

## FAA3.A06 Two Parent Employment Program (TPEP) - Overview

[REVISION 19](#)

(01/01/12 - 03/31/12)

The Two Parent Employment Program (TPEP) is a time-limited CA employment program. TPEP provides CA benefits to needy children deprived of parental support due to the unemployment or underemployment of the Primary Wage Earning Parent. (See [Primary Wage Earner](#))

NOTE All CA applicants that are eligible for at least \$1 and identified as TPEP budgetary units must be processed as potentially eligible for Grant Diversion.

Apply TPEP eligibility factors before any other CA eligibility criteria when all of the following apply:

- Both parents are in the home, neither parent has a disability, and the parents have a child in common.

NOTE When the parents are not married, paternity must be established. (See [Establishing Paternity](#))

- Both parents meet the [United States Citizen](#) or [Qualified Noncitizen](#) requirements.
- The primary wage earning parent ([PWE](#)) is unemployed or underemployed.

NOTE Nonqualified Noncitizen parents are not considered work eligible and cannot participate in Jobs. The household is therefore not TPEP eligible.

TPEP policy and procedures are outlined as follows:

- [TPEP Eligibility Requirements](#)
- [Determining the PWE](#)
- [PWE Unemployment Criteria](#)
- [Good Cause for Refusal of Employment or Training](#)
- [Eligible TPEP Participants](#)
- [Ineligible TPEP Participants](#)
- [TPEP Tribal CA-PG](#)
- [TPEP Application Process](#)
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- [TPEP Work Program Exemption](#)
- [TPEP Work Program Requirement](#)
- [Failure to Comply With TPEP Work Program Requirement](#)

- [Failure to Comply With TPEP PRA Requirement](#)
- [TPEP Jobs Noncompliance](#)
- [Determining TPEP Six Month Limit](#)
- [Expiration of TPEP Six Month Limit](#)
- [TPEP Extension](#)
- [TPEP Payments](#)
- [TPEP Appeal](#)
- [TPEP Change Reporting Requirements](#)
- [Converting CA to TPEP](#)
- [Converting TPEP to CA](#)

## A TPEP Eligibility Requirements

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Use the following guidelines to determine TPEP eligibility:

- Both parents must be in the home, neither parent has a disability, and the parents have a child in common.
- Both parents must meet the [United States Citizen](#) or [Qualified Noncitizen](#) requirements.
- Establish relationship of the children in common to both parents. (See [Establishing Relationship](#))
- Determine the [Primary Wage Earner \(PWE\)](#).  
The PWE must be unemployed or underemployed. (See [PWE Unemployment Criteria](#))  
The PWE must not have refused an actual offer of employment, or training for employment, in the 30 days before the date of application. The only EXCEPTION is when good cause has been established. (See [Good Cause for Job Refusal](#))
- For CA, refer anyone who may be eligible for other potential benefits. (See [Apply for Other Benefits](#))
- Determine whether the potential TPEP eligible participants have received six months of TPEP benefits within the previous 12-month period in the state of Arizona. The 12-month period ends in and includes the first benefit month. (See [Six Month TPEP Limit](#))  
When they have not received six months of TPEP benefits during the defined period, the participants may be eligible. (Review AFIH to determine how many months of TPEP have been received during the defined period.)

NOTE When six months of TPEP has been received the participants may be eligible for a TPEP extension. (See [TPEP Extension](#))

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- Both parents must participate in work program activities before receiving benefits. All participants are TPEP ineligible when failure to participate occurs, unless the parents are exempt or have good cause. (See [TPEP Work Program](#))
- A parent must comply with DCSS requirements before TPEP approval when there is a child in the budgetary unit from a previous relationship. (See [New CA Participants - DCSS](#))

## **B Primary Wage Earner (PWE)**

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(01/01/21 - 12/31/21)

When determining which parent will be the TPEP [Primary Wage Earner\(g\)](#) (PWE), each parent must complete and sign one of the following even when no recent employment is reported:

- Recent Employment/Training Background (FAA-0155A) form
- OnBase FAA-0155A Unity form
- Recent Employment/Training Background (A025) notice

**NOTE** Base the PWE determination on statements from the FAA-0155A, A025, or the best evidence that is available.

When the parents earned the same amount of money in the 24-month period, complete one of the following and place a copy in the case file:

- Determination of Primary Wage Earner (PWE) (FAA-0155B) form
- OnBase FAA-0155B Unity form
- Determination of Primary Wage Earner (PWE) (A027) notice

Document the parent that is designated as the PWE on the FAA-0155A/A025 or FAA-0155B/A027 and place a copy in the [case file\(g\)](#).

The parent designated to be the PWE remains the PWE for each consecutive month the TPEP budgetary unit remains eligible.

When CA is stopped due solely to the [six-month TPEP limit](#), the PWE remains the PWE as long as the family remains TPEP eligible.

When CA is stopped for any other reason and the TPEP eligible participants reapply, determine the PWE.

**NOTE** The 24-month period before the application month might change.

**C PWE Unemployment or Underemployment Criteria**

Determine whether the [dependent child](#) is deprived due to an unemployed or underemployment parent by using the following criteria:

- The [primary wage earner](#) (PWE) is unemployed or underemployed to the extent that after budgeting the budgetary unit's income they are eligible to receive a CA benefit.
- The PWE cannot be unemployed or underemployed because of participating in a strike. (See [Strikers](#))

NOTE These criteria must be met with each eligible month.

