

.02 Case File Transfer - Non-imaged Case Files

REVISION 01
(07/01/07 - 09/30/07)

When transferring a non-imaged case file, designated staff must complete all of the following:

- Complete the Case File/Verification Transmittal (FA-556) form and attach it to the outside of the case file.
- Complete the Case Record Transfer Checklist (FA-605) form and place it in the case file on the current approval year side, [side two, right](#).
- Send the [C901 notice](#) for open programs.
- Transfer the AZTECS case on CARC and send the case file to the new office by close of business the following work day.

(See [Change of Address](#) for additional procedures)