

.01 Referral Process

Start the referral process by sending the [A140 notice](#) or the [A749 notice](#) on NORE. Immediately complete the following when either notice is sent:

- When possible, phone the participant and the designated work program staff. Advise both of the preapproval status of the application.
- When completing a TPEP preapproval for a refugee budgetary unit, FAX a duplicate copy of the A140 or A749 to the appropriate [Volag Office](#). Once notified, Volag staff ensure the refugee's appearance at the Jobs office and assist with interpreting.
- Key P next to the [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 MANDATORY/EXEMPT field on WORW in AZTECS.
- Place the TPEP benefits in hold status and pre-approve the payments. Key H1 and H2 in the ISSUANCE TYPE field on AFPD.
- Send the A140 to the participant to tell them that one or both parents must appear at the work program provider's site and begin participation.
- Send the A749 to the participant to tell them that the CA case is being converted to TPEP. Instruct the parents to take the notice to the work program provider and begin participation.
- Set an alert on EWAL with a due date of the first [workday\(g\)](#) after the notice expiration date.