

## C Grant Diversion Keying Procedures

**REVISION 10**  
(10/01/09 – 12/31/09)

When the Grant Diversion (GD) option is selected by the CA applicant, key the following information on the following AZTECS screens in the first eligible month:

- **SPRD**  
Key GD in the DEPRIVE CAUSE field for CA and CA/NA cases when MA is not attached to the case.

NOTE Do not change the DEPRIVE CAUSE field to GD when MA is attached to the case.

### EXCEPTION

Key UP when both parents are in the home.

- **APPD**  
Key EX in the AF COOP field.
- **UNIN**  
In the first GD eligible month, key GD in the INC TYPE field and DP in the SUB TYPE field.  
Multiply the CA Payment Standard on AFPD by 0.8, round the result up to the next whole dollar and multiply by three. Key the result in the AMOUNT field on UNIN.

NOTE This process is required to accommodate the 20% reduction in the CA benefit amount.

- **EXNS**  
Key D1 in the NEED STD field when the participant has an obligation to pay shelter costs.  
Key D2 in the NEED STD field when the participant has no shelter obligation.
- **WORW**  
Key GD in the PAR/EXEM field for all mandatory Jobs participants.

- **AFPD**  
Key the three month approval period in the REVIEW DUE DATE field.  
Authorize the zero dollar benefit amount.

Copy details into the second and third month of the GD three month approval period as follows:

- Process through each AZTECS screen in the AZTECS Roadmap to ensure correct keying.
- Do not remove the GD payment code (GD DP) on UNIN.
- Replace the GD payment amount with zeroes.
- Remove all terminated income or income that does not continue for future months.
- Anticipate and budget any new employment income in the applicable months. Key OF for NA and OM for MA on the applicable income screen when income causes GD to fail.

When the zero benefit amount has been authorized for the three month GD period complete the following:

- Copy details into the fourth month.
- Replace the OF and OM income type codes with the appropriate income type code on one of the applicable income screens.
- Key the GD Denial or Closure reason code on **AFED** in the DENIAL CLOSURE REASON field.
- Key the first day of the fourth month as the ineligible date in the INELIG DATE field.
- Authorize MA and NA, when applicable.
- Request the A111 notice and place it on HOLD on **BENH**.
- Hand deliver the [case file\(g\)](#) to an FAA Supervisor, ALOM, or LOM for review and immediate authorization.

The Supervisor reviews the GD case using the FAA Supervisor's Approval Checklist (FAA-1411A) to ensure case accuracy. When all eligibility information has been verified and determined correct, an FAA Supervisor, ALOM, or LOM must authorize the GD payment and release the A111 notice. (See [Authorizing the Grant Diversion Payment](#))