

INTER-COUNTY-TRANSFER (ICT) Procedures for TANF Data Reporting

NOTE: These procedures for transferring a case to another county are to be used **ONLY** when the sampled case received assistance for the sample month in the new county. If the sampled case received assistance in the old county, then do not transfer the case, instead call the new county for any needed data to conclude the data report.

ICT PROCEDURES IF THE SAMPLED CASE RECEIVED ASSISTANCE IN THE NEW COUNTY:

- The responsibility for review must be transferred to the new county for review.
- The review number must remain the same to protect sample integrity.
- The original county will follow the procedures below as soon as possible to allow the new county the greatest amount of time to complete the review.

Note: If the case is ICT to a non-PMC county, contact the State FOB office in Fresno. "FOB-Fresno" will replace "new county" when this occurs.

1. Contact the new county and notify the Data Reporting Supervisor of the transfer and obtain the case's new serial number in the new county.
2. Type a memo to: Judy Barnhart stating the
 - a. Person's name. (Same as original)
 - b. Review Number. (Same as original)
 - c. Sample Month and Year. (Same as Original)
 - d. Case Serial Number in the originating county. (Same as Original)
 - e. The name of the new county.
 - f. The Case Serial Number in the new county.
3. FAX the memo to Judy @ (916) 653-5404, Do Not Phone this information to Judy.
4. The originating county will delete the case out of their system after confirmation from Judy Barnhart.
5. That's it for the originating county. Please keep copies for your records in case of future questions.
6. Judy will create and send a skeleton with the ICT case information to the new county.
7. The new county will have this case added to their monthly sample and must have it completed by the original due date according the schedule set by DTVU.