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**COUNTY REASSIGNMENTS AND ADDRESS CHANGES**

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**EP - 440 COUNTY REASSIGNMENTS AND ADDRESS CHANGES**

**Change #2-2010**

**September 1, 2010**

**440.01 COUNTY REASSIGNMENTS**

A. If an applicant moves but does not inform you of the new county of residence before the [DSS-8114](#) is keyed, deny the application.

1. Enter the following information on a blank DSS-8114.
  - a. Food stamp case identification number, if applicable-
  - b. County case number, if applicable
  - c. Denial code of "S"
  - d. Payee name
2. Key the DSS-8114, application form.

B. If an applicant moves and informs you of the new county of residence before the first county keys the DSS-8114, take the following action.

1. The first county must:
  - a. Complete a blank DSS-8114 entering only the new "County of Residence," new mailing address, and an "X" in the Transfer field.
  - b. Key the DSS-8114, application form.
  - c. Send the case record to the second county. When a turnaround is generated in the State Office, it will be returned to the new county of residence and **not** to the county of application.
2. The second county must enter on the turnaround DSS-8114:
  - a. Its case number and district number, if applicable;
  - b. The new mailing address if different; and
  - c. Any additional information necessary to complete the DSS-8114.

After making the above revisions, the second county keys the revised turnaround DSS-8114 to be keyed. Since the benefit amount is based on the situation as of the date of application, the "County of Application" is always the first county.

C. If an applicant moves after the first county keys the DSS-8114, take the following action:

1. If you know the applicant has moved but you do not know the new county of residence, deny the case using denial code "S."
2. If an applicant moves and informs you of the new county of residence, the first county must:

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- a. Enter the new county number in the "County of Residence" field;
  - b. Enter the new mailing address;
  - c. Enter an "X" in the Transfer field. Do not change any other entries on the form;
  - d. Key the turnaround DSS-8114; and
  - e. Send the case record to the second county. When a turnaround is generated in the State Office, it will be returned to the new county of residence and not to the county of application.
3. The second county must revise the turnaround DSS-8114 as follows:
- a. Enter its case number and district number, if applicable; and
  - b. Enter any additional information necessary to complete the form.

### **440.02**

#### **ADDRESS CHANGES**

**A.** Households are required to report address changes.

If an applicant moves after the automated pull-check deadline, take the following actions:

1. Contact the applicant and inform him that you are mailing his check.
2. Mail the check to the client at the current address, if known.
3. The first county must:
  - a. Enter the new county number in the "County of Residence" field; **and**
  - b. Enter the new mailing address; **and**
  - c. Enter an "X" in the "Transfer" field; **and**
  - d. Key the turnaround DSS-8114; **and**
  - e. Send the case record to the second county. When a turnaround is generated in the State Office, it will be returned to the new county of residence and not to the county of application.
4. The second county must:
  - a. Enter its case number and district number on the turnaround DSS-8114, if applicable; **and**
  - b. Review and correct the address if necessary.
  - c. Key the revised turnaround DSS-8114.

**B.** If an automatically eligible case moves after September 30th and informs you of the new county of residence

1. When the notice of automatic eligibility letter is mailed and returned to the county

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with an out-of-county address for the client, correct and update the address to the **new** county and an "X" in the transfer field on the DSS-8114.

2. If a notice of automatic eligibility is returned due to an insufficient address, verify the new address and update the case. After one documented attempt to get a sufficient address, deny the case using denial code "S." If the client contacts the county regarding new residence and remains eligible for a check, update the DSS-8114 to remove the "S" code in order for a check to be issued.
3. If a notice of automatic eligibility is returned due to a **new** address, update the new address in the Energy System prior to the automated pull check procedures.
4. If a notice of automatic eligibility is returned due to "moved, left no forwarding address," deny the case using denial code "S."
5. If a check is returned to the county because the client moved out-of-state after applying for assistance, the client is ineligible. Follow procedures in EP-500 for return of the check.
6. If a client moves out of state prior to issuance of a check, deny the case using denial code "G."
7. If the client is institutionalized or in prison at the time the check is issued, the client is ineligible. If there is no one else in the household who was included in the original application and can serve as payee, follow procedures in EP-500 for return of check.
8. If two separate households, who were automatically eligible for LIEAP, reside in the same household prior to the issuance of checks, pull both checks and redetermine eligibility. Consider this a change of address, and include all eligible participants in one household. Determine which household member is responsible for the heating expense and establish them as the payee.