

01 AFIM - Purpose

REVISION 47
(12/01/18 - 01/31/18)

AFIM summarizes and displays income eligibility information for [Tribal TANF](#) cases.

AFIM calculates and displays the results of the [CA income maximum test](#) based on information keyed on income screens, expense screens, and **SEPA**. This is the first of three income tests required in the eligibility determination for Tribal TANF.

AFIM compares the CA budgetary unit size and income to the [CA income maximum limit](#) for purposes of determining [prospective eligibility](#).

WARNING

Process the eligibility determination through AFIM and AFNN to calculate the Tribal TANF payment standard on AFPD.

For additional information regarding Tribal TANF, see the Benefit Determinations section under the specific tribe in [Tribal TANF Assistance](#).

02 CA Income Maximum Test

REVISION 50
(01/01/22 - 12/31/22)

The CA Income Maximum Test only applies to Tribal TANF program determinations completed in AZTECS. To be eligible for Tribal TANF, the Tribal TANF budgetary unit must be [prospectively eligible](#).

The following CA income maximum tests are applied to the specific Tribal TANF program determinations completed in AZTECS:

- [Benefit Determinations – Hopi Tribal TANF](#)
A Hopi Tribal TANF budgetary unit is prospectively eligible for CA based on the [CA income maximum limit](#) when the total countable income is equal to or less than [200% of the FPL](#).
- [Benefit Determinations – Pascua Yaqui Tribal TANF](#)
A Pascua Yaqui Tribal TANF budgetary unit is prospectively eligible for CA based on the CA income maximum limit when the total countable income is equal to or less than [200% of the FPL](#).
- [Benefit Determinations – SRP-MIC LEARN](#)
A Salt River Pima-Maricopa Indian Community (SRP-MIC) Life Enhancement and Resource Network (LEARN) budgetary unit is prospectively eligible for CA based on the CA income maximum limit when the total countable income is equal to or less than [185% of the FPL](#).

Process the eligibility determination through AFIM and AFNN to calculate the Tribal TANF payment standard on AFPD.

The Tribal TANF budgetary unit is not eligible when the total countable income is more than the CA income maximum.

Complete the following when **AFIM** displays the edit message, FAILED - INELIGIBLE:

- Key the Denial or Closure Reason code in the DENIAL/CLOSURE REASON field on **AFPD**. (See [Denial or Closure References](#) for Denial and Closure Reason Codes and links to the policy)
- Key the [CA ineligible date](#) in the INELIG DATE field on AFPD.

NOTE The ineligible date is used to determine the eligibility begin date for [Transitional Child Care](#) (TCC). The date is also used to establish a CA [overpayment](#).

FAA5.C Cash Assistance Need and Net Income Test (AFNN)

01 AFNN - Purpose

[REVISION 47](#)
(01/01/19 - 12/31/19)

AFNN displays the results of the CA Need and CA Needy Family Tests. The following income tests are used when determining [prospective eligibility](#) for CA benefits:

- [CA Need Standard Income Test](#)
Countable income of the Tribal TANF budgetary unit minus [CA Earned Income Deductions](#) must be less than the applicable [A1 or A2](#) CA need standard for the Tribal TANF budgetary unit to be eligible. The CA need standard income test results are displayed on AFNN based on information keyed on income screens, expense screens, and SEPA.
- [CA Needy Family Test](#)
Countable income of the entire family minus CA Earned Income Deductions must be less than a percentage of the current federal poverty limit. The CA needy family test results are displayed on AFNN based on information keyed on income screens, expense screens, and SEPA.

EXCEPTION

The CA Needy Family Test is not conducted on the following:

- [Kinship Foster Care – Child Only Cases](#)
- [Tribal TANF Assistance](#)

02 CA Need Standard Income Test

[REVISION 48](#)
(01/01/20 - 12/31/19)

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The CA Need Standard only applies to Tribal TANF program determinations completed in AZTECS. To be eligible for Tribal TANF, the Tribal TANF budgetary unit must be [prospectively eligible](#).

The income test for the need standard is used in the prospective eligibility determination process of Tribal TANF. Project the following information when determining prospective eligibility based on need:

- The number of participants in the Tribal TANF budgetary unit.
- A budgetary unit obligation to pay [shelter costs](#). (See [A1 Need Standard](#))

NOTE Cases identified as Pascua Yaqui (PY) Tribal TANF always use the A1 Need Standard.

AZTECS displays the results of the need standard income test on AFNN based on information keyed in prior eligibility information screens.

When the Tribal TANF budgetary unit is determined to be prospectively eligible, AZTECS determines a payment amount based on the [CA Payment Standard Income](#) Test on AFPD.

Complete the following when AFNN displays the edit message, FAILED - INELIGIBLE:

- Key the Denial or Closure Reason code in the DENIAL/CLOSURE REASON field on AFPD. (See [Denial or Closure References](#) for Denial and Closure Reason Codes and links to the policy)
- Key the [CA ineligible date](#) in the INELIG DATE field on AFPD.

NOTE The ineligible date is used to determine the eligibility begin date for [Transitional Child Care](#) (TCC). The date is also used to establish a CA [overpayment](#).

03 CA Needy Family Test

[REVISION 47](#)
(01/01/19 - 12/31/19)

To be eligible for CA, the CA budgetary unit must be [prospectively eligible](#). The CA Needy Family test is used in the prospective eligibility determination process.

The CA Needy Family Test is used to determine whether the dependent child resides in a needy family. The test is based on the earned and unearned income of the [family\(g\)](#) of the [caretaker relative\(g\)](#). All members

of the caretaker relative's family must be registered to the AZTECS case so that AZTECS can perform the CA Needy Family Test.

