
COUNTY TRANSFERS FOR ACTIVE CASES

EIS 3500 - COUNTY TRANSFERS FOR ACTIVE CASES
REVISED 11/10/10 - CHANGE NO. 02-11

I. GENERAL INFORMATION

A. You may transfer cases from one county to any other county with the following exceptions:

1. AAF (including sanctioned cases - payment type S) cases cannot transfer from one county to another.

NOTE: Transitional Medicaid, AAF Payment Type 5 cases, may transfer from one county to another county.

2. S-CD cases may transfer only to another S-CD participating county. The current S-CD participating counties are:

07 - Beaufort	64 - Nash
25 - Craven	65 - New Hanover
26 - Cumberland	67 - Onslow
29 - Davidson	80 - Rowan
32 - Durham	83 - Scotland
34 - Forsyth	85 - Stokes
41 - Guilford	98 - Wilson
49 - Iredell	
62 - Montgomery	

3. CAP coverage is **not** automatically terminated by EIS the last day of the month before the transfer effective month. **CAP coverage remains in effect when the county transfer processes.**

B. You may make changes to the case through the last working day of the month in which the transfer is keyed. To stop the transfer before it occurs, enter an asterisk (*) in the first position of the NEW COUNTY field. Changes made after the county number changes must be keyed by the new county.

II. ACTIONS THAT REQUIRE A SEPARATE DSS-8125

Do not approve an add-an-individual application in conjunction with a county transfer. Submit a separate DSS-8125 to Data Entry to transfer the case after the first action processes.

A. Make every effort to approve the add-an-individual application before transferring the case to the new county. Enter the approval on one DSS-8125 and the county transfer on a second DSS-8125. Ensure the county transfer is keyed after the approval processes.

COUNTY TRANSFERS FOR ACTIVE CASES

REISSUED 11/01/10 - CHANGE NO. 02-11

II. (CONT'D)

- B. If the case must be transferred to the new county before approving the add-an-individual, submit the DSS-8125 to transfer the case. Then, refer to the appropriate add-an-individual approval instructions for the aid program/category.

III. COMPLETING THE COUNTY TRANSFER

- A. Enter the following required information on the DSS-8125 to transfer a case to a new county. If a numeric field requires less digits than spaces available, precede with zeroes.

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID from the Case Profile.
4. Enter your WORKER NUMBER.
5. Enter the COUNTY NUMBER from the Case Profile.
6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
7. Enter the COUNTY REASSIGNMENT NEW COUNTY and EFFECTIVE DATE. The EFFECTIVE DATE must not be earlier than two months from the current calendar month and no later than three months from the current calendar month.

For example: The current calendar month is November. January is the earliest month and February is the latest month that a case can be transferred to another county.

8. Enter the appropriate AID PROGRAM/CATEGORY.
9. Enter the recipient's new ADDRESS if not entered previously.
 - a. Enter ADDRESS LINE 1 if different than indicated on the case. Refer to [EIS 4050](#), Mailing Address Appendix, for complete instructions to enter address correctly. Failure to enter the address properly can result in delay of delivery of notices and cards to the recipient.
 - b. Enter ADDRESS LINE 2 if different than indicated on the case and if ADDRESS LINE 1 is entered. Refer to [EIS 4050](#), Mailing Address Appendix, for complete instructions to enter address correctly.

COUNTY TRANSFERS FOR ACTIVE CASES

COUNTY TRANSFERS FOR ACTIVE CASES

REVISED 07/01/02 - CHANGE NO. 01-03

III.A.9.b. (CONT'D)

Enter the facility's unique identification code in the last three spaces of ADDRESS LINE 2. Refer to [EIS 1063](#) to determine the appropriate 3 digit facility code.

- c. Enter CITY, STATE, and ZIP CODE if different than indicated on the case. See [EIS 4050](#), Mailing Address Appendix, to determine the correct state abbreviation.
- 10. Enter the DATE the form is completed.
- 11. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
- 12. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.
- B. Do not enter the following information on the DSS-8125 when transferring a case to a new county.
 - 1. VERIFICATION INDICATOR
 - 2. APPLICATION DATA
 - 3. CASE TERMINATION DATA
 - 4. PRIOR MONTH PAYMENT DATA 1 & 2
 - 5. RETRO MA 1 & 2
- C. Update other information on the DSS-8125 if necessary. Refer to Making Changes To Active Cases, [EIS 3100](#), for instructions.

IV. **SUBMIT THE DSS-8125 TO DATA ENTRY. A COUNTY TRANSFER MAY BE KEYED THROUGH THE LAST WORKING DAY OF THE MONTH.**

Example: The county transfer effective date is June 1. Submit the DSS-8125 in April.

V. **OUTPUTS**

- A. A Case Profile is produced the night the DSS-8125 processes and is mailed to your county the following workday.
- B. A second Case Profile is produced at the time the transfer is processed indicating the new county number. It is mailed from the State Office to the new county the following workday.

COUNTY TRANSFERS FOR ACTIVE CASES

REISSUED 07/01/02 - CHANGE NO. 01-03

V. (CONT'D)

- C. The Pending County Reassignment Report is produced by EIS when the transfer is keyed and is mailed to the receiving county the next workday.
- D. A completed county transfer or stopping a county transfer is reported on the Caseworker Supervisor Report. The number of county transfers completed is determined from the WORKER NUMBER.