

## 12 Case Record Control (CARC) - Overview

CARC is used to transfer cases as follows:

- [From unit to unit within an office](#)
- [From site code to site code](#)
- [To a temporary location](#)

### 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., 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.

NOTE Do not transfer case files to DCYF.

Outstanding alerts and notices on a case must be worked before transferring the case between units or site codes. Once the site code is changed, the transferring unit can no longer update screens for the case.