

## B Grant Diversion (GD) Process

[REVISION 18](#)  
(10/01/11 - 12/31/11)

When the CA budgetary unit meets potential Grant Diversion (GD) eligibility requirements, complete the following:

- A [prior investigation](#) for all programs applied for on the application.
- Identify [NA expedited applications](#) and ensures the NA benefits are issued no later than seven calendar days from the date of application.
- Conduct the interview for ALL programs applied for on the application.
- Obtain or request all mandatory verification.
- Key SPRD, EXNS AND WORW according to [Grant Diversion Keying Procedures](#).
- Key all other AZTECS screens according to CA program policy in the [AZTECS roadmap](#) up to the [AFPD](#) screen.
- Determine whether the participant is eligible for at least one dollar of CA benefits in the application month or the following month.

NOTE A CA application may be prorated into the third month, but is untimely when the determination is made beyond the 45th day.

- Discuss the GD option with the participant.
- Read the GD script to the participant.
- Have the participant sign and date the Grant Diversion Script and Applicant Agreement (FAA-1410A) form.
- Retain the original in the [case file\(g\)](#) and provide a copy to the participant.

When the participant is willing to accept the GD option, complete the following:

- Key and complete all determinations for MA and NA.
- Key the case for Grant Diversion. (See [Grant Diversion Keying Procedures](#))

- Approve GD when all eligibility requirements are met. (See [Grant Diversion - Keying Procedures](#))
- Hand deliver the case to FAA Supervisor, ALOM , or LOM to complete the following:
  - Review GD using the FAA Supervisor's Approval Checklist (FAA-1411A) to ensure case accuracy
  - When the case is not accurate, returns the case to the worker for correction
  - When the case is accurate, authorizes the GD payment (See [Authorizing the Grant Diversion Payment](#))
  - Issue the GD payment on **UNAU**
  - Returns the case to the worker to send the [A111 notice](#)
- When the case is returned from the FAA Supervisor, ALOM, or LOM and the GD benefit has been issued, request and send the A111 notice.
- Deny the case by keying the EG Denial or Closure Reason Code on **AFED** when all the following apply:
  - The participant met the eligibility requirements for GD in the month of application or the following two months.
  - The participant becomes employed from a [new source](#) prior to the GD determination.
  - The participant is not eligible for at least one dollar of CA in the application month or following two months due to employment income from the new source.

When the participant declines the Grant Diversion option complete the following:

- Refer the mandatory Jobs participants to JPPO
- Refer the participant to DCSE for pre-compliance, when applicable
- Have the participant sign the Personal Responsibility Agreement
- Key all AZTECS screens according to CA program policy in the [AZTECS roadmap](#) up to the AFPD screen.
- Process the case as regular CA