

Date:

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

0-55 months		WPR		FSS		Young Parents (under 22 year old)		TWE		Subsidized 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 Extension Services if one parent in the household has been approved for an extension beyond the 60-month limit.
NOTE: This Case Transfer Form is no longer used for cases reaching the 60-month time limit.
Please follow the Extension Request Procedure for cases requesting an extension.**

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: _____

Please include copies of the following in the transfer file (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)
TWE 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):	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 enclosed copies must be sent interoffice mail to: Receiving Agency