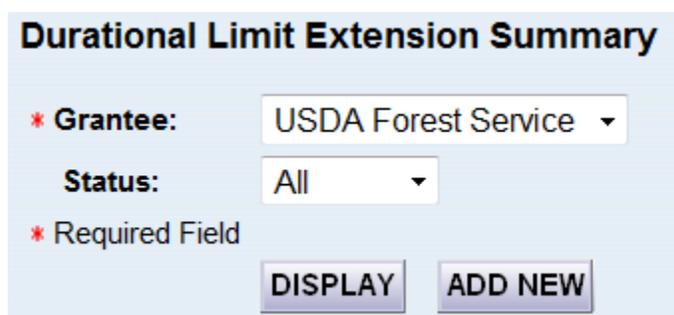**Durational Limit Extension Utility**

Only SPARQ users who have been designated as grantee administrators have the ability to access and use the Durational Limit Extension (DLE) utility.

TO INITIATE EXTENSION REQUESTS

1. Click on the DL Extension link under **System Tools** on the **SPARQ Home** page. The system will display the **Durational Limit Extension Summary** screen.

2. Select the appropriate grantee and click ADD NEW . The system will display the **Add New Participant Extension Requests** screen.

    This screen displays a list of participants who are age 75 or have one or more waiver factors updated during the appropriate period and thus meet the statutory requirements for an extension.
    - If a participant's Durational Limit Date is in the current program year, the date of last update must be in the current program year.
    - If the Durational Limit Date is in Q1 of the next program year, the date of last update must be on or after April 1 of the current program year.

    The list is sorted by Sub-grantee, Last Name, and First Name.

    Note: Some participants who appear on the list may not qualify for an extension under the grantee's own individual durational limit policy if that policy is more stringent than the statute, for example, the grantee's policy requires more than one waiver factor or accepts only specified waiver factors. The grantee administrator is responsible for confirming that all participants qualify for an extension under the grantee's own policy before submitting a waiver request.

Add New Extension Requests

Grantee: USDA Forest Service

Select one or more participants for whom you want to request an extension.

Select All | Deselect All

	Last Name	First Name	PID	Sub	Durational Limit Date	History
☐	Brown	Michael	2430336	NV032	06/30/2011	VIEW
☐	Davis	Richard	2430339	NV032	06/30/2011	VIEW
☐	Harris	Barbara	2430340	NV032	06/30/2011	VIEW
☐ a	Johnson	Mary	2430333	NV032	12/27/2010	VIEW
☐ b	Miller	Robert	2430334	NV032	06/30/2011	VIEW
☐ ab	Smith	Elizabeth	2430335	NV032	12/27/2010	VIEW

a This participant is beyond his/her Durational Limit Date. No action can be taken on this record until approval is granted by DOL.

b This participant has at least one Duration Reject on a DQR. The reject(s) must be resolved before an extension can be requested for this participant.

As grantee administrator, I hereby certify that each of the participants for whom I am requesting an extension qualifies for such an extension under the individual durational limit policy of this grantee.

Signed: [_____]

Name

[SUBMIT] [RESET FORM] [BACK]

If a participant is beyond his/her Durational Limit Date, the selection box will be grayed out and cannot be selected, and footnote "a" will be displayed. No action can be taken on the record of any participant who is beyond his or her durational limit date without the approval of DOL. Grantees must e-mail Phil Hostetter with a copy to BCT Partners before an extension can be requested or any data can be entered into SPARQ.

If a participant's record has at least one durational reject, the selection box will be grayed out and cannot be selected, and footnote "b" will be displayed. Such rejects should be resolved as soon as possible. After all durational rejects have been resolved, the grantee may then submit an extension request for the participant.

3. Click ☐ to the left of the specific participant(s) whose deadline is to be extended.

4. Enter your full name in the box labeled "Signed." The grantee's certification is required to ensure that the participants for whom an extension is requested also meet the grantee's own requirements for an extension, which may be more stringent than those of the statute.

5. Click **Submit**.

6. A pop-up window will appear, asking for confirmation of the extension request. Click **OK**.
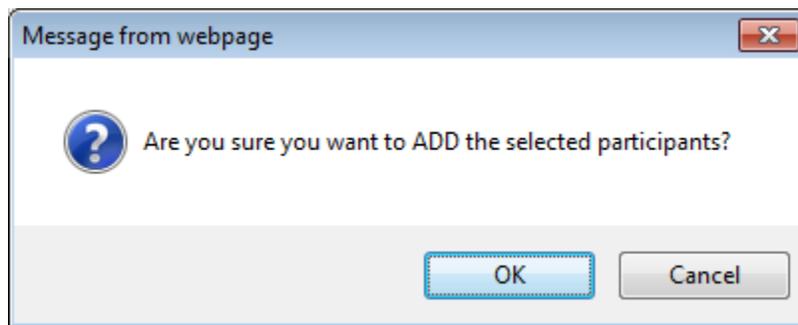
The following confirmation message will appear at the top of the screen:

The selected participants have been added for extension request.

