

.02 Grant Diversion Process – TSC Not Stationed in Local Office

REVISION 03
(01/01/08 – 03/31/08)

When a TANF Service Coordinator (TSC) is NOT physically located in an FAA local office, the Grant Diversion Specialist completes the following:

- A [prior investigation](#) for all programs applied for on the 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 TSC during the interview to present the Grant Diversion option.

NOTE When verification is pending, the TSC must still be contacted during the interview.

- Has the applicant sign and date the Grant Diversion Participant Agreement form when the applicant indicates they are willing to accept the Grant Diversion option, after speaking with the TSC. Retain the original and provide a copy to the applicant.
- Keys and completes all determinations for FS and MA.
- Identifies [FS expedited applications](#) and ensures the FS benefits are issued no later than seven calendar days from the date of application.
- Keys the case for Grant Diversion when the CA applicant is eligible for at least one dollar in the first month of CA eligibility. (See [Grant Diversion Keying Procedures](#))
- Denies the case using the EG Denial or Closure Reason Code on AFED when all the following apply:

The applicant screened potentially eligible for Grant Diversion.

The applicant becomes employed prior to Grant Diversion determination.

The applicant is not eligible for at least one dollar of CA due to the new employment income.

- Approves Grant Diversion when all eligibility requirements are met. (See [Grant Diversion - Keying Procedures](#))
- Sends the appropriate notice.