EXCEPTION

The CA Needy Family Test is not conducted on the following:

- [Kinship Foster Care – Child Only Cases](#)
- [Tribal TANF Assistance](#)

The family size of the caretaker relative is used for the CA Needy Family Test; however, the budgetary unit size is used to determine the CA grant amount. See the following examples to assist in understanding the difference between family sizes and budgetary unit sizes:

- [CA Needy Family Example 1](#)
- [CA Needy Family Example 2](#)
- [CA Needy Family Example 3](#)
- [CA Needy Family Example 4](#)
- [CA Needy Family Example 5](#)

When the adult caretaker is a non-parent specified relative of the dependent child and they are applying for the child only, then the family's combined income cannot exceed [130% of the current Federal Poverty Level](#).

When the caretaker relative is a parent of the dependent child or the non-parent specified relative is applying for themselves and the child, then the family's combined income cannot exceed [100% of the current Federal Poverty Level](#).

When it is determined that the dependent child resides in a needy family, AZTECS determines a payment amount based on the [CA Payment Standard Income Test](#) on AFPD.

Complete the following when AFNN displays the edit message, FAILED - INELIGIBLE:

- Key the Denial or Closure Reason code in the DENIAL/CLOSURE REASON field on AFPD. (See [Denial or Closure References](#) for Denial and Closure Reason Codes and links to the policy)
- Key the [CA ineligible date](#) in the INELIG DATE field on AFPD.

NOTE The ineligible date is used to determine the eligibility begin date for [Transitional Child Care](#) (TCC). The date is also used to establish a CA [overpayment](#).

04 CA Earned Income Deductions - Overview

REVISION 03
(01/01/08 – 03/31/08)

Policy and procedures regarding CA earned income deductions are outlined as follows:

- [Cost of Employment Deduction \(COE\)](#)
- [30% Earned Income Deduction](#)
- [Dependent Care Expense Deduction](#)
- [EMPOWER Deduction](#)

WARNING

Do not allow the earned income deductions when the participant meets one of the following and does not verify good cause:

- Voluntarily [reduces work effort](#).
 - [Voluntarily quits](#) a job or refuses a bona fide offer of employment.
 - Fails to report all sources of earnings or a change in earned income.
- NOTE When the change is not reported timely, do not allow earned income deductions when calculating an overpayment until the month after the change is reported.

A Cost of Employment Deduction

REVISION 47
(01/01/19 – 12/31/19)

AZTECS automatically calculates and totals the Cost of Employment (COE) deduction for each wage earner in the needy family.

The COE is a \$90 monthly deduction from the total countable gross earned income of each [family\(g\)](#) member who is employed.

The COE is meant to compensate for job-related personal expenses. Job-related expenses include, but are not limited to, the following:

- Transportation
- Uniforms
- Mandatory payroll deductions

B 30% Earned Income Deduction

REVISION 47
(01/01/19 – 12/31/19)

AZTECS automatically calculates and displays a deduction equal to 30% of each CA employed [family\(g\)](#) member's countable earned income.

C Dependent Care Expense Deduction

[REVISION 47](#)
(01/01/19 – 12/31/19)

Each employed [family\(g\)](#) member is eligible for a dependent care expense deduction from earned income. (See [Dependent Care Expense](#) for policy and procedures)

D EMPOWER Deduction

[REVISION 47](#)
(01/01/19 - 12/31/19)

This field displays a deduction for a CA budgetary unit when a [BC child](#) is not included in the benefit due to [EMPOWER](#) policy.

The EMPOWER earned income deduction is an amount equal to the amount of CA benefits the participant would have received when included in the CA benefit.

The deduction is first applied against the income of the participant that has the greatest countable income after all other earned income deductions have been calculated. Any remaining amount is applied against the earned income of any additional participants.

AZTECS calculates the EMPOWER deduction as follows:

- Subtracts the amount of the CA benefit that does not include the participant from the CA benefit that would include the participant.
- The difference is the amount of the EMPOWER earned income deduction.

EXCEPTION

The EMPOWER earned income deduction does not apply to the following:

- [CA Needy Family Test](#)
- Many Tribal TANF cases (See the Benefit Determinations section under the specific tribe in [Tribal TANF Assistance](#))

FAA5.D Cash Assistance Payment Determination (AFPD)

01 AFPD - Purpose

REVISION 32
(10/01/14 -11/30/14)

AFPD summarizes the [CA Payment Standard Test](#) and is used to approve, deny, or close CA and TPEP benefits.

Two AFPD screens display information as follows:

- The first AFPD screen displays the case name, case number, and benefit month that is being determined.
When ENTER is pressed from the first AFPD screen, the second AFPD screen displays.
- The second AFPD screen displays a summary of income, resources, and income deductions based on information as keyed on EAIN, SEEI, UNIN, UNIE, and EXNS.

AFPD does not display the total countable deductions when deductions are more than the countable income.

WARNING

Authorize the eligibility determination on AFPD when any changes are made on income screens, SEPA, or any other data screens. This allows AZTECS to perform income tests and compare income to appropriate income limits.

Actions taken on AFPD allow AZTECS to perform the following functions:

- Update CA benefit history on AFBH when new benefits are authorized, or when overpayments or underpayments are created.
- Delete any benefits previously created for the month, when benefits have not been issued and the budgetary unit is ineligible.
- Update UNIN with the newly calculated CA benefit amount, when authorized on UNAU.
- Establish applicable notice situations for sending on NORE.

To review income or dependent care expenses that are summarized on AFPD, key an X next to the item to be reviewed and press ENTER. AZTECS advances to the applicable screen.

