C **Grant Diversion Keying Procedures**

REVISION 03
(01/01/08 – 03/31/08)

When the Grant Diversion option is selected by the CA applicant, 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 when MA is not attached to the case.

  NOTE   Do not change the DEPRIVE CAUSE field to GD when MA is attached to the case.

EXCEPTION

Key UP when both parents are in the home.

- APPD

  Key EX in the AF COOP field.

- UNIN

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

  Multiply the CA Payment Standard on AFPD by three and key the result in the AMOUNT field.

- EXNS

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

  Key D2 in the NEED STD field when the participant has no shelter obligation.

- WORW

  Key GD in the PAR/EXEM field for all mandatory Jobs participants.

- AFPD

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

  Authorize the zero dollar benefit amount.

- EAIN, UNIN, or SEEI as applicable

  Key any anticipated income OF for NA and OM for MA on the applicable income screens.

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

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

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

- Replace the Grant Diversion payment amount with zeroes.

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

- Anticipate and budget any new employment income in the applicable months. Key OF for NA and OM for MA on the applicable income screen.

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

- Copy details into the fourth month.

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

- On AFED, key the GD Denial or 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 MA and NA, when applicable.

- Request the A111 notice and place on HOLD.

- Hand deliver the case file(g) to an FAA Supervisor, ALOM, or LOM for immediate authorization.

The Supervisor reviews the Grant Diversion case to ensure case accuracy. When all eligibility information has been verified and determined correct, an FAA Supervisor, ALOM, or LOM must authorize the Grant Diversion payment and release the A111 notice. (See Authorizing the Grant Diversion Payment)