

D Grant Diversion



This section identifies the purpose of Grant Diversion and all eligibility criteria.

Policy

Grant Diversion (GD) is one nonrecurring payment equal to three months of CA. The GD period includes the first eligible month and the following two months. The purpose of the GD payment is to divert the CA participant from ongoing CA when the participant is likely to gain full time employment within 90 calendar days.

Participants may be eligible to receive GD when the participant has not received GD in the 12 months before the application month.

When CA participants have the potential to become self-supporting with a one-time payment, GD is offered as an option.

CA budgetary units are potentially eligible for GD when **all** of the following are met:

- An adult participant in the budgetary unit is immediately available for full time employment and **any** of the following requirements is confirmed by the [Primary Informant\(g\) \(PI\)](#):

Has employment or self-employment income history in the application month or within the 12 months before the application month and reasonably anticipates being gainfully employed.

NOTE A participant's statement can be used as verification when the participant is self-employed or when all other means of verification for employment have been exhausted.

Has successfully completed an educational, vocational, or job training program in the application month or within the six months before the application month.

Has a job offer for full time employment that begins within the three calendar months of the GD approval period.

NOTE When a participant meets any of the three criteria above, they are considered likely to gain full time employment within 90 calendar days of the application.

- They are eligible for at least \$1 of CA in the application month or the following month.

NOTE A new CA application may be prorated into the second or third month when the budgetary unit received CA in the month of application or the following month.

- An adult is included in the benefit amount.
- The budgetary unit has not received GD in the 12 months before the application month. Month one is the first month of the new GD payment period.

NOTE The participant may not be eligible in the month of application due to receiving GD in one of the prior 12 months. When prorating the application to a future month allows for potential GD eligibility, the application may be prorated. The application cannot be prorated past the 45th calendar day from the original date of application.

All of the following apply to the GD option:

- The purpose is to divert the CA participant from ongoing CA when the participant is likely to gain full-time employment within 90 calendar days.
- The payment is not countable unearned income for NA.
- When all NA budgetary unit members are included in the GD budgetary unit, they are an NA basic categorically eligible budgetary unit during the GD approval period.

NOTE When the three-month GD approval period ends, the budgetary unit is no longer a basic categorically eligible budgetary unit. When the budgetary unit is determined to be eligible for ongoing NA benefits, expanded categorical eligibility may apply.

- All CA budgetary units that are eligible for at least \$1 and identified as a TPEP budgetary unit are processed as potentially eligible for GD.
- GD months are not countable towards the Lifetime Benefit Limit and State Benefit Limit. (See Lifetime Benefit Limit (LIBL) and State Benefit Limit (STBL) - Overview)
- GD participants are exempt from **all** of the following:

DCSS cooperation

Jobs Program Preliminary Orientation (JPPO)

NOTE GD participants can be provided the opportunity to consult with employment specialists for assistance with securing employment and short term supportive services.

The three-day TPEP Jobs participation

Completing the Recent Employment/Training Background form and the Determination of Primary Wage Earner form

Signing the Cash Program Personal Responsibility Agreement form

- GD participants are eligible for CA supportive services during the 90 calendar day approval period. (For information on supportive services, see [CA Supportive Services](#))

GD participants are required to meet **all** of the following:

- Accept the GD option requirements and conditions.
- Complete and sign **one** of the following to be retained in the [case file\(g\)](#):
Grant Diversion Script and Applicant agreement (FAA-1410A) form
GD Applicant Agreement and Script (A029) notice
OnBase DBME Grant Diversion Unity form

NOTE Completion of a Unity form is done with the assistance of FAA staff. To complete and sign a Unity form, contact FAA by **one** of the following ways:

- Telephone. (See [Customer Care Center](#) for contact information and hours.)
- In person at any FAA office. (See the DES Office Locator webpage found at <https://des.az.gov/find-your-local-office> and click 'Find a DES Office' to locate the nearest FAA office.)

