CASE TRANSFER LOG

ND DEPARTMENT OF HUMAN SERVICES
ECONOMIC ASSISTANCE
SFN 700 (Rev. 1-2010)

Clear Fields

County Transferred To	County Transferred From
Date Transferred	Program Case Manager
Case Number	Client Name

	N/A	YES	NO
1. Required verifications in file?			
2. Change of Address Information Notice sent?			
3. Address changed - TECS, Vision, NATC (Child Care, Basic Care)			
4. Narrative explaining case action?			
5. Alerts checked and worked?			
6. IEVS checked and worked?			
7. Claims worked and collection method in place?			
8. File purged?			
9. Case transfer notice sent to client?			
10. Case transferred in TECS/Vision?			
11. Sanctions			
12. IPV's			
13. Change sent to JOBS/Tribal NEW?			
14. Has a Child Care Assistance Redetermination form been sent out?			

15. TANF JOBS ☐ Mandatory ☐ Exempt ☐ Volunteer ☐ Tribal NEW

Comments

15. Program/Coverage	Last Mo. Auth.	Closed	Suspended
TANF			
Food Stamps			
Child Care Assistance			
LIHEAP			NA
Medicaid			NA
Transitional Medicaid Benefits			NA
Extended Medicaid Benefits			NA
Healthy Steps			NA

16. Additional Comments

Distribution: Original - Receiving County **Copy** - Sending County