

What's Changed on 08/08/2022

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[Reminder: CA Jobs Program Preliminary Orientation \(JPPO\)](#)

[Reminder: Do Not Release TPEP Benefits](#)

[General Information: Forms Update](#)

This page notifies staff and the public of changes to the Cash and Nutrition Assistance Policy (CNAP) Manual regarding policy, procedures, and forms. Reminders and general information may also be displayed on this page. Prior What's Changed pages are listed in [FAA6.R01](#) of the CNAP Manual.

The above list summarizes the information on this page. Each item listed above links to the corresponding section below.

The information on this page must be discussed during the weekly [policy dissemination](#) in every office which determines eligibility, reviews eligibility, or answers questions regarding eligibility. ([Current week's FAA-1215A](#))

Reminder: CA Jobs Program Preliminary Orientation (JPPO)

All new Cash Assistance (CA) participants who are CA Jobs Program mandatory referrals are required to complete the Jobs Program Preliminary Orientation (JPPO) before CA approval. JPPO is also known as the JOBS pre-compliance.

IMPORTANT

The Policy Support Team (PST) has received information from the Division of Employment and Rehabilitation Services (DERS) Jobs Program staff that FAA is incorrectly referring CA participants to the Jobs Program for JPPO.

This is a reminder that FAA workers are responsible to assist participants with JPPO compliance. Do not refer participants to the Jobs Program to complete JPPO.

Participants complete the JPPO compliance with an FAA worker using one of the following methods:

- Jobs Program Preliminary Orientation (JPPO) (FAA-1808A) Video
- Jobs Program Preliminary Orientation (JPPO) (FAA-1807A) Audio
- Jobs Program Preliminary Orientation (JPPO) (FAA-1806A) Script

These materials are located in the DES Document Center (Internal use only).

The JPPO Compliance Video, Audio, or Script provides new CA participants information about the following:

- The Jobs Program
- Jobs Participation Requirements

- Jobs Work and Training Activities
- Jobs Supportive Services

The JPPO is completed during the CA interview. When the participant completes the JPPO, document, "JPPO Pre-Compliance completed" in the case file.

When the participant is unable to complete the JPPO Pre-Compliance during the CA interview, document, "JPPO Pre-Compliance not completed, A011 notice sent" in the case file and send the Information Needed (A011) notice.

For detailed information regarding the JPPO FAA responsibilities and procedures, see [FAA5.A04A.01](#) titled JPPO FAA Responsibilities and [FAA5.A04A.02](#) titled JPPO FAA Procedures in the CNAP Manual.

Reminder: Do Not Release TPEP Benefits

The Two Parent Employment Program (TPEP) payments are only released when the parents have met the three-day initial Jobs work program requirements.

IMPORTANT

The Policy Support Team (PST) has received information that FAA staff are incorrectly removing TPEP payment holds. FAA workers must not release TPEP benefits. The benefits are released by the Jobs Program staff when the participants have complied with work program requirements with them. The work program compliance notification is updated in AZTECS through an interface with the Jobs Automated System (JAS).

When a case is TPEP eligible, the FAA worker approves and authorizes the TPEP benefits. It must be ensured that the H1 and H2 are keyed in the ISSUANCE TYPE field on AFPD which defaults the TPEP benefits in hold status and pre-approves the 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 system. This code releases the hold on benefits once the interface updates AZTECS.

For more information about this process see [FAA3.A07K.01](#) titled TPEP Referral Process, [FAA3.A07K.03](#) titled TPEP Work Program Provider Duties, [FAA3.A07K.04](#) titled TPEP Work Program Initial Compliance, and [FAA3.A07R](#) titled TPEP Payments in the CNAP Manual.

General Information: Forms Update

Changes to Forms – 07/30/2022 through 08/05/2022

As a reminder, it is important not to save documents on your desktop or a folder. It is better to download the form you need directly from the [Document Center](#). Forms are frequently updated and sometimes the current form must be used for programming purposes.

Revised forms:

- No forms were revised during the specified period

Newly created forms:

- No forms were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revisions to marketing materials were made during the specified period

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center