(See [CA Payment Determination Overview](#))

02 **Cash Assistance Payment Determination - Overview**

REVISION 47
(01/01/19 - 12/31/19)

Under Title IV-A of the Social Security Act, federal funds are available in block grants to states for the purpose of providing temporary Cash Assistance (CA) to needy families with eligible dependent children.

Participants must apply, complete an interview, and be determined [prospectively eligible](#) in order to receive CA benefits.

Prospective eligibility consists of meeting required [eligibility factors](#) along with the following income tests:

- [CA Needy Family Test](#)
- [CA Payment Standard Test](#)

EXCEPTION

The following determine prospective eligibility differently:

- [Kinship Foster Care – Child Only Cases](#)
- [Tribal TANF Assistance](#)

When all eligibility factors and income tests have been met, participants are considered to be prospectively eligible.

Participants are required to complete the [CA renewal process](#) for continuing eligibility.

In addition to meeting income and other eligibility factors, participants are obligated to specific [reporting requirements](#).

NOTE One of the following edit messages displays when CA has been processed through AFPD:

- IS ELIGIBLE - AUTHORIZATION REQUIRED
- NOT ELIGIBLE - SEE SCREEN AFED

Policy and procedures regarding CA payment determination are outlined as follows:

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- [Determining Prospective Eligibility](#)
- [CA Initial Months Special Rules](#)
- [Grant Diversion](#)
- [Prorating New Application Benefits](#)
- [CA Payments Under \\$10](#)
- [CA Renewal Process](#)
- [CA Employed Child Care](#)
- [CA Ineligible Date](#)
- [Transitional Child Care \(TCC\)](#)

03 ***Determining Prospective Eligibility - Overview***

REVISION 47
(01/01/19 - 12/31/19)

Participants must meet prospective eligibility requirements before a budgetary unit can receive benefits. To be considered prospectively eligible, the budgetary unit must meet the following income limits:

- [CA Needy Family Test](#)
- [CA Payment Standard Test](#)

EXCEPTION

The following determine prospective eligibility differently:

- [Kinship Foster Care – Child Only Cases](#)
- [Tribal TANF Assistance](#)

In addition to the income tests, the budgetary unit must meet requirements for specific [eligibility factors](#).

NOTE AZTECS automatically computes and displays the prospective eligibility income determinations on AFNN, and AFPD.

Complete the prospective eligibility income test for family and the budgetary unit by projecting the following circumstances:

- Key income anticipated to exist for the benefit month on applicable income screens (i.e. EAIN, UNIE, UNIN, and SEEI).
- Key expenses anticipated to exist for the benefit month on EXNS.
- Key resources anticipated to exist for the benefit month on appropriate resource screens (i.e. FIAC, LIAS, VEHI, and OTAS for detailed policy regarding resources).

AZTECS automatically calculates and displays a benefit amount on AFPD when the budgetary unit is determined to be either of the following:

- Prospectively eligible for both income tests
- Prospectively ineligible for both income tests

(See [CA Payment Standard Test](#) for policy regarding the payment limit income determination)

Determine prospective eligibility using the CA Needy Family Test (FAA-0200A) form and CA Income Maximum and Needs Test form when AZTECS is not available.

A CA Payment Standard Test

REVISION 47

(01/01/19 –12/31/19)

To be eligible for CA or Tribal TANF, the budgetary unit must be [prospectively eligible](#). The CA Payment Standard Test is conducted for all CA determinations.

The countable income minus [CA Earned Income Deductions](#) cannot exceed the amount of payment an eligible budgetary unit with no income would receive. This amount is 36% of the 1992 FPL, based on the [A1 or A2](#) CA Payment Standard.

NOTE Cases identified as Pascua Yaqui (PY) Tribal TANF always use the A1 CA Payment Standard.

Due to budget constraints, Arizona reduces the amount of payment received by 20%.

EXCEPTION

Tribal TANF is not reduced by 20%.

The Payment Standard is based on the number of budgetary unit participants for whom the CA benefit is intended. The CA Payment Standard is used when computing prospective eligibility based on the payment limit. The benefit payment amount is computed automatically as follows:

- The appropriate [CA Earned Income Deductions](#) are subtracted from the gross countable income to determine the net income.
- Net income is subtracted from the CA Payment Standard.
- The remaining figure is the net unrounded payment.

When the net unrounded payment is at least one cent, the budgetary unit is prospectively eligible.

When the net unrounded payment is zero, the budgetary unit is not prospectively eligible.

Complete the following when AFPD indicates the budgetary unit is eligible:

- Key the user PCN in the PAYMENT AUTH field to authorize benefits.
- Send the appropriate notice informing the PI of the decision. (See [CA Renewal Process](#) for policy regarding establishing the next renewal date)

Complete the following when AFPD indicates the budgetary unit is not eligible:

- Key the appropriate Closure Reason Code to close CA in the DENIAL/CLOSURE REASON field. See [CA Initial Months Special Rules](#) before denying a new application.
- Send the appropriate [denial notice](#) or [closure notice](#) to inform the PI of the decision.
- Determine the first month the budgetary unit is [prospectively eligible](#) for benefits.

NOTE See [CA Ineligible Date](#) for additional policy regarding the first ineligible month.

- Complete the Potential Overpayment (OP) Referral (FAA-0526A) form when the budgetary unit received more than

it was eligible to receive. (See [Overpayments](#) for additional policy and procedures)

04 CA Initial Month Special Rules - Overview

CA payments can only be issued during a month when the budgetary unit is [prospectively eligible](#).

Determine whether the budgetary unit is prospectively eligible to receive a payment during the month the determination is completed.

WARNING

The budgetary unit might be ineligible in the determination month, but eligible in the following month. When this occurs, CA benefits may be prorated to the third month after the original application date, but not more than 45 days past the application date.

