

## Procedure for transferring a participant/applicant who is moving within IHCD jurisdiction to another LSA service area

**When a participant moves within the IHCD jurisdiction is not a port.** It is a move or transfer. The process *does not* require a participant to exercise portability. If you are not sure if the area is located within the IHCD jurisdiction please contact Francine for guidance before completing this process.

When a LSA transfers a participant/applicant to another LSA they are to notify Francine, in writing, so that she can change the LSA in HP. The LSA transferring the family has the responsibility of transferring the file in the most current state possible, and the file must be in the proper file format. If a recertification is due within 120 days of the transfer, the process should be completed prior to the transfer. In addition, the LSA transferring the participant is responsible for issuing the family a voucher and locking the issuance of voucher into Housing Pro. All other documents required when a participant moves should also be obtained and secured in the file. The LSA transferring the file will need to enter notes stating the status of the file, the date the file was shipped, and where the file was shipped.

The LSA transferring the file is responsible for shipping ***the entire physical file (containing the original file documents)*** to the new LSA. This does not mean send loose documents it ***literally*** means ***ship the entire physical file*** including the file jacket. The file should be shipped using a secure method ex. Fed Ex or UPS and should require the receiving LSA to sign for the delivery of the file. The LSA transferring the file should also lock in the appropriate cancel payment date prior to shipping the file.

The receiving LSA should note in HP when the date the file was received.

Please be sure to follow this directive when a participant wishes to move to another area within the IHCD jurisdiction.

**Please insert this policy in your August 2010 IHCD Administrative Plan-- Chapter 10**