

.04 VQ/RWE Participant Disqualifications

When the participant who voluntarily quit or reduced their work effort is NOT the CA PI, the [NA E&T Lead Participant](#), or the [TPEP Primary Wage Earner](#), disqualify the participant. Complete the following:

- Key DI in the CA PT field next to the participant's name on SEPA. Key QJ in the CA INELIG RSN field.
- Key DE in the FS PT field next to the participant's name on SEPA. Key QJ in the FS INELIG RSN field.
- Key Y in the appropriate program column in the DISA WKSN AF/FS/MA field, and press ENTER to access DISA. When Y is keyed in the CONTINUE NEXT SCREEN field, press ENTER. DISA (PAGE 2) displays. Key the following on DISA (PAGE 2):

The number (01, 02, 03) of the disqualification in the VQ NBR field.

The first month of the disqualification period in the VQ START DT field.

The number of months (1, 3, 6) in the DISQ PERIOD (IN MONTHS) field.

Thoroughly document the reason for the action in the documentation section.

Press ENTER to access PRAP. Key VQ on PRAP next to the participant's name.

Set an ACTS alert to add the participant back to the benefit at the end of the disqualification period.

Send a notice to inform the PI of the disqualification period. (See [VQ/RWE Disqualification Notices](#))