

.02 Grant Diversion Process – TSC Responsibilities

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

When the FAA Grant Diversion specialist refers a participant during the FAA interview, the TANF Services Coordinator (TSC) completes the following:

- Discusses the Grant Diversion option with the participant.
- Completes an in-depth assessment of employability skills to determine potential Grant Diversion eligibility.
- Makes a decision to recommend the case for Grant Diversion or regular cash.
- Has the TSC Supervisor review the [case file\(g\)](#), AZTECS screens, the Grant Diversion Applicant Agreement (GDP-1000A), CADO documentation, and complete the Grant Diversion TSC Supervisor Approval Checklist (GDP-1002A).
- Forwards the recommendation to the Grant Diversion Specialist to complete the following:

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

Deny the CA application or other FAA programs when applicable.

NOTE When a CA participant 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.
- Provides the following information to FAA:
 - Employer name and phone number
 - Start date
 - Hourly wage and frequency of pay
 - Date and amount of first pay