

## Two Parent Employment Program (TPEP)

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This section includes information about the Two Parent Employment Program (TPEP) that is an employment program for families composed of dependent children and both of their parents.

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### Policy

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 Earner\(g\)](#). TPEP assists the family with cash payments to help meet their needs until the parents return to work.

NOTE All CA participants who are eligible for at least \$1 and identified as TPEP budgetary units are processed as potentially eligible for Grant Diversion (GD). For more information on GD eligibility, see [Grant Diversion](#).

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

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

When potential eligibility for TPEP exists, participants are responsible to call or come into an FAA office to complete an interview within five [calendar days\(g\)](#) from the application date.

FAA provides two copies of the Recent Employment/Training Background form to the participant for them to complete before the interview.

FAA reviews the TPEP cases for CA eligibility 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.
- One or both of the parents are Nonqualified Noncitizen.

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.

Participants who have already received six months of TPEP benefits in the 12 months before the current application are not TPEP eligible. FAA determines 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 begins the first month benefits are received even when the first month is a partial month.

Before any other CA eligibility criteria is determined, **all** of the following TPEP eligibility factors are considered:

- 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, FAA is required to establish paternity.

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

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

A dependent child may receive TPEP when their parents are disqualified for reasons other than citizenship but are otherwise TPEP eligible.

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#### TPEP Eligibility Requirements

FAA uses **all** of the following guidelines when determining 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.
- Relationship for the children is established between the children in common to both parents.
- The [Primary Wage Earner\(g\)](#) (PWE) must be decided. **All** of the following apply when determining the PWE:

The PWE is unemployed or underemployed.

The PWE has not refused an actual offer of employment, or training for employment, in the 30 [calendar days\(g\)](#) before the date of application, unless they can show good cause.

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

- Anyone who may be eligible for other potential benefits is referred to apply for those benefits.
- The number of months a potentially eligible budgetary unit has received TPEP within the previous 12-month period in the state of Arizona is determined.

NOTE When the allowed six months of TPEP in a 12 month period has been received, the participants may be eligible for a TPEP extension. (For information on becoming eligible for a three month extension, see [TPEP Extensions](#).)

- Both parents are required to participate in work program activities before receiving benefits. When both parents fail to participate in the work program activities without good cause, all participants are disqualified from TPEP.
- A parent must comply with the Division of Child Support Services (DCSS) before TPEP approval when there is a child in the budgetary unit from a previous relationship.

Eligible TPEP participants include **all** of the following:

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

**All** of 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. 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.

Disqualified CA participants are ineligible to receive TPEP benefits.

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. FAA reviews for other CA program eligibility.

A change report is required when **any** of the following changes occur in the TPEP budgetary unit:

- 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.
- The only child in common leaves the residence.
- Either parent in the home becomes employed or changes employment.

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.

### Primary Wage Earner (PWE)

When determining which parent is the [Primary Wage Earner\(g\)](#) (PWE), FAA requires each parent to complete and sign **any** of the following even when no recent employment is reported:

- Recent Employment/Training Background form.
- Recent Employment/Training Background notice.
- Recent Employment/Training Background Unity form in OnBase.

NOTE Completion of a Unity form is done with the assistance of FAA staff. To complete and sign a Unity form, contact FAA by **one** of the following ways:

- Telephone. (See [Customer Care Center](#) for contact information and hours.)
- In person at any FAA office. (See the DES Office Locator webpage found at <https://des.az.gov/find-your-local-office> and click 'Find a DES Office' to locate the nearest FAA office.)

FAA reviews the information and determines the PWE based on statements from the form, notice, or the best evidence that is available.

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, the PWE is redetermined.

FAA determines whether the dependent child is deprived due to an unemployed or underemployed parent by using **both** of the following criteria:

- The 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.

## TPEP Payments

The Jobs Program releases the Two Parent Employment Program (TPEP) benefit when the participant completes all Jobs Program required activities. The Jobs Program notifies the participant benefits are available.

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 day\(g\)](#) of each month.