**D Good Cause for Refusal of Employment or Training**

For good cause reasons for refusal of employment or training, see [Work Disqualification Good Cause Reasons](#).

When good cause is not proven, disqualify the participant. When the disqualified participant is the [PWE](#) the budgetary unit is ineligible. (See [Work Requirement Disqualifications](#))

**E Eligible TPEP Participants**

Eligible TPEP participants include the following:

- The dependent child
- Siblings to the dependent child (including half-siblings)
- The dependent child's parents

The following policies apply to TPEP budgetary units:

- [Family Benefit Cap Period](#)

NOTE The budgetary unit may be TPEP eligible when the only child in common is benefit capped (BC). The BC participants are not CA eligible. Key the BC Participation Code on SEPA. BC participants must still be considered part of the TPEP budgetary unit.

- [Unwed Minor Parent](#)

A [dependent child](#) may receive TPEP when their parents are disqualified but are otherwise TPEP eligible.

Participants who meet criteria in [CA Case Participation](#) may voluntarily be included in the TPEP budgetary unit.

## **F Ineligible TPEP Participants**

[REVISION 49](#)  
(01/01/21 - 12/31/21)

Disqualified CA participants may not receive Two Parent Employment Program (TPEP) benefits.

When other participants meet the citizenship or qualified noncitizen requirement, review the budgetary unit members for potential CA eligibility.

A budgetary unit is not TPEP eligible when the only child in common is a [nonqualified noncitizen](#).

NOTE When one or both parents do not meet the Citizenship or Qualified Noncitizen requirements, the budgetary unit is not eligible for TPEP. Review for other CA program eligibility.

## **G TPEP Tribal CA Pregnancy (CA-PG)**

[REVISION 14](#)  
(10/01/10 – 12/31/10)

A pregnant woman may receive Tribal TANF benefits in the three months before and including the month of her expected delivery date. (See [Pregnancy and Deprivation Requirements](#) when making this determination)

NOTE The months of Tribal CA-PG benefits do not count toward the [six month TPEP limit](#). When the child is born, the participants must report the change to FAA to convert the case to TPEP. (See [Converting CA to TPEP](#))

## **H TPEP Application Process**

[REVISION 46](#)  
(01/01/18 – 12/31/18)

The TPEP application process allows Jobs mandatory participants to receive the greatest possible work program activities services and benefits from the program for the six-month period.

Participation in these work programs must occur before payment of the TPEP benefits can be released by Jobs and issued by FAA.

Screen for potential eligibility for TPEP when the [official FAA application](#) is received.

When potential eligibility for TPEP exists, applicants are responsible to call or come into an FAA office to complete an interview within five calendar days from the application date.

When possible, provide two copies of the Recent Employment/Training Background (FAA-0155A) form to the participant for them to complete prior to the interview.

When completing an interview for a TPEP application, follow the [TPEP Interview Process](#).

## I TPEP Interview Process

**REVISION 49**

(01/01/21 - 12/31/21)

During the interview, explain the following information about the Two Parent Employment Program (TPEP):

- When the parents are not married, paternity must be established (See [Establishing Paternity](#))
- Mandatory Work Requirements (See [TPEP Work Program](#))
- Consequences of noncompliance with the work program requirements (See [Fail to Comply Work, TPEP](#))
- Good cause for failure to comply (See [TPEP, Jobs Good Cause](#))
- The reconciliation process when disagreements occur regarding work program activities (See [TPEP noncompliance](#))
- The [TPEP six-month limit](#)
- The Cash Assistance Personal Responsibility Agreement- PRA (FAA-1523A) form
- Establishing the [Primary Wage Earner\(g\)](#)

One of the following must be completed and signed by each parent:

- The Cash Programs Personal Responsibility agreement-PRA (FAA-1523A) form, or the OnBase FAA-1523A Unity form, or the Cash Assistance Personal Responsibility Agreement (A026) notice
- The Recent Employment/Training Background (FAA-0155A) form, or the OnBase FAA-0155A Unity form, or the Recent Employment/Training Background (A025) notice

NOTE When possible, provide copies of the forms to the participants for their records. Copies of all documents must be placed in the [case file\(g\)](#).

Complete the [AP screens](#) for any child who is in the home, is a half-sibling to the child in common, and has deprivation due to the absence or death of a parent. Have the PI sign the Assignment of

Rights on the back of the application

When either parent of the TPEP budgetary unit refuses to sign the FAA-1523A, or fails to comply with TPEP attendance or other [TPEP participation requirements](#) complete the following:

- Deny any CA application when a participant applies for a child from a previous relationship
- Deny the TPEP application

The PI has the primary responsibility for providing verification of eligibility factors. Offer assistance in obtaining the verification when the participant indicates an inability to provide the needed information.

When verification is not obtained at the time of interview or through collateral contacts, request the PI provide the needed verification within ten calendar days. (See [Providing Verification](#))

When the PI has not requested assistance in getting the verification, and the ten-calendar day request deadline has passed, deny the application, or stop the benefits.

Once all verification is received, determine whether the budgetary unit meets all requirements except the work program requirement. The TPEP participants must be willing and able to participate in employment activities. Send the TPEP Pre-Approval (A140) notice to inform the participants they must comply with the [TPEP Work Program Requirements](#).

