
**FOOD STAMP CERTIFICATION
CLAIMS
Move By A Household**

**FS 860 Move By A Household
Change #3-2006
July 1, 2006**

860.01 GENERAL POLICY

Special procedures for establishing and collecting claims apply when the household moves to or from another county or state. The county where the overissuance is discovered or an investigation is started is responsible for establishing the claim and ensuring that it is properly entered in EPICS. Do not transfer a referral prior to establishment.

This county is also responsible for the administrative disqualification hearing or court action in suspected Intentional Program Violation (IPV) cases.

860.02 TRANSFER OF CLAIMS WITHIN NORTH CAROLINA

Move To and From Counties Within the State

A. Participating Households

1. Transfer a claim to the county where the casehead is currently receiving benefits.
2. Provide the new county with a copy of the claim file and all supporting evidence.
3. Transfer the claim to the new county in EPICS using instructions in the EPICS Manual.
4. If a claim has multiple debtors living in more than one county, keep the claim in the county where the casehead resides.

B. Non-participating Households

1. Verify the address of the casehead with the U.S. Postal Service even if the new residence was discovered from another source.
2. The owner county has the option to transfer the claim to another county after it verifies the new address. Contact the new county first to insure they will accept the claim. Provide the new county with a copy of the claim file and all supporting evidence. If the new county refuses the claim, do not transfer.

C. Responsibilities and Retention

1. The original county is responsible for providing the new county with a copy of the claim file and any supporting evidence.
2. The new county is responsible for assigning the case in EPICS to an investigator.
3. The new county is responsible for the claim including, but not limited to, collections, demand letters, etc.
4. The new county is entitled to any retention funds for collections posted after the claim is transferred.

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5. A repayment agreement signed in the original county is binding in the new county unless a change in financial situation prevents the household from meeting the obligation. Only then should the new county renegotiate the payment amount.
6. A claim under court ordered restitution may be transferred if the person convicted of the crime moves to another county.
 - a. Transferring to the new county is recommended if the recipient is not paying according to the court order, and is subject to recoupment.
 - b. Transferring to the new county is not recommended if the recipient is paying according to the court order.

Each claim should be evaluated individually. If a claim is transferred, the original county is responsible for forwarding collections to the new county. The new county is responsible for EPICS entry and reporting.
7. Transfer the disqualification to the new county in EPICS when the claim is an IPV.

860.03 TRANSFER OF CLAIMS WITH OTHER STATES

- A. Take the following action when a debtor moves to North Carolina from another state
 1. Handle collection activity directly with the other county involved when a household that includes a claim debtor moves to North Carolina.
 2. North Carolina may choose to continue collection activity if the prior state chooses not to pursue collection for an overissuance that occurred in their state. Request verification from the other state that they will not pursue collection, including certification for TOP.
 3. Enter the claim in EPICS with the current balance as a newly established claim. Use the referral source OT Transfer from Out of State.
 4. Request documentation regarding the claim from the other state. The documentation should include but is not limited to:
 - a. Claim calculation
 - b. Overissuance period
 - c. Type of claim (justification of IPV claim)
 - d. Identifying information for all debtors.
 - e. Date of Discovery
 - f. Reason for overissuance
- B. Take the following action when a debtor moves to another state from North Carolina
 1. The county may initiate or continue collection activity when a household moves from North Carolina and their residence is known.

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2. The county may choose to transfer a claim to another state when a household moves to another state before a claim is completely paid. The other state must agree to accept the claim before it is transferred. Send the new state a copy of the claim file and all supporting evidence.
3. Transfer the claim in EPICS if accepted by the other state. Follow instructions in the EPICS manual to complete this process. The claim status must be CO in order to be transferred.
4. Do not transfer pending referrals to another state.
5. A county may choose to terminate a claim if the household moves from North Carolina and cannot be located. Follow instructions in Sections 810, 815, and 820.