

Definitions:

- The Sending District is the district which currently has the case file.
- The Receiving District is the district that should have the case file.

Pending Cases

1. If an interview is needed in the Receiving District, the Sending District ES gives the client a DSW 202V (Verification Request) with instructions to contact the new district office within 10 days to schedule an appointment, or go to the new district office for an interview within 10 days, depending on whether or not the Receiving District uses an appointment system. When the case file is sent to the receiving district, include any application forms received and a copy of the DSW 202V.
2. If emergency benefits are requested (GA/EA, expedited Food Stamps, Emergency Fuel), the Sending District ES sees the client and consults with the Receiving District ES about whether or not the interview in the Sending District will include questions and forms for any non-emergency programs and what data should be entered on ACCESS by the Sending District ES. If the Sending District ES makes data entries requiring worker approval, he or she approves the eligibility result and sends a notice.
3. If the client moves after the interview but before the eligibility decision is made, the Sending District ES and Receiving District ES need to discuss how they will proceed. If the Sending District ES has all the necessary information, he/she finishes the data entry, approves eligibility results, and sends the notice. If the change of address is reported to the Sending District ES and verification is required, he/she sends the DSW 202H (Shelter Expense Statement) with a DSW 202V (Verification Request) directing the client to return the DSW 202H or other verification of shelter costs to the new district. Send a copy of the DSW 202V with the case file to the Receiving District.
4. If no interview is needed in either the Receiving District or the Sending District, accept the application and follow the same procedures as for Active Cases.

Active Cases

Upon determination that the case file should be in another district, someone in the Sending District:

1. Phones the Eligibility Specialist in the Receiving District to advise of the transfer and explain any pending actions on the case. (If the worker is not available, speak to the supervisor or covering worker).
2. Decides with Receiving District whether or not ACCESS needs to be updated before the case is transferred. If updates are needed, makes them before transferring on ACCESS. If no updates are needed, transfers the case on ACCESS using SPEC/XFER.

4/1/93
A2

Bulletin No. 93-8

P-2183

P-2183 Transfer Of Cases (Continued)

Active Cases (Continued)

If a client reports a change of address, which is in a different district, and verification is required, the current ES sends a DSW 202H (Shelter Expense Statement) with a DSW 202V (Verification Request) directing the client to return the DSW 202H or other verification of shelter costs to the new district. Include a copy of the DSW 202V in the case file when it is sent to the Receiving District.

3. Completes the "NOTES" section on the XFER panel. Gives as much information as possible about the reason for the transfer. If the new address is not entered on the APPL, enter it on XFER to the extent known.
4. Checks that the case file has been maintained per P-2113 and makes any necessary corrections.
5. Purges any material no longer required to be kept per P-2113.
6. Forwards all volumes of the case file, as well as the classification file and Reach Up file to the Receiving District with a copy of the transfer (XFER) panel attached to the front cover of the case file. You may use a DSW 105B (Case Record Transfer Memo) instead of the XFER panel. If any previous volumes of the case file are in Public Records, add the label and number of the box so the Receiving District can retrieve any necessary files.
7. Logs the transfer on the DSW 105A (District Case Record Transfer Log).

NOTE: The Receiving District may also initiate the transfer of a case file by phoning or sending a MAIL message to the Sending District, and requesting they proceed as above.

8. The Receiving District, upon receipt of the case file:
 - Gives the case file and attachments to the assigned worker.
 - Takes any action necessary to update records and adjust the amount of benefits.

For instructions on transferring long-term care cases, see P-2430 B#3.