Policy and procedures regarding CA Initial Month Special Rules are outlined as follows:

- [The budgetary unit is eligible in the determination month and eligible in the following month.](#)
- [The budgetary unit is eligible in the determination month but not eligible in the following month.](#)
- [The budgetary unit is not eligible in the determination month but eligible in the following month.](#)
- [The budgetary unit is eligible at the time of application but becomes not eligible on or before the determination date.](#)
- [A participant becomes not eligible before the determination is completed and remains not eligible in the following month.](#)
- [A participant is eligible in the determination month and becomes not eligible for the following month.](#)

Call the [AZTECS Help Desk](#) when assistance is needed in closing a CA case. Inform the Help Desk staff that the closure is due to CA Initial Month Special Rules policy.

A CA Initial Month Special Rules - Eligible Determination Month/Eligible Following Month

When the CA budgetary unit is eligible in the month the determination is completed and eligible in the following month, complete the following:

- Key the user PCN in the PAYMENT AUTH field on AFPD to approve eligibility. AZTECS assigns the [CA Approval Periods](#).
- Send the appropriate [approval notice](#) to inform the PI of eligibility.

(See Example [Eligible Determination Month/Eligible Following Month](#))

B CA Initial Month Special Rules - Eligible Determination Month/Not Eligible Following Month

[REVISION 16](#)
(04/01/11 - 06/30/11)

When the budgetary unit is eligible in the month the determination is completed but not eligible in the following month, complete the following:

- Key the user PCN in the PAYMENT AUTH field on AFPD to authorize the case for all eligible months.
- Stop CA beginning with the first month the budgetary unit is not eligible. (See [CA Ineligible Date](#))

Key the Denial Closure Reason Code in the AFPD DENIAL/CLOSURE REASON field.

- Send the [A100 notice](#), the [A141 notice](#), or the [A142 notice](#) indicating the approved months only.
- Send the appropriate closure notice based on the denial/closure reason code.

NOTE Notices must be sent, but [NOAA](#) time frames do not apply when processing a new application.

EXCEPTION

This CA special rule does not apply to Grant Diversion (See [GD Eligibility Requirements](#))

(See Example [Eligible Determination Month/Not Eligible Following Month](#))

C CA Initial Month Special Rules - Not Eligible Determination Month/Eligible Following Month

When AFPD indicates the budgetary unit is not eligible in the month the determination is completed, but is eligible in the following month, complete the following:

- Screen print the AFPD budget for the ineligible month and document the [case file\(g\)](#) with the reason for ineligibility.
- Go to APMA and change the benefit prorate date to the first day of the first eligible month in the BEN PRORATION DATE field.

WARNING

Benefits may be prorated to the third month after the original application date, but not more than 45 days past the application date.

- Process through the application entry sequence.

NOTE AFPD displays the edit message *WARNING* APPLICATION APPROVAL IS UNTIMELY.

- Authorize benefits. AZTECS assigns [CA Approval Periods](#).
- Copy Details and process each month up to the [current system month\(g\)](#).
- Send the [A124 notice](#).

(See Example [Not Eligible Determination Month/Eligible Following Month](#))

D CA Initial Month Special Rules - Eligible at Application/Not Eligible at Determination

[REVISION 16](#)
(04/01/11 - 06/30/11)

When AFPD indicates the budgetary unit is eligible on the date of application but becomes not eligible on or before the determination is made, complete the following:

- Prorate CA benefits on APMA to the first day of the month of determination when the budgetary unit becomes not eligible after the month of application.
- Deny the application using the correct Denial Closure Reason Code.
- Send a [denial notice](#) informing the PI of the eligibility determination. (See [Notice Requirements](#))

The denial decision covers all months. Even though the budgetary unit may have been eligible in one or more prior months, the budgetary unit is not [prospectively eligible](#) to receive benefits.

Screen print the AFPD budget for the ineligible month and document the [case file\(g\)](#) with the reason for ineligibility.

(See Example [Eligible at Application/Not Eligible at Determination](#))

EXCEPTION

This CA special rule does not apply to Grant Diversion (See [GD Eligibility Requirements](#))

E CA Initial Month Special Rules - Participant Becomes Not Eligible Before Determination

When a participant in the budgetary unit becomes not eligible before the determination is completed and continues to be ineligible for the following month, complete the following:

- Remove the participant from the budgetary unit beginning with the date of application.
- Send the appropriate notice informing the PI of all eligible and ineligible participants. (See [NOAA](#))

NOTE Notices must be sent, but NOAA time frames do not apply when processing a new application.

(See Example [Participant Becomes Not Eligible Before Determination](#))

F CA Initial Month Special Rules - Participant Eligible at Determination/Not Eligible for Following Month

REVISION 16
(04/01/11 - 06/30/11)

When a participant is eligible in the month the determination is completed but becomes not eligible for the following month, complete the following:

- Approve the participant in the month the determination is completed.
- Process the change to [remove the participant](#) for the month of ineligibility.
- Set an alert when the change is for a month later than the [current system month](#).
- Send the appropriate [approval notice](#) and [closure notice](#).

NOTE Notices must be sent, but [NOAA](#) time frames do not apply when processing a new application.

EXCEPTION

This CA special rule does not apply to Grant Diversion (See [GD Eligibility Requirements](#))

(See Example [Participant Eligible at Determination/Not Eligible for Following Month](#))

05 Grant Diversion (GD) - Overview

REVISION 50
(01/01/22 - 12/31/22)

Grant Diversion (GD) is one nonrecurring payment of three months of CA. The purpose of the GD payment is to divert the CA participant from ongoing CA when the participant is likely to gain full-time employment within 90 days.

