I   TPEP Interview Process

Explain the following information about TPEP at the interview:

- When the parents are not married, paternity must be established (See Establishing Paternity)

- Mandatory Work Requirements (See TPEP Work Program)

- Consequences of noncompliance with work program requirements (See Fail To Comply Work Pgm, TPEP)

- Good cause for failure to comply (See TPEP, Jobs Good Cause)

- The conciliation process when disagreements occur regarding work program activities (See TPEP Recompliance)

- The six month TPEP limit

During the interview, complete the following:

- Explain the TPEP Personal Responsibility Agreement (FA-157) form to the participant

- Have the FA-157 signed by both parents

- Place the original FA-157 in the case file

- Give the copy to the participants for their records

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. Complete the following:

- Have the PI sign the Assignment of Rights on the back of the application.

- Give the PI the Child Support/Alimony Money Re-payment (FAA-1242A) envelope to turn in child and medical support payments. (See Turning in Support)

To be eligible, the TPEP budgetary unit must sign the FA-157. When the TPEP budgetary unit refuses to sign the FA-157, complete the following:

- Deny any CA application when a participant applies for a child from a previous relationship or for their child, and one of the following occurs:

  Either parent refuses to sign the FA-157

  Either parent fails to comply with TPEP attendance or other TPEP participation requirements

- Have each parent complete and sign the Recent Employment/Training Background (FA-155-1) form.

- Use this information to determine potential TPEP eligibility.

When ineligible, determine potential eligibility for CA.

When potentially eligible, complete the remainder of the application process. The TPEP participants must have enough time to participate in employment activities. Make a decision and notify the TPEP participants within CA timeliness standards.

Assist the PI in obtaining all needed verification and attempt collateral contacts during the interview. (See Verification Time Frames) When verification is not obtained at the time of interview or through collateral contacts, complete the following:

- Send requests for information by FAX or mail. Follow up with the contact by phone within three work days

- Require the PI provide the needed verification within ten days

- Have the participant complete a participant statement

Ten days may expire without receiving the verification from collateral contacts or the PI. When the PI has not indicated having difficulty getting the verification, deny the application or stop the benefits. Do not approve benefits with verification postponed.

Review the case each work day after the interview, decide whether any follow up is necessary, and whether the case can be authorized. Once all verification is received, decide whether the TPEP eligible participants meet all requirements except the work program requirement. When it does, authorize the TPEP payments.