

.01 Site Code Change- Sending Office Responsibilities

When the address change results in a change of local office site code, take the following actions:

- Review the new address on [ADDR](#).
- When enough information is provided with the related change, effect the change prior to sending the case to the new local office.
- Send the PI the [C910](#) notice to inform the PI of the new local office address.
- Send the [C008 notice](#) to the PI to request the PI send any necessary information to the new local office.
- Ensure all benefits are authorized in the [current system month\(g\)](#).
- Transfer the case on CARC to the new local office that serves the ZIP Code.

The receiving local office completes the change as outlined in [Site Code Change- Receiving Office Responsibilities](#).