When all conditions are met, except the work program requirement authorize the [TPEP payments](#).

When the budgetary unit is ineligible for TPEP, determine potential CA eligibility for the dependent children who are deprived of parental support due to the continued absence or death of a parent.

## **J TPEP Work Program Exemptions**

**[REVISION 51](#)**  
(01/01/23 – 12/31/23)

Determine the exempt status for each parent for the Two Parent Employment Program (TPEP) for all of the following:

- New applications
- Renewal applications



- Reported changes

The following participants are exempt from the TPEP Work Program:

- A parent under age 18, or a parent age 18 and a student that expects to complete school before reaching age 19.  
Key AG in the PAR/EXEM field next to the eligible participant on WORW.

#### EXCEPTION

A minor who is the head of household or the [spouse\(g\)](#) of the head of household is not exempt. Key RM in the PAR/EXEM field on WORW.

- Grant Diversion budgetary unit participants.  
Key GD in the PAR/EXEM field on WORW for participants who are in the Grant Diversion budgetary unit and have no other work program exemptions.
- Parents who work an average of 30 hours or more per week in [unsubsidized employment\(g\)](#). The employment must pay at least minimum wage and last at least 30 [calendar\(g\)](#) days.  
Key EM in the PAR/EXEM field on WORW.  
The exemption continues when a break in employment expected to last no longer than ten [workdays\(g\)](#). When a break in employment exists, complete all of the following:
  - Request the verification to support that the break in employment will not be longer than ten workdays.
  - Redetermine the participant's exempt status when they have not returned to work after ten days.
  - Explain to the participant that they can volunteer to participate in the Jobs Program.

The Tribal Native Employment Works (NEW) offices provide employment services to the CA TPEP budgetary units when at least one parent is an enrolled member of any [Federally Recognized](#) (PDF 74 KB) Native American Indian Tribe.

When the CA TPEP budgetary unit resides in a Tribal NEW service delivery area, and at least one of the parents is an enrolled tribal member, complete all of the following:

- Key the RT Referral Code on PAR/EXEM field on WORW.
- During the interview, provide Tribal NEW information to the participants. See [Tribal NEW](#) for FAA responsibilities and referral procedures.
- FAA must not place the CA TPEP benefits on hold when the



TPEP participants are referred to Tribal NEW. To complete approval for TPEP CA benefits, call the FAA Systems Help Desk. (See [FAA Systems Help Desk](#) for contact information.)

NOTE On APFD, only the FAA Systems Help Desk can change the H1 and H2 to S1 and S2.

See [NEW Employment Works \(NEW\) Offices](#) contact information for service delivery areas.

## K TPEP Work Program Requirements

Participation in work program activities is required before receiving a TPEP benefit. Participation is waived when both parents are exempt or are referred to [Tribal NEW](#).

### EXCEPTION

Participants coded DI on SEPA due to citizenship are not eligible to participate in the Jobs Program.

When one or both parents must participate, the following apply:

- The PWE or the other parent is required to participate 40 hours per week. Unless the other parent is exempt, the other parent is required to participate approximately 20 hours per week. (See [TPEP Work Program Exemption](#))
- Refer one or both parents, unless exempt, to the work program provider when they are determined otherwise eligible for TPEP. (See [CA Jobs Mandatory Referrals](#))

When both parents are exempt from work program participation, send the TPEP Approval - Participation Exempt ([A142](#)) notice. Participation before payment is not required. (See [TPEP Payments](#))

Policy and procedures regarding TPEP work program requirements are outlined as follows:

- [TPEP Referral Process](#)
- [TPEP Tribal NEW Referral](#)
- [TPEP Work Program Provider Duties](#)
- [TPEP Work Program Provider Offices](#)
- [TPEP Initial Compliance](#)

### **.01 TPEP Referral Process**

**REVISION 51**  
(01/01/23 – 01/31/23)

Start the Two Parent Employment Program (TPEP) referral process by completing the following:

- Key the following AZTECS screens:  
Key P next to the [Primary Wage Earner](#) (PWE) and key U next to the other parent in the AA field on SSDO.  
Key UP in the DEPRIVE CAUSE field on SPRD for children with both parents in the home. Use the appropriate Deprivation Codes for children without both parents in the home.  
Key the appropriate Jobs Program Referral or Exemption Reason Code in the PAR//EXEMPT field on WORW in AZTECS.  
Ensure the H1 and H2 issuance Status Codes display in the ISSUANCE TYPE field on AFPD to place the TPEP benefits in a hold status and pre-approve the payments. Inform participants that their benefits are released when they complete the Jobs work program requirements.
- Send the TPEP Pre-Approval ([A140](#)) notice when one or both parents must contact the work program provider's office. The contact information for Jobs is included in the A140 notice. FAA staff must not contact Jobs to release TPEP benefits. Once the participant complies, the Jobs staff releases the benefits.
- Send the Change in Case Status CA to TPEP ([A749](#)) notice when the CA case is being converted to TPEP.
- When completing a TPEP pre-approval for a refugee budgetary unit, email a duplicate copy of the A140 or A749 notice to the appropriate [VOLAG or RA Office](#).
- When possible, attempt to contact the participant to advise them of the pre-approval status of the application.

### **.02 Tribal NEW TPEP Referral**

The Two Parent Employment Program (TPEP) parents may be referred to [Tribal NEW](#). Once referred, consider the parents in compliance with work participation unless notified by Tribal NEW of noncompliance.

