V   Converting TPEP to CA

Review the TPEP case for CA when any of the following occur:

- The only child in common leaves the home

- One of the parents leaves the home

- One of the parents becomes disabled

Complete 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. (See OU Participants)

- Remove the U and P TPEP indicators from the AA/AF field on SSDO.

- Review the remaining participants for CA eligibility. (See DCSS Cooperation Overview)

Complete the following when one parent leaves the home or becomes disabled:

- 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.

- 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.

- Either 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 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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