A CA participant is not eligible for the GD option when **any** of the following apply:

- The budgetary unit is potentially eligible to receive Tribal TANF from any Arizona Tribal TANF Program.
- The budgetary unit received CA from any state, including Arizona in the application month. (The application may be prorated to the second or third month to meet this eligibility requirement.)
- The budgetary unit received a GD payment in any of the 12 months before the application month. (The application may be prorated to the second or third month to meet this eligibility requirement.)
- There is not an adult participant in the budgetary unit who is immediately available for full time employment. (Full time employment is defined by the employer.)
- The budgetary unit has a current CA sanction.
- The budgetary unit has ongoing employment that would cause the budgetary unit to be over income, but the CA participant is on a leave of absence. This includes, and is not limited to **all** of the following:

Employed by a school district but does not have employment during the summer break and plans to return to the school district in the fall.

On maternity leave

On leave of absence and returning to the same employer following the leave of absence

- The budgetary unit fails the CA payment standard.
- Mandatory verification was not provided.
- The participant has received 12 months of regular CA.

NOTE A participant may still be eligible for GD when they have received 12 months of regular CA and are requesting a hardship extension.

Procedures

All CA applications are screened for potential Grant Diversion (GD) eligibility. To screen for potential GD eligibility, use the Grant Diversion Screening Guide (FAA-1579A) form when completing priors then place the form in the [case file\(g\)](#).

GD participants must meet CA eligibility criteria except for **all** of the following:

- Cooperating with DCSS
- Participation in the referral process for Jobs Program Preliminary Orientation (JPPO) or the three-day TPEP pre-approval compliance
- Recent Employment/Training Background (FAA-0155A) form
- Determination of Primary Wage Earner (PWE) (FAA-0155B) form
- The Cash Programs Personal Responsibility Agreement (FAA-1523A) form

Do not request the above items before the case is determined ineligible for GD.

Complete **all** of the following when screening for potential GD eligibility:

- Assess whether or not an adult participant in the budgetary unit is immediately available for full time employment and verify **any** of the following requirements for that adult:

The adult participant has employment or self-employment history in the application month or within the 12 months before the application month.

The adult participant has completed an education, vocational, or job training program in the application month or within the six months before the application month.

The adult participant has a job offer for full time employment that begins within the three calendar months of the GD period.

NOTE When a participant meets any of the three criteria above, consider them likely to gain full time employment within 90 calendar days.

- Discuss the GD option with the participant.
- Read the GD script to the participant.

- When the participant accepts or declines the GD option, **one** of the following must be completed, signed, and retained in the case file:

Grant Diversion Script and Applicant agreement (FAA-1410A) form

GD Applicant Agreement and Script (A029) notice

OnBase DBME Grant Diversion Unity form

When the budgetary unit is not eligible for GD, the application must be processed as regular CA or TPEP.

When the participant declines the GD option or the budgetary unit is not eligible for GD, see [GD Keying Procedures](#).

When a change occurs during the GD approval period, do not act upon the change for the GD calculation. When the change or application is for an increase in budgetary unit members during the three-month GD period, elevate the facts of the case to the Policy Support Team via email at FAApolicymgmt@azdes.gov.

When the GD participants are receiving benefits for other programs, act on the change for the other programs.

Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information.

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

NOTE A participant's statement can be used as verification for employment when the participant is self-employed or when all other means of verification for employment have been exhausted.

AZTECS Keying Procedures

When the CA budgetary unit meets potential Grant Diversion (GD) eligibility requirements, complete **all** of the following:

- A prior investigation for all programs applied for on the application.
- Identify NA expedited applications and ensure the NA benefits are issued no later than seven calendar days from the date of application.
- Conduct the interview for all programs applied for that require an interview.
- Obtain or request all mandatory verification.
- Key SPRD, EXNS and WORW according to GD keying procedures. (See [GD Keying Procedures](#) and [AZTECS Screens to Key](#))
- Key all other AZTECS screens according to the CA program policy up to AFPD. (See the [AZTECS Data Entry Guide](#) for more information about keying AZTECS. (link is for internal use only))

- Determine whether the participant is eligible for at least one dollar of CA benefits in the application month or the following month.

NOTE A CA application may be prorated into the third month but is untimely when the determination is made beyond the 45th calendar day.

GD Keying Procedures

When the participant chooses to accept the GD option, complete **all** of the following:

- Key and complete determinations for NA.
- Key the case for Grant Diversion. (See [AZTECS Screens to Key](#))
- Approve GD when all eligibility requirements are met.