### **.03 TPEP Work Program Provider Duties**

The Two Parent Employment Program (TPEP) work program provider completes the following:

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- When possible, on the same day the participant attends, begins the assessment and orientation, and sends a referral to the DES Child Care program. The participant is required to begin their work program assignment the next [workday\(g\)](#).
- The participant must participate in TPEP assignments for three days. After three days of participation, including the day of assessment, FAA is notified of compliance. Notification of participation is made by updating the Jobs system.

AZTECS is updated by an interface with the Jobs system. AZTECS completes the following:

- Releases the semi-monthly payments that are on hold. These payments were conditionally approved by the FAA worker, and put on hold with the H1 and H2 Issuance Codes on AFPD.
- Indicates the participants' initial employment status on WORW.

#### **.04 TPEP Work Program Initial Compliance**

**REVISION 50**

(01/01/22/22 – 01/31/22)

Two Parent Employment Program (TPEP) work program compliance notification is updated in AZTECS through an interface with the Jobs Automated System (JAS). Review AFBH to ensure CA benefits are issued. The issuance indicators on AFBH display S1 and S2 to show that the participants have complied with work program requirements, and the benefits have been released.

When FAA does not receive notification of TPEP compliance by the 13th calendar day due date and AFBH displays the H1 and H2 issuance indicators, complete the following:

- When multiple unpaid CA benefit months exist, delete the additional months.
- Deny the case in the application month using the JP Denial Closure Reason Code.
- Send the appropriate TPEP [CA denial or closure notice](#).
- Delete unissued TPEP payments displaying as income on UNIN.
- Reauthorize NA benefits, when appropriate.

NOTE FAA staff must not contact Jobs to confirm that the participant has not started participation.

#### **L Failure to Comply with TPEP Work Program Requirements**

TPEP Jobs and [Tribal NEW](#) are responsible for the following:

- Determining Good Cause.
- Completing reconciliation efforts when disputes occur, or when failure to comply occurs.

**M Failure to Comply with TPEP PRA Requirements**

All TPEP participants who are or would be required to be in the budgetary unit, must comply with the TPEP PRA requirements. This includes participants who are disqualified for the following:

- [Noncompliance with SSN Enumeration](#)
- [Nonqualified Noncitizen Status](#)
- [Voluntary Quit or Reduction in Work Effort](#)
- [Fraud or Intentional Program Violation](#)

Withhold the benefit when any participant in the TPEP budgetary unit does not comply with one or more of the following requirements:

- [DCSS](#)
- [Immunization](#)
- [School Attendance](#)

**EXCEPTION**

For Jobs Noncompliance, see [TPEP Jobs Noncompliance](#).

Continue to withhold subsequent benefits until the participant recompiles.

**WARNING**

TPEP budgetary units are not subject to [progressive sanction](#) policy. When a participant fails to comply with PRA program requirements, the following apply:

- The noncompliant participant in a TPEP budgetary unit may later join a CA budgetary unit.
- The participant's noncompliance while receiving TPEP is not counted when applying progressive sanction policy to the CA budgetary unit.
- The noncompliance follows a noncompliant CA participant when they apply for TPEP.
- The participant must comply prior to approving the TPEP benefits.

Policy and procedures regarding TPEP noncompliance are outlined as follows:

- [TPEP Withholding Benefits](#)
- [TPEP Compliance Verification](#)
- [TPEP Noncompliance Closure](#)
- [Noncompliance After TPEP Closure](#)
- [Reapplication After TPEP Closure for Noncompliance](#)

#### .01 Withholding Benefits

**REVISION 27**  
(12/01/13 – 01/31/14)

Take action to withhold the benefits within ten calendar days of the date the local office becomes aware that a participant has failed to comply with the following PRA requirements:

- [DCSS](#)
- [Immunization](#)
- [School Attendance](#)

#### **EXCEPTION**

FAA does not take action to withhold benefits when participants fail to comply with Jobs requirements. (See [TPEP Jobs Noncompliance](#))

Withhold the benefit for one pay cycle when the participant does not comply with any of the [TPEP PRA Requirements](#).

The FAA worker places a hold on the benefit for the pay period that corresponds with the noncompliance period, allowing for [NOAA](#). Key H in the corresponding benefit issuance field on AFPD for the correct benefit month.

When the noncompliant participant verifies, they have recompiled throughout the next pay cycle, release the TPEP benefit for the corresponding pay cycle. Key S in the benefit issuance field on AFPD. Send the A510 notice to the PI.

The FAA worker is responsible for counting the number of benefits that have been withheld in the past six months as follows:

- When withholding the benefit for the first pay cycle in the month, place the second on hold as well. When the participant has not verified compliance throughout the next cycle, continue to withhold the benefits. (See Example [TPEP Withhold Benefit](#))
- This is the third benefit withheld, close the TPEP case the first

month possible, allowing for NOAA. Send the TPEP Benefits Withheld/Denied/Closed (A446) notice.