FAA authorizes the benefits for the entire month. The amount authorized is divided into two equal payments.

## Tribal CA Pregnancy Native Employment Works

Tribal Native Employment Works (NEW) offices provide employment services to the CA Two Parent Employment Program (TPEP) budgetary units when at least one parent is an enrolled member of any federally recognized Native American Indian Tribe.

Some Tribes provide CA for pregnant women. These Tribal pregnant women may receive Tribal CA-PG benefits in the three months before and including the month of their expected delivery date. The months of Tribal CA-PG benefits do not count toward the six month TPEP limit. When the child is born, the participants are required to report the change to FAA so FAA can convert the case to TPEP.

NOTE Use the Tribal TANF program policy and procedures to determine what actions must be taken for applicants living in a Tribal TANF program Service Delivery Area (SDA).

## TPEP Work Program Requirements

Participation in work program activities is required before receiving a Two Parent Employment Program (TPEP) benefit. Participation is waived when both parents are exempt or are referred to Tribal Native Employment Works (NEW).

When one or both parents are required to participate in the CA Jobs Program, the number of employment or training participation hours per week varies depending on **any** of the following:

- When the household receives subsidized childcare, the parents shall collectively complete an average of 55 hours per week each month.
- When the household does not receive subsidized childcare, the parents shall collectively complete an average of 35 hours per week each month.

TPEP Jobs and Tribal Native Employment Works (NEW) are responsible for **all** of the following:

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

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

When good cause is not proven, FAA disqualifies the participant. When the disqualified participant is the PWE, the budgetary unit is not eligible. For disqualifications see [Work Requirement Disqualifications](#).

## TPEP Work Program Exempt Status

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

- New applications.
- Renewal applications.
- Reported changes.

**All** of the following participants are exempt from the TPEP work program:

- A parent aged 18, who is a student, who expects to complete school before reaching age 19.
- Grant Diversion budgetary unit participants.
- Parents who work an average of 30 hours or more per week in [unsubsidized employment\(g\)](#). The employment is required to pay at least minimum wage and last at least 30 [calendar\(g\)](#) days.

The Jobs Program determines when benefits are withheld for noncompliance with the Jobs Program requirements. When the third benefit is withheld due to failure to comply with a Jobs Program requirement, Jobs Program staff notifies FAA to close the case for the first month possible.

## Failure to Comply with TPEP PRA Requirements

All Two Parent Employment Program (TPEP) participants who are or would be required to be in the budgetary unit, must comply with the TPEP Personal Responsibility Agreement (PRA) requirements. This includes participants who are disqualified for **any** of the following:

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

FAA withholds the benefit when any participant in the TPEP budgetary unit does not comply with **one or more** of the following requirements without good cause:

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

FAA continues to withhold benefits until the participant recompiles.

TPEP budgetary units are not subject to progressive sanction policy. (For information on progressive sanction policy, see [Progressive Sanctions](#).) When a participant fails to comply with PRA program requirements, **all** of 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 noncompliant participant in a CA budgetary unit may later join a TPEP budgetary unit. The participant's noncompliance follows the noncompliant CA participant when they apply for TPEP.
- The participant is required to comply before TPEP approval.

### TPEP Extensions

Budgetary units may be granted a one-time three-month extension for the Two Parent Employment Program (TPEP) at the expiration of the TPEP six month limit. The three-month extension period is required to 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 requirements.
- The three-month period immediately follows the end of the six-month TPEP period.

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### Procedures

Screen for potential Two Parent Employment Program (TPEP) eligibility when the application for CA is received. When completing an interview for a TPEP application, follow the TPEP Interview Process. See [TPEP Interview Process Procedures](#) for more information on completing the interview.

**All** of 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 a benefit cap (BC) child. BC participants must still be considered part of the TPEP budgetary unit.

- Unwed Minor Parent

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

Withhold the benefit for one pay cycle when the participant does not comply with any of the TPEP PRA Requirements.

To locate the closest Jobs office to the participant, see [TPEP/Jobs Program Contact Information](#). Once the TPEP participants comply, the Jobs case manager releases the benefits.

