CASE TRANSFER LOG

ND DEPARTMENT OF HUMAN SERVICES
ECONOMIC ASSISTANCE
SFN 700 (Rev. 2-2012)

Clear Fields

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

Please refer to Administrative Manual Section 448-01-40-40 for additional information.

	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. Is any household member currently sanctioned or disqualified?			
11a. If yes, explain:			
12. Is there any outstanding fair hearings?			
12a. If yes, explain:			
13. Change sent to JOBS/Tribal NEW?			

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

Comments

15. Program/Coverage	Last Mo. Auth.	Closed	Suspended
TANF			
SNAP			NA
Child Care Assistance			NA
LIHEAP			NA
Medicaid			NA
Medicare Savings Programs			NA
Basic Care			NA
Healthy Steps			NA

16. Additional Comments

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