B Grant Diversion Process

REVISION 04 (04/01/08 - 06/30/08)

The Grant Diversion process requires open, on-going communication between the FAA Grant Diversion Specialist and the TANF Service Coordinator (TSC).

<u>Case files(g)</u>, forms, verification or other information must be exchanged between the Grant Diversion Specialist and the TSC by any of the following methods:

- Hand deliver when there is a Grant Diversion Specialist and TSC in the same FAA local office.
- Telephone, FAX, or e-mail when the TSC is not physically located in the same FAA local office.
- Information scanned into the ViewCenter.
- Documentation on CADO.

Policy and procedures for the Grant Diversion Specialist and the TSC are outlined as follows:

- Grant Diversion Specialist Responsibilities
- TSC responsibilities