(See Example [TPEP Withhold Benefit](#))

## **.02 Compliance Verification**

Place verification required to end withholding in the [case file\(g\)](#).  
Verification includes the following:

- DCSS notification of cooperation via the [Noncompliance/ Compliance Request e-mail](#). This is required to end a withholding resulting from noncooperation or noncompliance with DCSS. Place a screen print of the email in the case file.
- Immunization. The participant's written statement of compliance is sufficient.
- School Attendance. Written proof from the school administration is required to end a withholding for noncompliance with [School Attendance](#) requirements. Written proof from the county Department of Education is required for home schooling.
- Jobs notification via the DES interface and Automated Change Tracking System (ACTS). This is required to track the participant's compliance status with Jobs and the number of withholdings applied to the TPEP case.

## **.03 Noncompliance Closure**

When three benefit issuances have been withheld within one six-month period for [TPEP noncompliance](#), FAA closes the case. The three benefit issuances are not required to be consecutive. Close the case the first month possible allowing for [NOAA](#) as follows:

- Key NP in the DENIAL CLOSURE REASON field on AFED.
- Send the appropriate TPEP [CA denial or closure notice](#), to inform the PI of the closure.

(See Example [TPEP Noncompliance](#))

### **EXCEPTION**

Jobs staff close TPEP cases when the third benefit being held is due to noncompliance with the Jobs program.

Participants can reapply as a CA budgetary unit. Apply [TPEP eligibility criteria](#) before any other CA eligibility criteria. All participants in the CA budgetary unit must comply with all program requirements before approval of the new application. When a participant does not

comply with [TPEP PRA requirements](#), close the TPEP case. Do not withhold benefits again.

#### **.04 Noncompliance After Closure**

The local office may receive notice or become aware of a PRA noncompliance, but the case is or will be closed for an unrelated reason. In this instance the benefit cannot be withheld.

All or some of the budgetary unit participants may reapply for CA or TPEP benefits. Take no action to withhold benefits because of the former noncompliance.

#### **.05 Reapplication After Closure for Noncompliance**

When a case is closed either because of noncompliance or for any other reason, the budgetary unit must reapply to receive benefits.

When the budgetary unit reapplies for TPEP or CA, apply the following:

- When a budgetary unit includes a noncompliant participant, do not approve the case until one of the following occurs:  
The noncompliant participant leaves the budgetary unit.  
The noncompliant participant complies with the program requirements.
- Tell the PI at the interview that the noncompliant participant must comply with the program requirements. Tell the PI that compliance must occur before the case can be approved.

**NOTE** When a participant is noncompliant with Immunization or School Attendance requirements, see [TPEP PRA Reconciliation](#).

- When the noncompliant participant leaves the budgetary unit before case approval, continue to process the application as a new application.
- When the noncompliant participant complies, prorate the benefits.

Key the later of the following dates on APMA:

- The application date
- The first day of the month after the required withholding period ends

Process the application in the normal manner to determine eligibility and benefit level.

#### **N TPEP Jobs Noncompliance**

[REVISION 50](#)



(01/01/22/22 – 01/31/22)

The Jobs Program staff determines when benefits are withheld for noncompliance with the Jobs Program. Jobs Program staff complete all of the following actions:

- Key H1 and H2 on AFPD for the appropriate month allowing for Notice of Adverse Action (NOAA).
- Send the participant the TPEP Benefits Withheld/Denied/Closed (A446) notice. The notice includes all of the following:
  - The reason the benefit is being withheld.
  - The phone number to call in order to obtain additional information.
  - A statement that benefits are withheld until the noncompliant participant completes the Jobs Program required activities.
  - Notice of the participant's Appeal Rights. (See [TPEP Appeal](#))
  - Notification that TPEP Cash Assistance will be closed without further notice when a total of three TPEP benefits are withheld in any six-month period.

When the third benefit is withheld due to failure to comply with a Jobs Program requirement, Jobs Program staff notifies FAA through an interface with the Jobs Automated System (JAS) to close the case for the first month possible.

FAA Staff completes the following:

- When multiple unpaid CA benefit months exist, delete the additional months.
- Deny the case in the application month using the JP Denial Closure Reason Code.
- Send the appropriate TPEP CA denial or closure notice.
- Delete unissued TPEP payments displaying as income on UNIN.
- Reauthorize NA benefits, when appropriate.

The Jobs Program staff releases the TPEP benefit when the participant completes all Jobs Program required activities for a full two-week period. Jobs staff then notifies the participant the benefit is available.

## **O Determining the TPEP Six Month Limit**

**REVISION 42**

(06/01/16 - 07/31/16)

The TPEP budgetary unit may receive up to six months of TPEP payments in a 12-month period.

The 12-month period always ends in and includes the month that eligibility is determined. Determine the 12 month period each and every month. (See Example [TPEP Six Month Limit](#))

The Active Cases Listing (CR300) report displays a # PD TPEP field. AZTECS calculates the number of months the TPEP budgetary unit received TPEP in the 12-month period; that number is displayed in this field.

Any months in which the household is determined eligible for TPEP in Arizona are countable towards the TPEP six-month limit. This includes all of the following:

- All months TPEP was issued, whether received for all or a portion of the month.

NOTE This does not include months [TPEP Extension](#) payments were issued.

- Months TPEP was issued as a supplemental payment. This would be due to a regular CA benefit changing to TPEP.
- An Eligible No Pay TPEP month when payment would have been issued. The payment would have been for all or part of the month, but the benefit was less than ten dollars.

## **P Expiration of TPEP Six Month Limit**

[REVISION 51](#)  
(01/01/23 – 01/31/23)

Monitor the Active Case Listing (CR300) report. The CR300 report includes a separate column that displays the Two Parent Employment Program (TPEP) counter.

