

## .01 Grant Diversion Process – TSC Stationed in Local Office

**REVISION 03**  
(01/01/08 – 03/31/08)

When the TANF Service Coordinator (TSC) is physically located in an FAA local office, the TSC completes the following:

- A [prior investigation](#) for all programs applied for on the application.
- Conducts the interview for ALL programs applied for.
- Obtains or requests all mandatory verification.
- Completes an in-depth assessment of employability skills to determine potential Grant Diversion eligibility.
- Ensures [FS expedited applications](#) are provided to a Grant Diversion Specialist immediately following the interview.
- Keys the appropriate screens in AZTECS according to program policy in the [AZTECS roadmap](#) up to the AFPD screen.

NOTE The TSC does not authorize benefits for any FAA programs.

- Keys the case for Grant Diversion when the CA applicant meets both of the following:

Is determined eligible for at least one dollar of CA in the first month of Grant Diversion eligibility

Chooses the Grant Diversion option

### WARNING

When a CA applicant is determined not eligible for a CA benefit in the month of application, prorate the application to the next month and determine eligibility. A CA application is good for 45 days. (See [CA Initial Month Special Rules](#), Example [Grant Diversion Eligibility 2](#), and Example [Grant Diversion 3](#))

- Documents CADO.

- Has the TSC Supervisor review the case file, AZTECS screens, CADO documentation and complete the Grant Diversion TSC Supervisor Checklist.
- Forwards the case with all verification, including the Grant Diversion TSC Supervisor Checklist, to the Grant Diversion Specialist to complete the following:

Authorizes benefits for all FAA programs through the current system month, including Grant Diversion. (See [Grant Diversion Keying Procedures](#))

Denies the CA application or other FAA programs when applicable.

When a CA applicant screened potentially eligible for Grant Diversion becomes employed prior to the Grant Diversion determination and is not eligible for at least one dollar of CA due to new employment income, the case must be denied. Key the EG Denial or Closure Reason Code on AFED.

#### **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 approval.

- Provides employment and supportive services to the Grant Diversion participant once the Grant Diversion payment is authorized.
- Notifies FAA within one work day when the TSC becomes aware that the Grant Diversion participant is employed. Include the following:
  - Employer name and phone number
  - Start date
  - Hourly wage and frequency of pay
  - Date and amount of first pay