

## J TPEP Work Program Exemptions

**REVISION 47**  
(01/01/19 - 12/31/19)

Determine the exempt status of each Two Parent Employment Program (TPEP) parent for new applications, at renewal, and when requested by Jobs program staff.

The following participants are exempt:

- 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.

- Enrolled tribal members living within the geographic area defined by the tribe as its Jobs Work Program area. (See [Tribal NEW](#))

Key RT 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.

- A participant who is working 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 days.

Key EM in the PAR/EXEM field on WORW.

The exemption continues when there is a break in employment expected to last no longer than ten [workdays\(g\)](#). When a break in employment exists, the following apply:

- 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.

- When the participant volunteers to participate, key Y in the VOL field on WORW.

ARCHIVED (Valid Until 01/17/23)