

.05 JPPO Hardship Orientation Procedures

A participant may contact Jobs to complete the Jobs Program Preliminary Orientation (JPPO) requirement. The reasons a participant can contact Jobs by telephone include, but are NOT limited to, the following:

- The participant has no transportation and bus service is not available.
- Jobs itinerant services are only available by telephone.
- Jobs itinerant services are not available at the **FAA** local office until after the Information Request and Pending Information Agreement (FAA-0077A) form due date.
- There is a sick child in the budgetary unit.

NOTE CA participants are allowed to take their child to the **JPPO** when child care is not available.

The participant must contact the [Jobs office](#) when a telephone contact is needed and the reason is not any of the reasons previously listed.

Language barriers must be considered when a telephone contact is requested. Indicate a language barrier on the Verification of Compliance With the Jobs Program Preliminary Orientation Turn Around Document (TAD) (FAA-1308) form and the FAX or Hand Carry Cover Sheet (FAA-1309) form.

NOTE When a participant is approved for CA, they are required to go to the Jobs office to complete the Jobs Program requirements. Jobs informs the participant of this requirement during the JPPO.