

C Transferring Case Files - Case File Receipt From a Non-FAA Office

When a case file is transferred from a non-FAA office, the OST staff in the receiving office completes the following:

- Signs the case file transmittal form.
- Sends a copy of the signed transmittal form to the sending office.
- Completes the procedures in [Case File Receipt From Salt River TANF Office](#).
- Completes the procedures in [Case File Receipt From Hopi TANF Office](#).

For policy regarding changes of address that result in a case transfer, see [Change of Address](#).

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