

.01 Grant Diversion (GD) Process – GD Specialists Responsibilities

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

The Grant Diversion Specialist completes the following:

- A [prior investigation](#) for all programs applied for on the application.
- Identifies [NA expedited applications](#) and ensures the NA benefits are issued no later than seven calendar days from the date of application.
- Conducts the interview for ALL programs applied for on the application.
- Obtains or requests all mandatory verification.
- Keys all AZTECS screens according to program policy in the [AZTECS roadmap](#) up to the AFPD screen.
- Determines whether the participant is eligible for at least one dollar of CA benefits in the determination month.
- Reads the Grant Diversion script to the participant.
- Contacts the TANF Services Coordinator (TSC) during the interview to present the Grant Diversion option.
- After speaking with the TSC, has the participant sign and date the Grant Diversion Applicant Agreement form (GDP-1000A) when one of the following apply:
 - The participant indicates they are willing to accept the Grant Diversion option.
 - The participant indicates they are declining the Grant Diversion option.
- Retains the original in the permanent side of the [case file\(g\)](#) and provides copies to the participant and the TSC.

When the participant is willing to accept the Grant Diversion option the GD Specialist completes the following:

- Keys and completes all determinations for MA and NA.
- Keys the case for Grant Diversion when the CA participant is eligible for at least one dollar in the first month of CA eligibility. (See [Grant Diversion Keying Procedures](#))
- Denies the case by keying the EG Denial or Closure Reason Code on AFED when all the following apply:
 - The participant was screened as potentially eligible for Grant Diversion.
 - The participant becomes employed from a new source prior to the Grant Diversion determination.
 - The participant is not eligible for at least one dollar of CA due to employment income from the new source.
- Approves Grant Diversion when all eligibility requirements are met. (See [Grant Diversion - Keying Procedures](#))
- Sends the appropriate [notice](#).
- Notifies the TSC by e-mail when the Grant Diversion payment is issued.

EXCEPTION

An FAA Supervisor, ALOM, or LOM must issue the Grant Diversion payment on UNAU. (See [Grant Diversion Keying Procedures](#)) When an edit message is received on UNAU, elevate the case information to the District Office for Grant Diversion issuance.

NOTE When the participant declines the Grant Diversion option, after speaking with the TSC, process the application as regular CA.