All CA applications are screened for potential GD eligibility. To screen for potential GD eligibility, use the Grant Diversion Screening Guide (FAA-1579A) form when completing priors then place the form in the [case file\(g\)](#). (See [Conducting the Interview](#) for prior instructions.)

A GD payment can be received ONLY once in a 12-month period. (See Examples [GD Eligibility 4](#) and [GD Eligibility 5](#))

The GD period covers the first eligible month and the following two months. CA budgetary units are potentially eligible for GD when **all** the following are met:

- An adult in the budgetary unit is immediately available for full time employment and one of the following requirements is confirmed by the PI:

Has employment or self-employment income history in the application month or within the 12 months prior to the application month and reasonably anticipates being gainfully employed.

NOTE A participant statement is acceptable verification when the participant is self-employed or when all other means of verification for employment have been exhausted.

To help determine the employment and self-employment history, see [Earned Income Types](#) and [Types of Self-Employment Income](#).

Has successfully completed an educational, vocational, or job training program in the application month or within the six months before the application month

Has a job offer for full time employment that begins within the three calendar months of the GD approval period.

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

- They are eligible for at least \$1 of CA in the application month or the following month.

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

- An adult is included in the benefit amount (keyed "IN" on SEPA).
- The budgetary unit did not receive CA in the month of application.
- The budgetary unit must not have received GD in the 12 months prior to the application month. Month one is the month of the new GD payment. (See Examples [GD Eligibility 4](#) and [GD Eligibility 5](#))

NOTE When the application is prorated to a future month the participant may be eligible.

- A participant may still be eligible for GD when they have received 12 months of CA and are requesting a hardship extension.

See [CA New Application Time Frames](#) for the legally required GD time frames.

The following apply to the GD option:

- To divert the CA participant from ongoing CA when the participant is likely to gain full-time employment within 90 days.
- The payment is not countable unearned income for NA.
- When all NA budgetary unit members are included in the GD budgetary unit, they are an NA [Basic categorically eligible](#) budgetary unit during the GD approval period.

NOTE When the three-month GD approval period ends, the budgetary unit is no longer a Basic categorically eligible budgetary unit. When the budgetary unit is determined to be eligible for ongoing NA benefits, [Expanded categorical eligibility](#) may apply.

- All CA participants that are eligible for at least \$1 and identified as TPEP budgetary units must be processed as potentially eligible for GD.
- GD months are not countable towards the [Lifetime Benefit Limit](#).
- GD participants are exempt from:

[DCSS cooperation](#)

[Jobs Program Preliminary Orientation](#) (JPPO)

The three-day TPEP Jobs participation and completing the Recent Employment/Training Background (FAA-0155A) form and the Determination of Primary Wage Earner (FAA-0155B) form
Signing the Cash Programs Personal Responsibility Agreement (FAA-1523A) form

Policy and procedures regarding GD are outlined as follows:

- [Grant Diversion Eligibility Requirements](#)
- [Grant Diversion Process](#)
- [Grant Diversion Time Frames](#)
- [Grant Diversion Keying Procedures](#)

- [Budgeting Grant Diversion Payments](#)
- [Authorizing the Grant Diversion Payment](#)
- [Payment Standards Overview](#)
- [Transitional Child Care \(TCC\) Eligibility](#)
- [CA Employed Child Care](#)
- [Grant Diversion Changes](#)

A Grant Diversion (GD) Eligibility Requirements

[REVISION 50](#)
(01/01/22 - 12/31/22)

Grant Diversion (GD) participants must meet all of the following:

- CA eligibility criteria except for the following:

[Cooperating with DCSS](#)

Participation in the referral process for [Jobs Program Preliminary Orientation](#) (JPPO) or the three-day TPEP pre-approval compliance

Recent Employment/Training Background (FAA-0155A) form
Determination of Primary Wage Earner (PWE) (FAA-0155B) form

The Cash Programs Personal Responsibility Agreement (FAA-1523A) form

NOTE Do not request the above items before the case is determined ineligible for Grant Diversion.

- Have an adult keyed as IN on [SEPA](#)
- Determined eligible for a CA benefit of at least one dollar in the month of application or the following month.

NOTE When a CA participant is determined not eligible for a CA benefit in the month of application, prorate the application to the next month and determine eligibility. A CA application may be prorated into the third month but is untimely when a determination is made beyond the 45th day. (See [CA Initial Month Special Rules](#) and examples [Grant Diversion Eligibility 2](#) and [Grant Diversion Eligibility 3](#))

- An adult in the budgetary unit is immediately available for full time employment and **one** of the following requirements is confirmed by the PI:

Has employment or self-employment history in the application month or within the 12 months prior to the application month

Has successfully completed an educational, vocational, or job training program in the application month or within the six months prior to the application month

Has a job offer for full time employment that begins within the three calendar months of the GD approval period

NOTE A participant statement is acceptable when the participant is self-employed or when all other means of verification for employment have been exhausted.

- Accept the GD option requirements and conditions.
- 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

A CA participant is not eligible for the GD option when any of the following apply:

- The budgetary unit is potentially eligible to receive Tribal TANF from any Arizona Tribal TANF Program.
- The budgetary unit received CA from any state, including Arizona in the application month.
- The budgetary unit received a GD payment in any of the 12 months prior to the application month. (See [GD Eligibility Example 4](#) and [GD Eligibility Example 5](#))

NOTE When the application is prorated to a future month the participant may be eligible.

