

B Grant Diversion (GD) Process

REVISION 48
(01/01/20 - 12/31/20)

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 ensure 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.

- Assess whether or not an adult in the budgetary unit is immediately available for full time employment and verify one of the following requirements for that adult:

The adult has employment or self-employment history in the application month or within the 12 months prior to the application month

The adult has completed an education, vocational, or job training program in the application month or within the six months prior to the application month

The adult has a job offer for full time employment that will begin within the three calendar months of the GD period

NOTE When a participant meets one of the three criteria above, consider them likely to gain full time employment within 90 days.

- Discuss the GD option with the participant.
- Read the GD script to the participant.
- When the participant accepts or declines the GD option, one of the following must be completed, signed, and retained in the [case file\(g\)](#).

Grant Diversion Script and Applicant agreement (FAA-1410A) form

GD Applicant Agreement and Script (A029) notice

OnBase DBME Grant Diversion Unity form when the voice signature option is available

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

- Key and complete determinations for 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](#))
- Place the GD on HOLD on **BENH**.
- Hand deliver the case to the FAA Supervisor or Office Manager 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, return the case to the worker for correction

When the case is accurate, release the GD and the A111 notice from hold on BENH and authorize the GD payment (See [Authorizing the Grant Diversion Payment](#))

Issue the GD payment on **UNAU**

Return the case to the worker to send the [A111 notice](#)

- When the case is returned from the FAA Supervisor or Office Manager and the GD benefit has been issued, send the A111 notice.
- Deny the case by keying the EG Denial 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 or the budgetary unit is not eligible for GD, complete the following:

- Have the participant select their choice to decline the GD, sign, and date the FAA-1410A, the A209, or the OnBase DBME Grant Diversion Unity form
- Refer the mandatory Jobs participants to JPPO
- Refer the participant to DCSS for pre-compliance, when applicable
- Have the participant sign the Cash Programs Personal Responsibility Agreement (FAA-1523A) form
- Key all AZTECS screens according to CA program policy in the [AZTECS roadmap](#) up to the AFPD screen.
- Process the case as regular CA