

Transfers

In State TT5 or Out State TT6

Do: Check VOC/ Transfer information for cert dates and dates when checks last issued

Do: Check ID for Adult and Child/Infant

Do: See Proof of Residency

Do: Complete new signature form (R&R, voter, dual participant, RP, 2nd RP & alternate shopper)

Do: New address, phone

Do: Visit Nutritionist -- Risk Code 8B

Do: Issue new checks (collect unused checks if any)

Do Not: Assess Adjunct Eligibility

Do Not: Assess household size

Do Not: Assess income

Do Not: Change the cert period