- There is not an adult in the budgetary unit who is immediately available for full time employment and for whom one of the following requirements is not confirmed by the PI:

Has employment or self-employment history in the application month or within the 12 months prior to the application month

Has successfully completed an educational, vocational, or job training program in the application month or within the six months prior to the application month

Has a job offer for full time employment that begins within the three calendar months of the GD approval period (Full time employment is defined by the employer)

- The budgetary unit has a current [CA sanction](#)
- The budgetary unit has ongoing employment that would cause the budgetary unit to be over income, but the CA participant is on a leave of absence. This includes, but is not limited to the following:

Employed by a school district but does not have employment during the summer break and plans to return to the school district in the fall

On maternity leave

On leave of absence and returning to the same employer following the leave of absence

- The budgetary unit fails the [CA Payment Standard](#)

NOTE When earned or unearned income is received in the month of application, including new and terminated employment, key all income as appropriate in the month of application to determine eligibility

- The signed FAA-1410A form, A029 notice, or OnBase DBME Grant Diversion Unity form was not provided.
- [Mandatory verification](#) for CA eligibility was not provided. The following are not requirements for GD:

DCSS cooperation
JPPO cooperation
TPEP three-day Job pre-compliance
TPEP form FAA-0155A
TPEP form FAA-0155B
The FAA-1523A PRA form

When the budgetary group was not eligible for GD, the application must be processed as regular CA or TPEP and the following must be completed:

- DCSS cooperation
- JPPO cooperation
- TPEP three-day Job pre-compliance
- TPEP form FAA-0155A
- TPEP form FAA-0155B
- The FAA-1523A PRA form

NOTE Do not request the above items before the case is determined ineligible for Grant Diversion.

B Grant Diversion (GD) Process

REVISION 49
(01/01/21 - 12/31/21)

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. (See the [AZTECS Data Entry Guide](#) for more information about the AZTECS roadmap – link is for internal use only.)
- 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 begins 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 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 benefits and the CA Grant Diversion Approval (A111) notice on hold on **BENH**.
- Place the case on the appropriate tracker for 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**.

NOTE AZTECS mails the A111 notice the day after the notice is released from hold.

- 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 A029, 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. (See the [AZTECS Data Entry Guide](#) for more information about the AZTECS roadmap – link is for internal use only.)
- Process the case as regular CA

C Grant Diversion (GD) Keying Procedures

REVISION 49
(01/01/21 - 12/31/21)

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. When both parents are in the home, key UP in the DEPRIVE CAUSE field.
- **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 benefits and the CA Grant Diversion Approval (A111) notice on hold on **BENH**
- Place the case on the appropriate tracker for the FAA Supervisor or Office Manager to review and authorize the GD benefits.

No later than the next business day after the case was placed on the tracker, the Supervisor, or Office Manager completes the following:

- 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 benefits and the A111 notice from hold on BENH and authorizes the GD payment (See [Authorizing the Grant Diversion Payment](#)).

NOTE AZTECS mails the A111 notice the day after the notice is released from hold.

AZTECS automatically releases the hold from the A111 notice and the GD benefits 45 days from the CA application date, or the fifth business day of benefit hold, whichever comes first.

D Grant Diversion (GD) Changes

REVISION 16
(04/01/11 - 06/30/11)

When a change occurs during the Grant Diversion (GD) approval period, do not act upon the change for the GD calculation.

EXCEPTION

When a change is reported or an application for CA is received that includes an increase in household members during the three month GD period, elevate the facts of the case to the [Policy Support Team](#).

When the GD participants are receiving benefits for other programs, act on the change for the other programs. (See [Simplified Reporting](#) and [Standard Reporting](#) for requirements)

06 **Prorating New Application Benefits - Overview**

CA payments for the month of application are paid beginning with the date of application. AZTECS computes the prorated payment amount as follows:

- Add one (1) to the number of days remaining in the application month from the application date.
- Multiply the resulting figure by the Net Unrounded Need figure.
- Divide the resulting figure by the total number of days in the application month.
- Round the resulting figure down to the next whole dollar.

07 Payments Under \$10 - Overview

When a budgetary unit is [prospectively eligible](#) with a payment amount under \$10, the case is designated as Eligible No Pay. The CA budgetary unit is eligible to receive Jobs and Child Care Services, even though payments under \$10 are not issued by AZTECS.

NOTE [CA renewal interviews](#) are required.

When changes occur, supplemental payments cannot be issued unless regular benefits and supplemental benefits total \$10 or more. (See [Effecting Changes](#) and [Supplemental CA Payments](#) for additional policy and procedures)

NOTE Even though a CA budgetary unit does not receive a CA payment when Eligible No Pay, the entire benefit amount will be recouped to offset an [overpayment](#) when an overpayment exists.

08 Cash Assistance Approval Periods

[REVISION 51](#)
(01/01/23 – 12/31/23)

AZTECS assigns the CA [approval period\(g\)](#) based on the budgetary unit's circumstances. Approval periods begin the first day of the first eligible month.

AZTECS automatically assigns a 12-month approval period for the following CA Child Only budgetary units:

- Kinship Foster Care Child Only
- Kinship Care cases in which the non-parent caretaker relative ([NPCR\(g\)](#)) is coded OU on SEPA
- Parent is coded OU on SEPA due to receipt of SSI benefits

AZTECS assigns a six-month approval period to all other cases.

A renewal must be completed by the last calendar day of the renewal month to be considered timely. (See [Renewal Process](#))

09 CA Employed Child Care - Overview

The Division of Child Care (DCC) provides Child Care Assistance for CA participants to participate with Jobs, to accept employment, or to maintain employment.

Jobs refers the participant to the local DCC office through an interface between the Jobs automated system and the DCC automated system. Jobs

also gives the participant the phone number for the local DCC office and advises the participant to call to arrange for childcare.

DCC may pay part or all of the cost of childcare depending on the age of the child and the type of provider the participant chooses. The participant is responsible for charges that are more than the CCA payment. When choosing a provider, the participant needs to ask the provider about any costs in addition to what DCC pays. Jobs may be able to help the participant pay certain additional costs.

