

C Client Inquiry/Registration Menu - Functions - 3. Register Application With Existing Case Number

This function is used to register a new application when there is an existing AZTECS case number and the [quick registration](#) requirements are NOT met.

Complete the following to register the application:

- Key 3 in the SELECT FUNCTION (BY NUMBER) field.
- Key the existing case number in the ENTER EXISTING CASE NUMBER (FOR FUNCTIONS 3 AND 5) field.

WARNING

Cases that are registered by DCYF workers are to remain in DCYF units. These include Foster Care, Adoption Subsidy, and C.O.B.R.A. children. These cases are at site code 940. The Foster Care and Adoption Subsidy children in MA categories, other than [CMDP\(g\)](#) and [C.O.B.R.A.\(g\)](#), may be transferred between sites.

Cases that are registered at site code 940 may be transferred when the applicant is 18 and older, and is no longer residing in foster care placement.

- Press ENTER. AZTECS displays REAP.