

.02 Site Code Change - Receiving Office Responsibilities

When a local office receives a notification of an address change for a case that is in another office, the other office must be notified by close of business the day the change is reported.

The [sending office](#) can then change the address. When a [case file\(g\)](#) is transferred, the EI in the receiving office must complete the following:

- Review the case file and AZTECS, including CADO or the CADO Extension Form (CEF).
- Review ADDR to ensure that the budgetary unit's new address is keyed.
- Review CARC to ensure that the case file was transferred to the correct local office.
- Complete the procedures as outlined in [Change of Address - Site Code Remains the Same](#).