**DATE: JUNE 13, 2013**

**OPERATIONS MEMORANDUM #23-06-02**

**SUBJECT:** Changes to the Diversion Agreement Form (PA 1793)

**TO:** Executive Directors

**FROM:** Tanoa Fagan

 Director

 Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) of changes to the PA 1793.

**BACKGROUND**

The Temporary Assistance for Needy Families (TANF) Diversion Initiative is an alternative to TANF.  The intent of Diversion is to fill a short-term, non-recurring financial gap when a household's earned income temporarily stops or is reduced. Diversion is to “divert” the household from the immediate crisis and the need for ongoing TANF benefits. Diversion is not an annual entitlement to cover expected ongoing needs.

**DISCUSSION**

The updated PA 1793 includes a Diversion Eligibility Worksheet. The Diversion Eligibility Worksheet was created to provide CAO staff a process to make more accurate Diversion eligibility determinations, establish a record of the resources, income, and amount of need, and to reduce the number of Diversion correction requests.

**PROCEDURE**

Workers will complete the information on page one of the PA 1793 for the applicant. Prior to authorization the CAO will complete the reverse side of the document establishing the eligibility decision. Both sides of the form are to be scanned and imaged.

**NEXT STEPS**

1. Share and review this information with appropriate staff members.
2. Replace old paper stock of the PA 1793 with the updated version of the PA 1793.

**ATTACHMENT**

[Attachment 1: Diversion Agreement Form (PA 1793)](https://pagov.sharepoint.com/sites/DHS-OIM/Shared%20Documents/Attachment%201%20-%20Diversion%20Agreement%20Form%20%28PA%201793%29.pdf)