Q **TPEP Payments**

TPEP payments are issued semi-monthly. The first month's payments may be paid closer together than semi-monthly. Each semi-monthly payment is one half of the total monthly benefit amount. Each payment is paid for a prior work cycle as follows:

- The work cycles are for the 1st through the 15th of the month, and the 16th through the end of the month.

  The work cycle from the 1st through the 15th is paid on the first of the following month.

  The work cycle from the 16th through the end of the month is paid on the 15th of the following month.

- TPEP Payments are available on the 1st and the 15th calendar day of each month.

The work cycle for the corresponding payment ends two weeks before the payment.

Verification must be received, after initial approval, that the participants have participated for three days of work program activities before sending the first benefit. Complete the following:

- Authorize the initial payment.

- Authorize the initial payment and all payments thereafter up through the current past work cycle end date.

Each semi-monthly payment is paid in a separate benefit through Arizona Technical Eligibility Computer System (AZTECS). Authorize the benefits for the entire month. The amount authorized is divided by AZTECS into two equal payments. The two benefits are displayed on AFPD. Complete the following:

- When a $.50 difference exists, the smaller amount is issued in the first semimonthly payment.

- Authorize and issue a supplement, when it is due, immediately after the initial benefit is released.

- The issuance Status Codes H1 and H2 display on AFPD in the BEN ISSUANCE field. This represents a hold on the initial payments. A hold reminder reason of UP automatically displays in the HOLD REASON field.

- The work program provider must determine that the parents have met the three day initial work program requirements. Once the requirements are met, the work program provider keys a Compliance Code into the Jobs system. This code releases the hold benefits once the interface updates AZTECS.

  The first payments are issued immediately, and the following payments issue on their TPEP pay dates.

When ten days have passed since the preapproval notice was sent and benefits have not been issued, complete one of the following:

- Call the work program provider. Request that the Compliance Code be keyed into the Jobs system that day.

- Change the issuance Status Codes in the BEN ISSUANCE field from H1 and H2 to S1 and S2 when work program participation is verified. Release all benefits up to the next issuance cycle. Future cycles automatically have the S1 and S2 issuance Status Codes.

Future issuances are made by AZTECS. After initial approval, AZTECS automatically rolls the information into the future months. Issuances are made automatically unless the worker intervenes. The following apply:

- Issuance run dates occur three days before the date benefits are available.

- Issuance Status Codes of S1 and S2 are paid automatically unless the EI intervenes and changes them to H1 and H2.

Key S1 and S2 in the BEN ISSUANCE indicator field on AFPD to authorize benefits for work participation exempt or remote participants.

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EXCEPTION

Assume compliance for Tribal Native Employment Works (NEW) employment programs. Complete the following:

Refer the enrolled tribal participant to the Tribal NEW office once eligibility is determined. Issue benefits at the same time. There is no requirement of work program participation before issuing the benefits.

Key S1 and S2 in the BEN ISSUANCE field on AFPD when authorizing the benefits.

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