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

Assistance from work program staff may be required in some TPEP appeal requests. FAA requests the Jobs Program staff who process TPEP applications be present at an appeal when needed.

FAA continues TPEP benefits when an appeal request is timely. Continuation of benefits does not exceed the six-month TPEP limit.

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#### Determining the Primary Wage Earner

When determining which parent is the [Primary Wage Earner\(g\)](#), each parent is required to complete and sign **one** of the following, even when no recent employment is reported:

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

Base the primary wage earner (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 Determining the Primary Wage Earner (FAA0155B) Unity form.
- Determination of Primary Wage Earner (A027) notice.

Document the parent that is designated as the PWE on the FAA0155A/A025 or FAA0155B/A027 and place a copy in the [case file\(g\)](#).

Redetermine the PWE when **all** of the following occur:

- CA is stopped for any reason except the six-month TPEP limit.
- The TPEP eligible participants reapply.

## TPEP Interview Process Procedures

During the interview, explain **all** of the following information regarding the Two Parent Employment Program (TPEP):

- When the parents are not married, paternity must be established through the Division of Child Support Services (DCSS) or another agency.
- Mandatory Work Requirements (See [TPEP Work Program Requirements](#) for more information.)
- Consequences of noncompliance with the work program requirements.
- Good cause for failure to comply (See [Work Disqualification Good Cause Reasons](#) for more information on good cause for failure to comply with work requirements.)
- TPEP Jobs or Tribal Native Employment Works (NEW) are responsible for the reconciliation process when disagreements occur regarding work program activities.
- The TPEP six-month limit.
- The Cash Assistance Personal Responsibility Agreement- PRA form.
- Establishing the [Primary Wage Earner\(g\)](#).

**All** of the forms in the first or second bulleted lists must be completed and signed by each parent:

- The Cash Programs Personal Responsibility Agreement-PRA (FAA-1523A) form, the OnBase FAA1523A Unity form, or the Cash Assistance Personal Responsibility Agreement (A026) notice.
- The Recent Employment/Training Background (FAA-0155A) form, the OnBase FAA0155A 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 Absent Parent screens for any child who is in the home and **all** of the following apply:

- Is a half-sibling to the child in common.
- Has deprivation due to the absence or death of a parent.

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 **all** of the following:

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

When the PI has not requested assistance in getting the verification and the ten-[calendar day\(g\)](#) 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 that 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.

### **Determining TPEP Six Month Limit**

The Two Parent Employment Program (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 1](#) TPEP Six Month Limit)

The Active Cases Listing (CR300) report displays a # in the 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 part of the month.
- 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.

This does not include months TPEP extension payments were issued.

### **TPEP Work Program Initial Compliance**

The 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 Status Codes 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\(g\)](#) due date and AFBH displays the H1 and H2 Issuance Status Codes, complete **all** of the following:

- When multiple unpaid CA benefit months exist, delete the additional months.
- Deny the case in the application month using the NP Denial Closure Reason Code.
- Send the TPEP CA Denial (A204) notice.
- Delete unissued TPEP payments displaying as income on UNIN.
- Reauthorize NA benefits and send a change in benefits notice when appropriate.

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

NOTE When a participant or the Jobs Program requests an extension for the initial Jobs Program compliance, see [Ten Day Verification Period Extension](#).

See **all** of the following for policies and procedures regarding TPEP work program requirements and keying in AZTECS:

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

When a break in employment exists, complete **all** of the following:

- Request the verification to support that the break in employment is not expected to be longer than ten [workdays\(g\)](#).
- Redetermine the participant's exempt status when they have not returned to work after ten days.

A participant can volunteer to participate in the Jobs Program when they are not required to comply.

### **TPEP Jobs Noncompliance Procedures**

Jobs Program staff determine when benefits are withheld for noncompliance with the Jobs Program requirements. 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).

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 complete **all** of the following:

- Deny the case for the appropriate month, allowing for NOAA, using the NP Denial Closure Reason Code.
- Send 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 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.