After TPEP benefits have been issued for five months, review the case to determine if an extension request has been received from the Jobs Program. FAA Systems sends a monthly report to the Division of Employment and Rehabilitation Services (DERS) helpdesk identifying the TPEP budgetary unit as having received their fifth month of TPEP CA.

DERS helpdesk staff determines whether the household has an active TPEP case in the Jobs Automated System (JAS), identifies the Jobs Program contractor, and notifies the contractor to review for an extension.

The Jobs Program contractor has until the 20th calendar day of the

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5th month to review an open TPEP case for extension eligibility and notify FAA. When the extension conditions are met, the Jobs Program contractor notifies FAA Centralized Operations via email at [FAAchange@azdes.gov](mailto:FAAchange@azdes.gov). The Jobs Program contractor identifies the email by adding 'TPEP Extension Alert' in the subject line. (See [TPEP Extension](#))

FAA Centralized Operations uploads the TPEP Extension approval document to OnBase using the "JOBS TPEP EXTENSION APPROVAL" document type. This action generates the JOBS TPEP Extension Approval (TPEX) ACTS alert.

When the TPEX ACTS alert is received, complete the following:

- Document the case file with the specific condition indicated by the Jobs Program. The condition of eligibility should be documented using one of the following:  
Voc Ed  
JB Ofr  
Wk Exp  
Wk Rq NM
- Document the three-month extension period.
- Update the case with any known changes.
- Determine TPEP eligibility through the current system month.
- Send the TPEP Extension Approval (A144) notice indicating the extension reason.
- Close the JOBS TPEP Extension Approval (TPEX) ACTS alert and set the TPEP EX 3 MO. (TP) ACTS alert to the first day of the third month of the extension.

Determine eligibility for CA when the household meets either of the following:

- An extension request has not been received from the Jobs Program by the sixth month of TPEP.
- Six months of TPEP and the three-month TPEP extension period have been authorized.

**NOTE** When an extension was already received, determine eligibility for regular CA. When no CA eligibility exists, key the UE Denial Closure Reason Code on or after the first day of the ninth month. Send the TPEP Extension Ending (A219) notice and close the alert.

TPEP eligible participants may be ineligible for CA. When this occurs, complete the following to close the TPEP case:

- Key UE in the DENIAL CLOSURE REASON field on AFED. Key this code on or after the first day of the sixth month when an email was not received from the Jobs Program. Key the first day of the month following the last month of eligibility in the INELIG DATE field.
- Send the TPEP - 6 Months Expiration Of Benefits ([A206](#)) [notice](#).
- Close the TPEP EX 3 MO. (TP) ACTS Alert

Some participants may be CA eligible, while others are not. In this situation, complete the following procedures:

- Change the Participation Code of the CA ineligible participants to OU, and the Participation Code of the stepparent to ST in the PT field on SEPA.
- Key UE in the INELIG RSN field on SEPA for each CA ineligible participant. Key the first day of the month following the expiration of the time limit in the INELIG DATE field.
- Remove the U and P TPEP indicators on SSDO.
- Reauthorize the CA benefit as a regular CA payment on AFD. The remaining participants receive CA benefits.
- Send the TPEP 6 Mo.Limit/Conversion/Some To Ca (A747) notice. The A747 informs the PI of the following changes:  
Change in benefits  
Participant status  
Continued CA benefits for some participants

NOTE A new application is required when the stepparent who is not the PI wants to apply for their own children.

#### Q TPEP Extension

[REVISION 51](#)  
(01/01/23 – 01/31/23)

Budgetary units may be granted a one-time three-month extension for TPEP at the [Expiration of the TPEP Six Month Limit](#). The three-month extension period must be paid in three consecutive months. The eligibility for an extension is determined by the Jobs Program contractor.

The budgetary unit is eligible for the TPEP three-month extension when all of the following apply:

- The Jobs Program notifies FAA that the household meets the conditions for the extension.
- The budgetary unit meets all other [TPEP eligibility](#)

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[requirements.](#)

- The three-month period immediately follows the end of the six-month TPEP period.

The Jobs Program sends an email to [FAAchange@azdes.gov](mailto:FAAchange@azdes.gov) when the conditions are met for the TPEP extension.

When the extension approval is received, FAA Centralized Operations uploads the information to OnBase using the Jobs TPEP Extension Approval document type. This action generates the JOBS TPEP Extension Approval (TPEX) ACTS alert.

Approve the TPEP extension through the current system month. Send the TPEP Extension Approval (A144) notice, close the TPEX ACTS alert and set the TPEP EX 3 MO (TP) ACTS alert for the first day of the third month of the extension period. (For more information, see [Expiration of TPEP Six Month Limit](#), [JOBS TPEP Extension Approval ACTS alert](#), and [TPEP EX 3 MO. ACTS Alert \(TP\)](#)).

The email from the Jobs Program will include one of the following extension reasons:

- Voc Ed  
A parent is enrolled in a vocational educational training program which can be completed within the three-month extension period.
- Job Ofr  
A parent has a bona fide offer of employment that will begin within the three-month extension period.
- Wk Exp  
A parent is in a work experience activity and the Jobs Program expects the parent to be hired within the three-month extension period.
- Wk Rq Nm  
The two-parent work requirement was not met during the six-month period, and good cause was established, as determined by the Jobs Program, for one or more months.

