

A CA Grant Diversion Eligibility Determination

Eligibility for CA Grant Diversion requires a short-term VERIFIED financial need that is a barrier to achieving self-sufficiency through full-time employment. A barrier may include, but is not limited to, the following:

- Car repairs and transportation costs
- Tools necessary for employment
- Clothing (uniforms or professional attire)
- Overdue housing expenses (shelter and utilities)
- Child care

Use the [verification process](#) to verify the short-term financial need. Document the VERIFIED financial need and the amount of the need on CADO.

WARNING

The information required to determine eligibility for FS and MA may be available. DO NOT delay the determination for those benefits while waiting for verification of the short-term financial need.

CA Grant Diversion participants MUST meet BOTH of the following:

- All CA eligibility criteria.

EXCEPTION

Grant Diversion participants are [exempt from DCSE cooperation](#) and the referral process for the [Jobs Program Preliminary Orientation](#) (JPPO). When determined not eligible for Grant Diversion, CA participants are required to comply with DCSE and JPPO prior to CA approval.

- Determined eligible for a CA benefit of at least one dollar in the month of application.

NOTE When a participant is determined not eligible for a CA benefit in the month of application, prorate the application to the next month and determine eligibility. (See [Not Eligible Determination Month/Eligible Following Month](#))

At the interview, complete the following:

- Discuss with the participant whether the CA Grant Diversion benefit will remove the barrier to full-time employment.
- Have the participant sign and date the Grant Diversion Screening Questionnaire (FAA-1228A) form.

WARNING

Contact the Policy Support Team (PST) via e-mail prior to keying the case for CA Grant Diversion. (See PST for the e-mail address) The e-mail MUST include the following:

- AZTECS case name and number
- Verified employment information
- Verified financial need and amount of the need

Ensure ALL [required documentation](#) is keyed on CADO to support the eligibility determination.

DO NOT approve CA Grant Diversion until after the PST has authorized the local office to approve the CA Grant Diversion option.

A CA participant is not eligible for CA Grant Diversion when any of the following apply:

- The only VERIFIED need exceeds the CA Grant Diversion benefit amount. (See Example [CA Grant Diversion Eligibility 1](#))

EXCEPTION

A participant with MULTIPLE needs that exceed the CA Grant Diversion benefit amount for which the budgetary unit is eligible may still choose the CA Grant Diversion option. Discuss the following with the participant:

- Determine the participant's multiple needs.
- Determine which needs may remove barriers and help the participant obtain or retain full-time employment.
- Process CA Grant Diversion with the identified needs that have the greatest potential of removing the barriers to self-sufficiency.

(See Example [CA Grant Diversion Eligibility 2](#))

Document CADO how the participant intends to meet the remaining needs

- The budgetary unit fails the [CA Need Standard Test](#).

NOTE When income is received in the month of application, including new and terminated employment, key the income as wages in the month of application.

- The budgetary unit received CA (including Grant Diversion) from any state in the month OF or the month BEFORE the month of application.
- The budgetary unit has a current [CA sanction](#).
- The budgetary unit has refused employment, or training for employment, in the thirty calendar days BEFORE the month of application.
- The budgetary unit has ongoing employment, but one or more participants are on a leave of absence. This includes, but is not limited to, the following:

Participants who are employed by school districts that do not have employment during the summer break.

Participants on maternity leave from their place of employment.

When the budgetary unit has chosen the CA Grant Diversion option, determine the payment amount as follows:

- Key the CA case through AFPD. DO NOT AUTHORIZE.
- Screen print AFPD.
- When the participant is eligible for at least one dollar, multiply the Net Payment Standard on AFPD by three. (See Example [CA Grant Diversion Eligibility 3](#))

When the PST responds via e-mail granting approval of the CA Grant Diversion, key AZTECS following the procedures outlined in [CA Grant Diversion Process](#).