

## I TPEP Interview Process

**REVISION 49**  
(01/01/21 - 12/31/21)

During the interview explain the following information about the Two Parent Employment Program (TPEP):

- When the parents are not married, paternity must be established (See [Establishing Paternity](#))
- Mandatory Work Requirements (See [TPEP Work Program](#))
- Consequences of noncompliance with the work program requirements (See [Fail to Comply Work, TPEP](#))
- Good cause for failure to comply (See [TPEP, Jobs Good Cause](#))
- The reconciliation process when disagreements occur regarding work program activities (See [TPEP noncompliance](#))
- The [TPEP six-month limit](#)
- The Cash Assistance Personal Responsibility Agreement (FAA-1523A) form
- Establishing the [Primary Wage Earner\(g\)](#)

One of the following must be completed and signed by each parent:

- The Cash Programs Personal Responsibility agreement-PRA (FAA-1523A) form, or the OnBase FAA-1523A Unity form, or the Cash Assistance Personal Responsibility Agreement (A026) notice
- The Recent Employment/Training Background (FAA-0155A) form, or the OnBase FAA-0155A Unity form, or the Recent Employment/Training Background (A025) notice

**NOTE** When possible, provide copies of the forms to the participants for their records. Copies of all documents must be placed in the [case file\(g\)](#).

Complete the [AP screens](#) for any child who is in the home, is a half-sibling to the child in common, and has deprivation due to the absence or death of a parent. Have the PI sign the Assignment of Rights on the back of the application

When either parent of the TPEP budgetary unit refuses to sign the FAA-1523A, or fails to comply with TPEP attendance or other [TPEP participation requirements](#) complete the following:

- Deny any CA application when a participant applies for a child from a previous relationship
- Deny the TPEP application

The PI has the primary responsibility for providing verification of eligibility factors. Assist the participant in obtaining verification.

When verification is not obtained at the time of interview or through collateral contacts, request the PI provide the needed verification within ten calendar days. (See [Requesting Verification](#))

When the PI has not requested assistance in getting the verification, and the ten-calendar day request deadline has passed, deny the application or stop the benefits. Do not approve benefits with verification postponed.

Once all verification is received, determine whether the TPEP eligible participants meet all requirements except the work program requirement. The TPEP participants must have enough time to participate in employment activities. Send the TPEP Pre-Approval (A140) notice when one or both parents must comply with the [TPEP Work Program Requirements](#).

When all conditions are met, except the work program requirement authorize the [TPEP payments](#).

When ineligible for TPEP, determine potential eligibility for CA.