10 **CA Ineligible Date - Overview**

REVISION 03
(01/01/08 – 03/31/08)

The first month after the change occurs in which the budgetary unit does not meet CA eligibility requirements is the first month the budgetary unit is prospectively ineligible.

The date of ineligibility when more than one change occurs is the first calendar day of the month after the month the change occurred that caused ineligibility.

WARNING

See [CA Initial Month Special Rules](#) for ineligible dates for a new application.

When the change occurred prior to the [current system month\(g\)](#) complete the following before stopping benefits on [AFPD](#):

- Calculate the budget for each applicable month, using the CA Needy Family Test (FAA-0200A) form and CA Income Maximum and Needs Test (FAA-0200C) form.

NOTE When the participant fails to timely report a change in earned income, do not allow the earned income deductions until the month after the change is reported. Key UR in the DENIAL CODE field on EAIN or SEEI as applicable to budget the income. This prevents AZTECS from allowing the earned income deductions.

- Compare the income calculation to the limits listed in the [CA income standards](#) to determine eligibility for the month following the month the change occurred.

Complete the following on AFPD to stop CA benefits:

- Key the user PCN in the PAYMENT AUTH field.
- Key the appropriate Denial Closure Reason Code in the DENIAL/CLOSURE REASON field.
- Key the date of the first ineligible month in the INELIG DATE field. This date is no sooner than the month following the change that caused ineligibility.
- Send the appropriate [NOAA](#).
- Place the completed FAA-0200A and FAA-0200C in the [case file\(g\)](#).
- Complete an [Overpayment Referral](#) when an overpayment exists.
- Document the actions completed.

11 Transitional Child Care (TCC) - Overview

Transitional Child Care (TCC) provides child care services to CA budgetary units who become ineligible for reasons other than any of the following:

- Intentional Program Violation (IPV) conviction
- Noncompliance with the Division of Child Support Services (DCSS)
- Noncompliance with Jobs

Policy and procedures regarding TCC are outlined as follows:

- [Participant TCC Requirements](#)

- [TCC Time Limits](#)
- [CCA TCC Responsibilities](#)
- [FAA TCC Responsibilities](#)
- [Eligible TCC Participants](#)

A Transitional Child Care (TCC) Requirements

The CA budgetary unit must meet the following requirements to be eligible for TCC:

- Received CA in Arizona at least one month within the six months before becoming CA ineligible.
- Request and apply for childcare services with the Division of Child Care (DCC).
- Provide information necessary to determine TCC eligibility to DCC.

NOTE The CA case may be closed. When this occurs, participants can request TCC services any time within six months of case closure.

B Transitional Child Care (TCC) Time Limits

A CA budgetary unit may be eligible to receive up to 24 consecutive months of TCC when the budgetary unit becomes ineligible for CA.

The TCC 24 months begins with the month following the month the CA case is closed.

A new 24 month period may be established when both of the following apply:

- The participant reapplies and is found eligible for CA.
- The participant's CA is subsequently stopped for reasons other than IPV, or noncompliance with DCSS or Jobs. (See Example [TCC Time Limits 1](#))

A CA budgetary unit that becomes ineligible for TCC during the 24 month period, may be eligible for any remaining balance when all eligibility conditions are met. (See [CCA Responsibility](#) for additional policy) (See Example [TCC Time Limits 2](#))

C Transitional Child Care (TCC) - Division of Child Care (DCC) Responsibilities

The Division of Child Care (DCC) performs the following:

- Determines and authorizes TCC eligibility

NOTE TCC coverage begins from the date of the TCC application. There is no retroactive reimbursement for TCC.

- Determines the amount of copayment that an eligible TCC participant must pay to receive childcare services
- Determines eligibility for any remaining months of TCC when a participant loses TCC eligibility during the consecutive 24 month period

D Transitional Child Care (TCC) – FAA Responsibilities

FAA is responsible for informing participants of potential TCC eligibility.

When AFPD indicates the CA budgetary unit is ineligible for CA, review DISA and PRAP to ensure there is no Intentional Program Violation (IPV) or sanction for noncooperation with DCSS.

When no IPV or sanction exists, complete the following:

- Key the user PCN in the PAYMENT AUTH field on AFPD.
- Key the appropriate Denial Closure Reason Code.
- Send the appropriate CA closure notices, allowing for [NOAA](#), to inform the PI of the CA closure and potential TCC eligibility.

When a sanction for DCSS noncooperation exists, complete the following:

- Send the A030 notice to the PI at the same time the CA closure notice is sent. The A030 informs the PI of the requirement to cooperate with DCSS and of potential TCC eligibility.
- Place a screen print of the ACTS alert of compliance or noncompliance in the [case file\(g\)](#).
- Stop CA using the appropriate Denial Closure Reason Code.

E Transitional Child Care (TCC) - Eligibility

The CA budgetary unit is only eligible for TCC when the specified relative was receiving CA at the time of CA closure.

The following budgetary unit participants are potentially eligible to receive TCC when the budgetary unit becomes ineligible for CA:

- Participants who were CA eligible prior to CA case closure.
- Children under the age of 13 who were not receiving CA due to receipt of SSI or Foster Care, or due to the [Family Benefit Cap Period](#) (FBCP).
- Participants who have received a [Grant Diversion](#) payment.
- Dependent children who were born, adopted, or moved into the budgetary unit after CA closure who are both of the following:
Under the age of 13.
A mandatory CA participant at the time of CA case closure, had the child moved into the home before the CA case closed.
- Participants who did not receive CA due to failure to provide an SSN.

FAA5.F Cash Assistance Eligibility Determination (AFED)

01 **AFED - Purpose**

AFED summarizes the CA eligibility criteria and how CA is determined for the benefit month.