At the end of the three-month extension period, determine eligibility for regular CA. When no CA eligibility exists, key the UE Denial Closure Reason Code on or after the first day of the ninth month. Send the TPEP Extension Ending (A219) notice and close the ACTS alert allowing for NOAA.

For more information see, [Expiration of TPEP Six Month Limit](#).

## R TPEP Payments

[REVISION 51](#)  
(01/01/23 – 12/31/23)

Two Parent Employment Program (TPEP) payments are issued semi-monthly. The first month's payments may be paid closer together than semi-monthly. Each semi-monthly payment is one half of the total monthly benefit amount. TPEP payments are available on the 1st and the 15th [calendar\(g\)](#) day of each month.

Each semi-monthly payment is paid in a separate benefit through AZTECS. Authorize the benefits for the entire month. The amount authorized is divided by AZTECS into two equal payments. The two benefits are displayed on AFPD. All of the following apply:

- When a \$.50 difference exists, the smaller amount is issued in the first semimonthly payment.
- Authorize and issue a supplement, when it is due, immediately after the initial benefit is released.
- The issuance Status Codes H1 and H2 display on AFPD in the BEN ISSUANCE field. This represents a hold on the initial payments. A hold reminder reason of UP automatically displays in the HOLD REASON field.
- The Jobs Program provider must determine that the parents have met the three-day initial work program requirements. Once the requirements are met, the work program provider keys a Compliance Code into the Jobs system. This code releases the hold on benefits once the interface updates AZTECS.

The first payments are issued immediately, and the following payments issue on their TPEP pay dates.

AZTECS generates future issuances. After application approval AZTECS automatically copies details into future months. Benefits are generated automatically unless the worker intervenes. All of the following apply:

- Issuance Status Codes of S1 and S2 are paid automatically.
- Contact the FAA Systems Help Desk to change the BEN ISSUANCE field on AFPD from H1 and H2 to S1 and S2 for work exempt participants. (See [FAA Systems Help Desk](#) for contact information.)

When ten [workdays\(g\)](#) have passed since the preapproval notice was sent and benefits have not been released by the Jobs Program staff, deny the CA application.

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For Tribal Native Employment Works (NEW) participants, there is no requirement for work participation to occur before receiving benefits. Complete all of the following:

- Refer the enrolled tribal participant to the Tribal NEW office once eligibility is determined. See [Tribal Native Employment Works \(NEW\)](#) for information on when and how FAA completes a referral to Tribal NEW.
- When approving benefits, contact the FAA Systems Help Desk to change the BEN ISSUANCE field on AFPD from H1 and H2 to S1 and S2. AZTECS issues the benefits at the same time.

## **S TPEP Appeal**

The TPEP eligible participants have the right to due process. A TPEP participant has the right to request an appeal regarding actions taken or not taken by FAA. These are the same rights available to all CA participants. (See [Appeals](#))

FAA is responsible for appeal activities for the TPEP Jobs program.

Assistance from work program staff may be required in some TPEP Appeal requests. Request Jobs staff who process TPEP applications, to be present at an Appeal when needed.

Continue TPEP benefits when an appeal request is turned in timely. Continuation of benefits must not exceed the six-month TPEP limit.

## **T TPEP Change Reporting Requirements**

TPEP budgetary units have the same reporting requirements as CA budgetary units. When benefits change due to reported changes, the increase or decrease affects the entire month's benefit.

Advise the PI that a [change report](#) must be turned in when any of the following exists:

- A non-disabled parent of a child in common returns to the home.
- The employment status of either parent in the home with a child in common changes to unemployed, underemployed or a parent becomes disabled.
- The wages of either parent in the home with a child in common are reduced.
- A child in common enters the home by birth or as a new budgetary unit participant. (See [Adding Participants, TPEP](#))
- The only child in common leaves the residence.



## **U Converting CA to TPEP**

When an unemployed or underemployed parent returns to the home, apply TPEP criteria before CA eligibility criteria. (See [TPEP Interview Process](#) for mandatory forms and eligibility factors that must be completed to convert CA to TPEP)

NOTE An interview is not required.

Add participants not previously known to AZTECS.

Policy and procedures regarding Converting CA to TPEP is outlined as follows:

- [Adding Participants to TPEP](#)
- [Determining Prospective Eligibility](#)
- [Determining Benefits for Current Months](#)
- [Determining Benefits for Add-on Month](#)
- [Budgeting Income of New Participants](#)
- [TPEP Supplemental Payments](#)
- [TPEP Decreased Benefits](#)
- [TPEP Child in Common](#)

### **.01 Adding Participants to TPEP**

Key information for the new participants, and update information for the other participants. Key all mandatory screens. Be sure to key the following information on the identified screens:

- Only Participation Codes of IN and DI, when the DI is not due to citizenship, can be used for parents on SEPA in a TPEP case. Both parents must be US citizens.
- Change the additional adult field on SSDO to U and P to indicate the status of the two parents in the home.
- Key UP in the DEPRIVATION CAUSE field on SPRD for the children in common.
- Key all AZTECS screens needed to complete the determination.

