

.01 TPEP Referral Process

REVISION 17
(12/01/13 –01/31/14)

Start the Two Parent Employment Program (TPEP) referral process by completing the following:

- Key the following AZTECS screens:
 - 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.
 - Key H1 and H2 in the ISSUANCE TYPE field on AFPD to place the TPEP benefits in hold status and pre-approve the payments.
- Send the TPEP Pre-Approval (A140) notice when one or both parents must appear at the [work program provider's office](#).
- Send the Change in Case Status CA to TPEP (A749) notice 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 notice to the appropriate [Volag Office](#).

NOTE When faxing documents containing confidential information use the Fax Cover Sheet (DES-1078A) form. This form can be found in the Document Center.

- When possible, attempt to contact the participant to advise them of the preapproval status of the application.