

204 - CHANGE IN COUNTY OF RESIDENCE**Change #4-2003****March 1, 2003****I. WHAT HAPPENS WHEN A FAMILY MOVES FROM ONE COUNTY TO ANOTHER WITHIN NORTH CAROLINA?**

Work First recipients must receive benefits from the county in which they live. When a family moves from one county to another, they must apply for cash assistance in their new county of residence if they wish to continue receiving those benefits.

NOTE: Cases receiving Transitional Medicaid are considered Medicaid cases and will be transferred to the new county via the existing county reassignment process. See [Figure 1](#).

II. WHAT HAPPENS WHEN A FAMILY MOVES *OUT OF MY COUNTY*?

- A. If a family moves to a new county before their application for *Work First Family Assistance* has been processed, process the application and issue the family a check(s) for the month(s) they are eligible in your county.

This would be an open/shut approval. Then, approve an administrative application to open the family in MAF-C, and reassign the MAF-C case to the new county according to normal Medicaid procedures **in the Family and Children's Medicaid Manual**.

- B. When a family with an ongoing Work First case moves to another county, key a DSS-8125 to change the address and transfer the case to MAF-C. At the same time, key the new county number in the County Reassign field. Key a Medicaid certification period ending the same month as the existing payment review period. Follow county reassignment instructions **in the Family and Children's Medicaid Manual**. This change requires a **timely** notice because cash assistance to the family stops. Use change code 27.
- C. Notify the Food Stamp Unit of the move via the Information Transmittal (DSS-8194).
- D. If a family member is active in EPIS, key the hours for the current month as soon as possible and not later than the 20th of the next month. After keying hours for the current month, close the case in EPIS so that it can be opened in the new county.

NOTE: EPIS will automatically close the case on the last day of the month prior to the county reassign date (for the MAF case). Note that this will be the second month following the month in which the reassignment was keyed. This will allow you to key hours in EPIS through the normal deadline of the 20th of the next month.

NOTE: If the family reports that they *intend* to move to another county but they have not yet done so, tell the family to report to you when the move actually takes place.

III. WHAT HAPPENS WHEN A FAMILY MOVES INTO MY COUNTY?

A. When a family moves into your county, they must apply in your county if they wish to continue receiving *Work First* cash assistance.

B. If a family member is active in Employment Services, ensure that Employment Services case management and supportive services are initiated quickly enough to support continuous participation.

Reopen the employment case in EPIS. Refer to the EPIS instructions in the Appendices. If the case is still open in EPIS in the former county, coordinate with the Employment Services worker in that county to close the participant in that county.

C. If the applicant still has an active Medicaid case (other than Transitional) in the first county, the ongoing Medicaid case will have to be terminated in that county in order for you to approve a new Work First case.