(See [TPEP Conversion Prospective](#) for determining prospective eligibility)

### **.02 Determining Prospective Eligibility**

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(01/01/19 - 12/31/19)

Complete income and resource tests in the current system month as follows:

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- Include the new participants and key all of their information. Determine when the TPEP budgetary unit is prospectively eligible in the current system month. Determine eligibility based on Needy Family Test. PASS or FAIL is indicated on AFNN.
- When the budgetary unit is determined eligible based on the Needy Family Test, determine the second step of eligibility based on the [CA Payment Standard](#). PASS or FAIL is indicated on AFPD.

Eligibility for benefits must include all mandatory participants, even when adding the participant may cause ineligibility or reduce the benefit amount.

The TPEP budgetary unit may choose to include or not include participants who are not mandatory. Document their decision in the [case file\(g\)](#).

Determine eligibility, when adding the new participant, and determine benefits for all applicable months up to the [current system month\(g\)](#). Determine the date of ineligibility when the case fails prospectively. (See [CA Ineligible Date](#))

### **.03 Determining Benefits for Current Month**

Complete a budget in the current system month before determining benefits for the prior months including the month of add on.

Complete the budget for the current month on AFPD.

### **.04 Determining Benefits for Add-on Month**

Add a participant effective the first day of the month following the month the change is reported. (See [AZTECS Procedures for adding a participant](#))

Send the [A749 notice](#) or [A750 notice](#). Send a notice on changed cases for the first full payment month. The notice reflects the correct change report date, including (when requested) the correct budget for the benefit month. Information on the notice also includes the following:

- TPEP status
- Change in benefits
- Semi-monthly issuances
- Participants

### **.05 Budgeting Income of the New Participant**

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When the TPEP budgetary unit remains eligible after the addition of a new participant, treat the new participant's income as follows:

- Key the projected income and expenses of the new participant effective the first day of the month after the change was reported.
- Allow all applicable earnings deductions when the participant is part of the CA budgetary unit.
- Process the case through the [current system month\(g\)](#).

NOTE When adding a participant causes a decrease in benefits, see [Adding a Participant to CA and NA cases](#).

**.06 Supplemental Payments**

When TPEP conversion increases the budgetary unit's benefit amount, a supplemental payment may be due. Make all necessary changes for the month of conversion, such as the following:

- Add the second parent and other required participants.
- Verify that the Jobs mandatory participants have complied with the work program requirements. (See [TPEP Work Program Requirements](#))
- Key all the required screens after verifying that any mandatory participants have complied.
- Process through AFPD to set up the underpayment when AFPD displays an underpayment is owed.
- NEXT to UNAU to authorize a supplement.

The first regular TPEP payment releases when due. The supplemental payment pays on the daily payroll once it is authorized.

**.07 Decreased Benefits**

When a CA to TPEP conversion results in a decrease to the benefit amount for prior system months, refer the case for an overpayment.

A CA to TPEP conversion may result in a decreased benefit amount for the current system month. When the decrease occurs only because of the addition of a new participant's income, determine whether time allows for [NOAA](#) requirements. The following apply:

- Decrease benefits the first month possible.
- An overpayment does not exist when there are fewer than ten days before the benefit is available.

**.08 Child in Common**

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TPEP eligibility may be determined based on a child in common moving into a home where two CA cases exist. Complete the following:

- One of the two existing CA cases must become the TPEP case. The CA budgetary units may determine which case should be the TPEP case.
- Close the other CA case using the OC Denial Closure Reason Code.
- Send the [A200 notice](#) to the NON-TPEP CA PI. Close the case the earliest month possible. [NOAA](#) is not required.
- No overpayment exists when both the CA issuances have been made available.

**V Converting TPEP to CA**

[REVISION 50](#)

(01/01/22/22 – 01/31/22)

Review the Two Parent Employment Program (TPEP) case for CA when any of the following occur:

- The only child in common leaves the home
- One of the parents leaves the home
- A parent with a disability is in the budgetary unit

Complete all of the following when the only child in common leaves the home but other dependent children remain:

- Key the child's Participation Code as OU on SEPA. (See [OU Participants](#))
- Remove the U and P TPEP indicators from the AA/AF field on SSDO.
- Review the remaining participants for CA eligibility. (See [DCSS Cooperation Overview](#))

Complete all of the following when one parent leaves the home or a parent with a disability is in the budgetary unit:

- Key the parent's Participation Code as OU on SEPA when the parent has left the home. Do not change the code on SEPA when the parent becomes disabled.
- Remove the U and P indicators from the AA/AF field on SSDO. When there is a parent with a disability, key a D in the AA/AF field for that participant.
- Change the UP Deprivation Code on SPRD to the appropriate code for each child.
- Complete the [Absent Parent Screens](#) when applicable.

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- Process through all AZTECS screens, including WORW to ensure that a new referral to Jobs is generated for any [Jobs mandatory participants](#).
- Send the TPEP Change in Case Status to CA (A748) notice to inform the PI of CA eligibility.

Determine CA eligibility for children from a previous relationship and their parent when one of the following occurs:

- Deprivation exists other than unemployment.
- Either of the parents has income that causes TPEP ineligibility.

TPEP eligibility may be denied or stopped before or during the six-month period due to the following:

- The PI refuses to sign the [TPEP PRA](#).
- A participant does not comply with PRA requirements.

When this occurs, the budgetary unit is not eligible for CA until TPEP requirements are met.

Deny any application made by either parent for non-TPEP benefits for their child from a previous relationship or for their child in common.