

Date:

Participant Name		Months on TANF		WF1 #	
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Check all that apply:

0-60 months		WPR		FSS		EXS		Young Parents (under 25 year old)		Transitional Housing	
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*Two Parent Household - List the name, date of birth and Workforce One # of the second parent:

If there is a 2nd parent and the 2nd parent is being served by another agency, please complete:

Agency Name:

Job Counselor Name:

Reason why not at the same agency:

***Must transfer case to Workforce Solutions (unless enrolled at AIFC) if:**

✓ One parent in the household is under the age of 25.

✓ The family resides in transitional housing within the housing collaboration.

Sending agency completes:

Current Agency Name:		Agency Contact:		Phone Number:	
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Reasons to transfer:

Receiving Agency:

 Receiving Agency
 Contact Person:

 Phone
 Number:

The following documents have been stored on Workforce One EDS (check all that apply):

Current Activity Documentation	**Assessments	Additional Information
Job Search Logs	MFIP Self Screen and Scoring Form	Childcare Transmittal Form
Resume	Job Counselor Observation Checklist	Employment Plan-Current/Signed
*School Verification	LD Screen Form	NOITS-Recent
Work Verification	Vocational/Psychological Assessments	Status Update Form-Recent
ARMHS Reports	Request for Medical Info Form	Sanction Outreach Reports-Recent
SSI Reports	Medical Documentation	Referral Forms (ARMHS, TWE, SSI)
Work Experience Reports	Assessor/Treatment Provider Report	FSS Eligibility Checklist
Pay Stubs	ABLE/WRA Scoring Form	48-Month Case Review Checklist
Other (please list):	Other (please list):	Extension Decision Form
		Other (please list):

*School Verification (current) includes: post secondary education forms, occupational research packet, training program information, financial aid award letter, class schedules, grades/progress reports, certificates/diplomas, etc.

** Ensure a release of information form is current for purpose of HIPAA and other privacy laws

Sending Agency: Completed form and supporting documentation must be indexed into EDS on Workforce One