.01   TPEP Referral Process

Start the referral process by completing the following:

- 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 of Exemption Reason Code in the PAR//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 when one or both parents must appear at the work program provider's site.

- Send the A749 when the CA case is being converted to TPEP.

- When completing a TPEP preapproval for a refugee budgetary unit, FAX a duplicate copy of the A140 or A749 to the appropriate Volag Office.

- Set an alert on EWAL with a due date of the first workday(g) after the notice expiration date.

- When possible, phone the participant and the designated work program staff. Advise both of the preapproval status of the application.