Notification that TPEP Cash Assistance must be closed without further notice when a total of three TPEP benefits are withheld in any six-month period.

- Delete unissued TPEP payments displaying as income on UNIN.
- Reauthorize NA benefits and send a change in benefits notice when appropriate.

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.

### **Noncompliance Closure**

When three benefit issuances have been withheld within one six-month period for Two Parent Employment Program (TPEP) noncompliance, FAA closes the case. The three benefit issuances are not required to be consecutive. Close the case for the first month possible, allowing for NOAA.

(See [Noncompliance Closure Keying](#) for AZTECS keying information.)

FAA staff close TPEP cases when the third benefit being held is due to noncompliance with the Jobs Program. See [TPEP Jobs Noncompliance](#) for more information.

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 the approval of the new application. When a participant does not comply with PRA requirements, close the TPEP case. Do not withhold benefits again.

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

### **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.

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](#) for the steps to take when converting to TPEP.)

### **TPEP Work Program Provider Duties**

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

- When possible, on the same day the participant attends, begin the assessment and orientation, and send a referral to the DES Child Care program. The participant is required to start 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 by the Jobs Program provider. Notification of participation is made by updating the Jobs Automated System (JAS).

AZTECS is updated by an interface with the Jobs Automated System (JAS). AZTECS completes **all** of 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 Status Code on ACPD.
- Indicates the participants' initial employment status on WORW.

### TPEP Payment Procedures

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

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 day\(g\)](#) 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 ACPD. **All** of the following apply:

- When a \$.50 difference exists, the smaller amount is issued in the first semi-monthly 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 ACPD 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 Automated System (JAS). This code releases the hold on benefits once the interface updates AZTECS.

The first payments are issued immediately, and the following payments are issued 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 AFD 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, deny the CA application.

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 AFD from H1 and H2 to S1 and S2. AZTECS issues the benefits at the same time.

### Expiration of TPEP Six Month Limit

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 for an extension request received from the Jobs Program. FAA Systems sends a monthly report to the Division of Employment and Rehabilitation Services (DERS) help desk identifying the TPEP budgetary unit as having received their fifth month of TPEP CA.

DERS help desk 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\(g\)](#) of the fifth 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 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.

### TPEP Extension Procedures

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

When the extension approval is received, FAA 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 includes **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 begins 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.

When the TPEX ACTS alert is received, complete **all** of the following:

- 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 regular CA when the household meets **any** 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.

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.

## Converting CA to TPEP Procedures

When an unemployed or underemployed parent returns to the home, apply Two Parent Employment Program (TPEP) criteria before CA eligibility criteria. An interview is not required.

Add participants not previously known to AZTECS.

Policy and procedures regarding converting CA to TPEP are outlined in **all** of the following:

- [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](#)

## **Determining Prospective Eligibility**

When completing income and resource tests in the current system month, **all** of the following apply:

- Include the new participants and key all of their information. Determine when the Two Parent Employment Program (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 AFD.

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 the prospective eligibility criteria. (To determine the date of ineligibility, see [CA Ineligible Date](#).)

## **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 AFD.

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

Add a participant effective the first day of the month following the month the change is reported. (When adding a participant to the Two Parent Employment Program (TPEP), see [AZTECS Procedures for adding a participant](#).)

Send the Change In Case Status From CA to TPEP (A749) notice or the Change From CA to TPEP (New Program) (A750) notice. Send a notice on changed cases for the first full payment month. The notice reflects the correct change report date, when requested, and the correct budget for the benefit month. Information on the notice also includes **all** of the following:

- TPEP status.
- Change in benefits.

- Semi-monthly issuances.
- Participants.

### Reapplication After Closure for Noncompliance

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

When the budgetary unit reapplies for the Two Parent Employment Program (TPEP) or CA, apply **all** of 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.
- Inform the PI at the interview that the noncompliant participant must comply with the program requirements. Inform the PI that compliance must be completed before the case can be approved.
- When the noncompliant participant leaves the budgetary unit before case approval, continue to process the application as a new application.

