deleted month displays.

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### Blue Month with Gray Triangle

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#### PPT 7

A blue box with a gray triangle in the upper left corner means you deleted a month. An example is if a participant voluntarily returns the full amount of their payment.

There are additional instances where you would delete a month in the W-2 Manual.

 See W-2 Manual 2.10.5 Subtracting Months of Eligibility.

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### Extensions

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#### PPT 8

Let's get to the most important colors you need to pay attention to on the **Time Limit** page. The next two colors we will discuss are specific to extensions. Whether you enter the information, or a dedicated agency person does, it's important for Case Managers to have timely extension discussion with their participant.

Before we talk about the colors regarding extension, let's look at a couple polling questions on extensions.

**Note to Producer:** Pull up the polling questions.

Polling Questions on Extension Answers

When do you need to enter the Initial Placement Extension?  
*Answer: The 18-month of a participant's 24-month extension.*

You must have the initial placement extension discussion with the participant when they reach their 18-month of their 24-month Placement time limit. WWP displays 17 in yellow when the individual is in their 18 month.

When do you need to enter a Subsequent Placement Extension?  
*Answer: No later than the month prior to the Initial Placement Extension ending.*

The discussion must occur no later than the third month of the extension, but it must be entered in WWP on the **Time Limit** page no later than the month prior to the current extension ending.

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**Yellow on State or Placement**

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 PPT 9

When you see the 24-month Placement box as yellow, this means a Placement extension discussion needs to happen with the participant.

When you see the 48-month State box as yellow, this means a State time limit extension discussion needs to happen with the participant.

Remember when a participant is reaching their 24-month Placement time limit, the extension decision must be entered no later than the 20-month of the 24-month time limit. When the participant is reaching their 48-month State time limit, the extension decision must be entered the end of the 44-month of the 48-month time limit.

 There are instances when a participant is reaching both their Placement and State time limit at the same time. This is a concurrent extension. This occurs when the participant reaches their 24-month, or their 24-month Placement time limit extension is at the end, and they are 6 months from reaching their State time limit.

The good news is you don't need to enter both! You still need to have the extension discussion with the participant. The extension decision must be entered before the end of the participant's 24-month Placement time limit or 24-month Placement extension.

It important to schedule extension discussion appointments timely with participants to stay in compliance with policy.

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**Orange State or Placement**

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 PPT 10

After the extension decision has been entered, the entire State or Placement box displays as orange. This is a good check for you as a Case Manager to ensure the time limit extension was entered in WWP. The extension end date also displays, so you will know when the particular extension is ending.

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**Red State or Placement**

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 PPT 11

This color is an important color for you to keep in mind. This color means an extension decision is past due, and was not entered on the **Time Limit** page.

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**Resources**

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 PPT 12

There is a variety of resources available in the Learning Center related to Time Limits, from Training on Demand videos to Desk Aids. Review the slide for the additional resources you can access if you want more information. Also review the W-2 Manual 2.10 Time Limits for specific policy information.

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**Closure**

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**Note to Trainer:** Stop sharing the PPT, and share your webcam.

Before we close this How Do I... session, I want to loop back to our producer. What questions can I answer regarding the **Time Limit** page colors?

**Note to Trainer/Producer:** If there are no questions, pause for at least two minutes to provide learners the opportunity to type in the chat. Use this time to put the link to the evaluation in the chat as well.

I want to leave you all with a challenge. At some point in the next couple of days, take 15 minutes to look at one of your participant's **Time Limit** page. Can you identify the colors? Do you know what each color means? If so, congratulations, you already know how to decipher the **Time Limit** page! If not, that's okay! Pick one thing you learned today to start improving on. When you feel you have accomplished that, move on to another. Soon enough, you will be able to decipher the **Time Limit** page!