

DIVISION OF EMPLOYMENT & REHABILITATION SERVICES
Jobs Program - Informational Broadcast (IB)
IB #22-016
REMINDER TPEP Extensions

This Informational Broadcast is to remind all Temporary Assistance for Needy Families (TANF) Jobs Program staff and interested parties of the policy and procedures concerning the identification and processing of allowable Two-Parent Employment Program (TPEP) extensions.

Policy

TPEP households may receive an additional three months of TPEP Cash Assistance when one of the following conditions is met:

- A parent is enrolled in a Vocational Educational Training activity which can be completed within the three-month extension period;
- A parent has an offer of unsubsidized employment that will begin within the three-month extension period;
- A parent is in a Work Experience activity and the Jobs Program expects the parent to be hired within the three-month extension period; or
- The two-parent work requirement was not met during the six-month period, and good cause was established for one or more months.

Prior to the expiration of the six-month limit for TPEP Cash Assistance, Jobs Program staff must:

- Determine if the household meets one of the conditions to receive an extension; and
- Notify the Family Assistance Administration (FAA) when one of the conditions is met.

Procedure

Workforce Help Desk

- The Workforce Help Desk will receive a 5-Month TPEP Report from the FAA on the 5th business day of each month. This report will identify those TPEP households which have received their 5th month of TPEP Cash Assistance.
- Within 1-2 business days of receiving the 5-Month TPEP Report, the Workforce Help Desk will identify which Jobs Program contracted provider that each case belongs to, will redistribute the cases into contractor-specific 5-Month TPEP Reports, and will submit these reports to the contractors for review.

Jobs Program Contractors

- Upon receipt of the contractor-specific 5-Month TPEP Report, the Jobs Program Contractor will review each case to identify which households meet a condition for TPEP Extension (as noted above in Policy).
- Individually, for each household which the Contractor identifies as meeting a condition for the TPEP Extension, the Contractor will:
 - Notify the FAA Change Center via email that the case is eligible for the TPEP Extension. This email must include:
 - “TPEP Extension Alert” in the Subject: field;
 - The client’s name;
 - The client’s AZTECS Number; and
 - An abbreviated note indicating the specific eligibility condition met:
 - **Voc Ed** - if a parent is enrolled in a Vocational Educational Training activity which can be completed within the three-month extension period;
 - **Jb Of** - if a parent has a bona fide offer of unsubsidized employment that will begin within the three-month extension period;
 - **Wk Exp** - if a parent is in a Work Experience activity and the Jobs Program expects the parent to be hired within the three-month extension period; or
 - **Wk Rq NM** - if the two-parent work requirement was not met during the six-month period and good cause was established for one or more months.

This email will be sent to faachange@azdes.gov on or before the 20th day of the same month the report was received.

Note: The FAA will process the extension and will notify the TPEP household via notice that they have been determined eligible for the TPEP Extension. The notice will include the reason for the extension.

- Document the case record and continue case management.

Broadcast Date: November 9, 2022

This information is already incorporated in the *TANF Jobs Program Policy Manual* and the *Jobs Program User Guide*.

All requests for clarification should be sent by your policy designee via email to derswfpolicy@azdes.gov.