### TPEP Decreased Benefits

When a CA to Two Parent Employment Program (TPEP) conversion results in a decrease in 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. **All** of the following apply:

- Decrease benefits for the first month possible.
- An overpayment does not exist when there are fewer than ten [calendar days\(g\)](#) before the benefit is available.

### TPEP Child in Common

Two Parent Employment Program (TPEP) eligibility may be determined based on a child in common moving into a home where two CA cases exist. **All** of the following apply:

- 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 for the first month possible. NOAA is not required.

No overpayment exists when both the CA issuances have been made available.

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### Verification

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information.

When verification is not obtained at the time of interview, request the PI provide the needed verification within ten [calendar days\(g\)](#).

Place verification required to end withholding in the case file. Jobs Program notification via the DES interface and Automated Change Tracking System (ACTS) can be used for verification to end withholding. This is required to track the participant's compliance status with the Jobs Program and the number of withholdings applied to the TPEP case.

Verification of TPEP eligibility requirements include, and is not limited to, **any** of the following:

- DCSS notification of cooperation via the Noncompliance/ Compliance Request email. This is required to end a withholding resulting from noncooperation or noncompliance with DCSS.
- Immunization.
- 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 Program notification via the DES interface and ACTS. This is required to track the participant's compliance status with the Jobs Program and the number of withholdings applied to the TPEP case.

Examples of verification that can be used for earned Income include, and are not limited to, **any** of the following:

- System [interface\(g\)](#) when the participant agrees that the information is accurate.
- A copy of a paycheck stub.
- Copy of checks when the gross earnings are listed.
- A printout from a third-party payroll verification source provided by the participant.
- Third-party payroll verification sources when the employer uses the verification source as its legal agent to provide payroll services or respond to inquiries about employee records. (See [Third-Party Payroll Verification Sources\(g\)](#) for FAA approved sources, additional information, and instructions for requesting additional sources.)
- A New Employment Verification (C005) notice that is completed, dated, and signed by the employer or their payroll authority. To be considered complete, the statement must include **all** of the following:

Name, address, and telephone number of the employer.

Gross pay for the periods needed.

Frequency of pay (e.g., weekly, monthly, quarterly, etc.).

Day of the week or day of the month pay is received (e.g., Fridays, 5th and 20th of the month, first of the month, etc.).

Any expected change in pay.

- For new or current employment verification, a completed Verification of New/Current Employment (FAA-0053A) form that includes a date and the signature of the employer or their payroll authority.
- For terminated employment verification, **any** of the following completed items that include a date and the signature of the employer or their payroll authority:

Verification of Terminated Employment (FAA-1701A) form.

Verification of Terminated Employment (C019) notice.

- Letter from the agency providing government-sponsored training.
- Leave and Earnings Statement (LES) from the military.
- A collateral contact with the employer or their payroll authority to clarify documented verification the participant has provided or when the participant is unable to obtain the verification and asks for assistance. Collateral contact is not used when contacting the employer would jeopardize the participant's employment or when the employer does not accept telephone calls.

NOTE Many companies do not allow verification over the telephone. When an FAA-0053A or FAA-1701A must be completed by **any** of the following, see the company's contact information to determine where FAA staff must send the form:

- [Wendy's Employment and Wage Contact Information](#)
- [Solutions Staffing Employment and Wage Contact Information](#)

### Self-Employment Verification Sources:

Self-employed participants may be eligible for a 40% expense deduction from income. To be eligible for the 40% Self-Employment Expense Deduction, only one allowable expense must be verified. When self-employment expenses are not verified using the verification process, eligibility is determined without those expenses.

Examples of verification that can be used for self-employment income and expenses include, and are not limited to, **any** of the following:

- Bookkeeping records.
- Business ledgers listing income amounts received and expenses incurred.
- Actual receipts.
- Contracts for work.
- Statements from patrons and companies.
- Most recent Internal Revenue Service (IRS) U.S. Individual Income Tax Return (1040) form. Below are common IRS Schedule forms that the participant may provide in addition to the 1040:

Schedule C, Profit or Loss From Business.

