

N TPEP Jobs Noncompliance

The Jobs Administration determines when benefits are withheld for noncompliance with Jobs as follows:

- Jobs sends an alert through ACTS to the appropriate FAA local office. The alert is sent to local office caseload identified for the case in AZTECS. The alert informs the local office of the decision to withhold the benefit.
- Jobs sends an alert through ACTS to inform the local office designated staff when the participant has complied, and is eligible to receive a benefit. Jobs sends the alert the same day the participant fully complies.
- The DES interface notifies DES Child Care when the benefits are being withheld.
- Jobs takes action in AZTECS to place a HOLD on the benefit that corresponds with the [work cycle](#) in which the participant did not comply. Jobs keys H in the corresponding benefit issuance field on AFPD for the correct benefit month.
- When withholding the benefit for the first pay cycle in the month, Jobs places the second benefit on hold as well.

NOTE Jobs completes established procedures prior to sending the [A446 notice](#). FAA takes no action until notification of compliance.

- Jobs sends the A246 to the budgetary unit. The A246 informs the PI that benefits are being withheld. The notice includes the following:

The reason the benefit is being withheld

Who to call to comply

A statement that benefits are withheld until the noncompliant participant complies

Notice of the participant's Fair Hearing Rights. (See [TPEP Fair Hearings](#))

- When the third benefit is withheld due to failure to comply with a Jobs requirement, Jobs takes the following actions:

Closes the case for the first month possible

Sends the A246

Jobs releases the TPEP benefit for the corresponding pay cycle when the participant does both of the following:

- Recomplies before the start of the next pay cycle
- Continues to comply throughout that pay cycle

Jobs keys S in the benefit issuance field on AFPD and sends the [A510 notice](#) to inform the PI.