

H TPEP Application Process

REVISION 03
(01/01/08 – 03/31/08)

The application process for TPEP has been modified in some areas to allow for quicker determinations. This allows Jobs mandatory participants to receive the greatest possible work program activities services and benefits from the program for the six month period.

Participation in these work programs must occur before payment of the TPEP benefits can be released by Jobs and issued by FAA.

Screen for potential eligibility for TPEP when the [official FAA application](#) is received. Use PASS or the Application Screening Record (FA-006) form to make this determination.

When potential eligibility for TPEP exists, complete the following:

Schedule an interview within five days from the application date. When a phone number has been provided, contact the participant and advise them of the appointment. Follow-up the phone call by sending the Appointment Notice (FA-007A), or the [C900 notice](#) on NORE.

Provide two copies of the Recent Employment/Training Background (Part I) (FA-155-1) form to the participant for them to complete. When possible, the participants need to bring the completed forms with them to their interview.

At the interview, complete the Recent Employment/Training Background (Part II) (FA-155-2) form and have each parent sign it to confirm who is the TPEP [Primary Wage Earner\(g\)](#) (PWE).