.02 Transferring Case Files - Case File Receipt from a Hopi TANF Office

Complete the following for cases transferred from a Hopi TANF Program (unit L) office:

- Review CA cases for potential Two Parent Employment Program (TPEP) eligibility. Hopi TANF does not have a TPEP program. Remove the L next to each parent on SSDO.

- Review SEPA for correct FS and MA participation for each participant.

- Review ADDR to ensure the HO Tribal Code has been removed from the RESERVATION field.

- Review WERE to ensure the L CA Exemption Reason Code has been removed from the AF EXPT RSN field next to each participant.

- Review WORW to ensure correct Work Registration Codes are keyed.