Copy details into the second and third months of the GD three-month approval period, and complete **all** of the following:

- Process through each AZTECS screen 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 earned or unearned income in the applicable months. Key OF for NA on the applicable income screens when income causes GD to fail in the second and third month.

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

- Copy details into the fourth month.
- Delete the GD payment on UNIN.
- Replace the OF Income Type Code with the appropriate income type code on the applicable income screens.
- Key the GD Denial 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 on AFED.
- Authorize NA, when applicable.
- Place the GD benefits and the CA Grant Diversion Approval (A111) notice on hold on BENH.
- Place the case on the appropriate tracker for the FAA Supervisor or Office Manager to review and authorize the GD benefits. (For more information, see [GD Supervisor or Office Manager Actions](#))

When the participant declines the GD option or the budgetary unit is not eligible for GD, complete **all** of the following:

- Have the participant select their choice to decline the GD then, sign, and date **any** of the following:
The Grant Diversion Script and Applicant Agreement (FAA-1410A) form,
The GD Applicant Agreement and Script (A029) notice
The OnBase DBME Grant Diversion Unity form
- Refer the mandatory Jobs participants to Jobs Program Preliminary Orientation (JPPO)
- Refer the participant to DCSS for pre-compliance, when applicable
- Have the participant sign the Cash Programs Personal Responsibility Agreement (FAA-1523A) form
- Key all AZTECS screens according to CA program policy up to AFPD. (See the [AZTECS Data Entry Guide](#) for more information about keying AZTECS – link is for internal use only.)
- Process the case as regular CA

Deny the case by keying the EG Denial Closure Reason Code on AFED when **all** of the following apply:

- The participant met the eligibility requirements for GD in the month of application or the following two months.
- The participant becomes employed from a new source before the GD determination is made.
- The participant is not eligible for at least one dollar of CA in the application month or following two months due to employment income from the new source.

AZTECS Screens to Key

When the GD option is selected by the CA participant, key **all** of the following information on **all** of the following AZTECS screens in the first eligible month:

- SPRD
Key GD in the DEPRIVE CAUSE field. When both parents are in the home, key UP in the DEPRIVE CAUSE field.
- UNIN
In the first GD eligible month, key GD in the INC TYPE field and DP in the SUB TYPE field.
Using the A1/A2 Payment Standard, multiply the appropriate payment standard amount by three. Key the result in the AMOUNT field on UNIN. (See [A1 Payment Standards](#) and [A2 Payment Standards](#) for more information.)

- EXNS

Key D1 in the NEED STD field when the participant has an obligation to pay shelter costs in the month of the GD determination.

Key D2 in the NEED STD field when the participant has no shelter obligation in the month of the GD determination.

- WORW

Key GD in the PAR/EXEM field on WORW for participants who are in the GD budgetary unit and have no other work program exemptions.

- AFPD

When there is at least one dollar in the NET UNROUNDED NEED field on AFPD, complete **all** of the following:

Key a three-month approval period in the REVIEW DUE DATE field.

Authorize the zero-dollar benefit amount.

GD Supervisor or Office Manager Actions

When the case is ready for management review, place the case on the appropriate tracker for the FAA Supervisor or Office Manager to complete the review.

No later than the next business day after the case was placed on the tracker, the Supervisor or Office Manager completes **all** of the following:

- Reviews the GD case using the FAA Supervisor's Approval Checklist (FAA-1411A) to ensure case accuracy
- When the case is not accurate, returns the case to the worker for correction
- When the case is accurate, releases the GD benefits and the A111 notice from hold on BENH and authorizes the GD payment on UNAU

AZTECS mails the A111 notice the day after the notice is released from hold.

AZTECS automatically releases the hold from the A111 notice and the GD benefits 45 calendar days from the CA application date, or the fifth business day of benefit hold, whichever comes first.

DBME BEST Google Job Aids

[Grant Diversion Keying Checklist](#)

Legal Authorities

7 CFR 273.9(c)(19)

7 CFR 273.9(d)(4)

AAC R6-12-1402

AAC R6-12-1403

AAC R6-12-1404

ARS 46-211

ARS 46-292

TANF State Plan

[Prior Policy](#)

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