

.01 Withholding Benefits

Take action to withhold the benefits WITHIN TEN CALENDAR DAYS of the date the local office becomes aware that a participant has failed to comply with the following PRA requirements:

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

Release the TPEP benefit by keying S in the benefit issuance field on AFPD to affect both payments for the month for which the notice was not sent to impose the next level of sanction. Send the [C501 notice](#) to inform the PI their TPEP benefits have been issued.

The TPEP benefit may have been withheld for reasons other than noncompliance with the work program. The FAA EI is responsible for counting the number of benefits that have been withheld in the past six months as follows:

- When this is the third benefit withheld, close the TPEP case the first month possible. Send the [A446 notice](#). (See [TPEP closure for PRA noncompliance](#))
- When this is not the third benefit withheld, determine the date by which the participant must comply to avoid case closure. Set an alert on EWAL for one [workday\(g\)](#) after that date. Close the case when proof of compliance is not received.
- The FAA EI 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 withholding the benefit for the first pay cycle in the month, place the second on hold as well.
- Withhold the benefit for one pay cycle when the participant does not comply with any of the [TPEP PRA Requirements](#).

EXCEPTION

FAA does not take action to withhold benefits when participants fail to comply with Jobs requirements. (See [TPEP Fail to Comply, Jobs](#))

- Send the A446.
- When the noncompliant participant verifies they have recompiled throughout the next pay cycle, release the TPEP benefit for the corresponding pay cycle. Key S in the benefit issuance field on AFPD. Send the [A510 notice](#) to the PI.
- When the participant has not verified compliance throughout the next cycle, continue to withhold the benefits.

(See Example [TPEP Withhold Benefit](#))