

H TPEP Application Process

[REVISION 08](#)
(04/01/09 – 06/30/09)

The application process for TPEP has been modified in some areas to allow for quicker determinations. This 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. Use the Application Screening Record (FA-006) form to make this determination.

When potential eligibility for TPEP exists, complete the following:

Schedule an interview within five days from the application date. When a phone number has been provided, contact the participant and advise them of the appointment. Follow-up the phone call by sending the [C900 notice](#) on NORE.

Provide two copies of the Recent Employment/Training Background (Part I) (FA-155-1) form to the participant for them to complete. When possible, the participants need to bring the completed forms with them to their interview.

At the interview, complete the Recent Employment/Training Background (Part II) (FA-155-2) form and have each parent sign it to confirm who is the TPEP [Primary Wage Earner\(g\)](#) (PWE).

When the participant misses an appointment, the following applies:

- New Applications:
Key N in the COMPLETED field on INDA when the participant DOES NOT contact the local office on the day of the missed interview or home visit. AZTECS automatically denies the application on the [auto denial date](#) and sends the [X044 notice](#).
- Renewal Applications:
Allow the participant ten days to reschedule the appointment. Deny or stop the benefits by keying FR on AFED when the interview is not rescheduled in the allowed time frame. Send the appropriate [TPEP CA denial or closure notice](#).

ARCHIVED (Valid until 03/30/18)