Use AFED for the following:

- To key an [untimely reason code](#) when the determination is completed untimely.
- To change the status of the CA case when a budgetary unit is ineligible.
- To deny or close CA for reasons other than income, such as [CA voluntary withdrawal](#).

NOTE When closing CA on AFED for a combination CA and NA case, access UNIN and remove the CA income before authorizing the NA benefits.

Key Y in the AUTHORIZE field to authorize the CA denial or closure as a result of ineligibility. This prevents accidental denials or closures.

AZTECS displays a message at the bottom of AFED to indicate one of the following:

- PASS
- FAIL
- ELIGIBILITY UNKNOWN - ALL ELIGIBILITY REQUIREMENTS NOT COMPLETED

When some eligibility factors are not yet determined, pass through the corresponding screens to resolve the undetermined criteria.

(See [CA Eligibility Determination Overview](#))

02 **CA Eligibility Determination - Overview**

Policy and procedures regarding CA eligibility determination are outlined as follows:

- [CA Delays In Processing](#)

- [CA Voluntary Withdrawal](#)

A CA Delays In Processing - Overview

Verification may not be available for certain participants in the budgetary unit (such as citizenship or noncitizen status). When this occurs, do not delay processing CA eligibility for participants whose eligibility factors have been verified. In these situations, complete the following:

- Determine eligibility for participants for whom all information is verified
- Add the remaining eligible participants when verification becomes available (See [Adding a Participant](#))

Document all reasons for delays in processing the case past the [CA processing deadline](#) in the [case file\(g\)](#).

When the applicant's refusal or failure to cooperate delays processing of the CA case, the following apply:

- The applicant must be informed of their requirement to [cooperate](#).
- Give the applicant ten calendar days from the time of any request for information, or verification, to provide the information. (See [Eligibility Factors Table](#))

There is no requirement to wait until the CA processing deadline to deny the application.

- An applicant may be unable to provide required information or verification. In this situation, the local office must offer assistance. Document the case file accordingly.

An applicant may have an eligibility interview scheduled near the CA processing deadline. When this occurs, allow the participant ten days to provide the required information and verification even when this extends the processing beyond the CA processing deadline.

B CA Voluntary Withdrawal - Overview

[REVISION 19](#)
(01/01/12 -03/31/12)

Participants have the right to withdraw from CA at any time. Prior to stopping benefits, explore the reason the withdrawal has been requested and use the appropriate closure code.

Policy and procedures regarding CA voluntary withdrawals are outlined as follows:

- [CA Written Withdrawals](#)
- [CA Verbal Withdrawals](#)
- [Withdrawal of CA Participants](#)

When the PI requests to withdraw from CA, key VW in the DENIAL CLOSURE REASON field on AFED.

The PI may request to withdraw from CA after the [EBT run date](#). When this occurs, complete the EBT Emergency Benefits/Cancellation of Benefits Request Form (FAA-1003A) and send it via email to the [EBT Emergency Benefits Unit](#) the same day of the voluntary withdrawal request.

The EBT Emergency Benefits Unit ensures that the benefits made available to the PI's EBT account for the following month are removed.

When withdrawing from CA would avoid an overpayment, advise the PI and give them the opportunity to withdraw.

For information on withdrawing during the application process, see [Withdrawing an application](#).

.01 CA Voluntary Withdrawal - Written Request

When a budgetary unit provides a written request for benefits to be stopped, stop benefits the first month possible allowing for [adequate notice for CA](#). Prior to stopping benefits, explore the reason the withdrawal has been requested and use the appropriate closure code.

Send the [C201 notice](#).

The budgetary unit retains their right to request an [Appeal](#); however, do not continue benefits pending the outcome of the appeal.

.02 CA Voluntary Withdrawal - Verbal Request

[REVISION 48](#)
(01/01/20 - 12/31/20)

When a budgetary unit (BU) verbally requests to withdraw their application for benefits, the reason for the request must be explored and documented in the [case file\(g\)](#).

When the reason for the request is due to the BU moving out of Arizona, complete the follow:

- Ask for, and document the date the BU moved or is moving out

of AZ

- See [Change of Address – Moved Out of State](#)

When the reason for the request is due to a change of household size, or income, complete the following:

- Advise the participant that a change in household or income may not result in ineligibility for benefits
- Offer to report the information as a change to redetermine eligibility
- When the participant agrees, process Report a Change (RAC) in Health-e-Arizona Plus (HEAplus).
- Inform the participant they will receive a determination notice

When the BU continues to request a withdrawal of benefits, complete the following:

- Key the Voluntary Withdrawal (VW) Denial Closure Reason Code when unable to determine the reason for the request, or the BU wants to withdraw
- Stop benefits the first month possible allowing for [Adequate Notice](#).
- When benefits are stopped for a reason other than voluntary withdrawal, complete the following:

Key the [Denial Closure Reason Code](#) that corresponds to the reason for the closure.

Send the notice that corresponds to the closure reason.

- When benefits are stopped using the VW Denial Closure Reason Code, send the Voluntary Withdrawal (C201) notice to confirm a closure request for voluntary withdrawal.

The BU retains their right to request an [Appeal](#); however, do not continue benefits pending the outcome of the hearing when benefits are stopped using the VW Denial Closure Reason Code.

.03 CA Voluntary Withdrawal - Withdrawal Of Participants

The PI may request verbally or in writing the removal of only certain participants from the budgetary unit. When this occurs, determine whether the participant is a mandatory participant in the budgetary unit or they can be removed. When allowable, remove the participant for the month being requested.

FAA5.F Cash Assistance Eligibility Determination (AFED)

Send [adequate notice](#) to inform the PI that the participant was removed.

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