C **Grant Diversion Keying Procedures**

<u>REVISION 47</u>
(01/01/19 - 12/31/19)

When the Grant Diversion (GD) option is selected by the CA participant, key the following information on the following AZTECS screens in the first eligible month:

- SPRD

  Key GD in the DEPRIVE CAUSE field for CA and CA/NA cases.

EXCEPTION

Key UP when both parents are in the home.

- APPD

  Key EX in the AF COOP field.

- UNIN

  In the first GD eligible month, key GD in the INC TYPE field and DP in the SUB TYPE field.

  Multiply the CA Payment Standard on AFPD by 0.8, round the result up to the next whole dollar and multiply by three. Key the result in the AMOUNT field on UNIN.

  NOTE   This process is required to accommodate the 20% reduction in the CA benefit amount.

- EXNS

  Key D1 in the NEED STD field when the participant has an obligation to pay shelter costs in the month of the GD determination.

  Key D2 in the NEED STD field when the participant has no shelter obligation in the month of the GD determination.

- WORW

  Key GD in the PAR/EXEM field on WORW for participants who are in the Grant Diversion budgetary unit and have no other [work program exemptions](.).

- AFPD

  When there is at least one dollar in the Net Unrounded Need field on AFPD, complete the following:

  Key a three month approval period in the REVIEW DUE DATE field

  Authorize the zero dollar benefit amount

Copy details into the second and third month of the GD three month approval period as follows:

- Process through each AZTECS screen in the AZTECS Roadmap to ensure correct keying.

- Do not remove the GD payment code (GD DP) on UNIN.

- Replace the GD payment amount with zeroes.

- Remove all terminated income or income that does not continue for future months.

- Anticipate and budget any earned or unearned income in the applicable months. Key OF for NA on the applicable income screen when income causes GD to fail.

When the zero benefit amount has been authorized for the three month GD period complete the following:

- Copy details into the fourth month.

- Delete the GD payment on UNIN.

- Replace the OF income type code with the appropriate income type code on one of the applicable income screens.

- Key the GD Denial Closure Reason Code on AFED in the DENIAL CLOSURE REASON field.

- Key the first day of the fourth month as the ineligible date in the INELIG DATE field.

- Authorize NA, when applicable.

- Place the GD case on hold on BENH.

- Hand deliver the case file(g) to the FAA Supervisor or Office Manager for review and immediate authorization.

- When the case is returned from the FAA Supervisor or Office Manager and the GD benefit has been issued, send the A111 notice.

The Supervisor, ALOM, or LOM completes the following upon receipt of the case:

- Reviews the GD case 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, releases the GD from hold on BENH and authorizes the GD payment (See Authorizing the Grant Diversion Payment)

- Returns the case to the worker to send the A111 notice