Schedule E, Supplemental Income and Loss.

Schedule F, Profit or Loss from Farming.

Schedules B-1, C, D, K, K-1, K-2, K-3, and M-3 of IRS U.S. Return of Partnership Income (1065) form (See [Limited Liability Company\(g\)](#) for more information about Limited Liability Companies.)

NOTE The most recent IRS 1040 and Schedule forms are acceptable as verification of self-employment income and expenses when the participant indicates it accurately reflects the participant's current income.

- Rent or mortgage receipt for business property.
- Property tax statements for business property.
- Utility costs for business property.
- Cleaning cost bills for business property.
- Business location and equipment maintenance.
- Personal records indicating personnel salaries or costs of outside labor, such as canceled checks and payroll checks.

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## AZTECS Keying Procedures

### Quick Access Menu:

- [Expiration of TPEP Six Month Limit Keying](#)
- [TPEP Referral Process Keying](#)
- [Tribal Native Employment Works \(NEW\) Keying](#)
- [TPEP Work Program Exemptions Keying](#)
- [Withholding TPEP Benefits](#)
- [Noncompliance Closure Keying](#)
- [Reapplication After Closure for Noncompliance](#)
- [Converting CA to TPEP Keying](#)
- [Adding Participants to TPEP](#)
- [Budgeting Income of the New Participant](#)
- [TPEP Supplemental Payments](#)
- [Converting TPEP to CA Keying](#)

### Expiration of TPEP Six Month Limit Keying

Two Parent Employment Program (TPEP) eligible participants may be ineligible for CA. When this occurs, complete **all** of 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 **all** of the following:

- 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 ACPD. The remaining participants receive CA benefits.
- Send the TPEP 6 MO Limit/Conversion/Some To CA (A747) notice. The A747 informs the PI of **all** of the following changes:

Change in benefits.

Participant status.

Continued CA benefits for some participants.

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.

### TPEP Referral Process Keying

Start the Two Parent Employment Program (TPEP) Jobs Program referral process by completing **all** of the following:

- Key **all** of the following AZTECS screens:

TP in the first available AF ALERT TYPE field on PRAP.

P next to the Primary Wage Earner (PWE) and U next to the other parent in the AA field on SSDO.

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.

The appropriate Jobs Program Referral or Exemption Reason Code in the PAR//EXEMPT field on WORW.

- 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 the Jobs Program is included in the A140 notice. FAA staff must not contact the Jobs Program to release TPEP benefits. Once the participant complies, the Jobs Program 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 complete **one** of the following:
  - Email a copy of the A140 or A749 notice to the appropriate [VOLAG or RA Office](#).
  - Email a copy of the A140 or A749 notice to [rrp@azdes.gov](mailto:rrp@azdes.gov) for participants who are not enrolled with a VOLAG.
- When possible, attempt to contact the participant by phone to advise them of the pre-approval status of the application.

The budgetary unit may be TPEP eligible when the only child in common is a benefit cap (BC) child. 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.

### **Tribal Native Employment Works (NEW) Keying**

When the CA Two Parent Employment Program (TPEP) budgetary unit resides in a Tribal Native Employment Works (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 Referrals](#) 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.)

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

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

### **TPEP Work Program Exemptions Keying**

**All** of the following participants are exempt from the Two Parent Employment Program (TPEP) Work Program:

- A parent under age 18, or a parent aged 18 who is a student who expects to complete school before reaching age 19.

Key AG in the PAR/EXEM field next to the eligible participant on WORW.

NOTE 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.

### Withholding TPEP Benefits

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 complied throughout the next pay cycle, release the Two Parent Employment Program (TPEP) benefit for the corresponding pay cycle. Key S in the benefit issuance field on AFPD. Send the TPEP Benefits Released (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. **All** of the following applies:

- 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 3](#) TPEP Withhold Benefit)

- When it 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.

### Noncompliance Closure Keying

When three benefit issuances have been withheld within one six-month period for Two Parent Employment Program (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. Complete **all** of the following:

- 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 2](#) TPEP Noncompliance)

FAA staff close TPEP cases when the third benefit being held is due to noncompliance with the

Jobs Program requirements.

