

Entering CW Diversion Details

Diversions

State and County Diversions both require non-financial eligibility requirements for Basic Cash Assistance (BCA) to be met. Diversions do not advance the time clock count for Colorado Works, and clients are not referred to Child Support Services.

- State Diversion - under the income limit and is eligible for BCA.
 - Diversion Details should be entered after observing that the case is passing for Colorado Works (no authorization before adding).
- County Diversion - over the income limit for BCA but below the annual income threshold of \$75,000 and is determined eligible under the County's policy.
 - Diversion Details must not be entered until after authorizing the denial of Colorado Works for over income.

Guidelines

- Clients must demonstrate a specific need that does not extend beyond a 4-month period.
- Clients must review, agree to and sign an Individualized Plan (IP) / Roadmap.
- Clients understand they become ineligible for cash assistance during the established Period of Ineligibility (POI).
- The POI time frame is established by the County's policy and is applied to both adults if it is a two-parent family.

Process

- 1) For Intake applications, the **Effective Begin Date (EBD)** will be the date of application.
 - a) For ongoing cases, the EBD is the date the Diversion was approved.
- 2) The **Effective End Date** field should be left blank.
- 3) **Payment Begin Date**: the first day of the month in which the diversion payment will be paid - this can be a future date.
- 4) **Payment End Date** is the last day of the month in which the payment is issued.
- 5) Select 'Diversion' from the **Pay As** drop-down menu.
- 6) Select the appropriate **Diversion Reason** from the drop-down menu.
- 7) For the **IPC Diversion Signed Date**, enter the date the client signed their IRC Diversion.
- 8) Select the 'Yes' radio button if this is a **New Incident** for the family. If not, select No.
- 9) Select the appropriate **County**.
- 10) In the **I do not need ongoing assistance at this time because** section, enter the reason they are not needing ongoing diversion assistance.
- 11) Within the **Diversion Need Amount** section, enter the break down amounts of the diversion.

The screenshot shows a web form titled "Diversion Details" with a blue header. The form contains several input fields and dropdown menus, each with a yellow callout bubble containing a number from 1 to 11. The fields are: 1. Effective Begin Date (03/12/2020), 2. Effective End Date (blank), 3. Payment Begin Date (03/12/2020), 4. Payment End Date (03/31/2020), 5. Pay As (Diversion), 6. Diversion Reason (Family Stabilization), 7. IPC Diversion Signed Date (03/12/2020), 8. New Incident (Yes selected), 9. County (DENVER), 10. I do not need ongoing assistance at this time because (This need is caused by a disaster, and is not ongoing), 11. Diversion Need Amount (Transportation, Emergency Relocation, Employment, Education/Training).



Entering CW Diversion Details

- 12) Update the **Total Diversion Amount** using the amount listed in the Total field - these two amounts must match.
- 13) Select the applicable **Frequency**:
 - i) One Time Only will pay the Total Diversion Amount all at once.
 - ii) Monthly will pay the Total Diversion Amount monthly for the duration of months entered in the Payment Begin Date and Payment End Date fields.
- 14) Enter the **Number of Months** associated with the customer's Period of Ineligibility (POI) - refer to the County policy to determine the duration as needed.
- 15) Enter the **POI Begin Date** as the first day of the next month after the payment end-date.
- 16) The **POI End Date** will auto populate based on the POI Begin Date and the Number of Months entered.
- 17) If a customer has provided **Good Cause** and their POI is being overridden, update the fields within the Good Cause for Overriding Diversion POI by selecting Yes
- 18) Select the appropriate option from the **Reason** menu.
- 19) **Comments** added here are copied over the Case Comments - remember to use the Spell Check icon on the right.

The screenshot shows a web form with the following fields and callouts:

- 11: Shelter (text input)
- Remedy Services: \$800.00 (text input)
- Child Care: (text input)
- Others: (text input)
- Total: \$2,800.00 (text input)
- *Total Diversion Amount: \$2,800.00 (text input, callout 12)
- *Frequency: One Time Only (dropdown, callout 13)
- *Number of Months: 1 (text input, callout 14)
- *POI Begin Date: 04/02/2020 (calendar icon, callout 15)
- *POI End Date: 04/30/2020 (calendar icon, callout 16)
- Good Cause for Overriding Diversion POI: Yes (radio selected, callout 17)
- Reason: Select Reason (dropdown, callout 18)
- Comments: (text area, callout 19)

Selecting the Print Roadmap button will generate a copy of the IP Diversion.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us

