
CASE FILE TRANSFER PROCEDURES

Inter-county Transfers

When individuals move from one Ohio County to another, the case file material must follow all individuals who have moved. There will be situations where the entire case transfers, one assistance group or more transfers, or one individual or more of an assistance group transfers to a new county of residence. It is the responsibility of County A (county the individual is moving from) to properly transfer the case or to remove the individual(s) from the assistance group prior to transferring the case file material to County B (county moving to). If the individual is applying in County B and is not currently receiving benefits in County A, County B shall request the case file material from County A.

The individual(s) who moves to a new county (project area) shall be advised that he/she must file an application and complete an interview in the new county of residence in order to continue receiving food assistance.

CRIS-E Transfer Procedures

If the entire case, consisting of one or more assistance groups, is being transferred to County B, County A shall be required to close the food assistance and any open compliance activities prior to transferring the case via CRIS-e using AEOTR. If all members do not move to County B, County A shall remove the members that have moved.

In both scenarios, the members in County B must file an application for food assistance but shall not be eligible to participate until benefits have terminated in County A. If an application is pending in County A, it should be denied.

Transfer Coordinator

The transfer coordinator's responsibilities shall be to assess, compile, and transfer case file material to the new county of residence. Each county shall have one person designated as the transfer coordinator. The responsibility of the coordinator is to ensure that the case file material is transferred to the appropriate county. This individual is the county's central contact person for receipt of case file material from all areas which provide some form of assistance to the individual(s) that is being transferred. Each area shall be required to send relevant information to the coordinator prior to transferring the case file material to the new county of residence within the allowed time frame. The transfer coordinator shall send the case file materials via mail or via email using a secured network.

The transfer coordinator for County A shall initiate the transfer process when an individual(s) reports they are moving to County B. If the individual(s) does not report moving, County B shall contact the transfer coordinator in County A, when an individual applies for assistance or subsequently contacts County B. Each county should communicate with the other to ensure both are aware of the individual(s) being transferred.

Material to be Transferred

The case file material to be transferred shall contain the copies of all mandatory verifications pertinent to the individual(s) that is being transferred. The most current program application shall also be included. In addition, other related information such as work activity participation records, IEVS, LEAP, Prevention, Retention, and Contingency (PRC) documentation, child support, copies of applicable claims records, shall be included with the case file transfer material.

County A is responsible for the organization of the transfer file. Copies of any information transferred by County A shall be kept in the event it is needed for future reference in accordance with record retention guidelines as outlined in rule 5101:4-1-05 of the Administrative Code.

The JFS 03900, Notice of Inter-county Transfer, shall be utilized to facilitate the process of transferring the case file material. One copy will be maintained in County A, and another in County B.

Timeliness

County A shall transfer the CRIS-e case as soon as possible, but no later than five (5) working days from the date the move becomes known. The case file material shall be ready to transfer as soon as possible, but no later than fifteen (15) calendar days from the date the move becomes known.

Claims

In situations where there are existing claims on the assistance group, the claim material shall remain in the county that established the claim. The transferred assistance group case file must contain copies of documentation of existing claims.

Claims that are incomplete at the time a transfer of an individual/assistance group/case is requested by the new county of residence shall be handled in the same manner as an established claim with the understanding that the county that is in the process of establishing the claim shall complete the establishment of the claim and shall initiate collection action. Each county shall retain the first option to establish a claim which occurred in that county, regardless of the assistance group's current county of residence.

IEVS

County A shall close screens DESL and DEEV using the administrative closure code "A" in the results field prior to the on-line transfer. County A shall inform County B on the JFS 03900 of the IEVS match. County A shall transfer any relevant case file material such as, income verification. IEVS documentation that contains federal tax information must be safeguarded. IEVS may contain federal tax information and requires safeguarding any documents sent to County B. If County A receives additional IEVS verification after the case transfer, County A shall send the material to County B immediately upon receipt.