When the request has been granted, the participant's durational limit will be extended for 12 months from the date of the current durational limit date. The durational limit date will be updated on the participant's record in the WDCS and in all the relevant management reports.

TO VIEW A HISTORY OF EXTENSION REQUESTS

1. Click on the DL Extension link under **System Tools** on the **SPARQ Home** page.
   The system will display the **Durational Limit Extension Summary** screen.

Durational Limit Extension Summary

* **Grantee:**	USDA Forest Service ▾
Status:	All ▾
* Required Field	All
	Granted
	Nullified **ADD NEW**

2. Select the appropriate grantee, select "Granted" in the Status dropdown, and click
   DISPLAY. The system will display a list of transactions, sorted by Request Date.

Grantee	Request Date	Status	Records
USDAFS	05/03/2011	Granted	3

3. Click on the number in the "Records" column to open a list of records with transactions processed on a given Request Date.

View Existing Extension Details

Grantee: USDA Forest Service
Request Date: 05/03/2011
Status: Granted

Last Name	First Name	PID	Sub	Durational Limit Date for this Extension*	History
Brown	Michael	2430336	NV032	06/30/2011	VIEW
Davis	Richard	2430339	NV032	06/30/2011	VIEW
Harris	Barbara	2430340	NV032	06/30/2011	VIEW

4. Click on the VIEW link in the "History" column of the row for a given participant. The system will display the History of Extension Requests and Waiver Factor Data screen for that participant.

History of Extension Requests and Waiver Factor Data

Grantee/Sub-grantee: USDAFS - NV032
PID: 2430336
Participant Name: Brown, Michael
Durational Limit Date for this Extension*:   06/30/2011

Extension Request Status	Request Date
Granted	05/03/2011

Application Date:	01/01/2001
Date of Exit or Other Closing of Record:	
Program Year:	2010
Severe Disability:	Y - 01/01/2010
Frail:	N - 01/01/2010
Old Enough, Not Receiving SS Title II:	Y - 01/01/2010
Severely Ltd Emp Prospects:	Y - 01/01/2010
Limited English Proficiency:	Y - 01/01/2010
Low Literacy Skills:	Y - 01/01/2010
75 or Older:	Yes

* "Durational Limit Date for this Extension" is the date at the time the extension was requested.

Close

TO NULLIFY AN EXTENSION REQUEST

If it is necessary to reverse an extension request, please contact BCT Partners for assistance. Once the request has been nullified, you will be able to see a history of the nullification.

1. Click on the DL Extension link under **System Tools** on the **SPARQ Home** page. The system will display the **Durational Limit Extension Summary** screen.

2. Select the appropriate grantee, select "Nullified" in the Status dropdown, and click DISPLAY. The system will display a list of nullifications, sorted by Request Date.

Grantee	Request Date	Status	Records
USDAFS	05/02/2011	Nullified	1
USDAFS	05/03/2011	Nullified	1

3. Click on the number in the "Records" column to open a list of records that were nullified on a given date.

Last Name	First Name	PID	Sub	Durational Limit Date for this Extension*	Nullified Date	History
Brown	Michael	2430336	NV032	06/30/2011	05/02/2011	VIEW

4. Click on the VIEW link in the "History" column for a given participant. The system will display the History of Extension Requests and Waiver Factor Data screen for that participant.

History of Extension Requests and Waiver Factor Data

Grantee/Sub-grantee: USDAFS - NV032
PID: 2430336
Participant Name: Brown, Michael
Durational Limit Date for this Extension*: 06/30/2011

Extension Request Status	Request Date
Nullified	05/02/2011

Application Date: 01/01/2001
Date of Exit or Other Closing of Record:
Program Year: 2010
Severe Disability: Y - 01/01/2010
Frail: N - 01/01/2010
Old Enough, Not Receiving SS Title II: Y - 01/01/2010
Severely Ltd Emp Prospects: Y - 01/01/2010
Limited English Proficiency: Y - 01/01/2010
Low Literacy Skills: Y - 01/01/2010
75 or Older: Yes

* "Durational Limit Date for this Extension" is the date at the time the extension was requested.

Close