When a participant is noncompliant with Immunization or School Attendance requirements, see [TPEP PRA Recompliance](#). When the participant leaves the budgetary unit or complies with TPEP PRA, complete **one or more** of the following:

- 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.

When the noncompliant participant complies, key the later of **one** 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.

## Converting CA to TPEP Keying

### Quick Access Menu:

- [Adding Participants to TPEP](#)
- [Budgeting Income of the New Participant](#)
- [TPEP Supplemental Payments](#)

### 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 **all** of 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 U.S. citizens.
- Change the U and P TPEP indicators in the AA/AF field on SSDO 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.

### Budgeting Income of the New Participant

When the Two Parent Employment Program (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\(g\)](#).

### TPEP Supplemental Payments

When Two Parent Employment Program (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 **any** of the following:

- Add the second parent and other required participants.
- Verify that the Jobs Program mandatory participants have complied with the work program requirements. (See [TPEP Work Program Requirements](#) for information on the 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.

### Converting TPEP to CA Keying

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.
- Remove the U and P TPEP indicators from the AA/AF field on SSDO.
- Review the remaining participants for CA eligibility.

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.
- 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. (See [Deprivation for CA](#) for information on deprivation.)
- One or both 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 **any** of 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.

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## Examples

### 1) TPEP Six Month Limit Example

Harry and Marge are receiving TPEP for themselves and their six children.

Harry reported a change in his earned income on 12/24/21.

The worker completes the change in February and the family is still income eligible. The worker needs to determine in each month whether Harry and Marge have received six months of TPEP out of the last 12-months because as each month is determined, the 12-month period changes.

Harry and Marge received TPEP in January 2021, March, April, and December 2021, and January 2022.

In January 2022, the 12-month period is February 2021 through January 2022.

In February 2022, the 12-month period is March 2021 through February 2022.

### 2) TPEP Noncompliance Example

Rudy and Winnie Begot fail to provide proof by the 11/09 due date that their 10-year-old child, Diego, is attending school. FAA is not able to establish good cause.

On 11/13, FAA notifies Rudy and Winnie that their TPEP benefit is to be withheld until compliance. There is not sufficient time to withhold the benefit for 11/15; FAA takes action to withhold the benefits for 12/01 and forward.

On 12/11, Winnie turns in proof that Diego is now registered in and attending school. There is not sufficient time to release the 12/15 benefit. The next benefit that could be released is 01/01, meaning that Rudy and Winnie have had two benefit issuances withheld (12/01 and 12/15).

Rudy and Winnie also had a benefit issuance withheld for Diego's noncompliance for school attendance on 07/01. Since this results in three benefit issuances withheld in a six-month period, FAA stops TPEP effective 01/01. Rudy and Winnie must reapply.

### 3) TPEP Withhold Benefit Example

Rudy and Winnie Begot fail to provide proof by the 06/08 due date that their 10-year-old child, Diego, is attending school. FAA is not able to establish good cause.

On 06/10, FAA notifies Rudy and Winnie that their TPEP benefit is to be withheld until compliance. There is not sufficient time to withhold the benefit for 06/15; FAA takes action to

withhold the benefits for 07/01 and forward.

On 06/30, Winnie turns in proof that Diego is now registered in and attending school. There is sufficient time to release the 07/15 benefit. On 07/01, FAA releases the 07/15 benefit, and sends the TPEP Benefits Released (A510) notice.

Rudy and Winnie had one benefit issuance withheld (07/01).

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## DBME BEST Job Aids

[Two Parent Employment Program \(TPEP\)](#)

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## Legal Authorities

7 CFR 273.9(c)(1)(i)(B)

7 CFR 273.9(d)(4)

AAC R6-12-313

AAC R6-12-321

AAC R6-12-605 - 607

AAC R6-12-702

ARS 46-292

ARS 46-444

ARS 46-803

TANF State Plan

[Prior Policy](#)

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