

# Diversion Payment Process

## Application for TANF received

At the interview, while discussing what led up to the application for assistance, the worker may identify that there is a crisis or emergency hardship that would endanger the lives of the applicant and family members, thus diminishing the ability to remain employed or to accept an offer of employment.

Worker processes TANF application on KAECSSES if all eligibility requirements are met.

If the applicant's HH is eligible for \$83 or more, the worker can explore the option of a Diversion payment if Diversion payment eligibility exist.

## Determine eligibility for Diversion Payment

To Be Eligible:

- Client must be eligible for \$83 in TANF or more
- The household must not contain an adult (18 yrs of age) or emancipated minor (16 yrs of age) who has received TANF in Kansas or any other state.
- The household does not contain an adult that receives SSI or is an ineligible alien.
- Have never had a Kansas diversion payment in the past

Worker shall

- ▶ Determine that the client has a crisis or emergency that may interfere with current or future employment.
- ▶ Verify the employment or offer.

If eligible for Diversion payment, On KAECSSES:

- Worker will deny TANF with the denial code of TD
- Set an alert (TD) on PRAP
- Set a worker alert on WOAL with a future date so that it will always be on the case
- Indicate that a Diversion payment was made on INDA and the dates that the client is not eligible for TANF for 12 months.

## Processing Diversion Payment

If Eligible, open each adult in WP with subtype of JO and process on KsCares:

>>Create TDP (TANF Diversion Payment) Component for each adult on COUP.

>>Make a WP payment (TD) on AUSW for \$1000 (the service Code is TD also) and enter payment on PAWP. If 2 adults are on case split \$1000 payment between the two.

>>After the payment is made, close the work program component and case.

## Special Instructions for on-going Food Assistance E&T

**For on-going food assistance only where the adult(s) on the case have volunteered to receive E&T Work Program services and meet the eligibility criteria for the diversion payment option:**

- ❖ If the adults on the case are coded MO/OP on KSCARES, the worker will notify the E&T case manager and tell them the MO case will be changed to JO/OP and E&T job retention services (such as transportation allowances) need to stop. Once the program status has been changed to JO/OP the diversion payment may be processed on AUSW. This applies to the E&T counties of Atchison, Brown, Douglas, Geary, Osage, Pottawatomie, Riley and Shawnee, but these cases may show up across the state.